



## Introduction

Microsoft Office is a proprietary commercial office suite of inter-related application. Office contains Microsoft Word, Microsoft Excel, and Microsoft PowerPoint and other applications. Microsoft Office 2010 displays commands in a series of icons stored on different tabs. This combination of icons and tabs is known as the **Ribbon interface**.

## Interface components

**Ribbon** - is an interface where a set of toolbars are placed on tabs in a **tab bar**. The Ribbon interface simplifies the way you find and work with tools and options in Office.

**Ribbon Tabs** - Each tab provides a set of tools related to an overall task you are likely to be performing in a specific application. In Word 2010 tabs are File, Home, Insert, Page Layout, References, Mailings, Review, and View

**Ribbon Groups** - Within each tab are groups that help organize common commands to help you quickly find what you need for a specific task. For example, on the Insert tab in Word 2010, you'll find Picture, Clip Art, Shapes, SmartArt, Chart, and Screenshot in the Illustrations group.

**Galleries**- A down-arrow appears to the right of some options in groups. Clicking the down-arrow display a gallery of options you can select or a list of additional choices.

## Microsoft Word

A word processor is a computer application used for the production, composition, editing, formatting, and printing of different types of documents. There are many software packages to do the job of word processing. Some of the popular Word-Processing are Microsoft Word, Microsoft Works, and Lotus Word Pro etc.

- ❖ The following symbol is the identification of MS-Word icon.



## Open Microsoft Word 2010

- Double-click on the Microsoft Word icon on the desktop.
- Start - All programs - Microsoft office - Microsoft Word
- Click the right mouse button on desktop - New - Microsoft Word

## Interface elements

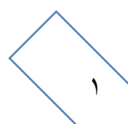
- Window manipulation buttons - Used to minimize, maximize or close a window
- Title Bar- Includes a document name, extension (.doc x) and a program name
- Tabs
- Command Groups

## Word Environment

The Ribbon and the Quick Access Toolbar are where you will find the commands you need to do common tasks in Word.

**Ribbon** / The Ribbon contains multiple **tabs**, each with several **groups** of commands.

- ❖ Some tabs, like "Drawing Tools" or "Table Tools," may appear only when you are working with certain items like images or tables. In addition, you can add your own customized tabs that contain your desired commands.





## Customize the Ribbon

You can customize the Ribbon by creating your own tabs that house your desired commands. Commands are always housed within a group, and you can create as many groups as you need to keep your tabs organized.

In addition, you can even add commands to any of the default tabs, as long as you create a custom group within the tab.

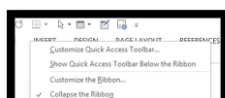
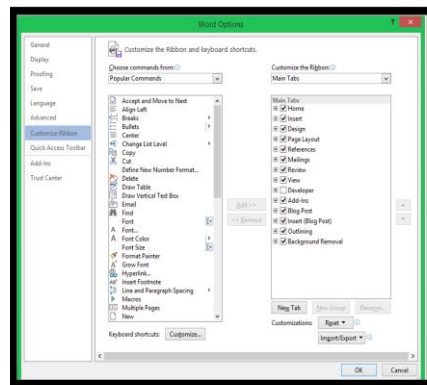
- Right-click the Ribbon and select **Customize the Ribbon**.

A dialog box will appear.

- Click **New Tab**. A new tab will be created with a new group inside it.
- Make sure the new group is selected.
- Select a command from the list on the left, then click **Add**.

You can also drag commands directly into a group.

- After adding commands click **OK**.



## Minimize and Maximize the Ribbon

The Ribbon is designed to be responsive to your current task and easy to use, you can minimize it.

1. Click the arrow in the upper-right corner of the Ribbon to minimize it

2. To maximize the Ribbon, click the arrow again.

- ❖ When the Ribbon is minimized, you can make it reappear by clicking on a tab. The Ribbon will disappear again when you are not using it.



