

**AL-Mustaqbal university college**

**Class: 1<sup>st</sup>**

**Subject: Computer Applications**

**Lecturer: Rami Qays Malik**

**Lecture :Part-2-first lec**

**E-mail : [rami.qays@mustaqbal-college.edu.iq](mailto:rami.qays@mustaqbal-college.edu.iq)**



## **MICROSOFT OFFICE**

### **INTRODUCTION**

Microsoft Office (or simply Office) is a family of server software, and services developed by Microsoft. It was first announced by Bill Gates on August 1, 1988, in Las Vegas. The first version of Office contained Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Over the years, Office applications have grown substantially closer with shared features such as a common spell checker, data integration etc. Office is produced in several versions targeted towards different end-users and computing environments. The original, and most widely used version, is the desktop version, available for PCs running the Windows, Linux and Mac OS operating systems.

Microsoft Office is available in 35 different languages and is supported by Windows, Mac and most Linux variants. It mainly consists of Word, Excel, PowerPoint, Access, OneNote, Outlook and Publisher applications.

Microsoft Office was primarily created to automate the manual office work with a collection of purpose-built applications.

Each of the applications in Microsoft Office serves as specific knowledge or office domain such as:

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1. Microsoft Word: Helps users in creating text documents.
2. Microsoft Excel: Creates simple to complex data/numerical spreadsheets.
3. Microsoft PowerPoint: Stand-alone application for creating professional multimedia presentations.
4. Microsoft Access: Database management application.
5. Microsoft Publisher: Introductory application for creating and publishing marketing materials.
6. Microsoft OneNote: Alternate to a paper notebook, it enables an user to organize their notes. Besides desktop applications, Microsoft Office is available to use online or from cloud under a lighter (Office Web Apps) and full (Office 365) version.

## **1. MICROSOFT WORD 2010**

### **INTRODUCTION**

Word 2010 is a word processor that allows you to create various types of documents such as letters, papers, flyers, and faxes. A word processor is a computer program used to create and print text documents that might otherwise be

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prepared on a typewriter. The key advantage of a word processor is its ability to make changes easily, such as correcting spelling, adding, deleting, formatting and relocating text. Once created, the document can be printed quickly and accurately saved for later modifications. In fact, the document that you are reading now was created using only a small amount of the many features available in Microsoft Word!

Word 2010 is a bit different from earlier versions, so even if you've used Word before you should take some time to familiarize yourself with the interface. The toolbars are similar to those in Word 2007, and they include the Ribbon and the Quick Access toolbar. Unlike Word 2007, commands such as Open and Print are housed in Backstage view, which replaces the Microsoft Office button.

### Opening Microsoft Word:

Before you get started with Microsoft Word (commonly referred to as MS Word), you will need to locate and open it on the computer. It may be on your desktop.

From the computer desktop:

1. Double-click on the MS Word icon



Go to the Start Menu if the MS Word icon is not on the desktop:

