University of Al-Qadisiyah

College of Dentistry
Branch of Basic sciences

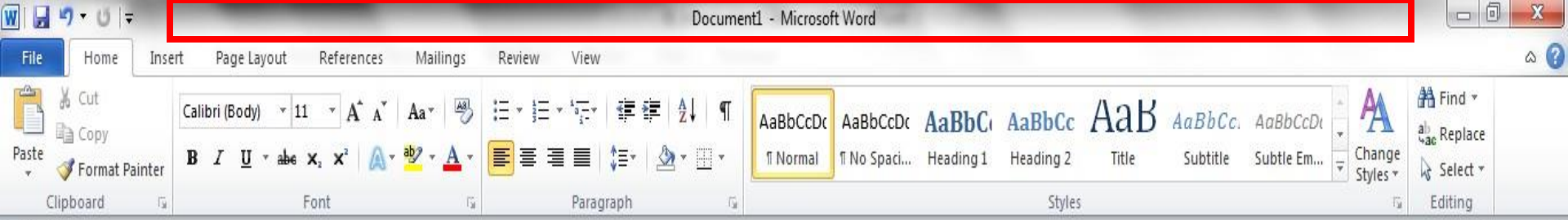
Microsoft Word

Assistant Lecturer

Atyaf Sarhan Farhan

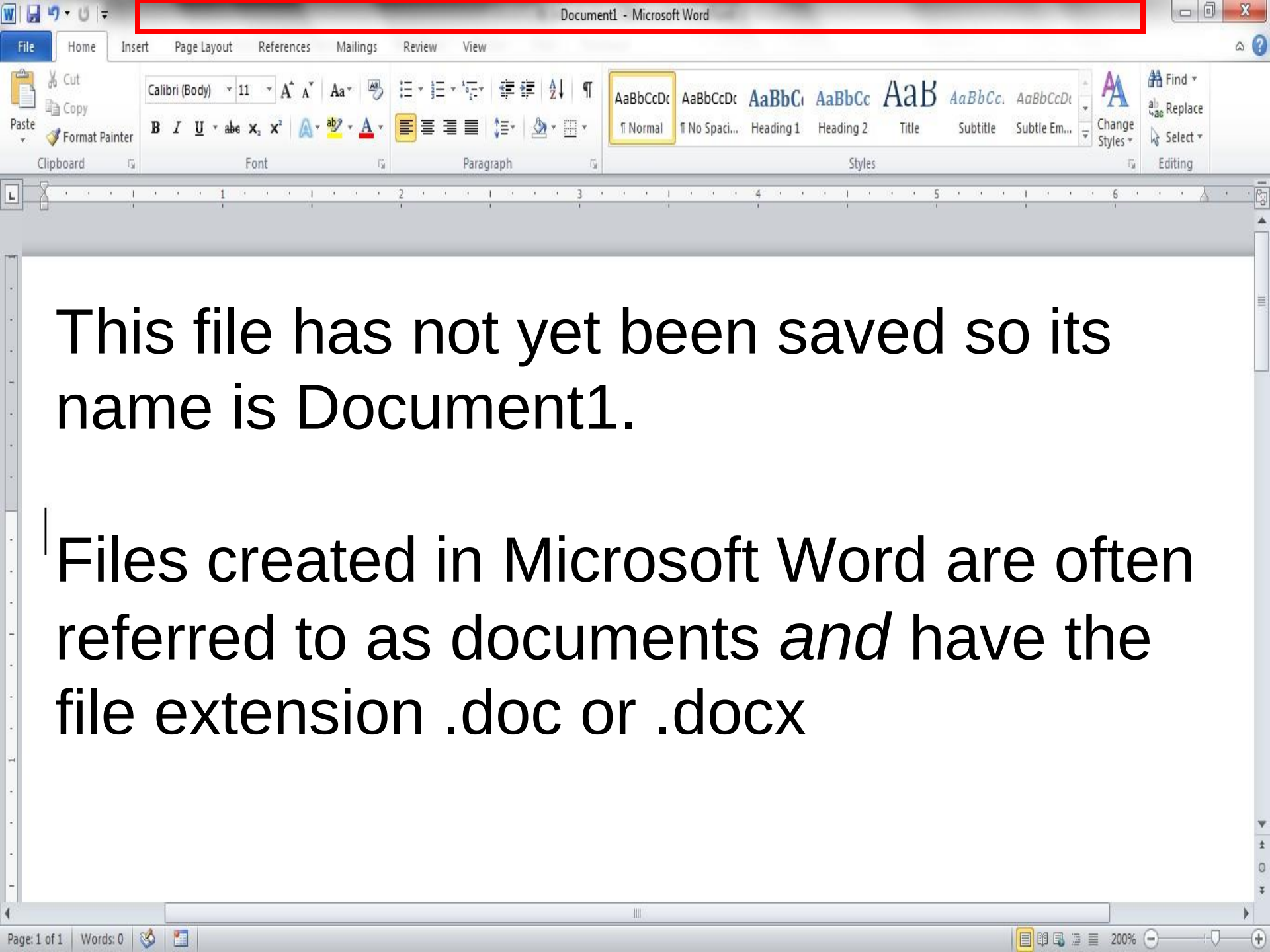
MicrosoftWord

is the word processing component of the MicrosoftOffice Suite.
It is used primarily to enter, edit, format, save, retrieveand print documents.



The area outlined in red is called the title bar.

It displays the names of the open program (in this case Microsoft Word) and the name of the current file.


Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spaci...
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AaBbCc Heading 2
AaB Title
AaBbCc. Subtitle
AaBbCcDc Subtle Em...
Change Styles
Styles
Find
Replace
Select
Editing
This file has not yet been saved so its name is Document1.
Files created in Microsoft Word are often referred to as documents *and* have the file extension .doc or .docx
Page: 1 of 1
Words: 0
200%

The area outlined in red contains the minimize, maximize/restore and close buttons for the program window.

Document1 - Microsoft Word

These three buttons are on almost every window that opens in a Windows based platform.

They are on Mac windows as well, but they are circles instead of squares.

When you click the minimize button the program becomes a button on the Windows taskbar located at the bottom of the screen.

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Cut Copy Format Painter Paste Clipboard

Calibri (Body) 11 Font

Paragraph

AaBbCcDc ¶ Normal AaBbCcDc ¶ No Spaci... AaBbC Heading 1 AaBbCc Heading 2 AaB Title AaBbCc. Subtitle AaBbCcDc Subtle Em... Change Styles Styles

Find Replace Select Editing

You can restore the document to its original shape and size by either: Clicking on the button on the task bar one time to restore it to active mode,

Page: 1 of 1 Words: 0 200%

If you have multiple files from the same program open you will need to select the one you want to restore to active mode.