## Quick Access Toolbar

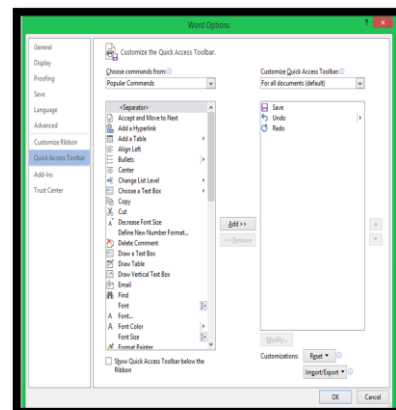
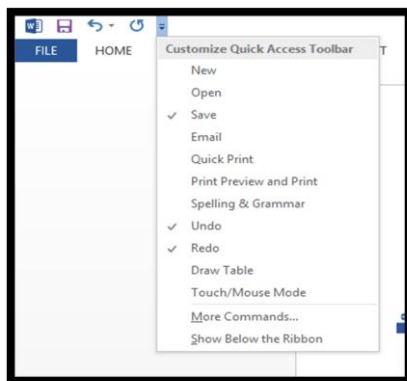
The Quick Access Toolbar is located above the Ribbon, and it lets you access common commands no matter which tab you are on. By default, it shows the Save, Undo, and Repeat commands.

- ❖ You can add other commands to make it more convenient for you.

Add Commands to the Quick Access Toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.

2. Select the **command** you wish to add from the drop-down menu. To choose from more commands, select **More Commands**.





## Interface elements

### Toolbars

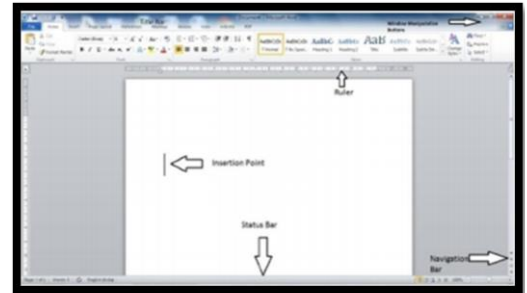
- Certain commands are hidden. The arrow in their lower right corner is indicative of hidden elements. When clicked, additional options are displayed
- Tools that cannot be applied to a selected object are greyed out

**Insertion point** - A position in the document where the cursor is flashing

### Horizontal and vertical navigation bars (sliders)

Double-arrow jumps up / down one page (to the next - previous page)

**Status Bar:** Displays information about the current insertion point position



in document as well as the condition of some special Microsoft Word functions

**Rulers:** Include a horizontal and a vertical ruler located above and to the left of the interface. The white area indicates the area of writing; the grey area represents the margins.

### Select Text

Before to text formatting, first you have to select it.

- Press and hold down the **left mouse button**, move the mouse from the beginning to the end of the text that you want to select and then release the left mouse button
- Place the insertion point at the beginning of a text that you want to select, press and hold down the **Shift** key and then press the **left mouse button** at the end of the desired selection. Afterwards, release all buttons.
- **Select a word-** Double click the **left mouse button** anywhere in a word
- **Select one sentence** -Hold down the **Ctrl** key and press the **left mouse button** anywhere in a sentence.
- **Select a single line-** Press the **left mouse button** in the left margin space of the line (the cursor will change to a right-pointing white arrow).
- **Select multiple lines-** Press and hold down the left mouse button in the left margin of the row, move up or down the rows you want to select and release the mouse button
- **Select non - neighbouring lines** -In the left margin space, press the **Ctrl** button + the **left mouse button** onto the desired lines.
- **Select a paragraph-** Double click the **left mouse** button in the left margin space or triple click the left mouse button anywhere in a paragraph
- Select the whole document -**Triple click the left** mouse button in the left margin of a document or use the keyboard shortcut **Ctrl + A**.

### Copy / Paste

- From the **Home tab**, locate the **Clipboard panel** - Click the **Copy** item or (keyboard shortcut: **Ctrl + C**) - Move your cursor to the place where you want to paste your text - Click the **Paste** item or (keyboard shortcut: **Ctrl + V**) - Your text is pasted to the new position.
- Copy text by using the drag-and-drop method /Select text -Press and hold down the left mouse button + Ctrl key- Drag the mouse over to the place where you want the selected text to be copied- Release the left mouse button and the Ctrl key.