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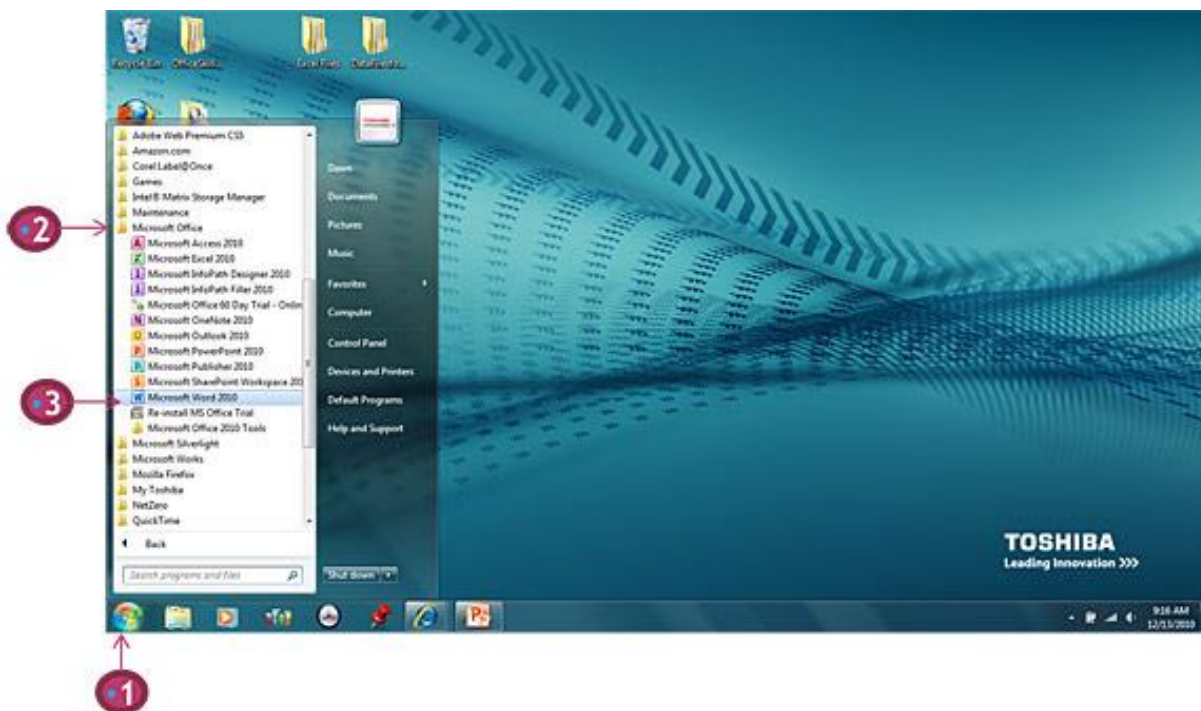
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The most common way to start Word 2010 is to click the Start button at the lower left end of the Windows Taskbar.

1. Click the Start Button on the taskbar and click on All Programs
2. Click on Microsoft Office
3. Click on Microsoft Word 2010 and Word will open up



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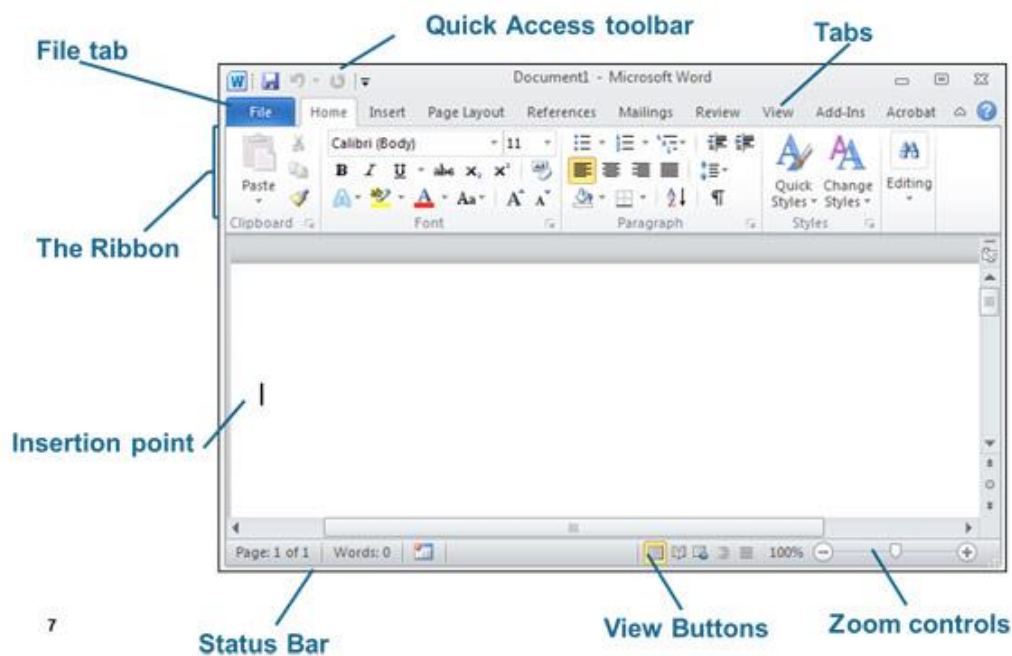
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## Word 2010 Program Interface

Here is the Word 2010 program working environment. We'll look at all these parts of the program in detail in this lecture.



