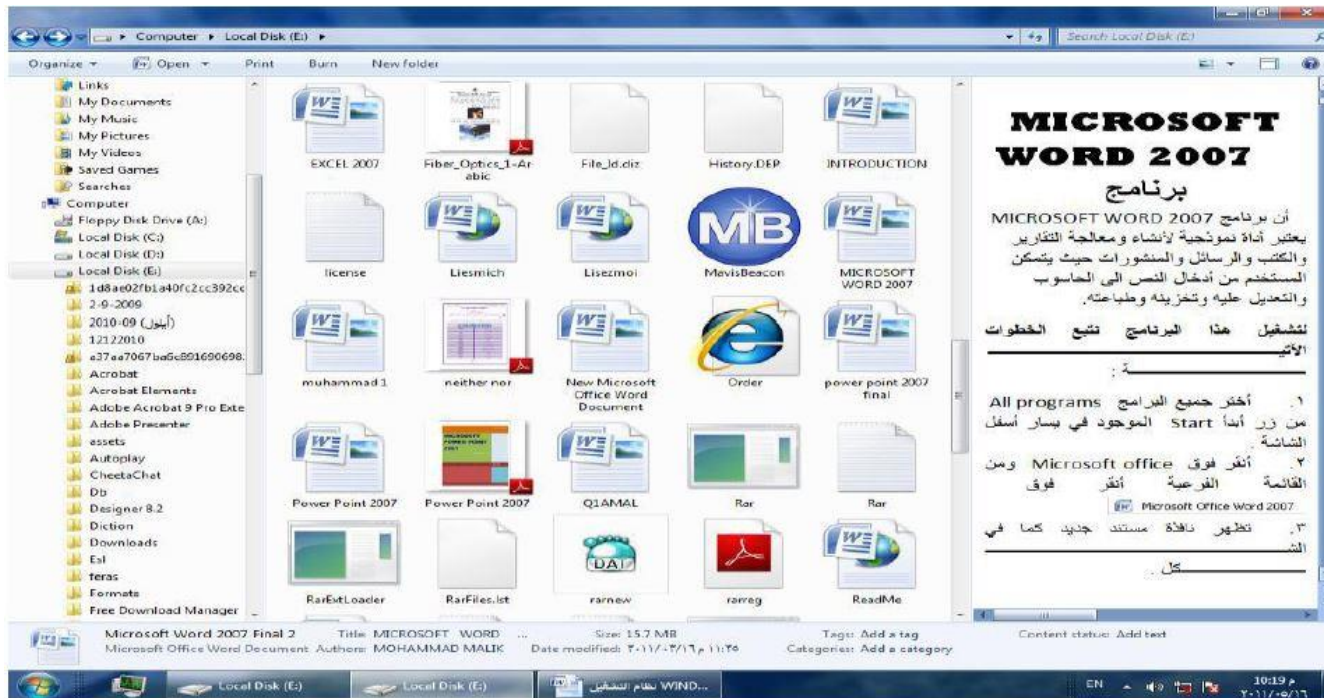# DOCUMENT OPENED

The document can be opened by clicking on its icon twice in succession, if its icon is on Desktop and if you are not on the desktop, click the Start button on the side left from the Taskbar as shown in figure.

It is noticed in the upper bar of the window that there are three buttons on the right side of the window, which are:

The first button, the Close button [X] , which is used to close the window.

The second button, Restore down [□] , which is used to restore the window to its size True after zoomed in to cover the entire desktop.

The third button is the Minimize button [—] that will be used to change the window and put it on A small tape on the desktop.

After completing all the work related to the file, we click the close button

Working with file and folder

A file is an object on a computer that stores data, information, settings, or commands used with any computer program.

There are different types of computer files. These files can store text, images, computer programs, video, audio, and a variety of other data depending on the file type.

