



University of Duhok
College of Science
Department of Computer Science

Computer Skills

Microsoft Word

Lecturer

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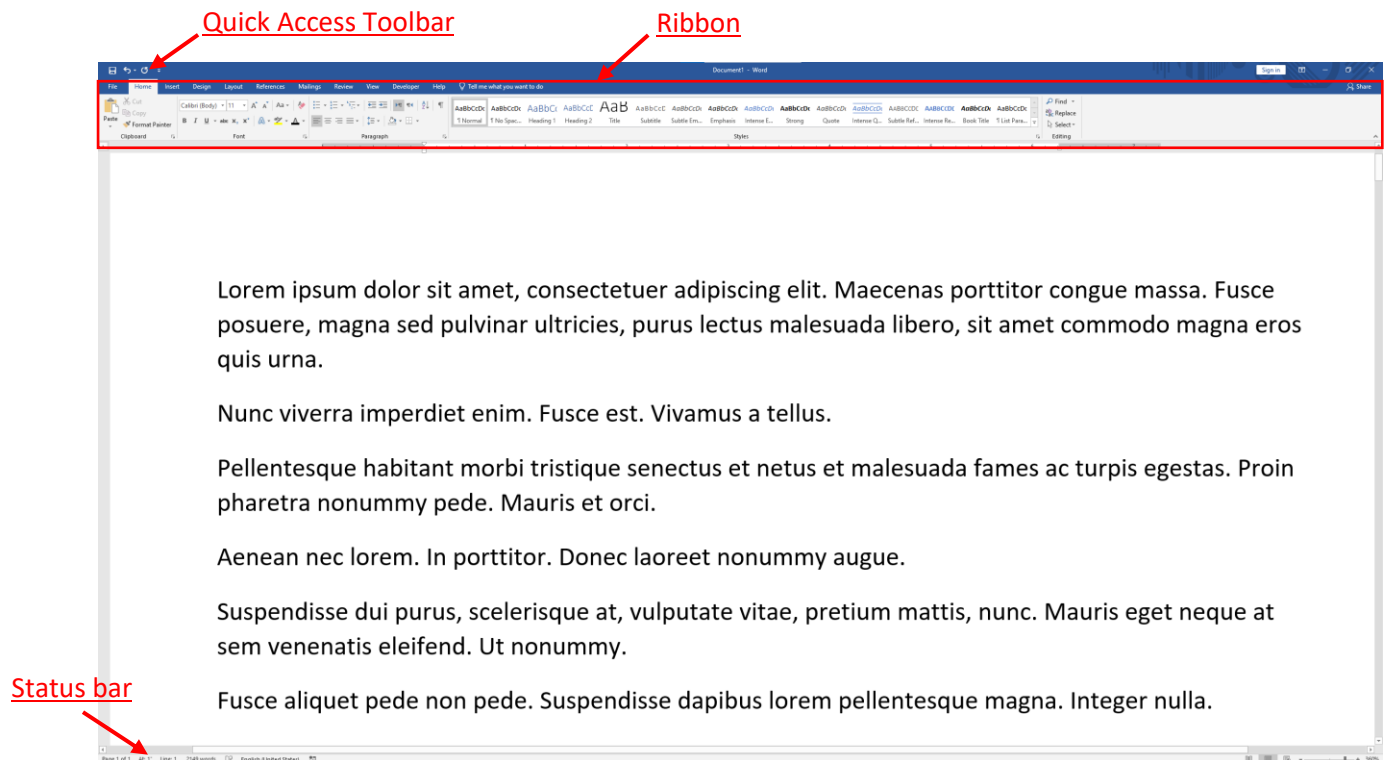
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Introduction.

A word processor is a computer program that allows you to create, edit and produce text documents, such as letters. Microsoft Word is a word processor created by Microsoft. The first version of Microsoft Word was released in 1983 as a competitor to WordStar, the most popular word processor at the time.