## The Ribbon

The new tabbed Ribbon system was introduced in Word 2007 to replace traditional menus. The Ribbon contains all of the commands you'll need in order to perform common tasks. It contains multiple tabs, each with several groups of commands, and you can add your own tabs that contain your favorite commands. Some groups

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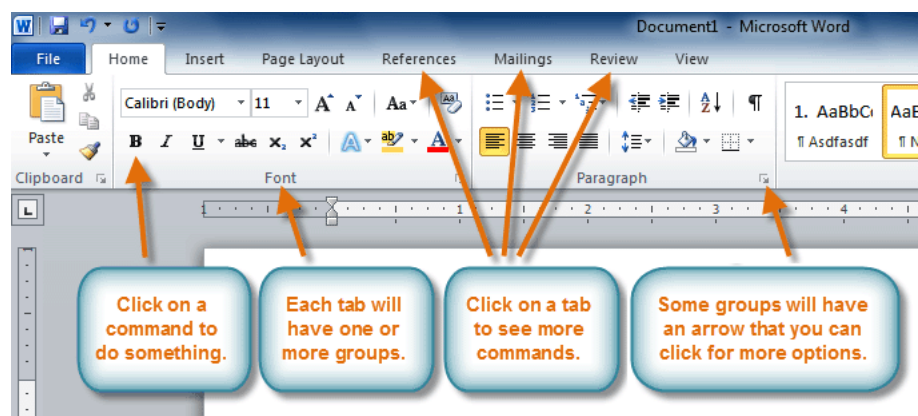
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have an arrow in the bottom-right corner that you can click to see even more commands.



## To customize the Ribbon:

You can customize the Ribbon by creating your own tabs with the commands you want. Commands are always housed within a group, and you can create as many groups as you want in order to keep your tab organized. If you want, you can even add commands to any of the default tabs, as long as you create a custom group in the tab.

1. Right-click the Ribbon and select Customize the Ribbon. A dialog box will appear.

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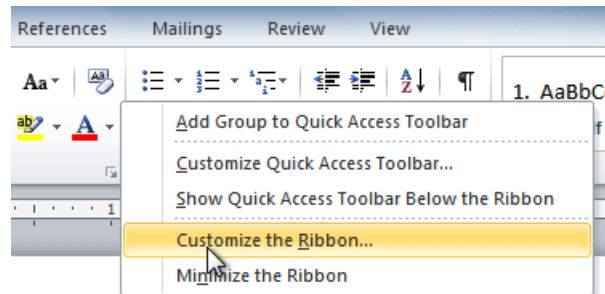
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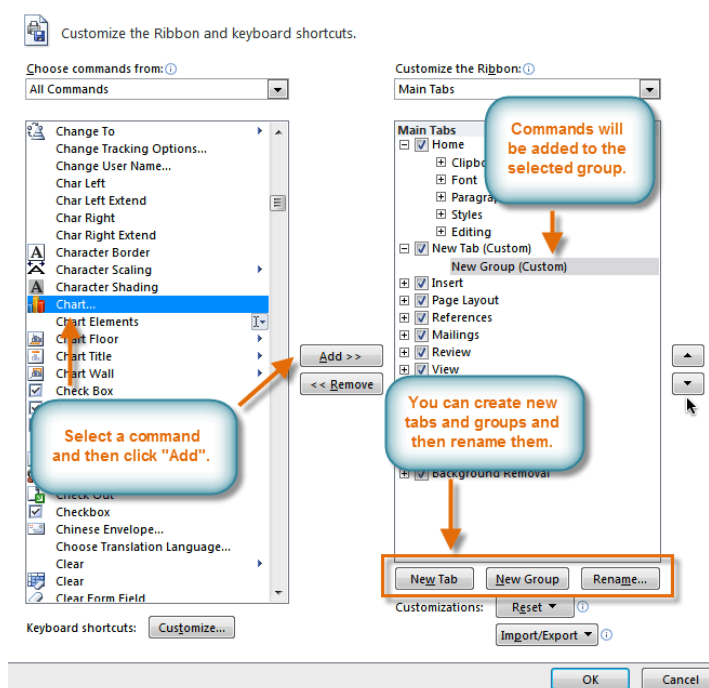
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2. Click New Tab. A new tab will be created with a new group inside it.
3. Make sure the new group is selected.
4. Select a command from the list on the left, then click Add. You can also drag commands directly into a group.
5. When you are done adding commands, click OK.





