University of Duhok

Computer Skills

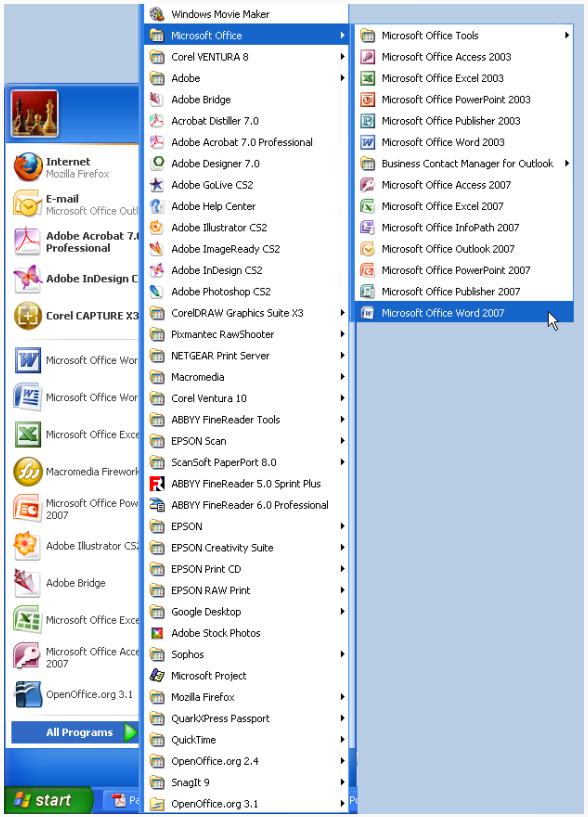
First Year

Loading Microsoft® Word

University of Duhok

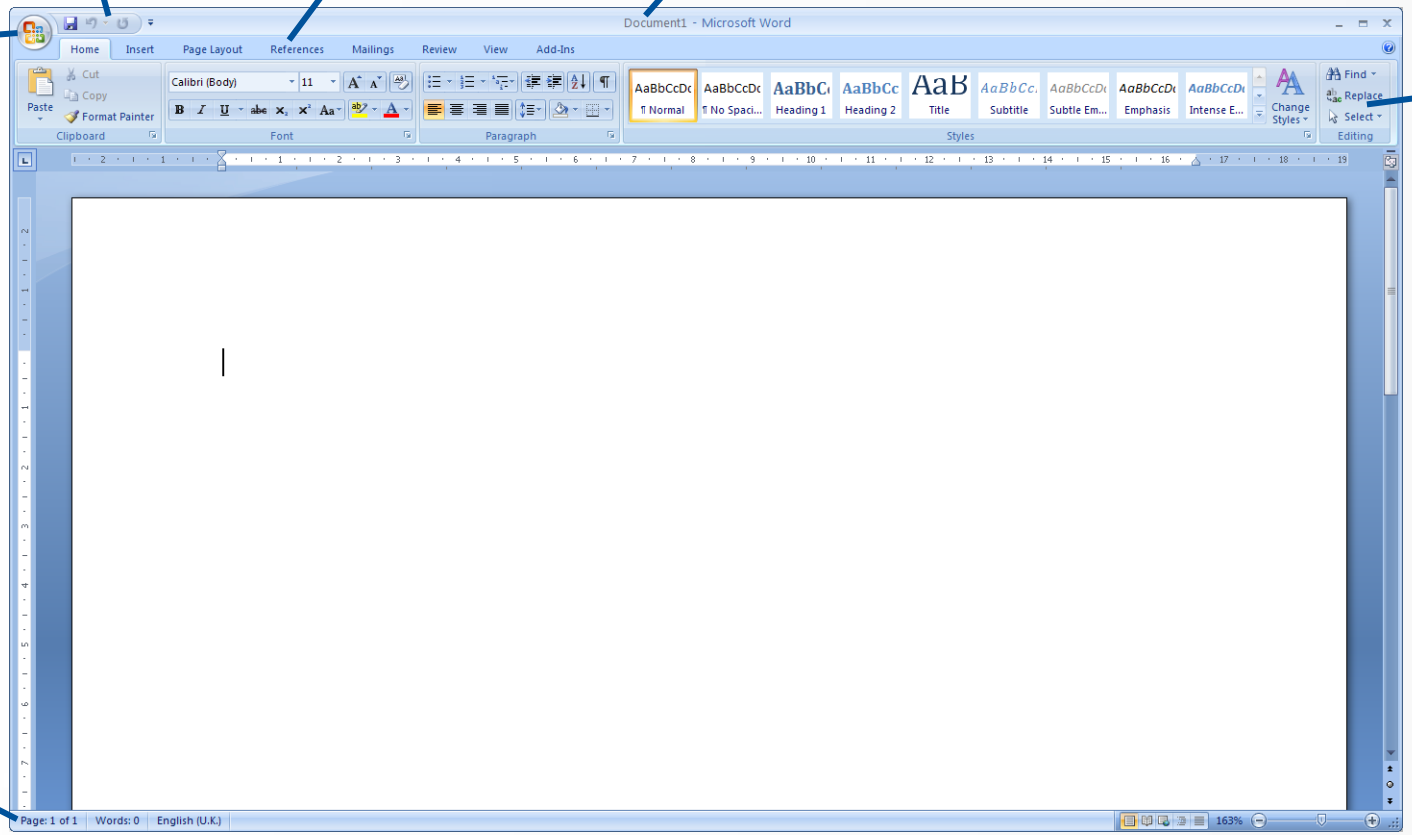
- Either double-click the Word icon (if it is on your desktop)

