

## Chapter (1) Explore the program

### What is Microsoft Word?

**Microsoft Word** is one of the most sophisticated word- processing programs available today. You can use word to compose and update a wide range of business and personal documents.

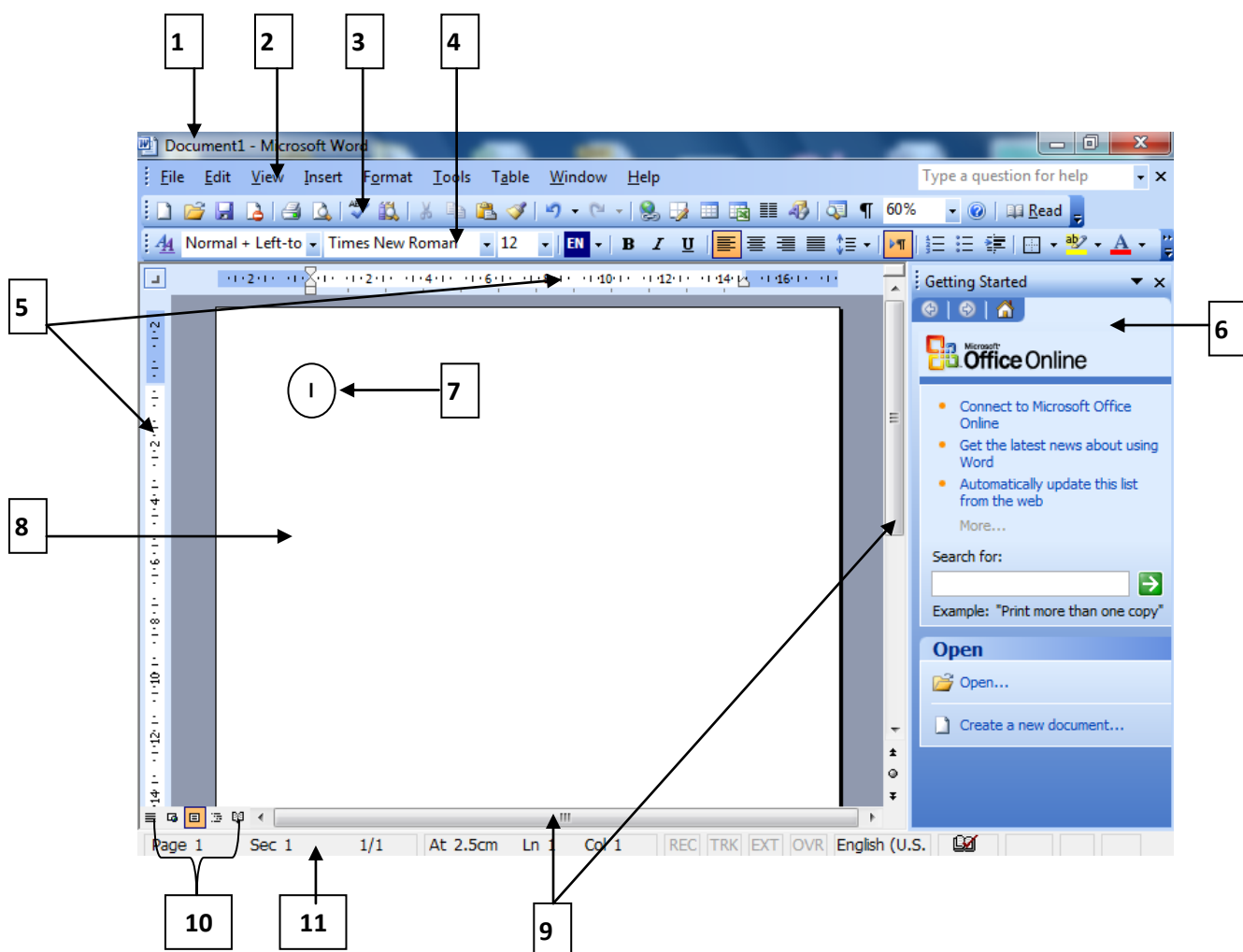
### Getting Started with Word:

When you first start Word, the Word program window opens. This window includes many of the menus, tools, and other features found in every Microsoft Office System program window.

### To open Microsoft Word.

1. Open "Start menu". = Click Start button
2. Select "All programs".
3. Select "Microsoft Office"
4. Select "Microsoft Office word 2003"

After you open Word the screen will look like the one shown here.



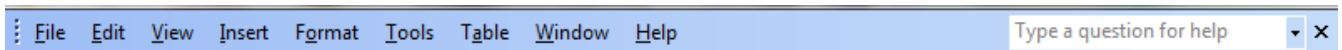
- 1- Title bar.
- 2- Menu bar.
- 3- Standard toolbar.
- 4- Formatting toolbar.
- 5- Ruler
- 6- Task pane.
- 7- Insertion point.
- 8- Document window.
- 9- Scroll bars.
- 10- View buttons.
- 11- Status bar.

## The Title Bar



**The Title bar**, which is located at the top of the screen. Displays the name of the document on which you are currently working. The **RED X** in the title bar Exit Word Application and close the current document.

## The Menu Bar



The Menu bar is found directly below the Title bar. It displays the menu. The Menu bar begins with the word File and continues with Edit, View, Insert, Format, Tools, Table, Window, and Help. You use the menus to give instructions to the software. Point with your mouse to a menu option and click the left mouse button to open a drop-down menu. You can now use the left and right arrow keys on your keyboard to move left and right across the Menu bar options. You can use the up and down arrow keys to move up and down the drop-down menu.

The **X** in the menu bar close the current document without exit the word application

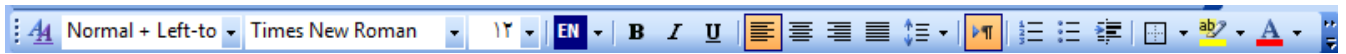
## Toolbars

### The Standard Toolbar



It contains the common commands located in various menus, you can use single click to activate commands.

