

Computer Science – Microsoft Word 2010

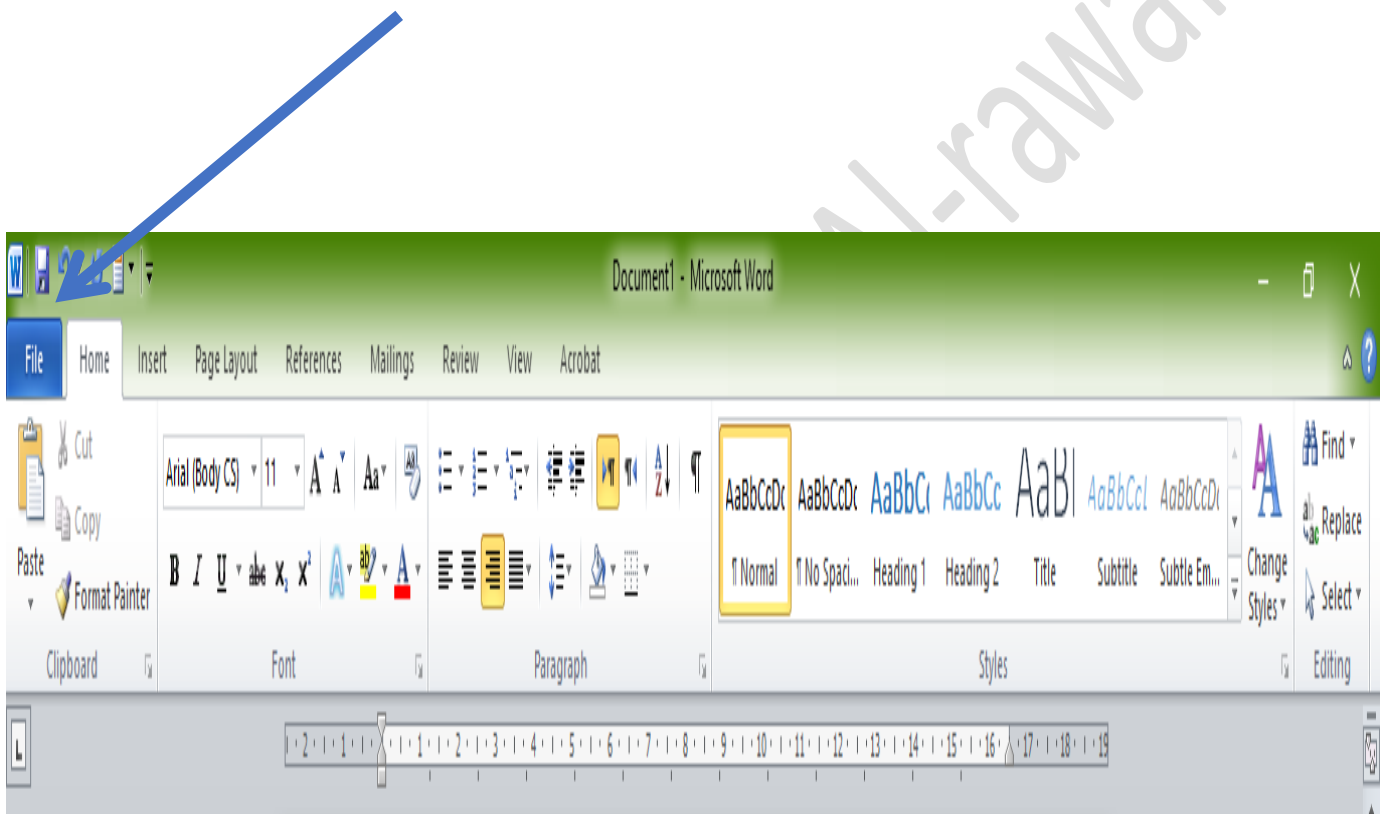
Lecture 9-10

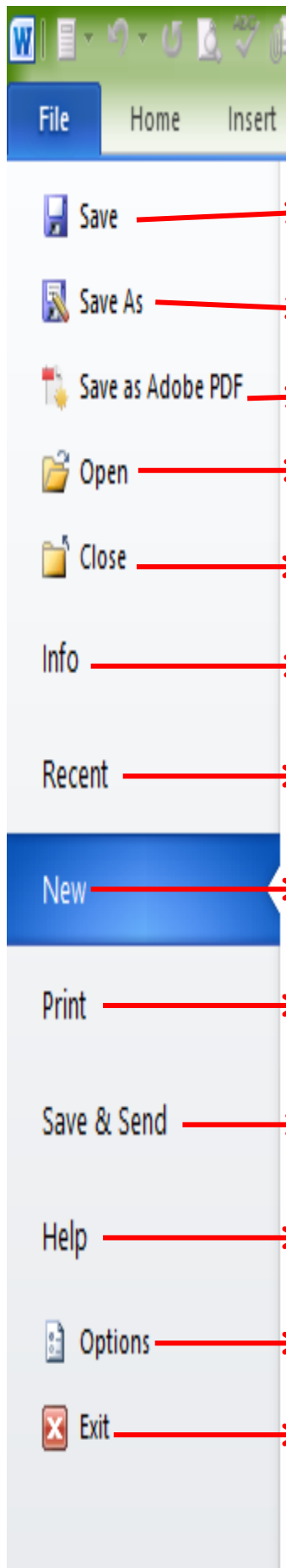


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File Tap

In Microsoft Word and other Microsoft Office products, the File tab is a section on the Office Ribbon that gives you access to file functions. **For example**, from the File tab, you can access the Open, Save, Close, Print, and more. The image below is of MS Word 2010. The File tab is the **blue button in the upper-left corner**.





Save

It saves changes made to the document.

Save As

It saves changes to the document, but with a name different from the current document.

Save as Adobe PDF

Saves the document in non-editable "pdf" format.

Open

Allows you to open another document while you are working.

Close