Ex: include Microsoft Word documents, Microsoft Excel spreadsheets, Adobe Photoshop files, and GIFs**.**

A folder is a folder that can be created to store files and other folders

Note :The difference between a file and a folder is that the file stores data while the folder stores files and folders.

1. Selecting

To select **a single file or folder**, click on it once.

To select **Multiple files or folders** that are near each other, drag the mouse pointer to create a selection around the outside of all the items that you want to include.

Notes: After selecting files or folders, you can perform many common tasks, such as copying, deleting, renaming, printing, and compressing. Simply right-click the selected items, and then click the appropriate choice.

2. Rename

Right click on file or folder to show the menu, then we choose Rename, and type a name then press enter.

Notes: File names can be up to 255 characters. You can use spaces and underscores in names, but you can't use the following characters: * : < > | ? " \ or /.

3. Copying

When you copy an item, the original item remains in its original location—plus you have the new copy

• Open the location that contains the file you want to copy.

• Right-click the file, and then click Copy.

• Open the location where you want to store the copy.

• Right-click an empty space within the location, and then click Paste. The copy of the original file is now stored in the new location.

Notes: Another way to copy and paste files is to use the keyboard shortcuts **Ctrl+C** (Copy) and **Ctrl+V** (Paste).

4. Moving (cut)

Moving a file (or folder) is different from copying it. Moving cuts the item from its previous location and places it in a new location. Copying leaves the original item where it was and creates a copy of the item elsewhere. In other words, when you copy something you end up with two of it. When you move something, you only have one thing.

• Open the folder containing the file or folder you want to move.

• Select the files or folders you want to move.

• Right-click the selected files or folders, and then click cut.

5. Create a Folder

Open the drive or folder where you want to create a folder.

• Click the New folder button on the toolbar.

• With the New Folder name selected, type a new name.

• Press Enter.

Create a Folder

6. Deleting

• Select the file or folder.

• Right-click the selected files or folders, and then click Delete

• After you select delete a confirmation message appears.

Types of Files

- DOC, DOCX   Word files
- PPT, PPTX   PowerPoint files
- XLS, XLSX   Excel files
- Txt   Text document
- MP3, WAV, MPG, FLV Soundtrack and movies file
- PDF   PDF file document
- JPG, BMP, GIF   Image file
- HTML   Webpage
- EXE   Executable file

To create text file
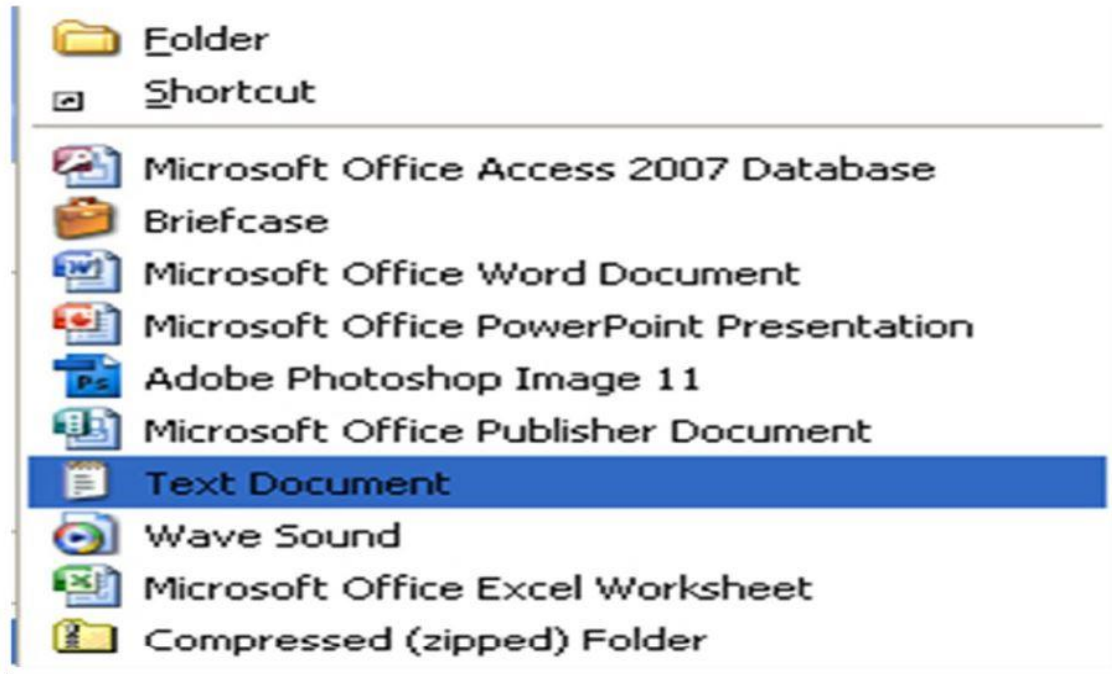
Permanently delete files from the Recycle Bin