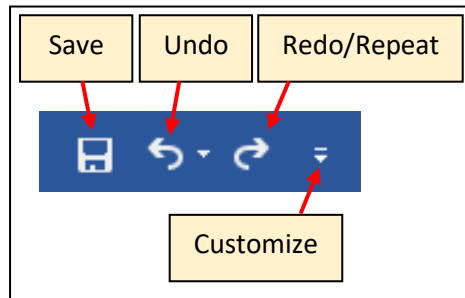
How to open Microsoft Word?

Open Word by using the Search Windows box or by double-clicking on the desktop icon for Microsoft Word 2016.



- Quick Access Toolbar

The Quick Access Toolbar is located all the way to the left on the title bar. It contains frequently used commands and can be customized using the drop-down menu.



1. **Click** the **Customize Quick Access Toolbar** button, **click New** on the menu, and **see** the command get added to the Quick Access Toolbar.
(soft customization)

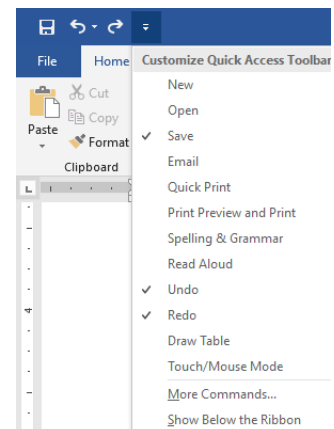


Figure 1: Soft customization

2. you can fully customize **Quick Access Toolbar** by going to: **File > Option > Quick Access Toolbar**. (Full Customization)

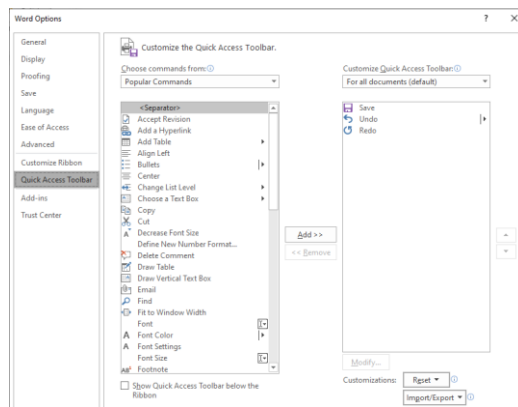


Figure 2: Full Customization

3. **Click** the **Customize Quick Access Toolbar** button, and **click Show Below the Ribbon**. **Click Show Above the Ribbon** to move the Quick Access Toolbar back again.

- Status Bar

The Status bar is located below the document window area.

Current Information

The **left end** displays a variety of information about the document, such as the page number, how many total words are in the document, and whether there are any spelling errors.



Views

At the **right end** are shortcuts to the different **views** that are available. Each view displays the document in a different way, allowing you to carry out various tasks more efficiently.



Read Mode

Displays the document full-screen, making it easier to read. You cannot edit the document in this view.



Print Layout

Shows what the document looks like when it's printed. This is overall the best view for editing documents. It is selected by default.



Web Layout

Shows what the document would look like if it were saved as a webpage.

Zoom Slider

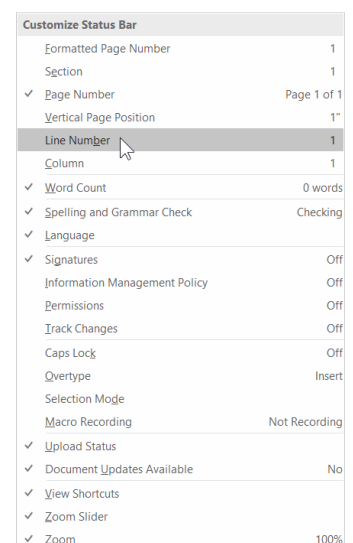
Also, at the **right end** of the Status bar is the **Zoom Slider**. This allows you to adjust how large the document is displayed on the screen. It does not adjust the actual size of the document—just how big or small it is displayed on the screen (like moving a newspaper away from or closer to your eyes).