- Or click Start, All Programs, then click Microsoft Office Word 2007 (Note: depending on how your computer is set up, you might need to click Start, All Programs, Microsoft Office, Microsoft Office Word 2007)



The opening screen

University of Duhok



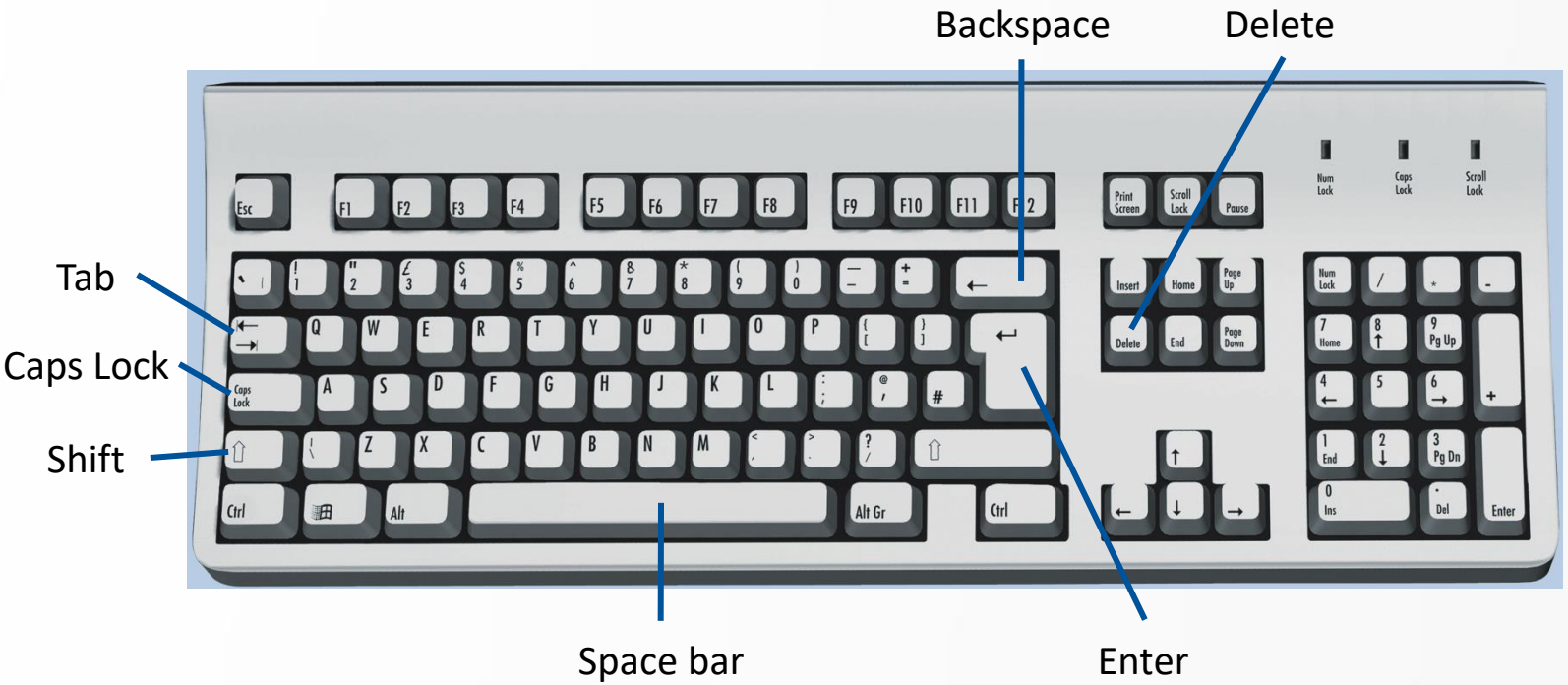
What the screen parts mean

University of Duhok

Title bar	Shows the name of your document
Office button	Click this to see a menu of options, such as printing, saving and closing
Ribbon	The Ribbon is where you can find all the functions you will need to create and edit your document, grouped by related commands
Ribbon tab	A ribbon is displayed by selecting its Ribbon tab
Status bar	Shows details about your document, such as the page you are on, the language setting etc.
Quick Access Toolbar	A group of useful buttons, such as Save and Undo
Task pane	Sometimes a context-sensitive task pane is displayed at the side of the screen – this lets you choose further options related to the task in hand