• When you delete a file, it's usually moved to the Recycle Bin so that you can restore the file later if necessary.

• To permanently remove files from your computer and reclaim any hard disk space they were using, you need to delete the files from the Recycle Bin. You can delete individual files from the Recycle Bin or empty the entire Recycle Bin at once.

1. Open the Recycle Bin by double-clicking the Recycle Bin on the desktop.

2. Do one of the following:

• To permanently delete one file, click it, press Delete, and then click Yes.

• To delete all of the files, on the toolbar, click Empty the Recycle Bin, and then click Yes

Restore item from recycle Bin

• Open the Recycle Bin by double-clicking the Recycle Bin on the desktop.

• Do one of the following:

• To restore a file, click it, and then, on the toolbar, click Restore this item.

• To restore all of the files, make sure that no files are selected, and then, on the toolbar, click Restore all items.

• The files will be restored to their original locations on your computer

Microsoft Office Word

■ You can open Microsoft Word by clicking on the desktop icon…… or by clicking the START button

■ When you see the cursor blinking, you are ready to type. Otherwise, use your mouse to click anywhere on the white part of the page
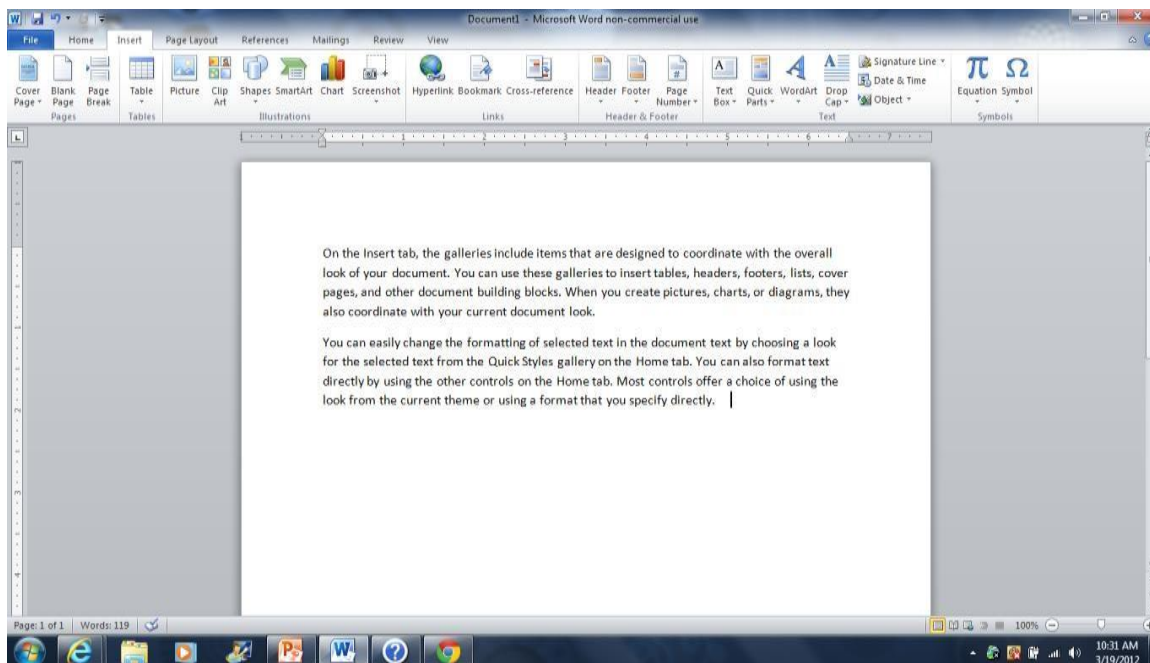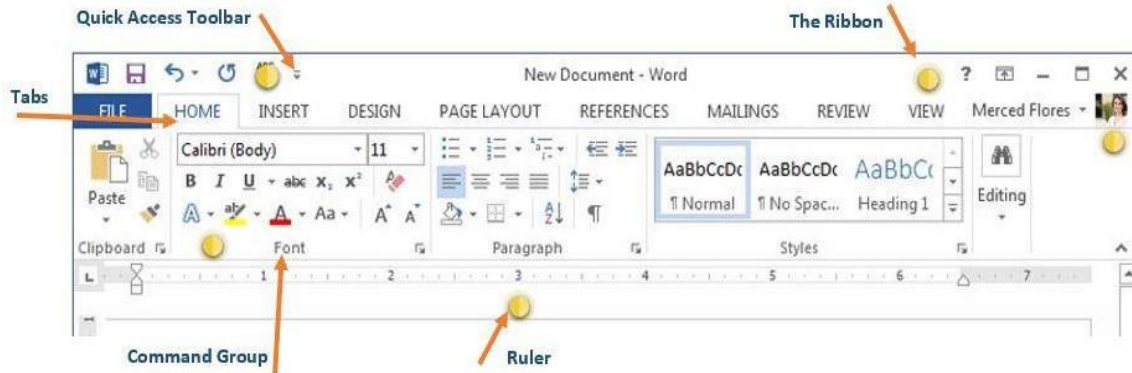
Quick Access Toolbar: The Quick Access Toolbar lets you access common commands no matter which tab is selected. By default, it includes the Save, Undo, and Repeat commands. You can add other commands depending on your preference.



To add commands to the Quick Access toolbar:

❑ Click the drop-down arrow to the right of the Quick Access toolbar.
❑ Select the command you wish to add from the drop-down menu.
❑ To choose from more commands, select More Commands.
❑ The command will be added to the Quick Access toolbar
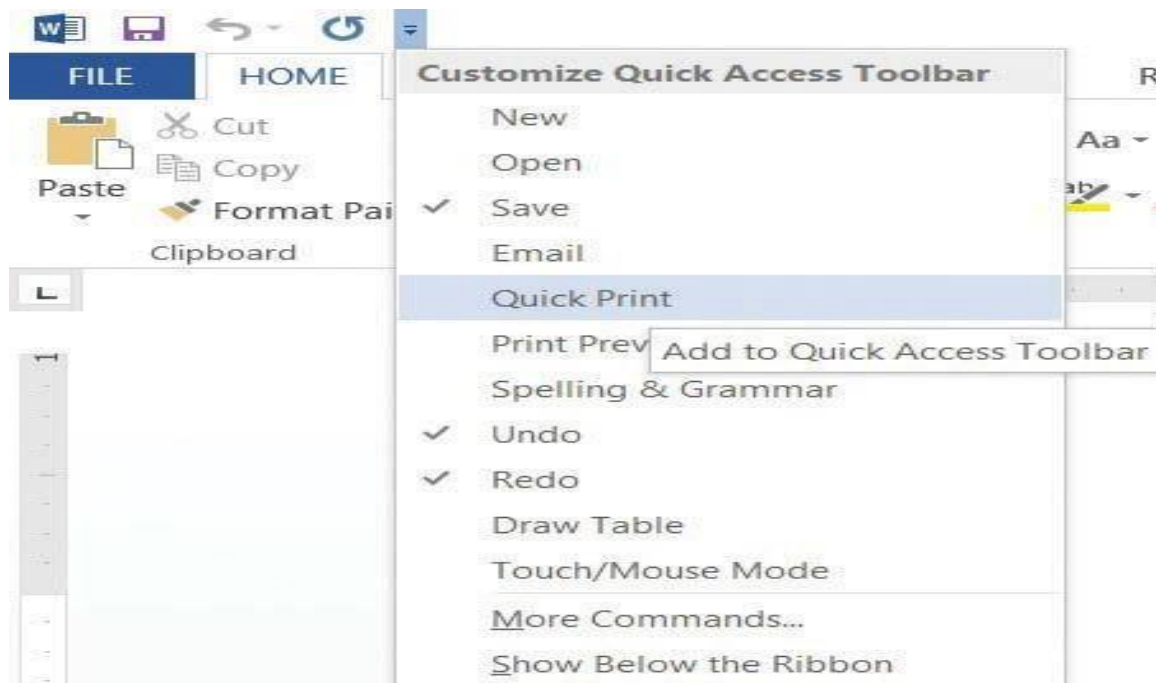
❑ Command Group: Each group contains a series of different commands. Simply click any command to apply it. Some groups also have an arrow in the bottom-right corner, which you can click to see even more commands.