Customization

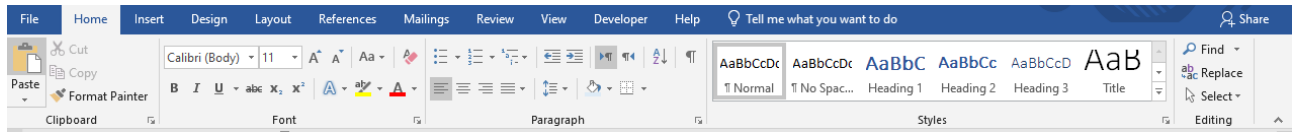
The **Status** bar can be customized.

1. **Right-click** on the **Status** bar to bring up the customize menu. Options that are enabled have a checkmark next to them.
2. **Click** on “Line Number” to enable this option.
3. **Notice** how the menu didn’t disappear. **Click** in a clear space to dismiss the menu.
4. **Notice** how “Line: (number)” appears in the **Status** bar.



- Ribbon

The ribbon contains all of the tools that you use to interact with your Microsoft Word file. It is located towards the top of the window underneath the title bar. All of the programs in the Microsoft Office suite have one.

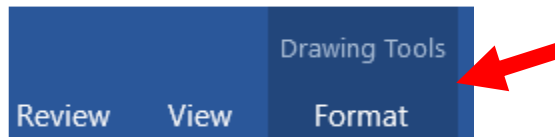


- The ribbon has a number of **tabs**, each of which contains **buttons**, which are organized into **groups**.

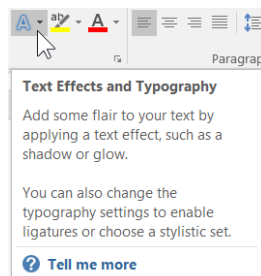
- **Active Tab:** By default, Word will open with the **Home tab** active on the ribbon.



- **Contextual Tab:** Contextual tabs are displayed when certain objects, such as an images and text boxes, are selected.

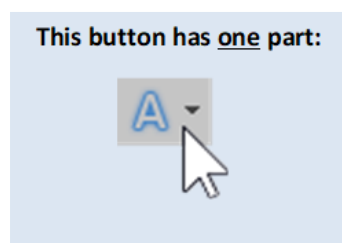


- **Groups and Buttons:** On each **Tab**, the **Buttons** (a.k.a. commands or tools) are organized into **Groups**.

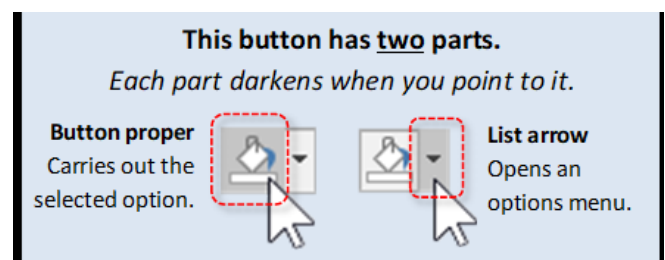


- **Buttons with Arrows:**

one-part arrowed button

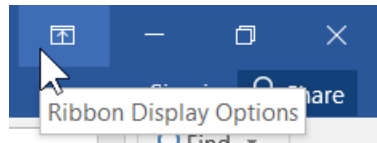


two-part arrowed button

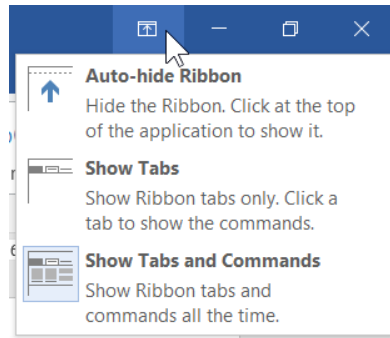


- **Ribbon Display Options button:** This button provides options that will hide the Ribbon from view. The main benefit to this is that it allows your document to take up more of the screen.