## The Formatting Toolbar

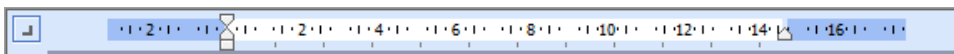


It contains a standardized set of useful command buttons. For formatting the text.

### To show or hide toolbars:

- 1- Click on View from Menu bar.
- 2- Select Toolbars.
- 3- Check the toolbar name to show it or uncheck the toolbar name to hide it.

## The Ruler



The ruler is found below the toolbars. The ruler is used to adjust the measure of the margins in your document and the start and the end of each paragraph quickly.

### To Show or Hide the ruler:

- 1- Click on **View** on the Menu bar.
- 2- Click on "**Ruler**"

**Document View:** In Word, you can display your document in one of five views: Normal, Web Layout, Print Layout, Reading Layout, or Outline Layout.

**Normal View:** Normal view is the most often used and shows formatting such as line spacing, font, point size, and italics.

**Web Layout:** Web layout view enables you to view your document as it would appear in a browser such as Internet Explorer

**Print Layout:** The Print Layout view shows the document as it will look when it is printed.

**Text Area :** The large area called the "text area". You type your document in the text area.

**The Cursor:** The blinking vertical line in the upper left corner of the text area. It marks the insertion point. As you type, your work shows at the cursor location.

**Exiting Word:** To exit Word:

- 1 Click on **File** menu.
- 2 Click on **Exit**.

## Chapter (2) Entering text

**Type of Data:** \* Picture \* Text \* Number \* Symbols

**Create a new document**

**From the Menu:**

- 1-Open **File** menu
- 2-Select "**New**".
- 3-Select "**Blank Document**" from the task bane.

**From the Standard Tool Bar:**

Click on the "**New Document Icon**" { White Paper}. 

**Using the Keyboard:**

- Press [ **CTRL + N** ] Keys from the keyboard.

**Text Wrapping:**

Text flows or 'wraps' automatically onto the next line when you reach the right-hand margin. If you want to start a new paragraph press "Enter key" or [return key].

**Show or Hide Icon:** 

You can show the end of each paragraph by clicking the **Show/Hide** Icon from the standard tool bar.

**To insert word (words) between existing text**

- 1-Move the cursor to the position you want by using the mouse or the arrows from the keyboard.
- 2-Type the text.

**To delete error word (words) for existing text**

**The Backspace key** to delete letter to the **back** of the cursor.

**The delete key** to delete letter to the **front** of the cursor .or by clicking and dragging the mouse pointer over an area text to highlight it, then pressing delete.

**To type capital letters:**

**Caps lock key** To type a series of capital letters, press the Caps lock key before type letter.

**Shift key** to type a capital letter, hold down the shift key and press on the letter key.


## **Saving your document:**

### **To save your document for the first time:**

- 1- Click **File** from menu bar.
- 2- Select **save** or **save as**.
- 3- The save as dialogue box opens
- 4- Type a name for the document in File name box:
- 5- Select the location where you want to save the file from save in list.
- 6- Click save button.

*After you save the document its name will display at the title bar.*

### **To save your document after the first time:**

- 1- Click **file** menu from menu bar.
  - 2- Select **save**.
- OR Click the **Save icon**  from the Standard Tool Bar
- OR Press **CTRL + S** from the keyboard.

## **To close a document:**


- 1- Click **file** from menu bar.
- 2- Choose **close**.

OR click The X in the menu bar

## **Exiting Word: To exit Word:**

- 1 Click on **File** menu.
  - 2 Click on **Exit**.
- Or Click the **RED X** in the title bar

## **Chapter (3) Entering text : Open existing document with Word**

- 1- Click **File** from menu bar.
- 2- Select **open**. ===== Click **Open button**  from the standard toolbar
- 3- The "open dialogue box" open.
- 4- Select the location where you saved the file before from look in list.
- 5- Click open button.

## **Selection:**

Before you can make any formatting to the text you must select it or highlight it, any changes you made applied to the selected text only.

Selecting a character	Click and drag over the character.
	Press the Shift key ( keep it pressed ) and press the right arrow key.
Selecting a word	Double click within the word
Selecting a line	Move the mouse pointer to the left of line, on the right margin(selection bar) , then click once.
Selecting a sentence	Click and drag over the sentence.
	Press the CTRL Key ( keep it pressed ), then click once within the sentence.
Selecting a paragraph	Click three times within the paragraph.
	Move the mouse pointer to the left of paragraph, on the right-hand margin (selection bar), then click double click.
Selecting all text	Press CTRL + A from the keyboard.
	From Edit menu → Select All

## Undo # Redo

**Undo**  : reverse your last action .

**Redo**  : repeat commands and actions

## Chapter (4) Formatting text: ( Paragraphs)

**Paragraphs:** Paragraphs can include any amount of text and graphics, or any other item, followed by Enter Key.

**To display the paragraph marks:**

- Click on the **Show/Hide** button on the Standard toolbar.
- Or press **Ctrl + Shift + \*** keys from the keyboard

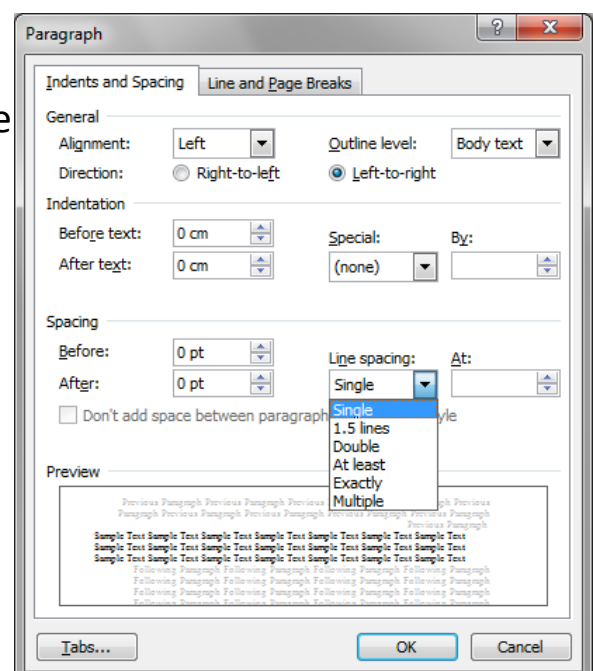
**Paragraph Alignment:** Align Left - Align right – Center – Justify

**Adjust Line Spacing:**

**The line-spacing:** you can increase or reduce spacing between lines within the paragraph. Normal text has single spacing of one line.