❑ Ruler: The Ruler is located at the top and to the left of your document. It makes it easier to make alignment and spacing adjustments.

❑ The Ribbon: The Ribbon contains all the commands you will need to perform common tasks in Word. It has multiple tabs, each with several groups of commands.
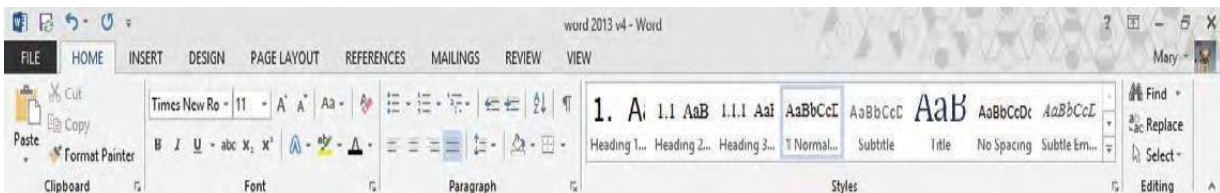
Not: To hide the ribbon Click the up arrow on the right hand side of the ribbon.

☐ Status Bar:

☐ At the bottom of the window, the status bar has two sets of commands:

☐ On the right hand side:

☐ The slide on the right allows you to zoom in and out of the document. The three views on the left will show different versions of the document.
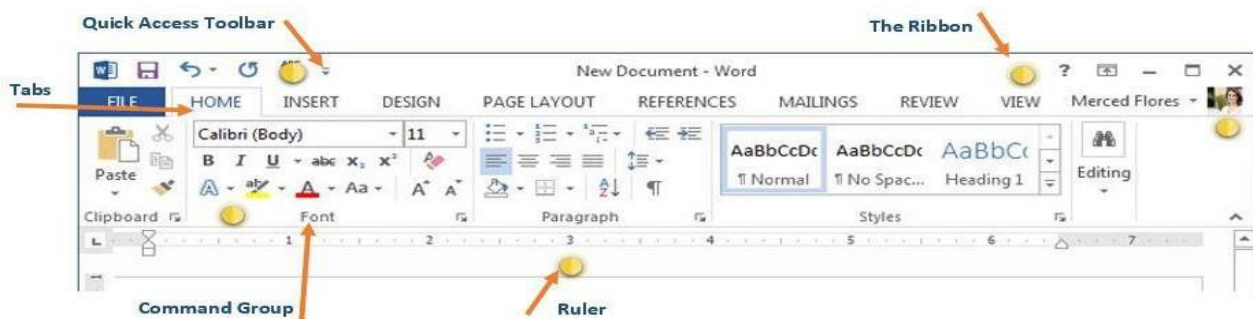

☐ On the left hand side:

☐ The number of pages in the document is displayed together with a word count.