A typical keyboard

University of Duhok



What the keys do

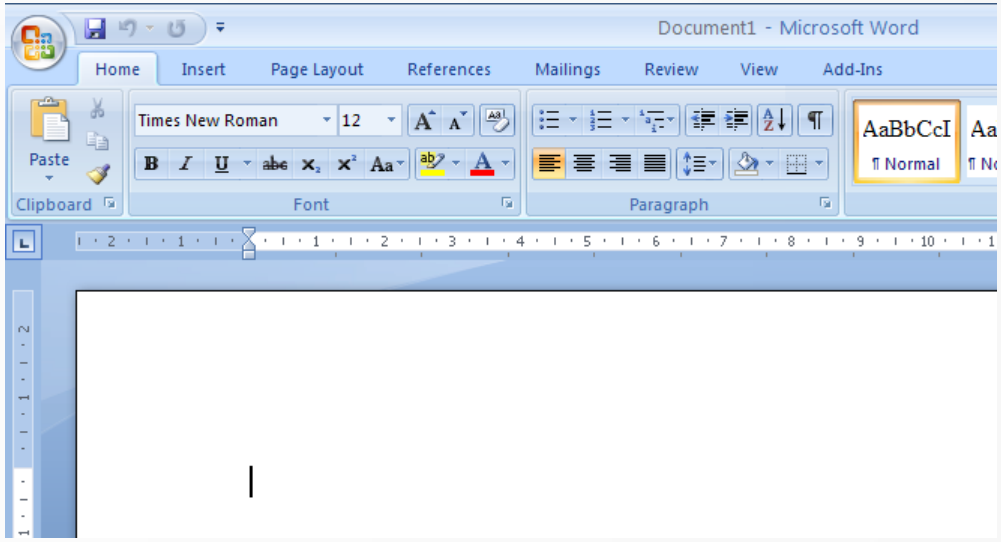
University of Duhok

Shift	Press this to type a capital letter or the top character when two appear on a key (e.g. Shift + 3 = £)
Caps Lock	Press once to type a whole sentence in capitals. Press the key again when you want to stop typing capitals
Backspace	Press to delete the character to the left of where the cursor is flashing
Delete	Press to delete the character to the right of where the cursor is flashing
Tab	Use this to advance the cursor to the next tab stop
Enter	Use this when you want to go to a new line
Space bar	Press to insert a black space (e.g. between words)

Creating a new document

University of Duhok

- When you start Word, a new blank document automatically appears on the screen.
- The new document is based on the Normal template
- On opening Word, the new document is given the name Document1
- Start typing at the flashing | cursor

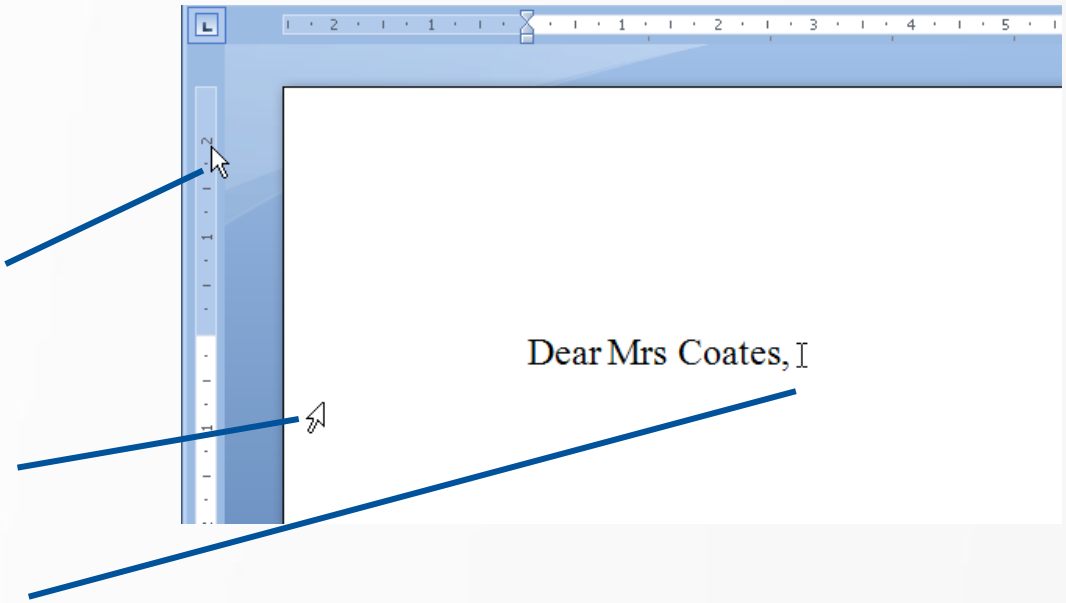


Pointer, cursor and insertion point

University of Duhok

The pointer changes appearance depending on what you are doing

- When the pointer is over the ribbon, toolbars or ruler it is shaped like an up-arrow pointing left
- When the pointer is over the left margin it is shaped like an up-arrow pointing right
- When the pointer is over the text area it is shaped like an I-beam



Editing text

University of Duhok

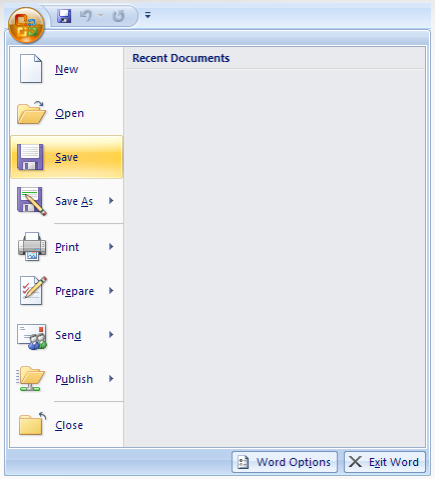
- New characters appear at the text insertion point
- There are two ‘editing’ modes
  - Insert – the characters do not replace existing text
  - Overwrite – the characters replace the existing text