**To adjust line spacing:**

- From the Line Spacing Icon in the formatting tool bar. **Or**
- 1- Open **Format** from the menu bar.
  - 2- Select **paragraph**.
  - 3- Select from the **line spacing**.



## Chapter (5) Formatting text : ( Lists)

### Lists

List is a group of items, each item followed by Enter key. Each paragraph becomes a single item in the list. There are two types of lists:

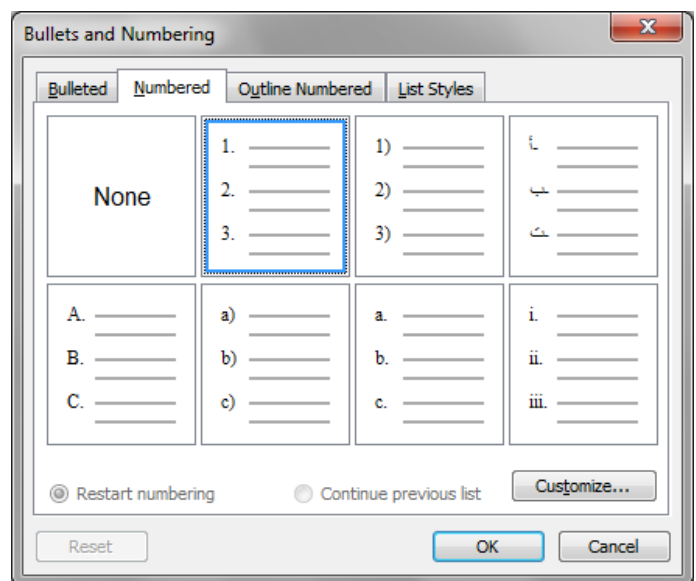
- 1- Numbered lists.
- 2- Bulleted lists.

#### To create a numbered lists.


- 1- Select your list items.
- 2- Click the **Numbering button**  from the formatting toolbar.

OR →

- 1- Select your list items.
- 2- Open **Format** menu.
- 3- Select "**Bullets and Numbering**"
- 4- The Bullets and Numbering dialogue box appears.
- 5- Select **Numbered**.
- 6- Select the format of number
- 7- click **OK** button

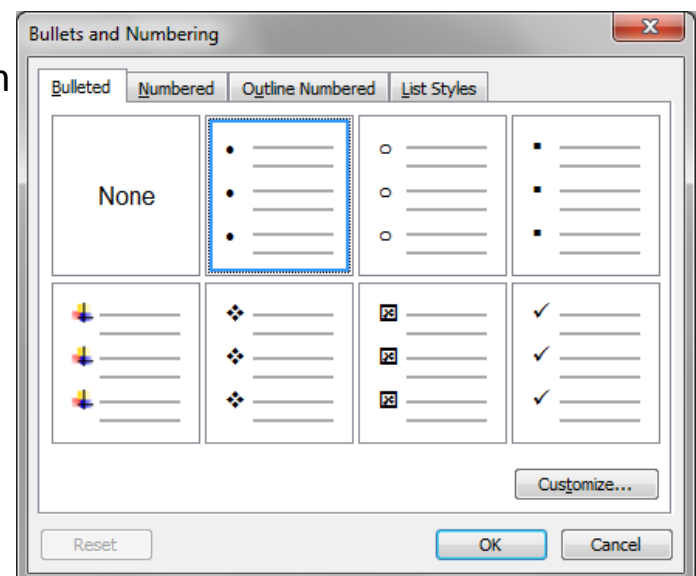


#### To create a Bulleted lists.

- 1- Select your list items.
- 2- Click the **Bullets button**  from the formatting toolbar.


OR →

- 1- Select your list items.
- 2- Open **Format** menu.
- 3- Select "**Bullets and Numbering**"
- 4- The Bullets and numbering dialogue box appears.
- 5- Select **Bulleted**.
- 6- Select the suitable Bullets
- 7- Click **OK** button



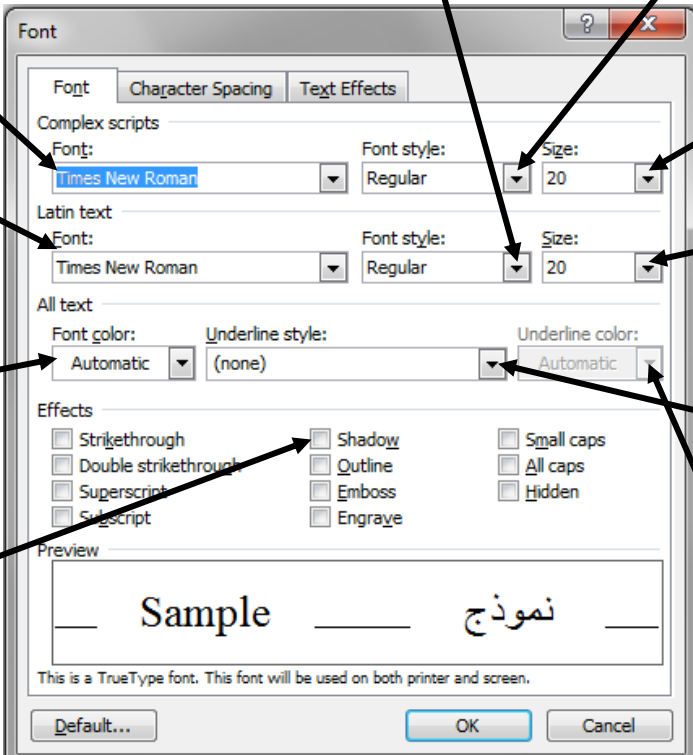
## Chapter (6) Formatting text

Changing the Look of Characters:

<b>B</b>	<b>Bold</b>	Makes the selected text Bold.
<i>I</i>	<b>Italic</b>	Makes the selected text Italic.
<u>U</u>	<b>Underline</b>	Makes the selected text Underlined.
	<b>Font Color</b>	Change the color for the selected text.
20	<b>Font Size</b>	Change the size of the selected text.
Times New Roman	<b>Font</b>	Change the font type of the selected text.