1. **Locate** the **Ribbon Display Options** button (to the left of the window control buttons).



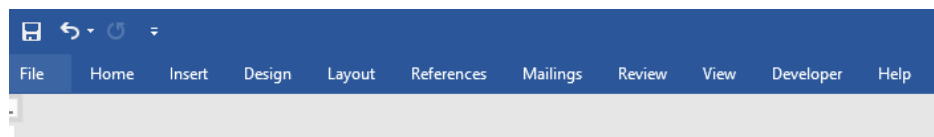
2. **Click** on it. Three options appear.



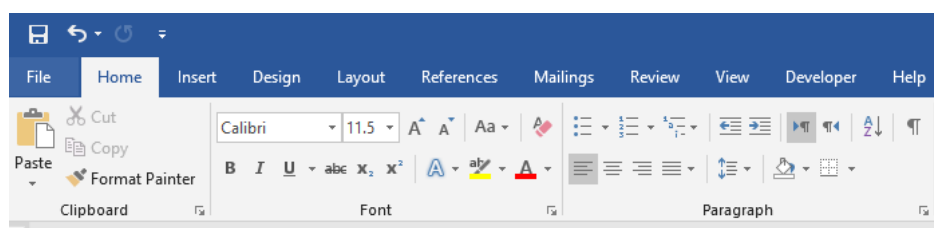
3. **Click Auto-hide Ribbon.** This option essentially makes Word go into “full screen” mode. It hides not only the ribbon, but also the Quick Access Toolbar, title bar, and Window Controls.



4. **Click Show Tabs.** **Note** this option has brought back our Quick Access Toolbar, title bar, Window Controls, and *part* of the ribbon; only the **Tabs** are visible. The buttons are not.

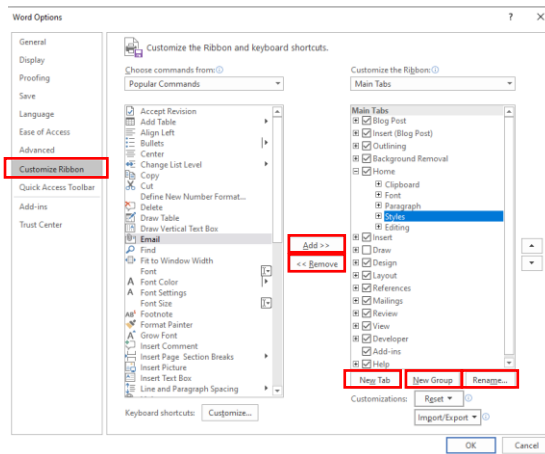


5. **Click Show Tabs and Commands.** This option keeps **entire** ribbon visible at all times. It is the **default** option. We will keep this option selected for the remainder of class.



- Customize Ribbon

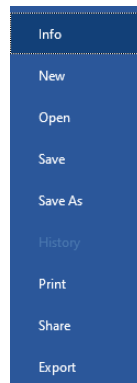
1. Go to file > options > Customize Ribbon



2. here you can add or remove tools to your existing tabs or create (New Tabs, New Groups) and rename them.

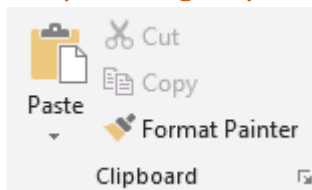
- File tab

1. **Click** on file tab
 - a. Info.
 - b. New.
 - c. Open.
 - d. Save.
 - e. Save As.
 - f. Print.