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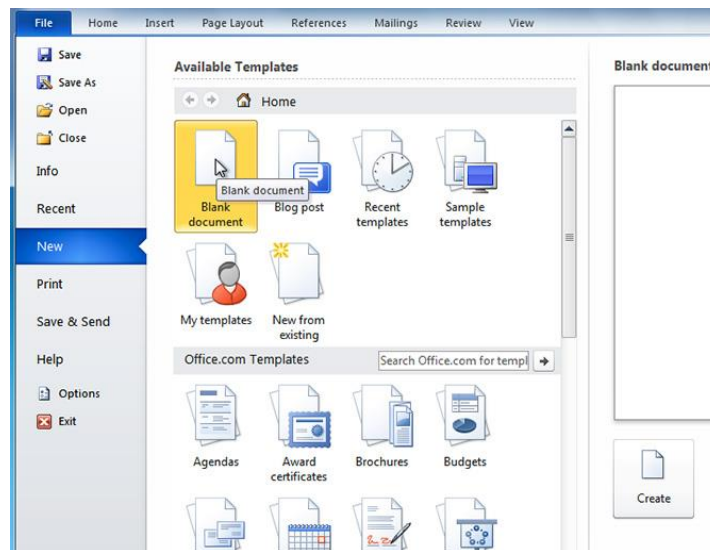


## Creating and opening documents

Word files are called documents. When you start a new project in Word, you'll need to create a new document, which can either be blank or from a template. You'll also need to know how to open an existing document.

### To create a new blank document:

1. Click the File tab. This takes you to Backstage view.
2. Select New.
3. Select Blank document under Available Templates. It will be highlighted by default.
4. Click Create. A new blank document appears in the Word window.





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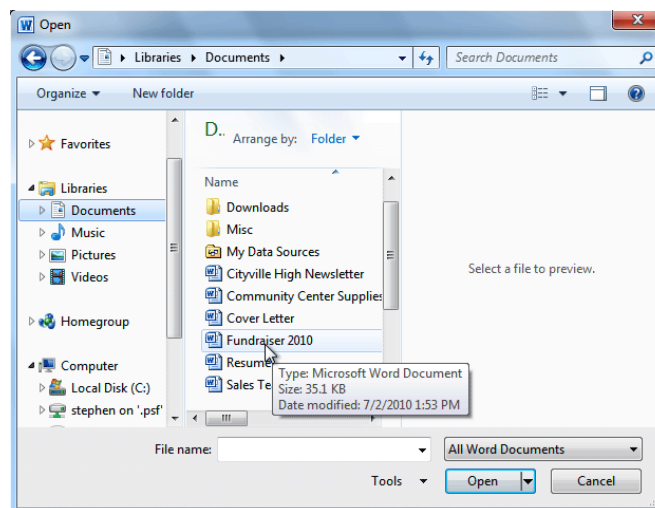
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### To open an existing document:

1. Click the File tab. This takes you to Backstage view.
2. Select Open. The Open dialog box appears.
3. Select your document, then click Open.



## Compatibility mode

Sometimes you may need to work with documents that were created in earlier versions of Microsoft Word, such as Word 2007 or Word 2003. When you open these types of documents, they will appear in Compatibility mode.