There is another method to change the text formatting

- 1- Open **Format** Menu.
- 2- Select **Font**.
- 3- The font dialogue box appears.
- 4- You can select the formatting you wish and the effects such as Shadow, Superscript and subscript ... etc



The screenshot shows the Windows Font dialog box with the following callouts:





















- Change the font style (Bold – Italic ) for English text**: Points to the Font style dropdown for Latin text.
- Change the font style (Bold – Italic ) for Arabic text**: Points to the Font style dropdown for Complex scripts.
- Change the font size for Arabic text**: Points to the Size dropdown for Complex scripts.
- Change the font size for English text**: Points to the Size dropdown for Latin text.
- Change the font type for Arabic text**: Points to the Font dropdown for Complex scripts.
- Change the font type for English text**: Points to the Font dropdown for Latin text.
- Change the font Color for All text**: Points to the Font color dropdown.
- Change the Underline Style**: Points to the Underline style dropdown.
- Change the Underline Color**: Points to the Underline color dropdown.
- Make Shadow to the text**: Points to the Shadow checkbox in the Effects section.

The dialog box includes sections for Complex scripts, Latin text, and All text, with options for Font, Font style, Size, Font color, Underline style, Underline color, and various text effects like Strikethrough, Shadow, Outline, Emboss, Engrave, Small caps, All caps, and Hidden. A preview section at the bottom shows the text "Sample" and "نموذج" in the selected font.





## Chapter (7) Copy, Cut and Paste



The following table shows the keys and key combinations you can use to move the insertion point quickly.

Press this key	MOVES THE INSERTION POINT
	Left one character at a time.
	Right one character at a time.
	Down one line at a time.
	Up one line at a time.
 + 	Left one word at a time.
 + 	Right one word at a time.
	To the beginning of the current.
	To the end of the current line.
 + 	To the start of the document.
 + 	To the end of the document.
	Up one screen.
	Down one screen.
 + 	To the beginning of the previous. Page.
 + 	To the beginning of the next page.

### Copy text :

1. Select text.
2. Click on "**copy button**"  from the standard tool bar. = CTRL + C
3. Select new area.
4. Click **paste button**  from the standard toolbar. = CTRL + V

### Cut text:

1. Select text.
2. Click on "**Cut button**"  from the standard tool bar. = CTRL + X
3. Select new area.
4. Click **paste button**  from the standard toolbar. = CTRL + V


### Using clipboard:

The clipboard stores up to 24 items at any time, depending on their size.

To open clipboard: Click on **Edit** menu and select **Office Clipboard**

### Apply Text Formatting

You can copy the formatting only from selected text to another. (How?)

1. Select the text with the formatting you want to copy.
2. On the Standard toolbar, click the **Format Painter button** .
3. Click and Drag over the text that you want to apply the copied text formatting to it.

## Chapter (8) Using graphics (Pictures)

When you insert a picture in your Word document, that image appears where the insertion point is located.

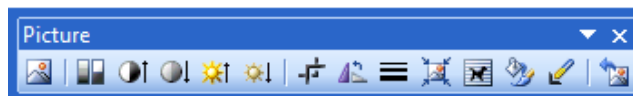
### Add a picture:

- 1 Use the **Insert** menu from menu bar.
- 2 Click on **Picture** command.
- 3 Choose either the **Clip Art** or **From File** submenu.

### Modify Pictures :

After you insert a picture, you can scale or stretch it to a smaller or a larger size by some percentage


- 1- Select the picture by clicking on it.
- 2- When you click on a picture, the picture bar will appear.



### Resizing and Cropping Pictures:

You can resize and crop pictures using either the mouse or a dialogue box.

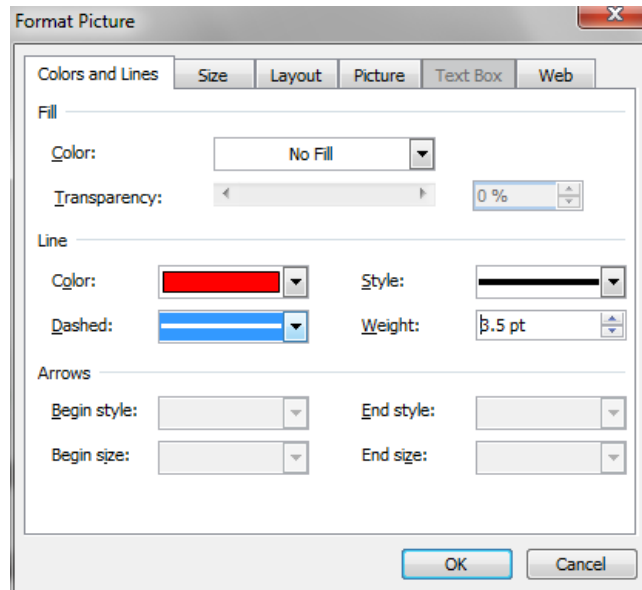
To crop the picture:

- 1 Select the picture you want to crop.
- 2 On the Picture toolbar, click **Crop** .
- 3 Position the cropping tool over a cropping handle and then move the pointer in or out.
- 4 On the Picture toolbar, click "**Crop**" to turn off the Crop command

## Adding Borders to Pictures:

You can add a border around a picture or a drawing in several ways. Click the image and choose one of the following methods:

- 1 Choose the **Format** menu.
- 2 Choose **Picture**
- 3 Click on " **Layout tab**".  
Select **Square**.
- 4 Click on "**Colors and Lines**" and then select the **line style** and **line color**.
- 5 Click on "OK "

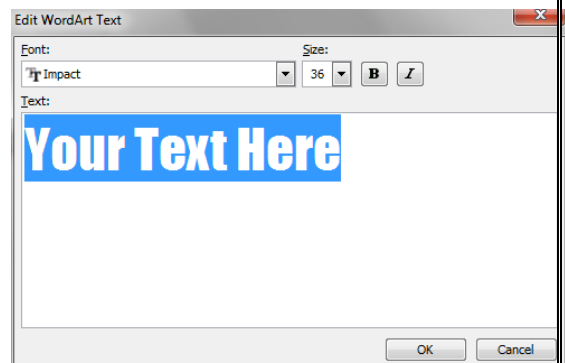


## Chapter (9) Using graphics (WordArt – AutoShapes)

Word Art: it is a gallery for creating a fancy word such as you see in advertisements.