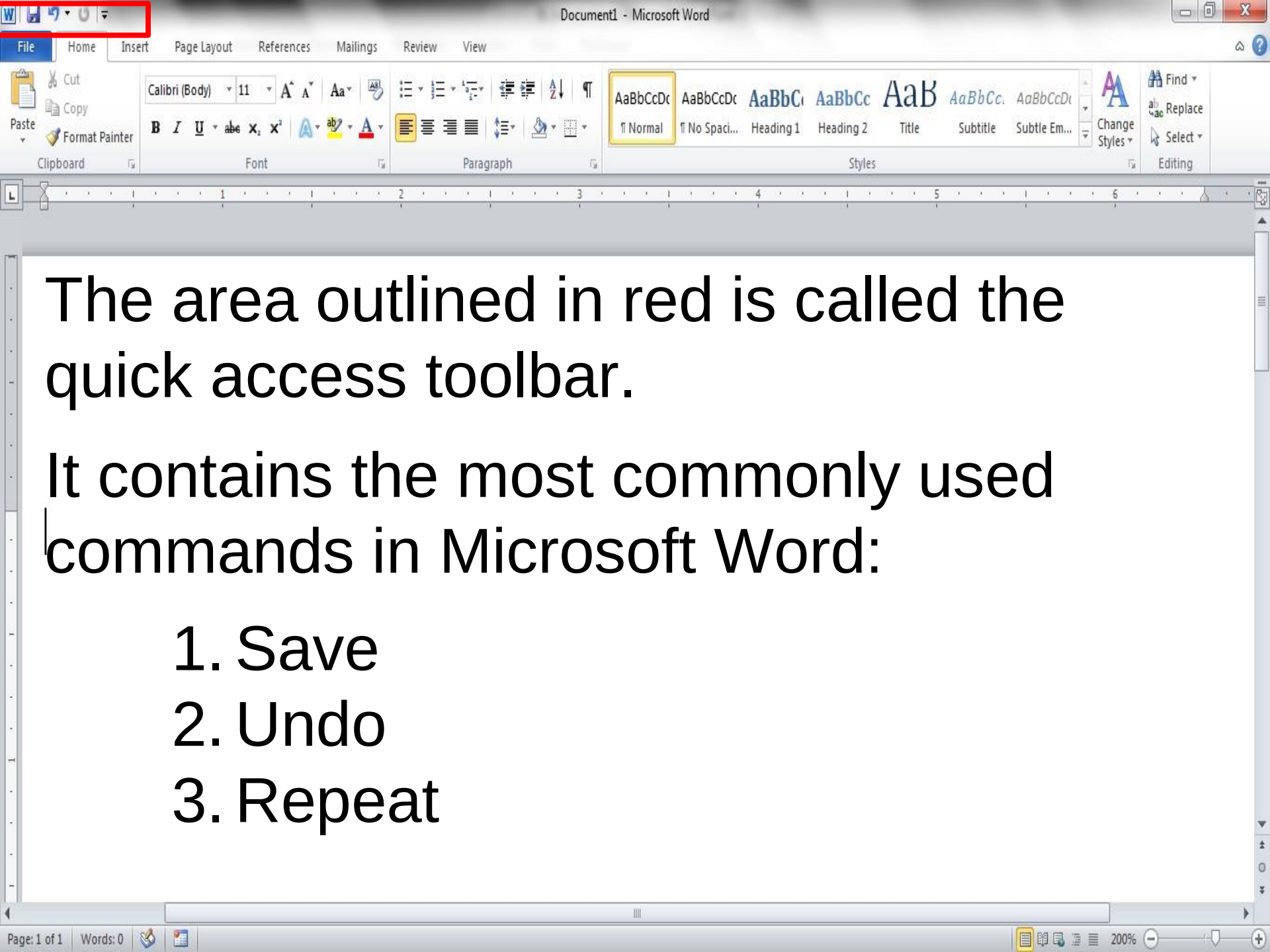
When you click the maximize / restore button the program assumes the same shape and size it was before you minimized it.

Or

The program window will fill the screen.

Document1 - Microsoft Word

When you click the close button the program will ask you if you want to save the changes if you have made any changes. Once you have responded to this question the program will close.