Closing the document you are working on without closing the program.

Info

To show the information for the document you are working on.

Recent

To show the most recently opened documents.

New

This option allows you to add a new document.

Print

To print the document you are working on.

Save & Send

To save the document and send it directly by e-mail.

Help

To show the instructions for the program.

Options

To show all general program options.

Exit

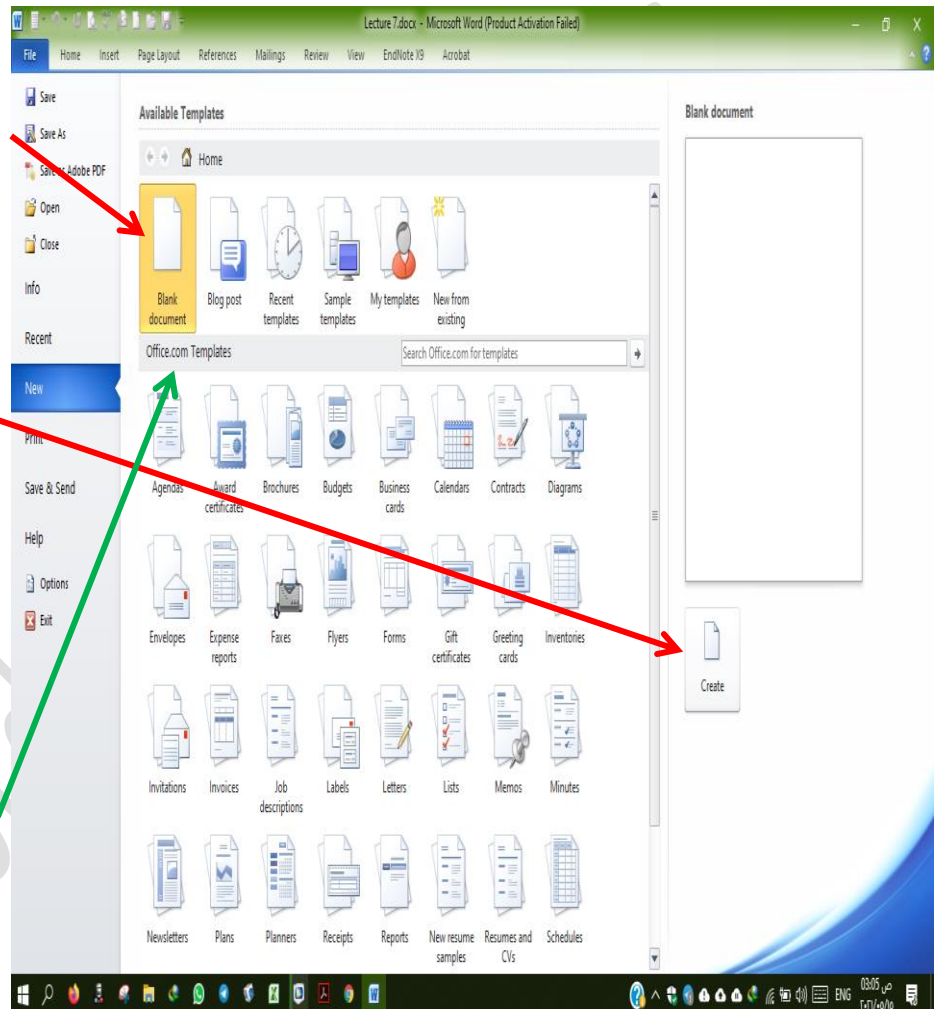
To exit the program.

*Creating a New Document

To begin a new document, click on **File** and then click **New**. The **New Document** window will appear, giving you various options to create a new document.

You can start from a blank document by selecting **Blank Document** (this is selected by default) and then clicking **Create**.