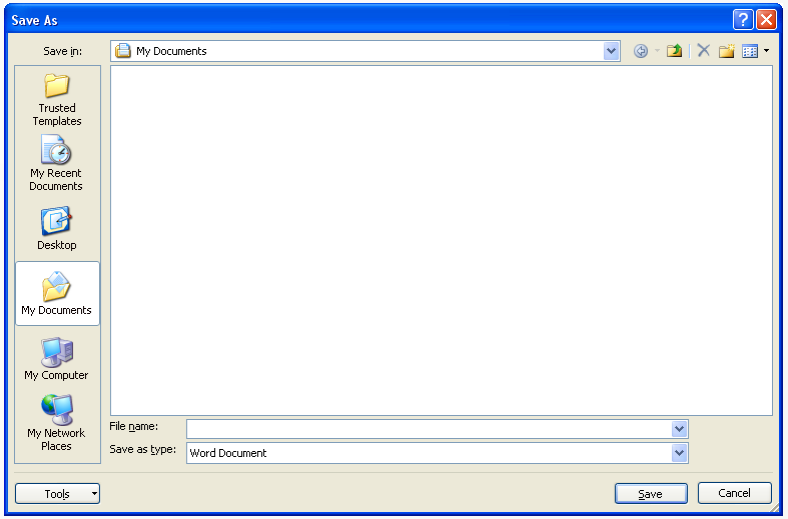
- There are two ways to delete text
  - Backspace key – deletes characters to the left of the text insertion point
  - Delete key – deleted characters to the right of the text insertion point

Saving your work

University of Duhok

- Click the Office button, and then click Save on the menu that appears
- On the Save As dialogue box, type a name for your file in the File name: text box
- In the Save in: list box, select a folder to save your file in
- Click the Save button

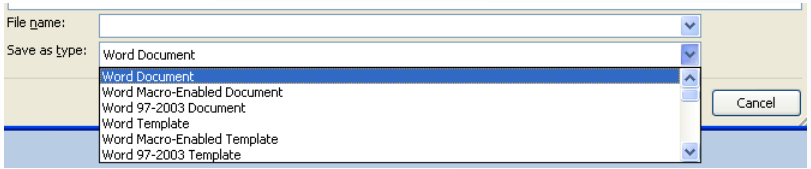




Saving as another file type

University of Duhok

- Click the down-arrow on the right of the Save as type: box, to see options to save a file as another type

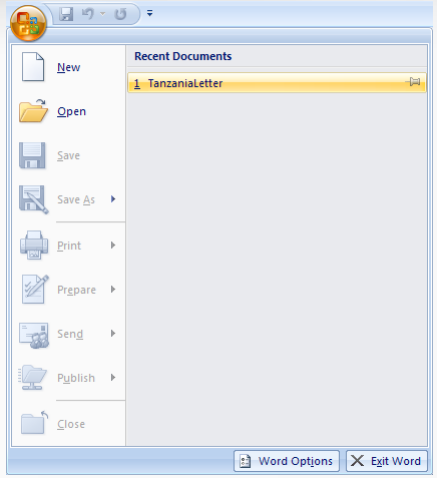


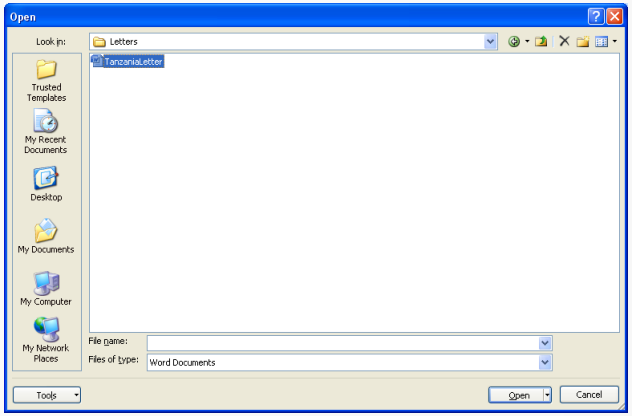
- *Web Page saves in a format suitable for viewing in a web browser*
- *Rich Text Format files can be opened in other word-processing packages*
- *Plain Text files can be imported into another type of package*
- *Document Template creates a template on which you can base other documents*
- *You can save a file so it can be read in an earlier version of Word*

Opening an existing document

University of Duhok

- Click the Office button
- Either click a file on the list of recently opened documents
- Or click Open, then navigate to the file you want and click the Open button