### To add Word Art:

- 1 Use the **Insert** menu from menu bar.
- 2 Click on **Picture** command.
- 3 Select the **WordArt**.
- 4 WordArt gallery will open. Select the style, then click OK
- 5 The **Edit WordArt Text** will open.
- 6 Type your text, and then click Ok.



## AutoShapes:

You can use Word's drawing tools to add shapes (drawing objects) to your documents. Such as ovals, rectangles, lines, curves, and Auto Shapes more complex shapes such as stars and banners.

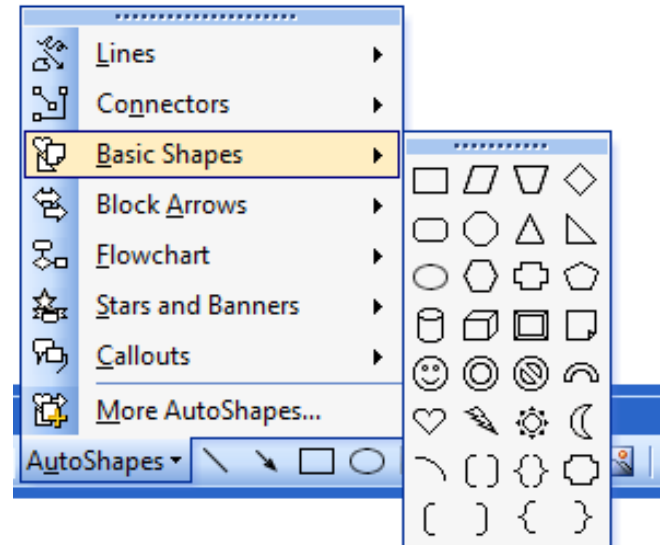
## Drawing Toolbar:



Contains a tools to draw a shape, you can display it from **View** menu select **Toolbars** then select **Drawing**.

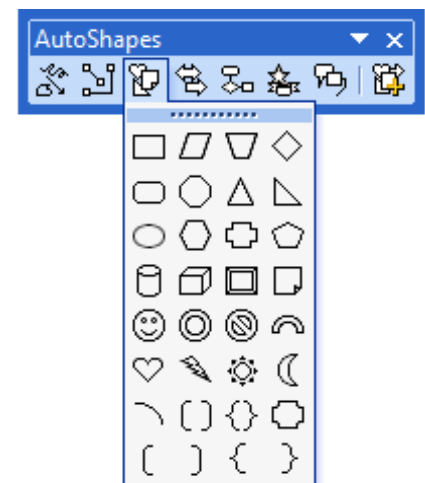
### To create AutoShape:

- 1 Use the **drawing toolbar**.
- 2 Click on **AutoShapes** button.
- 3 Select the title of the group of the shapes you want.
- 4 Select the shape from the submenu
- 5 Click and drag to draw the shape.



### Another method to create AutoShapes:

- 1- Open **Insert** menu
- 2- Select **Picture**.
- 3- Select **AutoShapes**.
- 4- The **AutoShapes** toolbar will appear.
- 5- Select the group of the shapes you want.
- 6- Select the shape from the submenu
- 7- Click and drag to draw the shape..



## Chapter (10) Using Tables : Insert Table

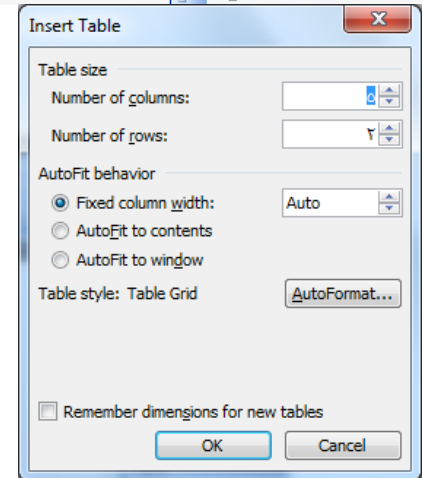
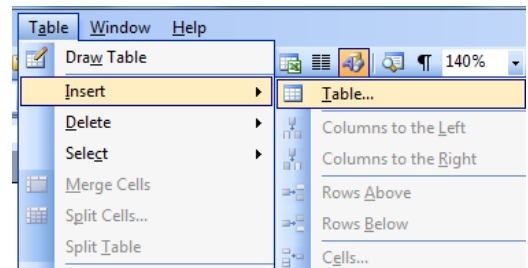
**Table:** Table provides an ideal structure for organizing and presenting information. Table consists of rows and columns. *The intersection between row and column* called **Cell**.

Before you add a table you must determine *how many rows and columns* you need in your table.


## Add New Table with 4 Rows and 6 Columns:

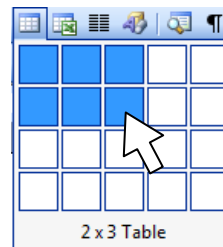
### (1) From the menu:

- 1- Open **Table** menu.
- 2- Select **Insert** command.
- 3- Select **Table** from the submenu.
- 4- The **Insert Table** box will open.
- 5- Specify the **Number of columns**. (6 in our example)
- 6- Specify the **Number of rows**. (4 in our example)
- 7- Click **Ok**




### (2) From the Standard toolbar:

- 1- Click on the **Insert Table** button  from the standard toolbar.
- 2- Click and drag to highlight the table dimensions.
- 3- Release the mouse.