Document1 - Microsoft Word
File
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11
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Paragraph
Normal
No Spaci...
Heading 1
Heading 2
Title
Subtitle
Subtle Em...
Change Styles
Styles
Find
Replace
Select
Editing
The area outlined in red is called the quick access toolbar.
It contains the most commonly used commands in Microsoft Word:
1. Save
2. Undo
3. Repeat
Page: 1 of 1
Words: 0
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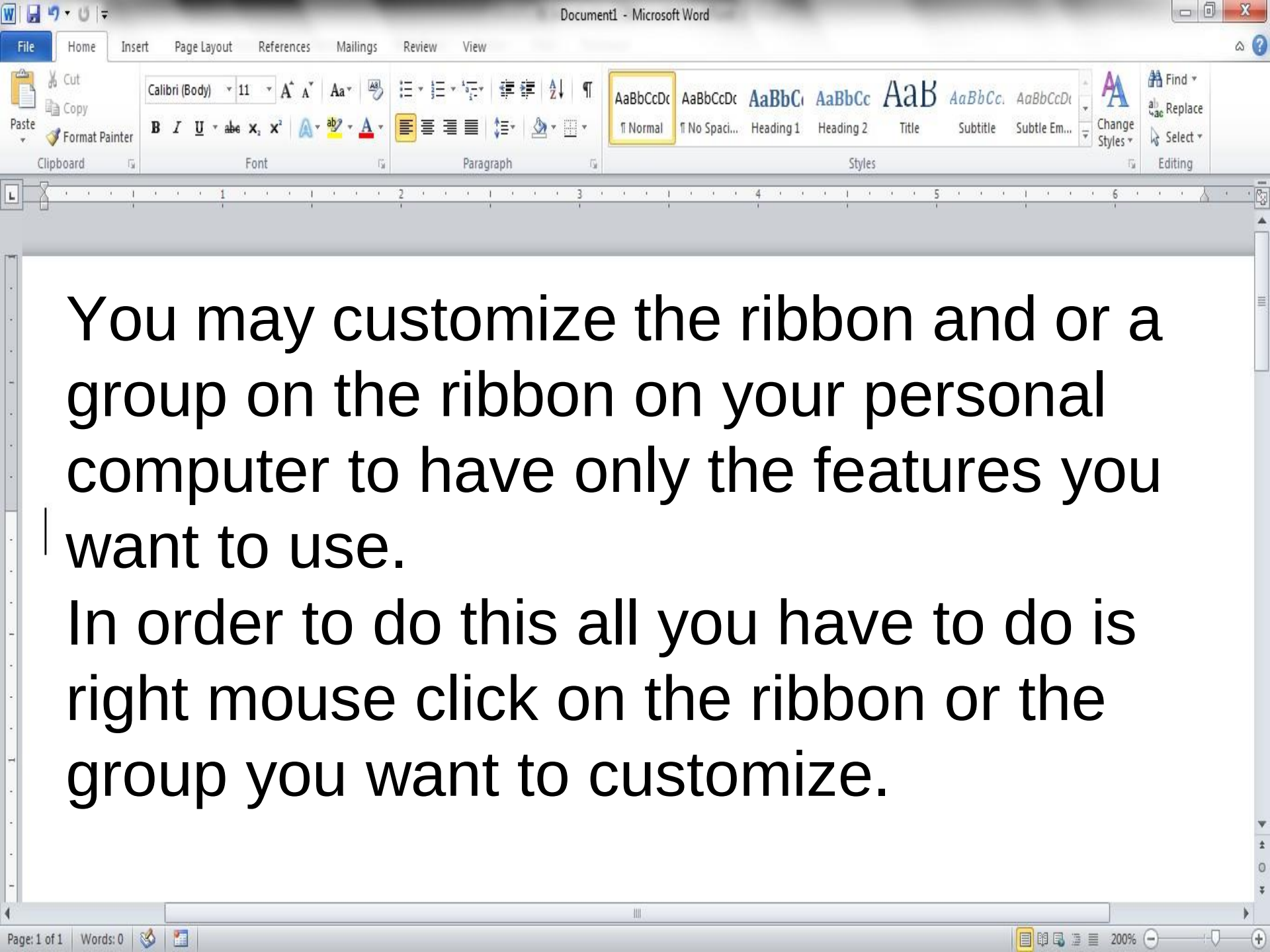
Microsoft Office 2007 & 2010 use what is referred to as the “Ribbon” interface. The area outlined in red comprises the Ribbon.

The ribbons we are going to go over today are the default ribbons.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File
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Heading 2
AaB
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Change Styles
Styles
Find
Replace
Select
Editing
You may customize the ribbon and or a group on the ribbon on your personal computer to have only the features you want to use.
In order to do this all you have to do is right mouse click on the ribbon or the group you want to customize.
Page: 1 of 1
Words: 0
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Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Cut Copy Format Painter Paste