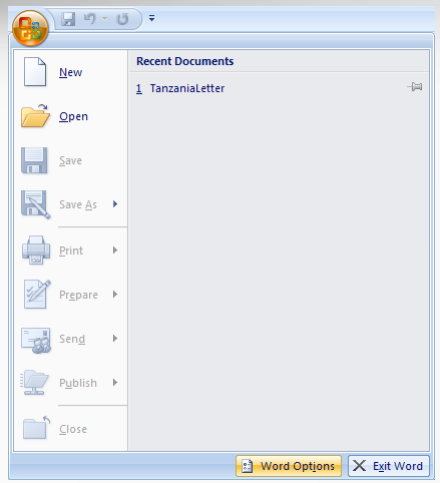




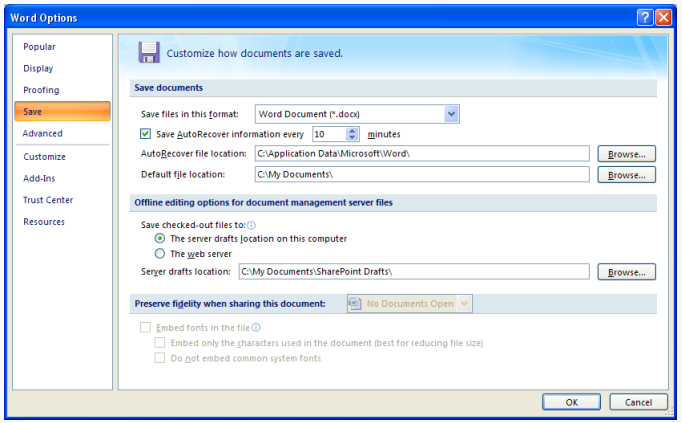
Defaults and preferences

University of Duhok

- Click the Office button, and then click Word Options on the window that appears



- Click the option you require in the panel on the left-hand side of the Word Options dialogue box



Inserting a paragraph

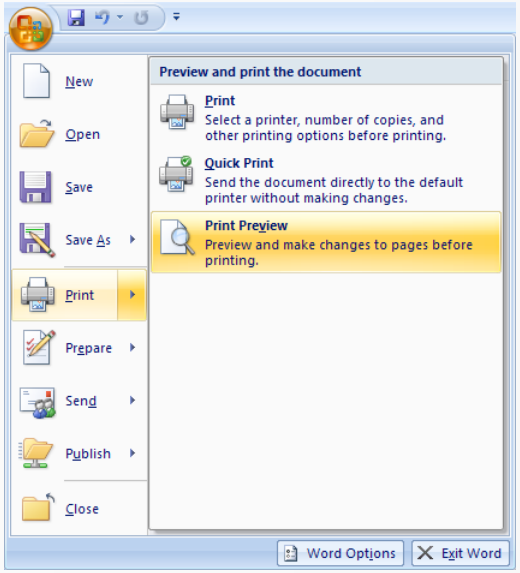
University of Duhok

- Place the text insertion point at the very end of the paragraph that is before where you want the new one
- Press Enter – text after the insertion point will be moved down the page
- Type the new text
- If you want to join two paragraphs together, simply place the text insertion point at the end of the first paragraph, and then press Delete until the second paragraph follows directly on from the first

Previewing

University of Duhok

- Check your document thoroughly
- Click the Office button, move the mouse pointer over Print on the menu and then click Print Preview in the right-hand pane
- Your letter will appear on the screen exactly as it will be printed
- Click the Close Print Preview button in the Preview group on the Print Preview ribbon to exit the
Print Preview

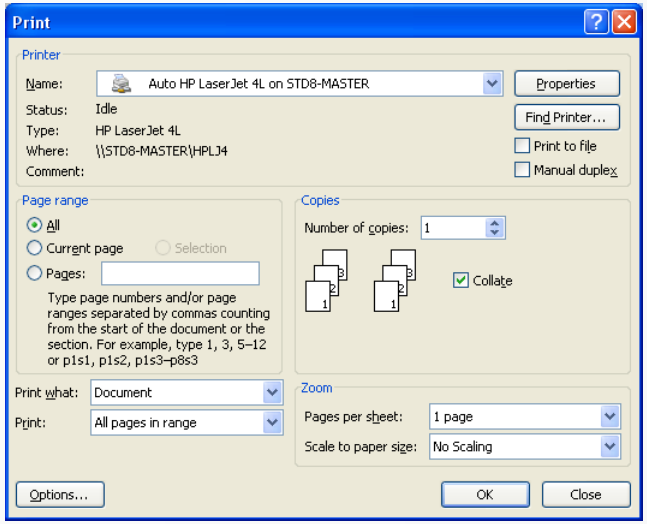


Printing

University of Duhok

- Click the Office button, and select Print

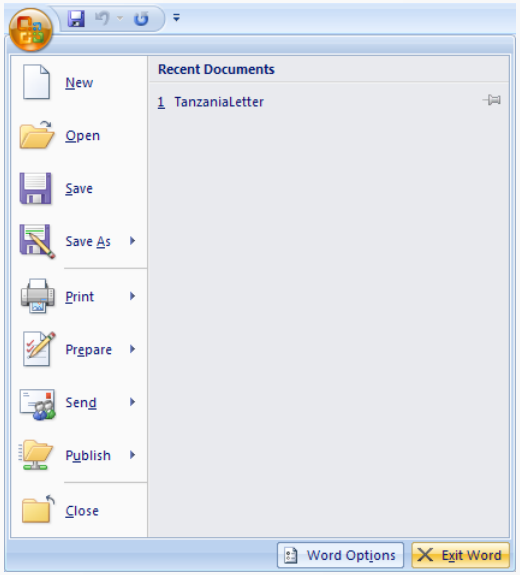
- In the Print dialogue box, choose
  - A printer
  - The pages to print
  - The number of copies to print



Closing Word

University of Duhok

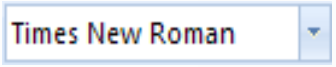
- Click the Office button
- Click Exit Word on the window that appears