### Format table information:

- You can resize the table using the resize handle from the corner of the table.
- You can **select all cells** by clicking the **select table button**. 

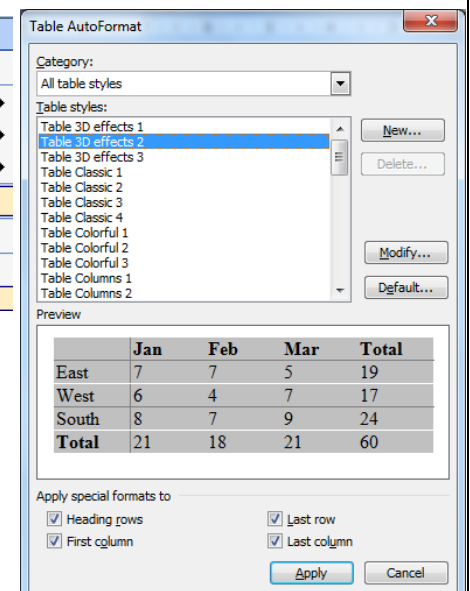
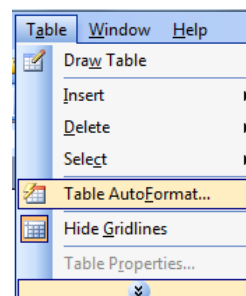
## Chapter (11) Using Tables : Table AutoFormat

### AutoFormat table

This option is used when you want to create a certain design for your table. Many different styles of tables are available ranging from standard layout grids to 3D grids.

### To use table AutoFormat:

- 1- Click within any cell.
- 2- Open table menu.
- 3- Select Table AutoFormat.
- 4- The Table AutoFormat box will open.'
- 5- Select the style you like from the Table Styles.
- 6- Click Apply button.



**Notice that:**

**Table Style:** The name of the table style. You can choose one.

**Preview :** To see the result

**Apply special format to :** To change format of table style

-Heading   - First column   - Last row   - Last column

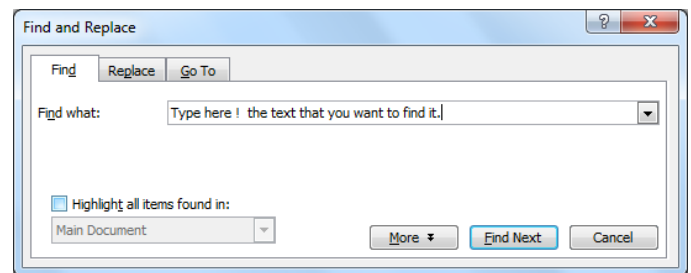
## Chapter (12) Find and Replace Text

**Find Text:** to find a text location in the document.

**Replace Text:** to replace a text with another in the document.

**To Find a text:**

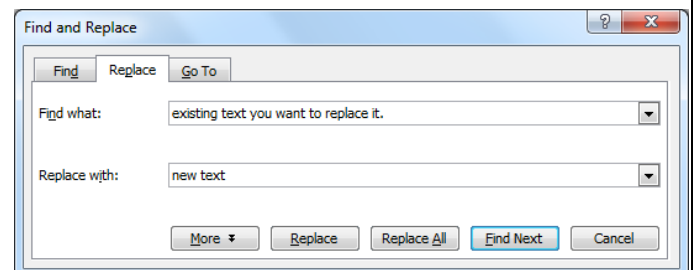
- 1- Open **Edit** menu.
- 2- Select **Find**.
- 3- The **Find and Replace** dialogue box will open.
- 4- In the "**Find What**" box Type the text that you want to find it.
- 5- Click **Find Next** button.
- 6- The text you search for will be highlighted.



**\*\* You can highlight all text that you search for by Mark the "*Highlight all items found in:*" box.**

**To Replace a text:**

- 1- Open **Edit** menu.
- 2- Select **Replace**.
- 3- The **Find and Replace** dialogue box will open.
- 4- In the "**Find What**" box Type the existing text that you want to replace it.
- 5- In the "**Replace with**" box Type the new text.
- 6- Click **Replace** button.
- 7- The text you typed in the replace with box will be replaced once.



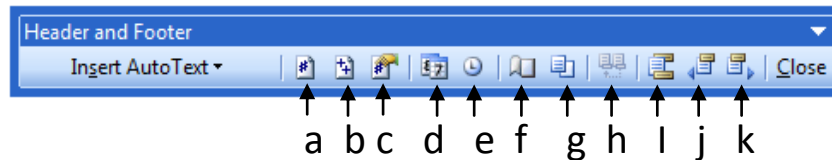
**\*\* You can replace all text by clicking the Replace All button.**

## Chapter (13) Headers and Footers

**Header and footer:** Enable you to add running information to your pages, such as page numbers. Anything that you insert in a header or footer appears on every page of your document.

## To Add Header or Footer:

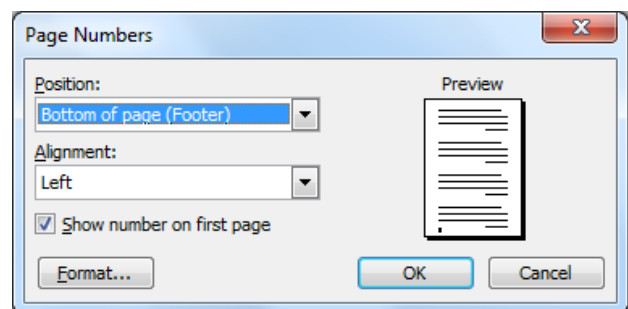
- 1- Open **View** menu.
- 2- Select "**Header and Footer**" command.
- 3- The header area box will appear at the top of the page, and the footer area box will appear at the bottom of the page, and the **Header and Footer Toolbar** will appear.



- 4- Place the insertion point at the place you want.
- 5- You can do any of the following:
  - a. Insert Page Number.
  - b. Insert Number of pages.
  - c. Format page number.
  - d. Insert date.
  - e. Insert time.
  - f. Page set up.
  - g. Show/hide document text.
  - h. Same as Previous.
  - i. Switch between Header and Footer.
  - j. Show Previous.
  - k. Show next.