Calibri (Body) 11

Clipboard Font Paragraph Styles Editing

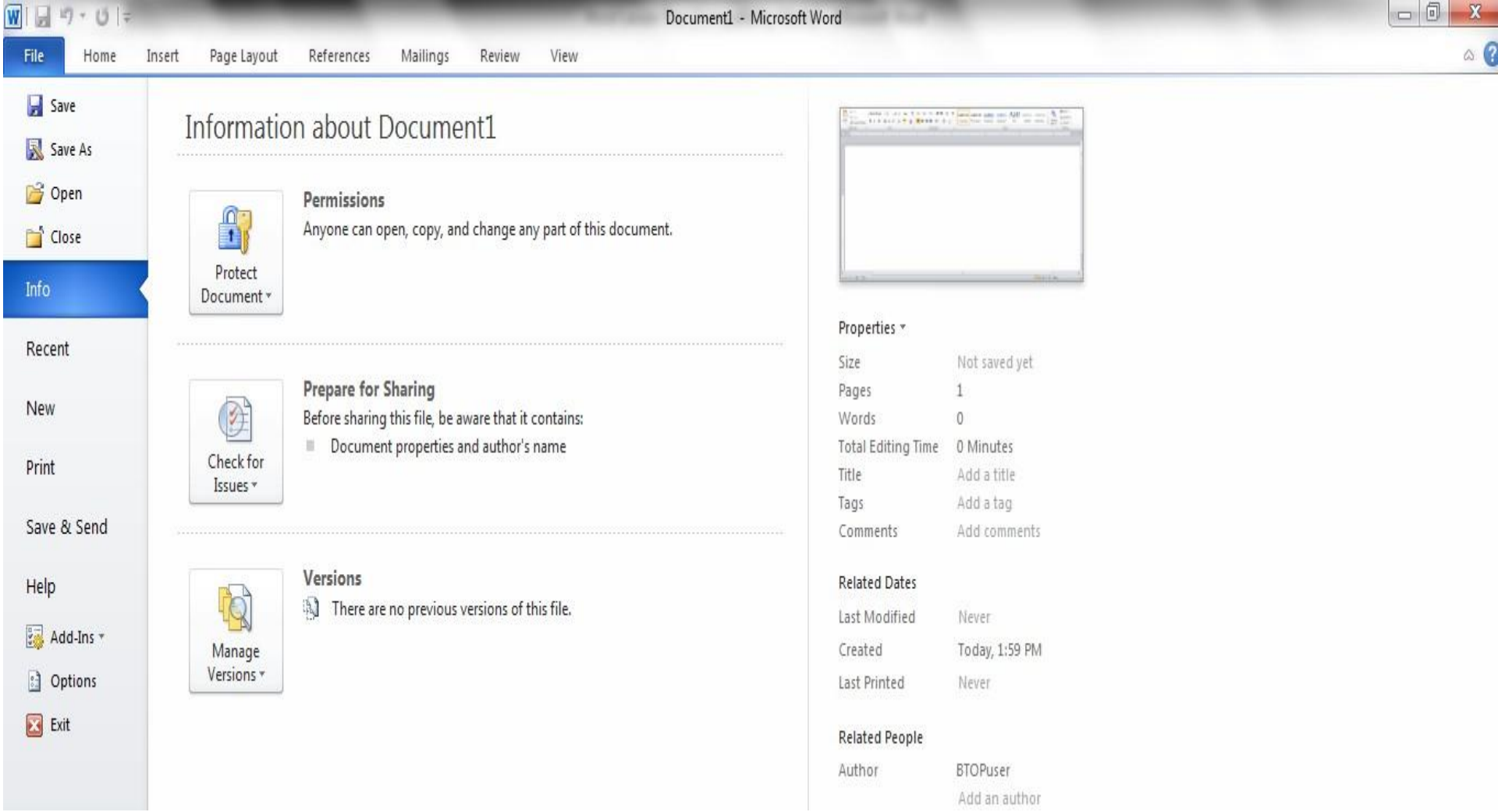
AaBbCcDc ¶ Normal AaBbCcDc ¶ No Spaci... AaBbC Heading 1 AaBbCc Heading 2 AaB Title AaBbCc. Subtitle AaBbCcDc Subtle Em...

Change Styles

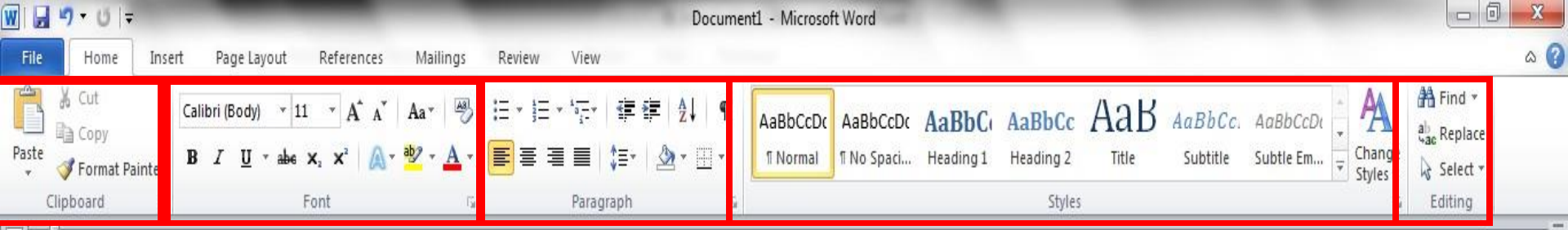
Find Replace Select

The Words File, Home, Insert, etc… outlined in red are referred to as tabs. Each tab has several Groups attached to it.