Types of font

University of Duhok

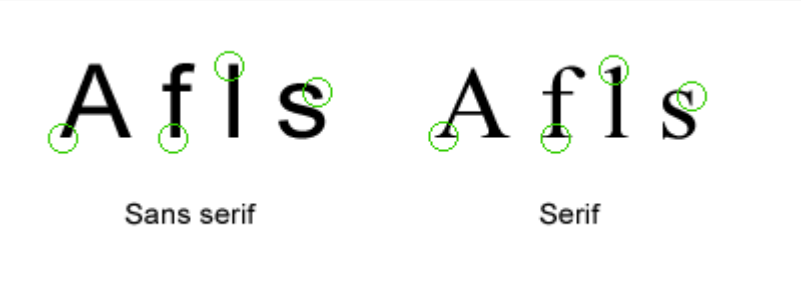
- Select a font from the Font list box in the Font group on the Home ribbon



- There are two basic types of font, called serif and sans serif
- Sans serif fonts are very clear and are used in places where text needs to be clear and easy to read, such as road signs
- Serif fonts are more often used for large amounts of text that will be read quickly, such as in newspapers or books
- Do not use too many different fonts on a page

M This is written in a serif font called Times New Roman

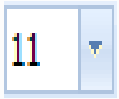
M This is written in a sans serif font called Arial



Font size

University of Duhok

- Font sizes are measured in points
- Select a size from the Font Size list box in the Font group on the Home ribbon



- The bigger the number, the bigger the text character
- 6 point is about the smallest font you can read without the aid of a magnifying glass
- 12 point is commonly used in a normal Word document

This is 6 point Times New Roman.

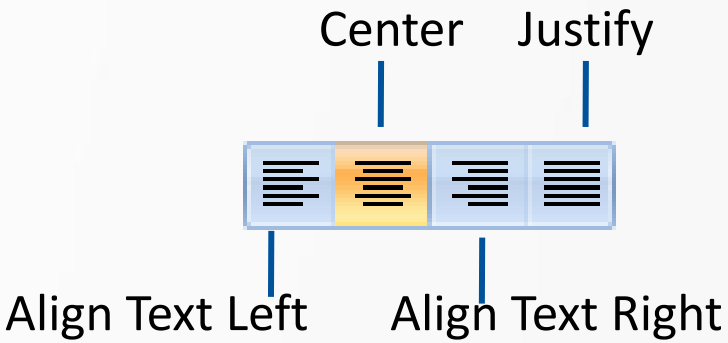
This is 12 point Times New Roman.

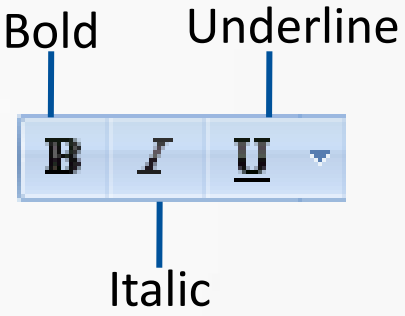
This is 24 point Times New Roman.

Text alignment and emphasis

University of Duhok

- You can position text horizontally on the page using the Paragraph formatting buttons in the Paragraph group on the Home ribbon
- You can change its appearance using the Character formatting buttons in the Font group

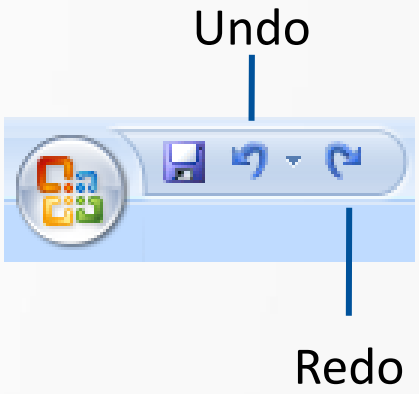




Undo and Redo

University of Duhok

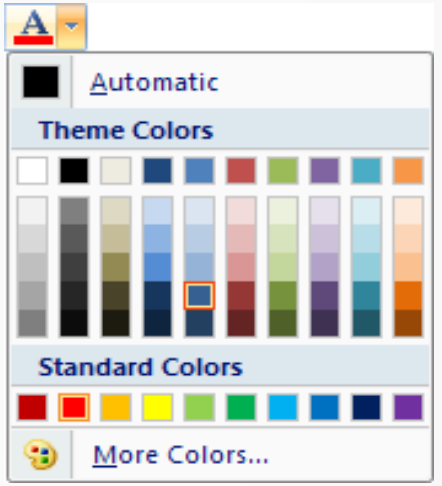
- Click the Undo button on the Quick Access Toolbar to undo the last action
- Click the arrow next to the button to see which actions can be ‘undone’
- Click the Redo button to redo the last action that you undid



Setting text colour

University of Duhok

- Select the text
- Click the down-arrow next to the Font Color button in the Font group on the Home ribbon



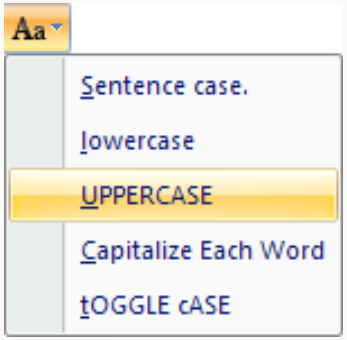
- Select the colour on the colour palette