## Insert page numbers:

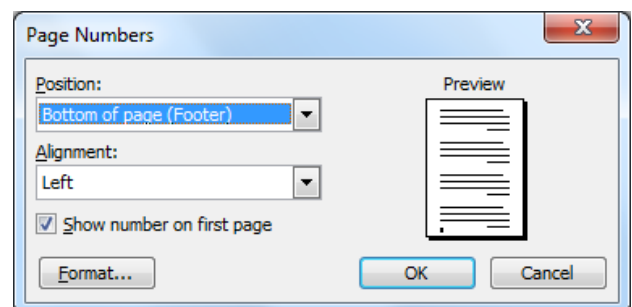
- 1- Open **Insert** menu.
- 2- Select **Page numbers** command.
- 3- The **Page Numbers** dialogue box will appears.
- 4- Select the position and the alignment.
- 5- Click **Ok**.



*\*\*By default the first page number is 1. You can format the page numbers.*

## Format Page numbers:

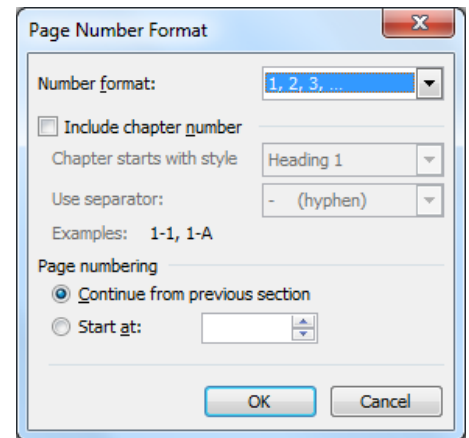
- 1- Open **Insert** menu.
- 2- Select **Page numbers** command.
- 3- The **Page Numbers** dialogue box will appears.
- 4- Click the **Format** button.



5- The **Page Number Format** dialogue box appears.

- You can select the numbering style from the "**Number format:**" list:
- You can also set the start page number from "**Start at:**" box.

6- Click Ok.



## Chapter (14) Printing a document


### Print preview:

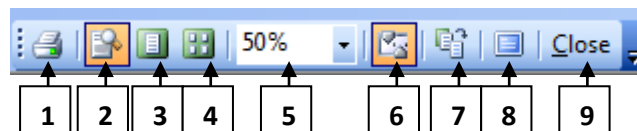
Before printing a documents, you should verify that it looks the way you want. to save time, money, and paper by avoiding duplicate printing.

Print Preview shows you exactly how your text will be printed on each page. documents. The Print Preview toolbar provides the tools that you need to check the presentation of each page.

### To preview the document before print it.

- 1- Open **File** menu.
- 2- Select **Print Preview**.
- 3- The print preview toolbar appears.

(OR) From the standard toolbar click Print preview button 



- |                            |                |                       |
|----------------------------|----------------|-----------------------|
| 1- Print the document      | 2- Magnifier   | 3- preview one page.  |
| 4- Preview multiple pages. | 5- zoom        | 6- view ruler         |
| 7-Shrink to fit            | 8- full screen | 9- close the preview. |

### Print a document:

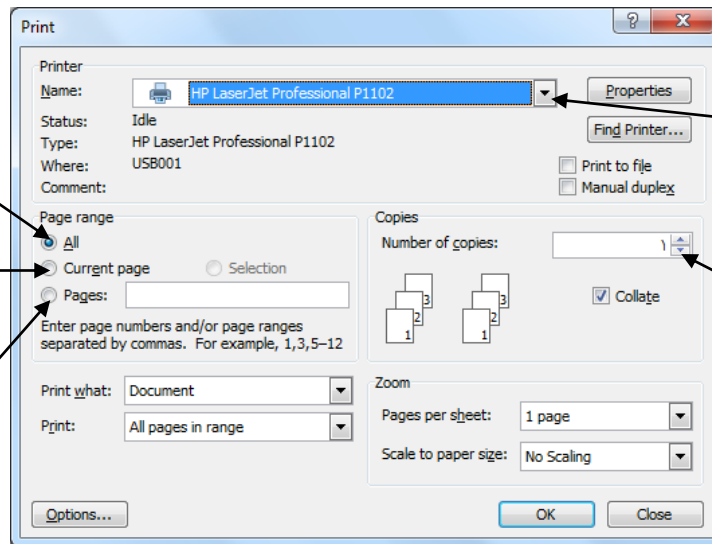
#### To print one copy for all pages in the document:

Click the Print button  from the standard toolbar.

To specify number of copies or print specific pages document:

- 1- Open **File** menu.
- 2- Select **Print**
- 3- The **Print** dialogue box will open





Print All pages in the document

Prints the page that contains the insertion point.

Prints the pages you type in the **Pages** box.

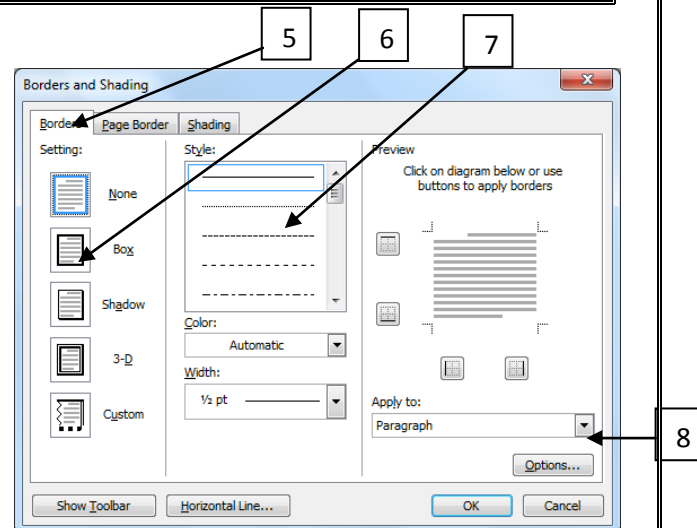
Select the printer to use it. If you have more than one Printer.

Enter the number of copies you want to print.