You can also create a new document from a pre-existing template in one of the kinds under the **Office.com Templates** section.

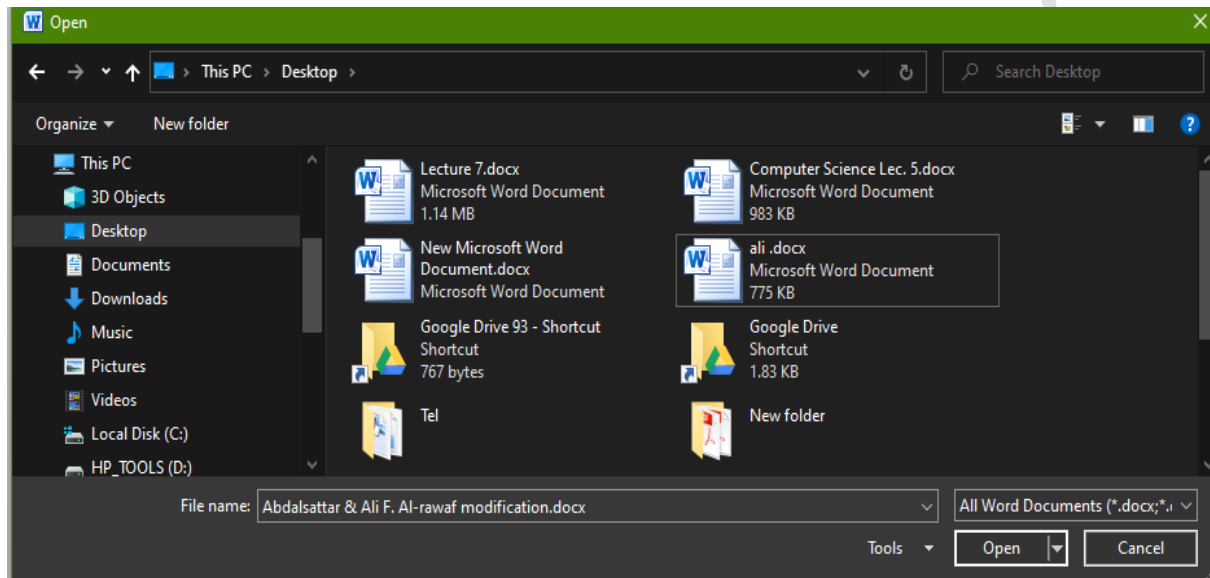


Note:-

The shortcut key of creating a new document is **Ctrl+N**

*Opening a Document

To open an existing document, click the **File tab** and then click **Open**. The **Open** window will appear. Select the location where you saved the file, then click the file name from the list and click the Open button. You can also double click on the file from the list to open the document.



Note:-

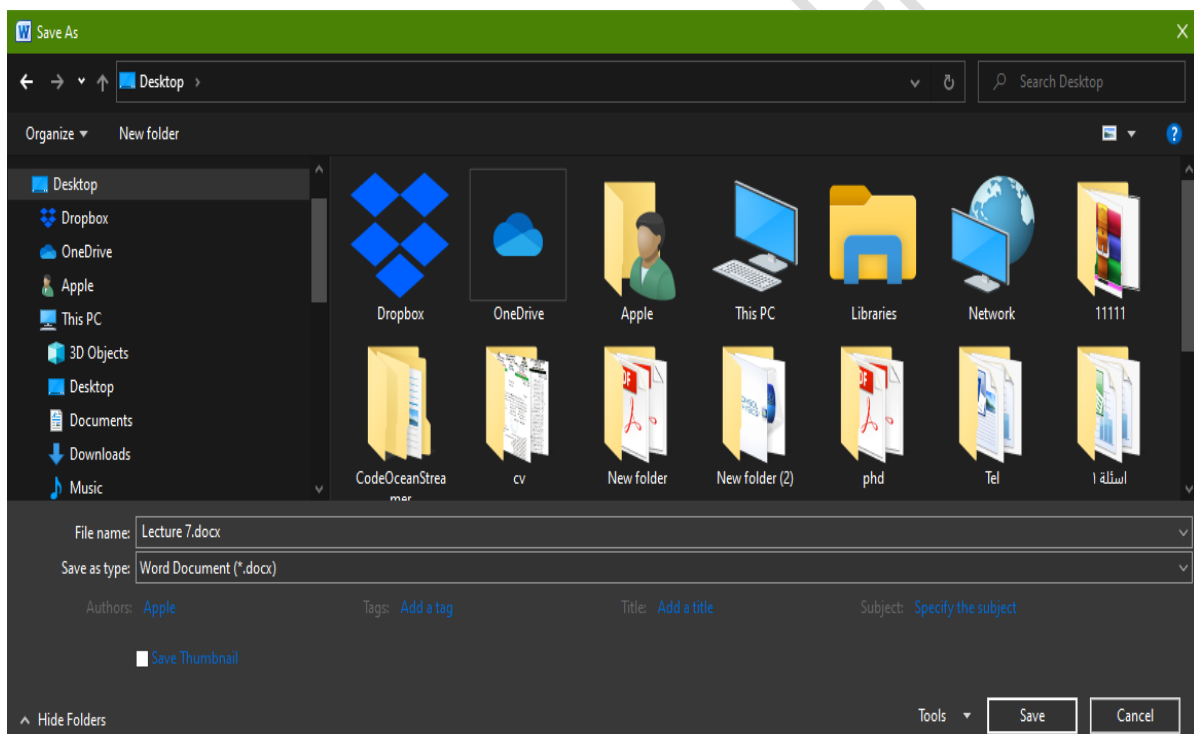
The shortcut key of opening documents is **Ctrl+O**