Applying case changes

University of Duhok

- Select the text
- Click the Change Case button in the Font group on the Home ribbon

- In the Change Case menu, click the case you want to apply to the text



Changing line spacing

University of Duhok

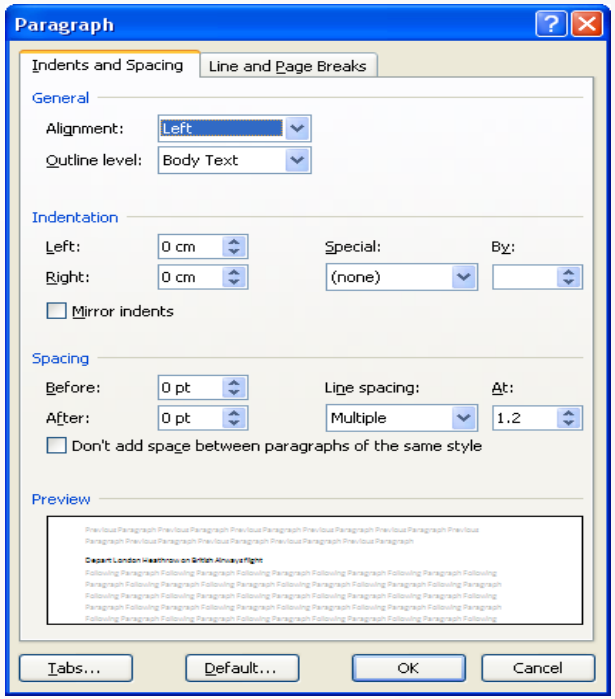
- Click the Dialogue Launcher on the Paragraph group on the Home ribbon to display the Paragraph dialogue box

Between paragraphs

- In the Spacing group, change the Before: and After: settings
- Click the OK button

Within paragraphs

- In the Spacing group, change the Line spacing: setting
- Click the OK button



Copying a format

University of Duhok

Copying a format once

- Select the text which has the formatting you want to copy
- Click the Format Painter button in the Clipboard group on the Home ribbon

- Select the text you want to copy the format onto

Copying a format more than once

- Select the text which has the formatting you want to copy
- Double-click the Format Painter button in the Clipboard group on the Home ribbon
- In turn, select each piece of text you want to copy the format onto
- Click the Format Painter to turn it off

Indenting paragraphs

University of Duhok

- Select the paragraph you want to indent

- Click the Increase Indent button in the Paragraph group on the Home ribbon

Selecting text

University of Duhok

To select	How to do it
A word	Double-click anywhere in the word
One or more lines	Click in the left margin beside the line to select a line. Drag down the left margin to select several lines
A sentence	Hold down Ctrl and then click anywhere in the sentence
A paragraph	Triple-click anywhere in the paragraph
An entire document	Click Select, Select All in the Editing group on the Home ribbon. Or triple-click in the left margin, or you can use the shortcut key combination Ctrl-A
A large block of text	Click the mouse at the beginning of the text you want to select. Then scroll to the end of the text and hold down Shift while you click again
Non-adjacent text	Select the first bit of text, then hold down Ctrl while you select another piece of text

Copying and cutting texts

University of Duhok

- Select the text you want to copy
- Click the Copy button in the Clipboard group on the Home ribbon

- Place the text insertion point where you want to copy the text to
- Click the Paste button in the Clipboard group on the Home ribbon

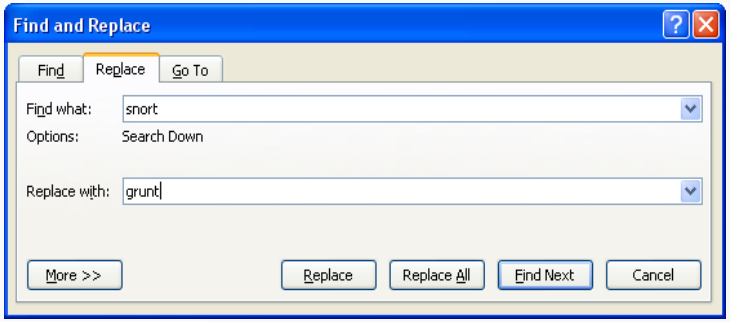
- Select the text you want to move
- Click the Cut button in the Clipboard group on the Home ribbon

- Place the text insertion point where you want to copy the text to
- Click the Paste button in the Clipboard group on the Home ribbon

Finding and replacing text

University of Duhok

- Click Replace in the Editing group on the Home ribbon (or press Ctrl-H on the keyboard) to show the Find and Replace dialogue box

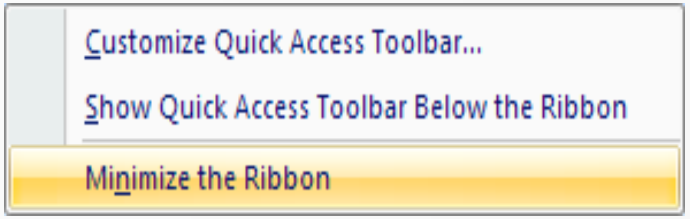


- Type what you want to find in the Find what: box
- Type what you want to replace it with in the Replace with: box
- Click Replace or Replace All as required