## Chapter (15) Borders and Shading

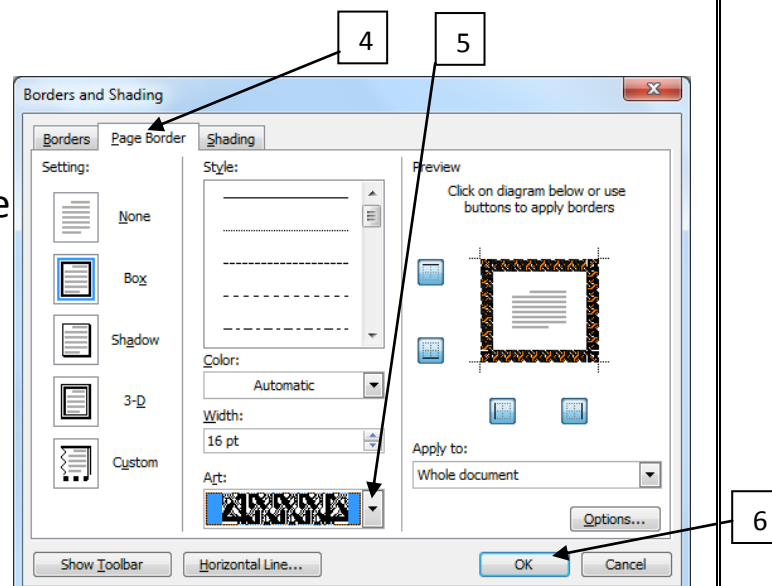
### Add a border to text:

- 1- Select text.
- 2- Open **Format** menu.
- 3- Select **Borders and Shading**.
- 4- The Borders and Shading dialogue box will open.
- 5- Select **Border** tab.
- 6- Select Box as a border settings.
- 7- Select Border Line style, color and width.
- 8- From "**Apply to**" list; select **Text**.
- 9- Click **Ok**.



### Add a border to pages:

- 1- Open **Format** menu.
- 2- Select **Borders and Shading**.
- 3- The Borders and Shading dialogue box will open.
- 4- Select "**Page Border**" tab.
- 5- Open Art list and select the border.
- 6- Click **Ok**.



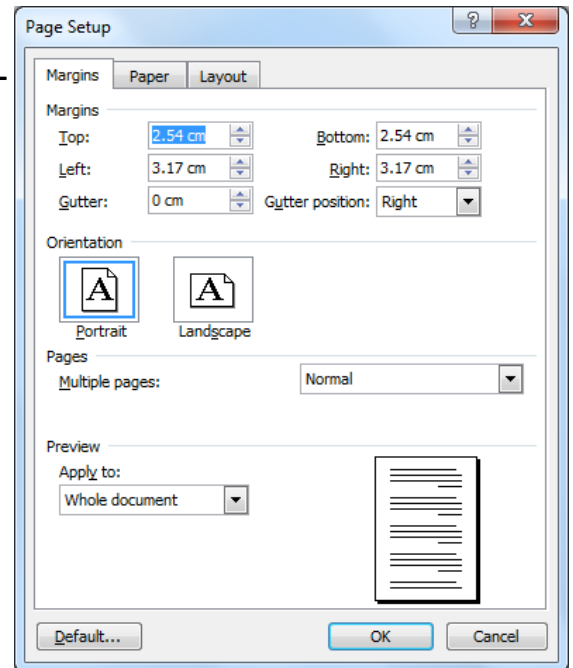
## Chapter (16) Page Layout

### Page Setup:

You can change the four page margins ( top – bottom – right – left), also you can change the orientation of the page (*Portrait* that show the page vertical or *Landscape* that show the page horizontal) .

To open Page Setup:

- 1- Open File menu.
- 2- Select Page Setup command.
- 3- The Page Setup dialogue box will open.
- 4- Now you can change the margins values or change the page orientation.
- 5- Click Ok.



## Chapter (17) Using Help

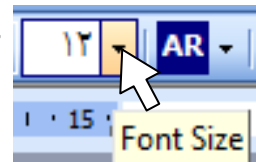
If you have a question about Microsoft Office Word, your first recourse is Word's Help system, **Word's Help system**: is a combination of help tools and files stored on your computer

### Help ways:

#### (1) Screen Tip :

To find out about different items on the screen, you can display a Screen Tip, when you point [to move the mouse pointer without clicking it] to any button from the toolbar Its Screen Tip appears, telling you its name.

**For example:** point to the font size button from the toolbar you will see a screen tip saying: "Font Size".



#### (2) The question mark icon in the dialogue boxes:

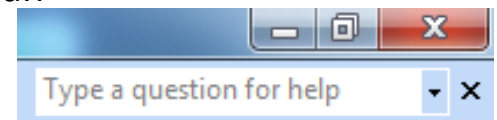
In some dialogue boxes, you can click a question mark icon to the left of the Close button in the title bar to display the Microsoft Office Word Help window with information related to the dialogue box.

**For example:** Open the print dialogue box [ *File* → *Print* ] and then click the question mark icon. Try this with another dialogue boxes.



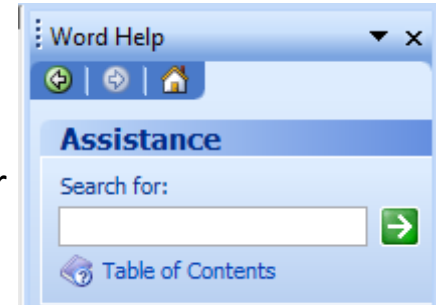
### (3) "Type a question for help" box

When you have a question about using Word, you can type it in the "Type a question for help" box at the right end of the program window's menu bar.



### (4) "F1" Key

When you have a question about using Word, you can press **F1** key you will see at the task pane the Word Help Window, you can type a topic and search for it or browse the table of contents.



### (4) "Office Assistant"

The office assistant is a fantastic tool for help, to show it, open **Help** menu and select **Show Office Assistant**.



Just type the question you have, and then click Search.

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*Best Regards for my dear students.*

*Mr. Hamada Abo Hany*

*Web Master – Computer Instructor*

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