*Saving a Document

To save a document, click the File tab and then click **Save**. If this is a new document that you are saving for the first time, the **Save As** dialog box will open up. Select the location where you would like the file to be saved, enter a File name and then click the Save button. The default file format is the Word Document (*.docx) file format.

If you have previously saved the document, clicking **Save** under the Microsoft Office Button will save changes to the existing file.

If you prefer to have your changes saved to a different file, click the Microsoft Office Button and then click **Save As**.



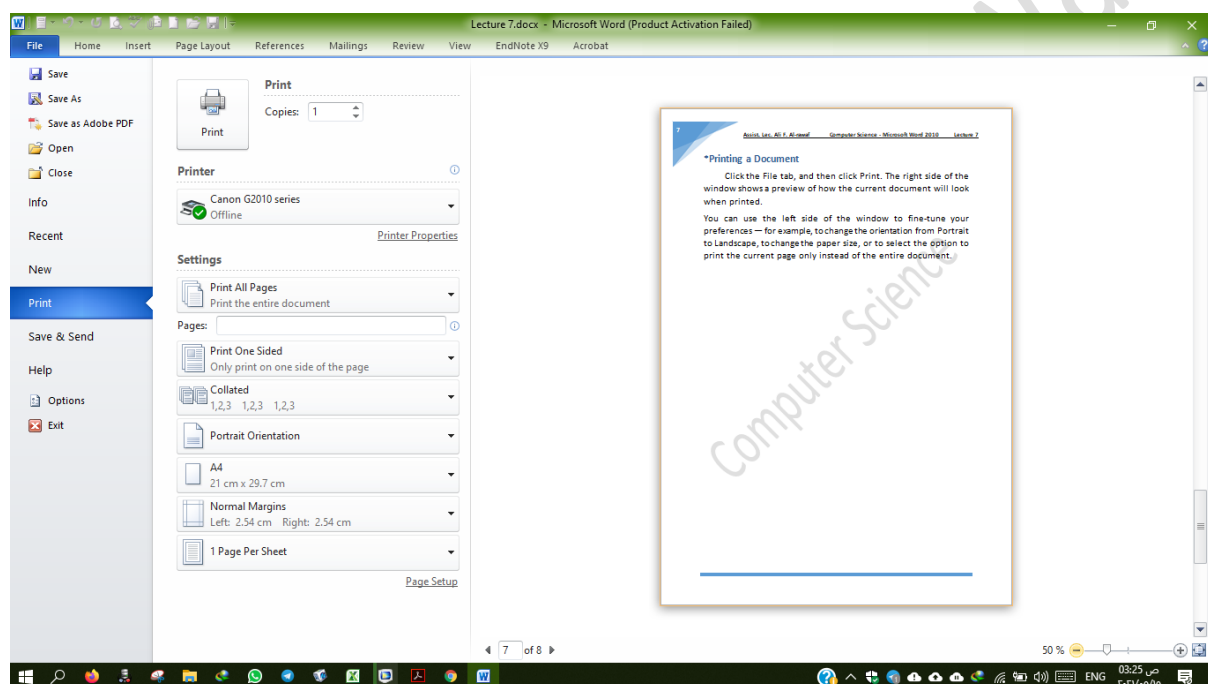
Note:-

- The shortcut key of saving documents is **Ctrl+S** and the key of save as a documents is **F12**

*Printing Documents

Click the **File tab**, and then click **Print**. The right side of the window shows a preview of how the current document will look when printed.

You can use the left side of the window to fine-tune your preferences — **for example**, to change the orientation from Portrait (Image) to Landscape, to change the paper size, or to select the option to print the current page only instead of the entire document.