Page: 1 of 1 Words: 0 200%



The File Tab menu contains the commands most commonly associated with the file.



The **Home Tab** Groups contain the commands most commonly associated with the formatting and editing of text.

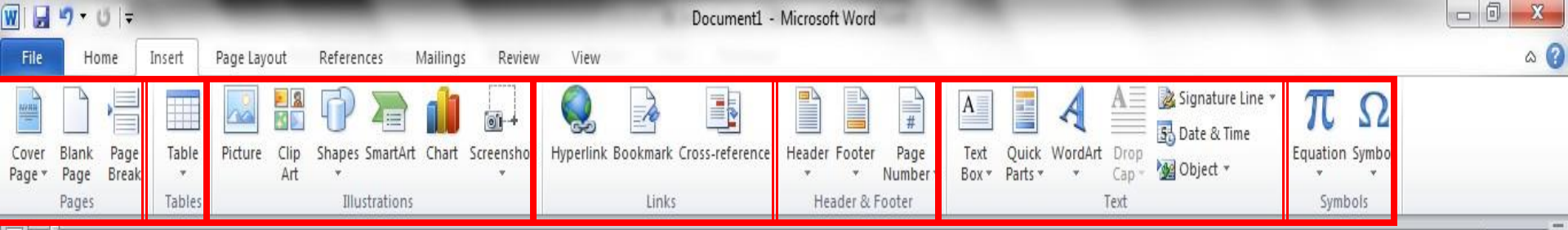
Clipboard

Font

Paragraph

Styles

Editing



The **Insert Tab** Groups contain the commands most commonly associated with adding something to the document.

Pages

Tables

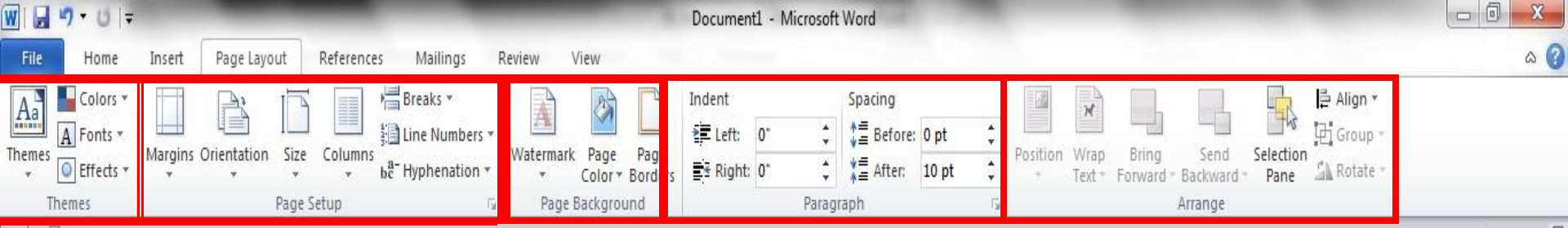
Illustrations

Header/Footer

Links

Text

Symbols



The **Page Layout** Groups contain the commands most commonly associated with settings that would affect the entire page or document.

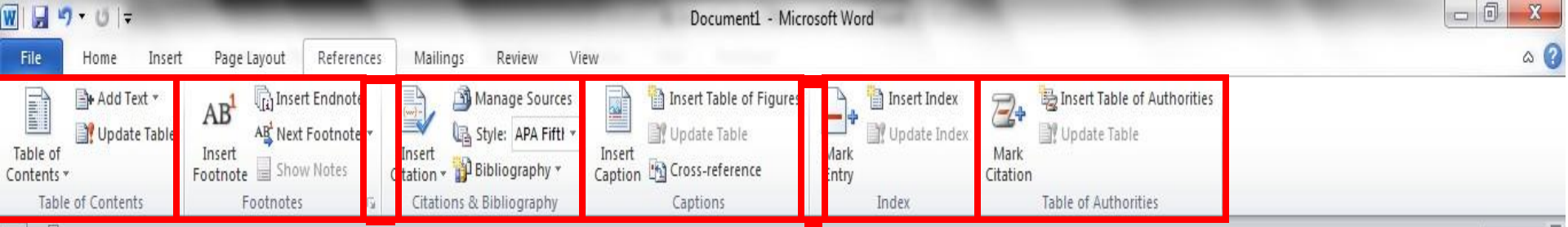
Themes

Page Setup

Page Background

Paragraph

Arrange



The **References** Groups contain the commands most commonly associated with writing a research paper, essay, term paper or similarly formal documents.