Not: Clicking the word count will display the number of characters as shown as in the following figure.
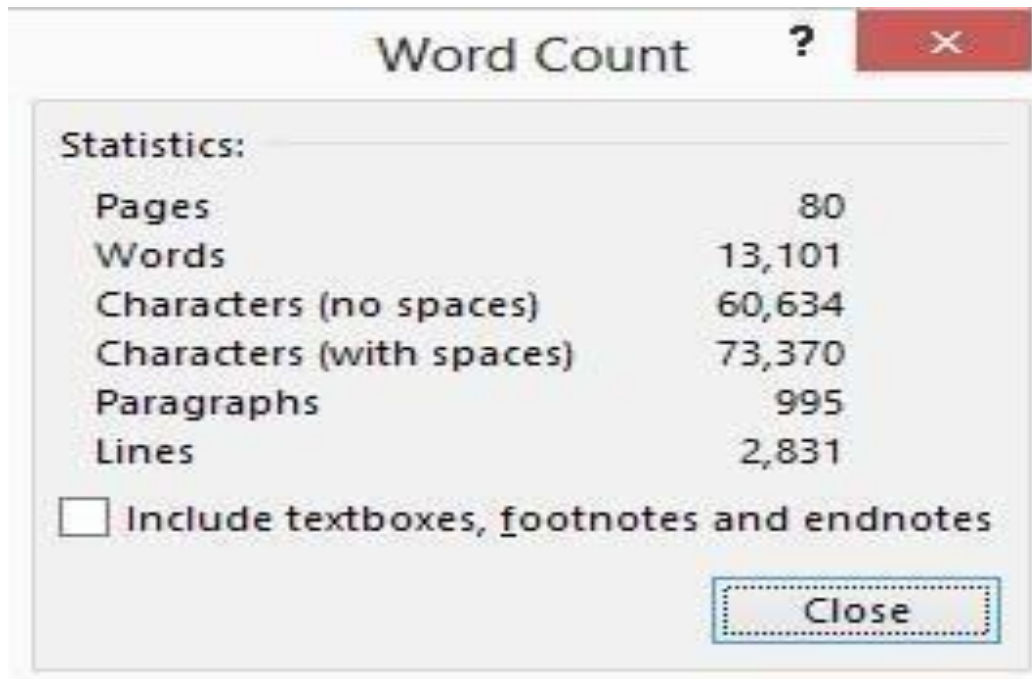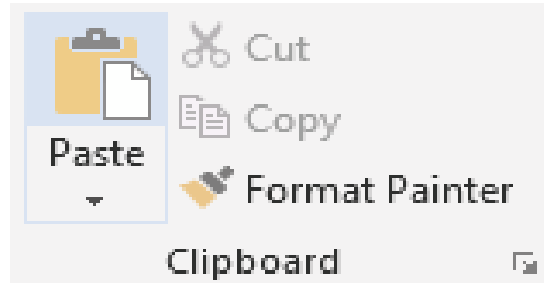

Ribbon Menu System

The Home Tab is where you find all the options to format text in your Word document. We look at each group in turn

Cut / Copy / Paste allow you to move and copy text and objects around the document and between applications.

❑ To Copy:
❑ Select the text or object.
❑ Select Copy in the Clipboard group or Ctrl > C.
❑ Move to where you want to insert the text or object.
❑ Select Paste in the Clipboard group or Ctrl > V.

❑ To Move:
❑ Select the text or object.
❑ Select Cut in the Clipboard group or Ctrl > X.
❑ Move to where you want to insert the text or object.
❑ Select Paste in the Clipboard group or Ctrl > V.