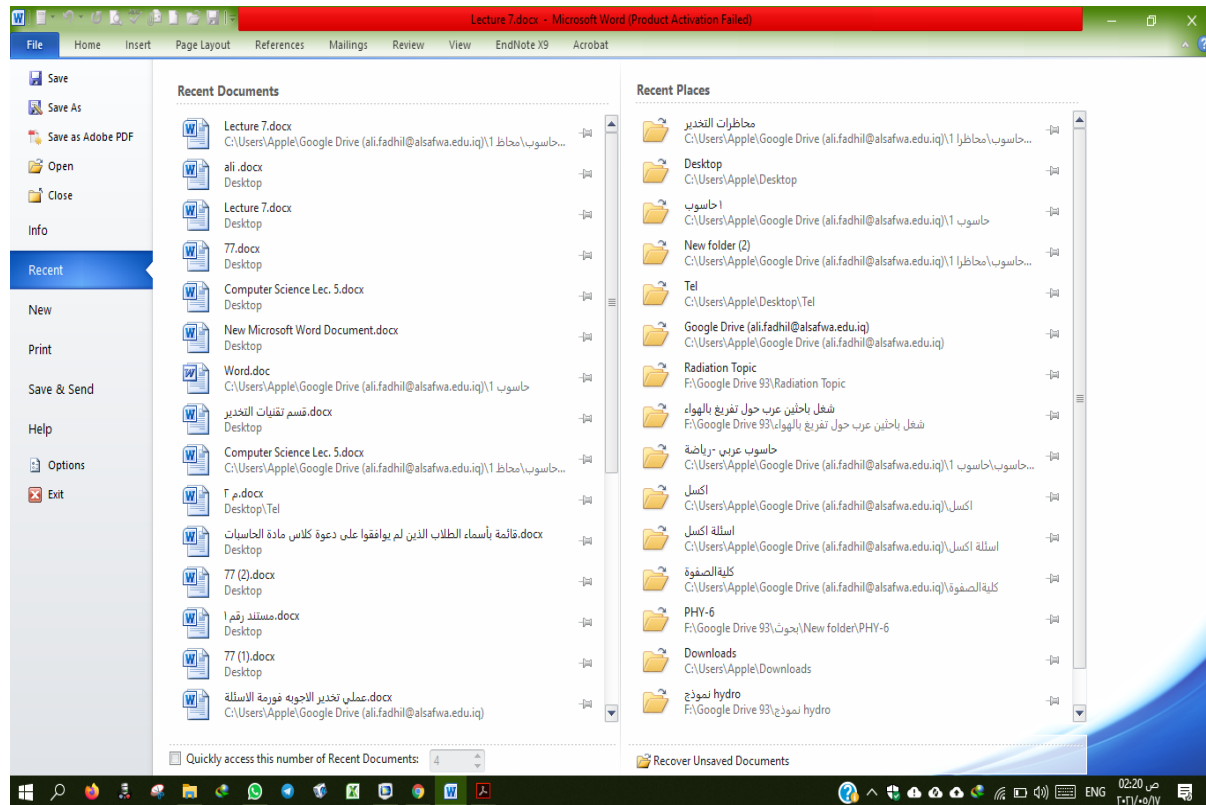


Note:-

The shortcut key of printing documents is **Ctrl+P**

*Recent Documents

The Recent option on the File tab allows you to quickly go to your other documents and open them.



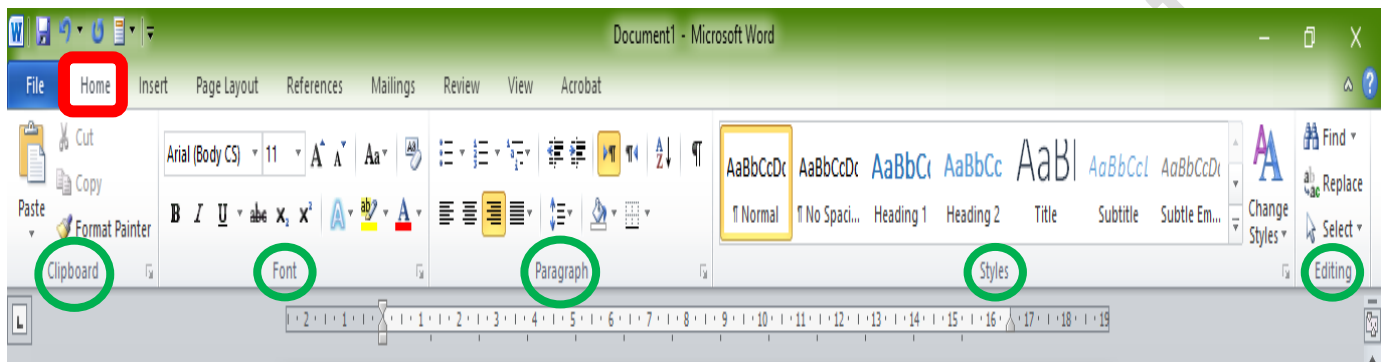
Note:-

Use the keyboard shortcut **Alt + F + R**. You will then see a list of your recent items.