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Footnotes

Citations & Bibliography

Captions

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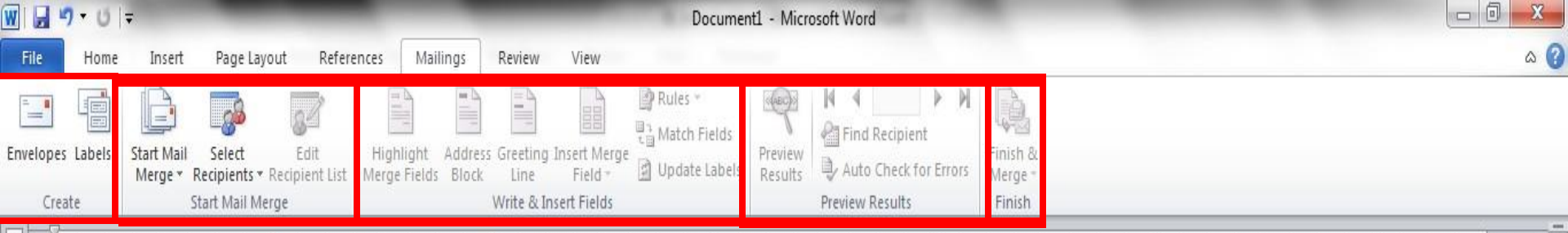
Table of Authorities



The **Mailings Tab** groups contain the commands most commonly associated with documents and files created for mass mailing.

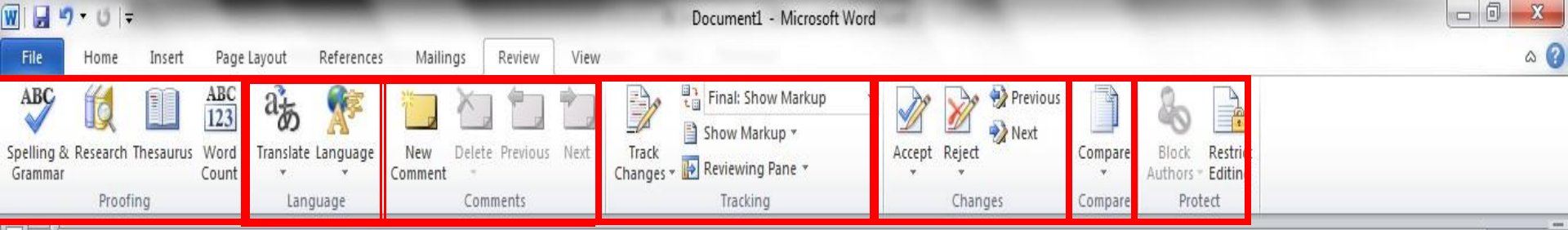
Create

Start Mail Merge

Write & Insert Fields

Preview Results

Finish



The **Review Tabs** groups contain the commands most commonly associated with documents which are shared or being prepared for publication.

Proofing

Language

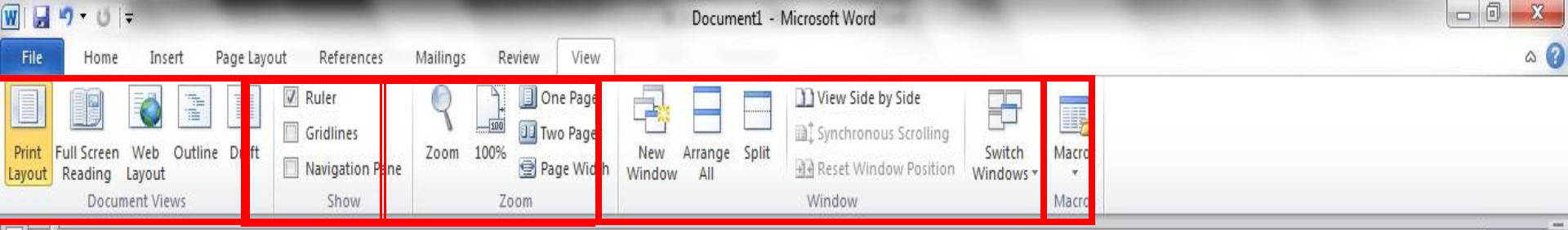
Comments

Changes

Tracking

Compare

Protect



The **View Tab** groups contain the commands most commonly associated with the variety of ways you can "look at" a document or documents.