Compatibility mode disables certain features, so you'll only be able to access commands found in the program that was used to create the document. For

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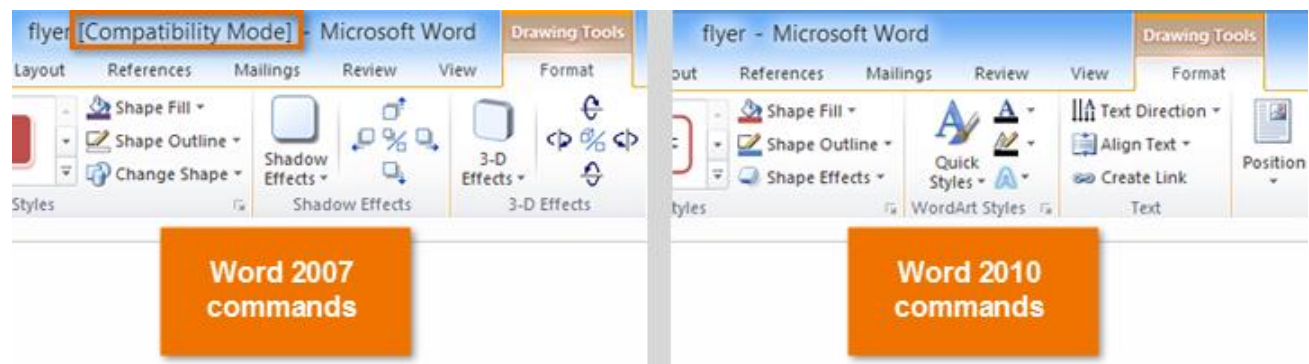
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example, if you open a document created in Word 2007, you can only use tabs and commands found in Word 2007.

In the image below, you can see how Compatibility mode can affect which commands are available. Because the document on the left is in Compatibility mode, it only shows commands that were available in Word 2007.



To exit Compatibility mode, you'll need to convert the document to the current version type

### **To convert a document:**

If you want access to all Word 2010 features, you can convert the document to the 2010 file format.

Note that converting a file may cause some changes to the original layout of the document.

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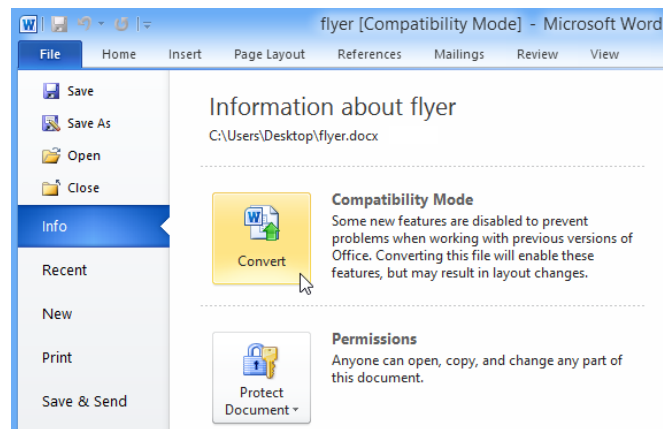
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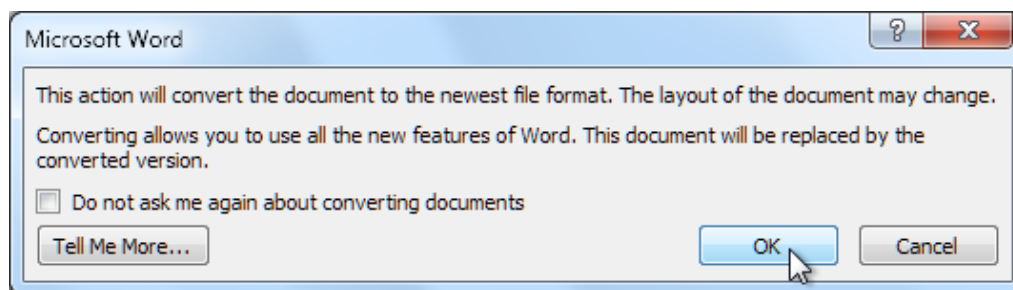
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1. Click the File tab to access Backstage view.
2. Locate and select the Convert command.



3. A dialog box will appear. Click OK to confirm the file upgrade.



4. The document will be converted to the newest file type.