## Cut / Paste

- From the **Home** tab, locate the **Clipboard** panel - Click the **Cut** item or (**keyboard shortcut: Ctrl + X**) - Move your cursor to the place where you want to paste your text - Click the **Paste** item or (**keyboard shortcut: Ctrl + V**) - Your text is pasted to the new position.

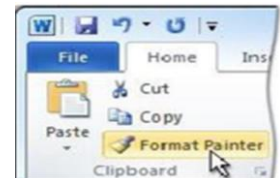
**Move** the text by using the drag-and-drop method / The same as copying, but without the usage of the Ctrl key.

**Format Painter tool** - It is used to copy formatting from one part of the text to another.

- Select the text or graphic that has the formatting that you want to copy- Home tab- Clipboard group- click Format Painter.

The pointer changes to a paintbrush icon.

- Select the text or graphic that you want to format - To stop formatting, press ESC.



## Delete Text

- Letter by letter:
  - The Delete key – deletes text that is located to the right of the cursor's position;
  - The Backspace key - deletes text located to the left of the cursor
- The faster way to delete text: Select the desired text and press the Delete key.

## File Menu (New-Open)

The File menu allows you the following actions:

### **Create a new document:**

- Click the File tab- Click New -Double-click Blank document Or (**keyboard shortcut: Ctrl + N**)

### **Open an existing document:**

Method – 1 Click the File tab- Click Open command Or (**keyboard shortcut: Ctrl + O**)

Method – 2 If you have opened the existing document recently, it may be easier to choose **Recent** from the **File tab** instead of Open to search for your document

### **Closed a window**

- Click the File tab- Click closed key

### **Closed a document**

- Click the File tab- Click Exit key Or from window manipulation buttons, closed button.

### **Save a document**

- Click the File tab- Click Save key Or (**keyboard shortcut Ctrl + S**)

When the file is saved for the first time, the Save As dialog box appears with the following fields: Save in – enter the location of the folder where the document will be saved.

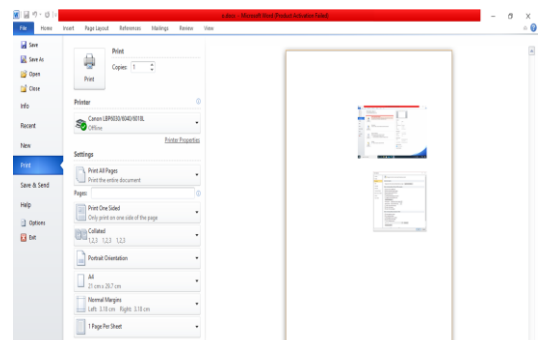
### **When the file is saved with keeping the original copy**

- Click the File tab- Click Save As key



### Print a document

- Copies – number of printed copies
- Printer – choose which printer will be used for printing
- Page range-
  - All
  - Current page
  - Pages – enter page numbers that you wish to print



- Collated – prints the entire file from beginning to the end and then a selected number of copies is done,

Un collated – prints the first page according to a selected number of copies, then the second one and so on until the last page.

- Orientation: Portrait (vertical paper) and Landscape (horizontal paper)

### Protect Document

Anyone can open, copy, and change any part of this document ,to protect it.

- Click the File tab- Click information key- Permissions- Encryption by using Password

### First lecture questions

*you can select non - neighbouring lines by press the left mouse button in the left margin space of the line .*

A. True B. False

ANSWER: B

*you can create a new document through home tab.*

A. True B. False

ANSWER: B

*you can closed a window through file tab.*

A. True B. False

ANSWER: A

*you can protect the document through-----*

A. Encryption by using password B. AutoCorrect Options C. Print the document

ANSWER: A

*The grey area represents the margins while the white area from ruler indicates the area of writing.*

A. True B. False

ANSWER: A

*you can select the multiple lines by use press and hold down left mouse button and Esc key.*

A. True B. False

ANSWER: B

*you can copy the text through file tab.*

A. True B. False

ANSWER: B

*Microsoft Word contain a horizontal and a vertical ruler located above and to the right of the interface .*

A. True B. False

ANSWER: B

*you can create as many groups as you need to keep your tabs organized.*

A. True B. False

ANSWER: A

*you can maximize the ribbon by click the arrow in the upper-left corner of the ribbon.*

A. True B. False

ANSWER: B