Document Views

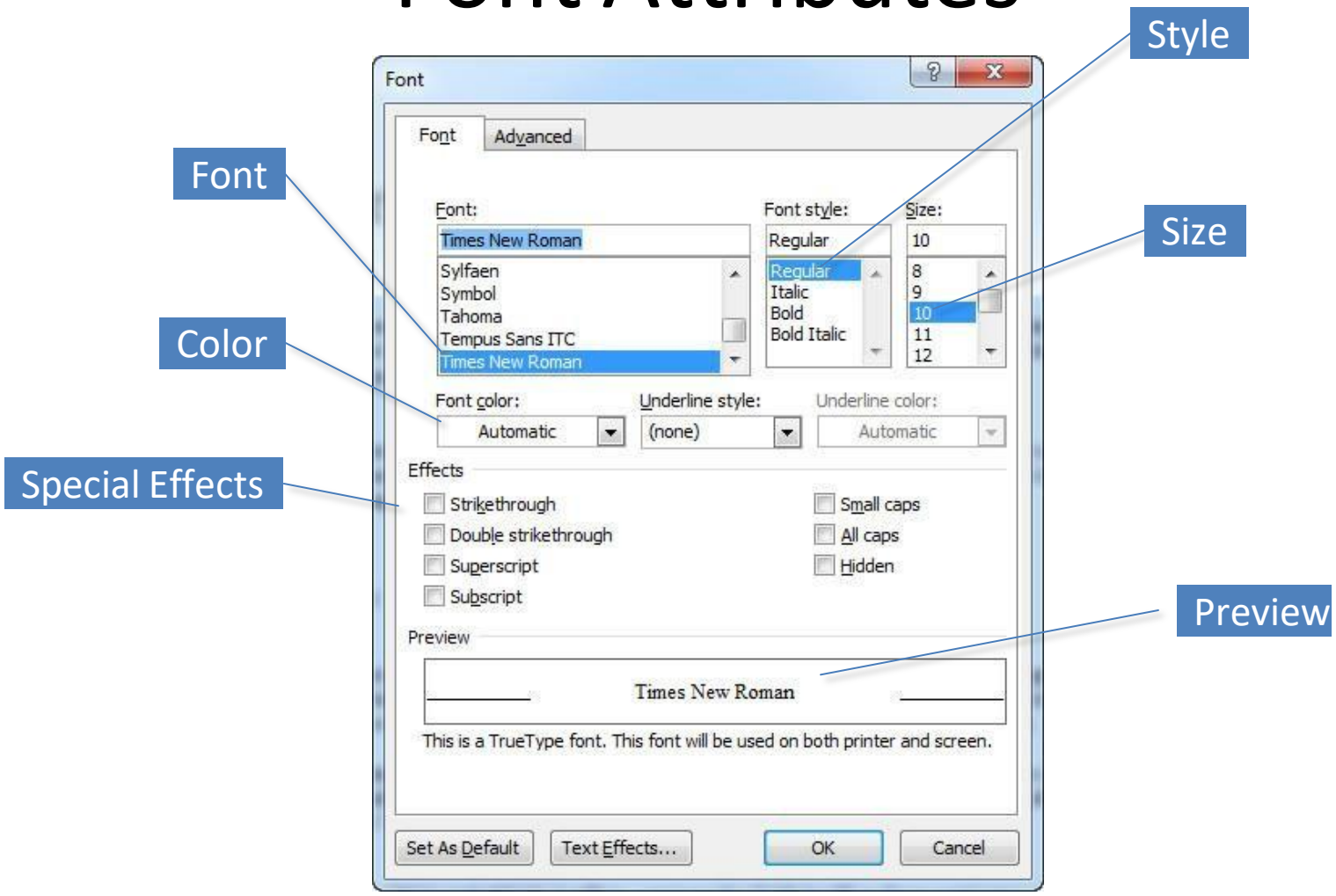
Show

Zoom

Window

Macros

Summary

- Word processors have features that make it easy to create documents.
- Consider both the content and look of the document.
- Create copies of documents and back up changes at every opportunity.

Font Attributes