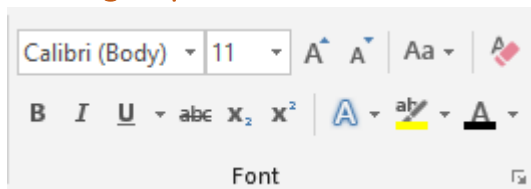


- Home tab

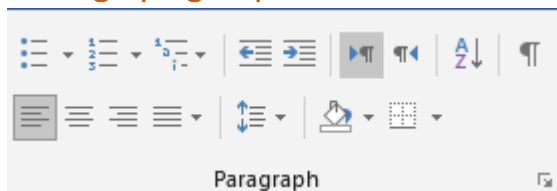
- Clipboard group



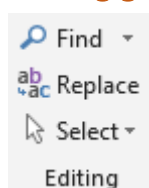
- Font group



- Paragraph group

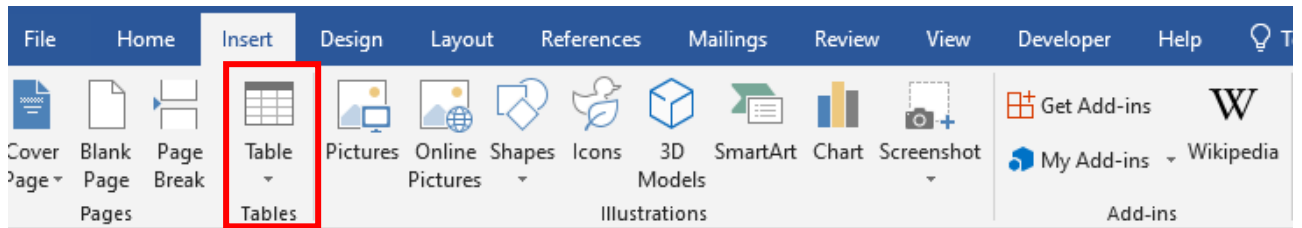


- Editing group

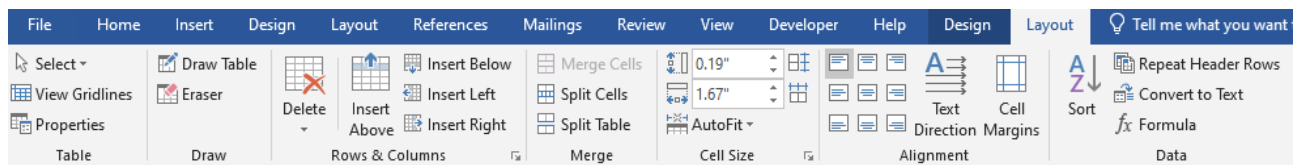


- Insert tab

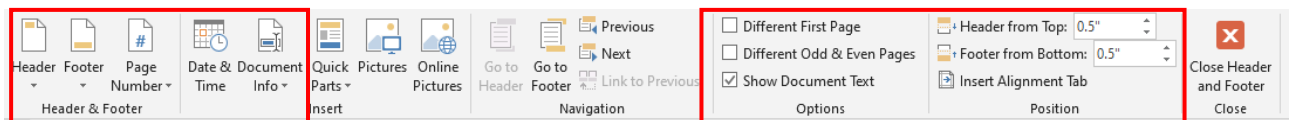
- Tables



- Table contextual tabs (Design and Layout)

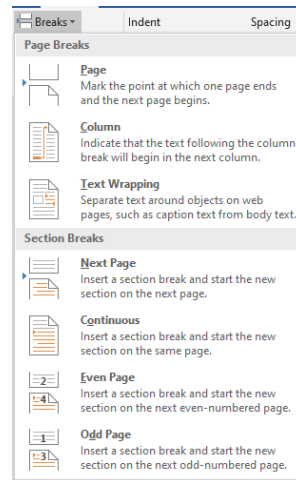
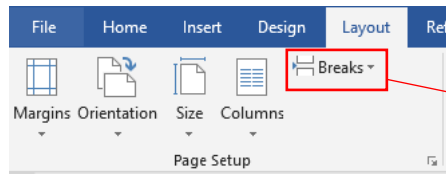


-Header and footer



- Layout tab

- Page Setup



- Design tab