Home Tab

In Microsoft Office, the Home tab is the default tab in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and other Microsoft Office products.

The Home Tab has its controls arranged in **five** groups from left to right: **Clipboard** -- **Font** -- **Paragraph** -- **Styles** -- **Editing**

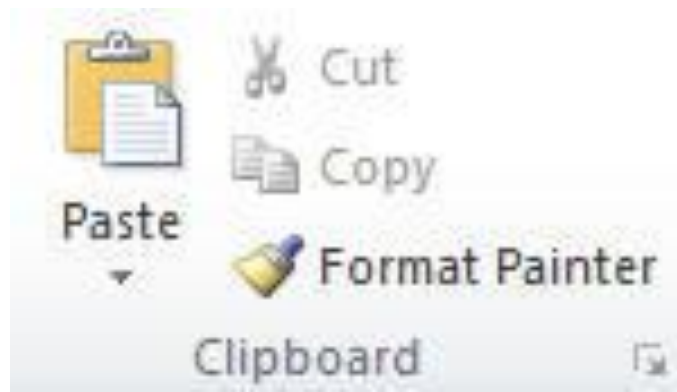


Home tab features

The Microsoft Word Home tab provides many features to users, including the following.

- Change font type, size, and color.
- Set text to be bold or underlined.
- Add or remove highlighting color around text.
- Justify text on the page to be left, center, or right aligned.
- Add bullet point or numbered lists.
- Add, change, or remove borders around text, and text boxes
- Find or replace text.

➤ The Clipboard Group



The clipboard groups are on the far left of the Home Tab and contain four commands: - **copy, paste, cut, and format painter.**

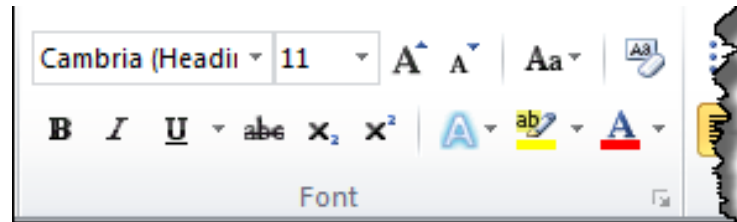
***Format painter**

Use the Format Painter on the Home tab to quickly apply the same formatting, such as color, font style and size, and border style, to multiple pieces of text or graphics. The format painter lets you copy all of the formatting from one object and apply it to another one.

Note:-

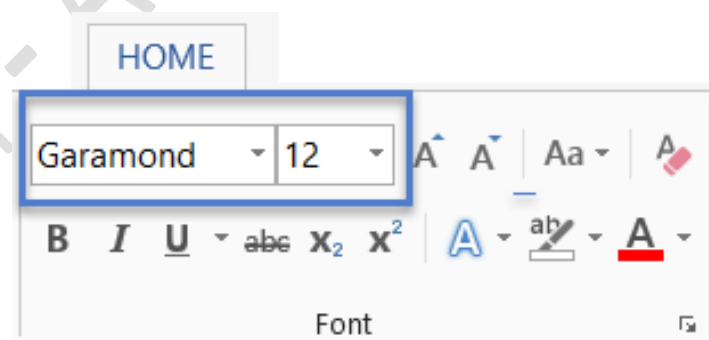
The shortcut key of format painter is **Ctrl+Shift+C** to copy formatting and **Ctrl+Shift+V** to paste formatting.

➤ The Font Group

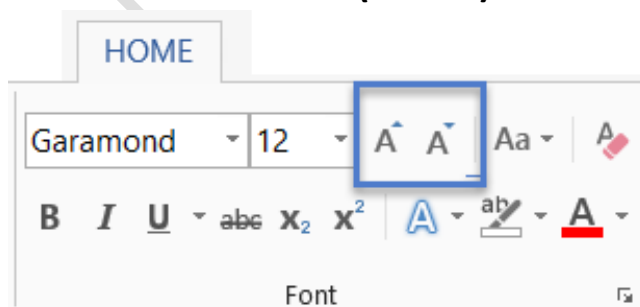


When formatting text and paragraphs, first select the text you wish to apply formatting to and then select the desired formatting tool. Font type and font size can be changed via the **Font group located on the Home tab**. By pressing the arrow within the Font field, a dropdown menu opens from which you can choose one of the offered fonts; within the Font Size field you can change the selected text size. Basic text formatting includes Bold, Italic or Underline. Mentioned formatting tools are located in the Font group on the Home tab and are activated by selecting the following icons:

***Font (Ctrl+Shift+F) and Font Size (Ctrl+ Shift+P)**



***Increase Font Size (Ctrl+>) and decrease Font Size (Ctrl+<)**



*Change Case:

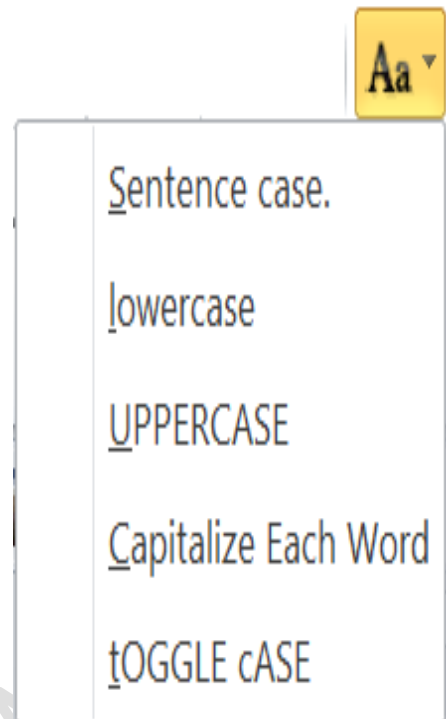
University college

university college

UNIVERSITY COLLEGE

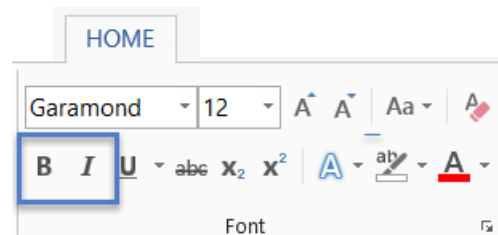
University College

uNIVERSITY cOLLEGE

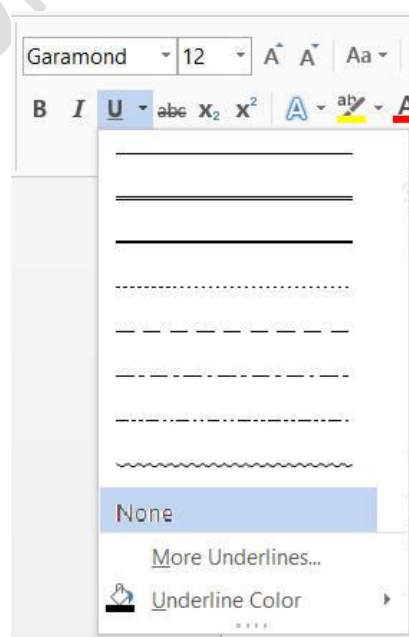


***Bold:** - selected text is displayed in bold (Ctrl + B)

***Italic:** - selected text is displayed in italic (Ctrl + I)

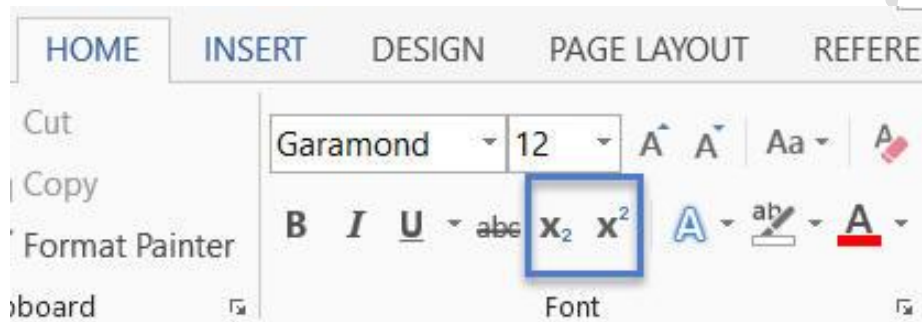


***Underline:** - selected text is displayed underlined (Ctrl + U)

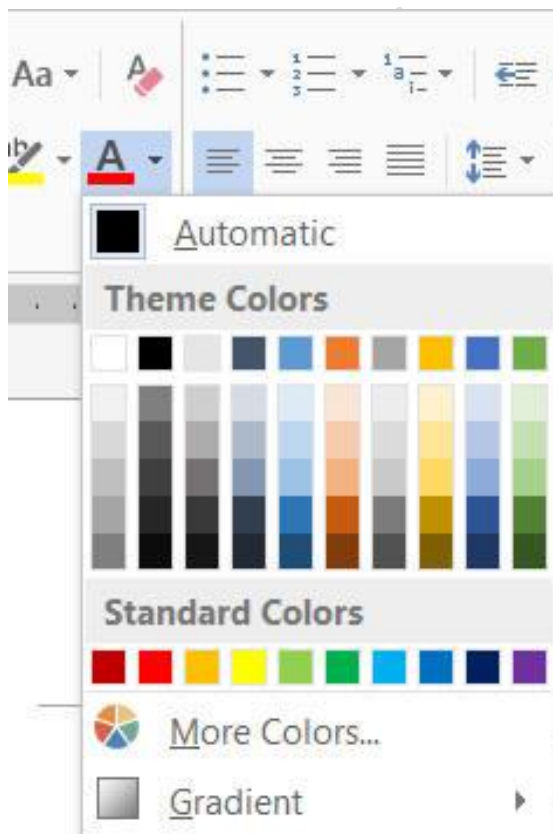


***Subscripts** are usually used while entering formulas (e.g. H₂O or CO₂). To enter a subscripted text press icon **X₂** in the Font group located on the Home tab or right-click and choose the Font command from the quick menu and in the Font dialog box, check the Subscript effect.

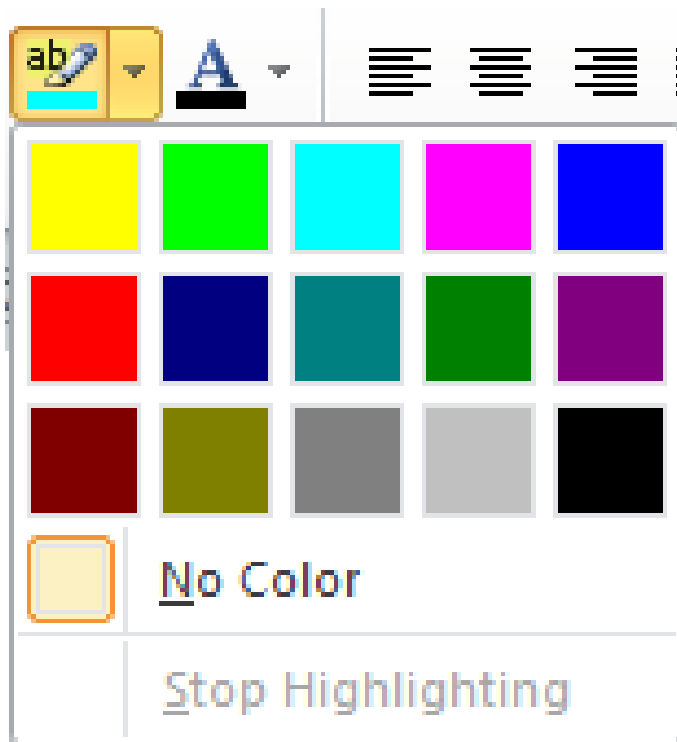
***Superscript** is used while entering footnotes or measuring units (e.g. 7m²). Choose icon from the Font group located on the Home tab or right-click and choose **X²** the Font command from the quick menu, and in the Font dialog box check the Superscript effect.



***Font color:** If you simply click on the font color button, it will give you the color shown. That color will be the last one applied to text in your Word session.

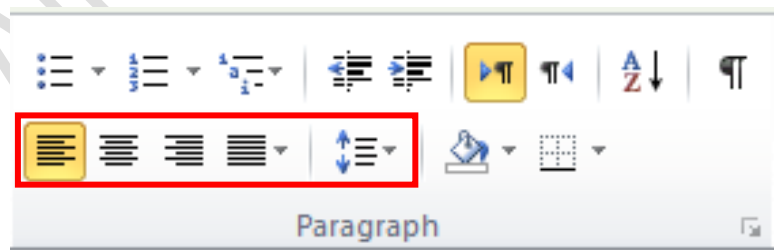


***Text highlight color:** - make text like it was marked with a highlighter pen.



➤ The Paragraph Group

***Text alignment**



Text alignment is available on the **Paragraph group**. The default is Align Text Left which is highlighted.

The other options are Center, Align Text Right and Justify which is a clean look with text aligned on both margins.

To align the text use tools from the **Paragraph** group on the **Home** tab:



Align Text Left - aligns text to the left



Center - aligns text centrally



Align Text Right - aligns text to the right



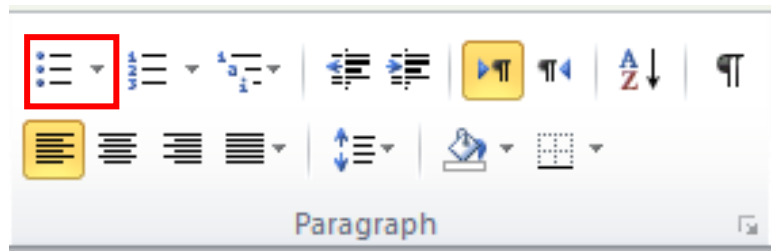
Justify - aligns text on both sides



Spacing between and within paragraphs is set via the Line and Paragraph Spacing icon

*Numbered lists and graphic markings

Numbered lists are used when creating various lists and enumerations in a document. Markings used while creating lists are: numbers, letters, various bullets or images.



To create a list with numerical tags, press the **Numbering** icon. All items following the changed one will be automatically adjusted. To select another display mode, click on the arrow next to the icon and choose one from the offered numbering formats.