Minimising and restoring the ribbon

University of Duhok

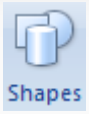
- Right-click anywhere in the line containing the ribbon tabs, on the Office button, on the Quick Access Toolbar, or on a ribbon group name
- Click Minimize the Ribbon on the shortcut menu that is displayed
- To restore the ribbon, right-click in one of the same places as before to un-tick Minimize the Ribbon on the shortcut menu

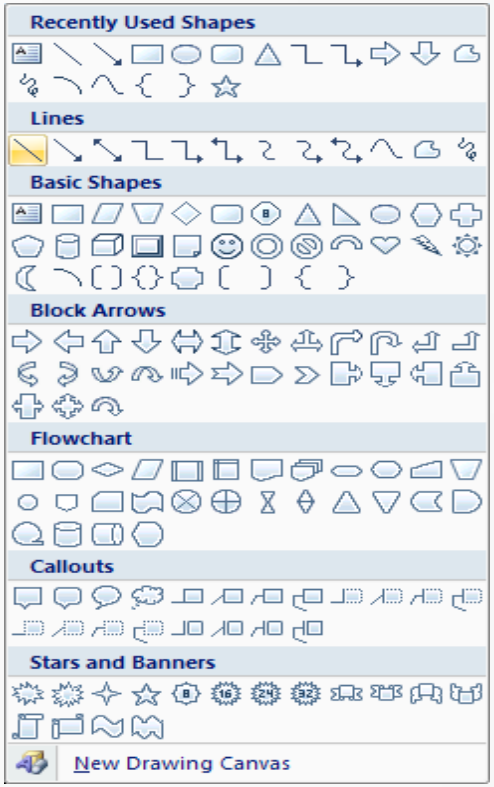


Drawing a horizontal line

University of Duhok

- Click the Insert ribbon tab, and click Shapes in the Illustrations group to display a menu of drawing shapes
- Select the Line shape from the Lines group
- Click the page where you want to start the line and drag the mouse to its end position – do not release the mouse button
- Press the Shift key to ensure that the line is horizontal, and release the mouse button
- Drag and drop the line to position it exactly where you want it



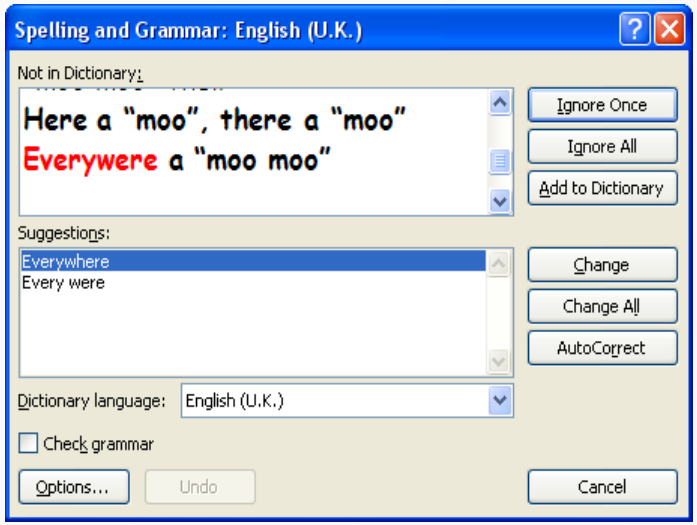


Spell-checking

University of Duhok

- Click the Review ribbon tab
- Click the Spelling & Grammar button in the Proofing group

- Word will scan your document
- The Spelling and Grammar dialogue box appears when an error has been found
- Click the Change, Change All, Ignore Once or Ignore All button as appropriate



Copying and moving text between documents

University of Duhok

Copying text between documents

- Open both documents
- Select the text you want to copy
- Click Copy
- On the taskbar, click the document you want to copy to
- Place the insertion point where you want to copy to
- Click Paste
- Use the Format Painter to make the copied text look the same as the rest of the text if you need to

Moving text between open documents

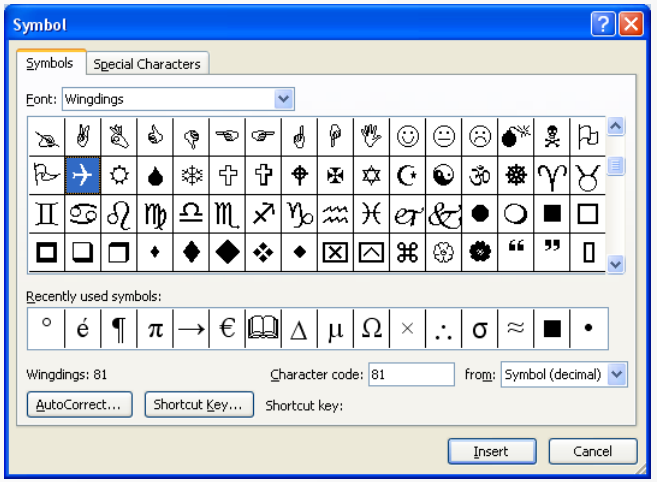
- Cut the selected text from the original document by one of the methods described opposite
- Click in the second document where you want the text to appear
- Select Paste in the Clipboard group of the Home ribbon

Inserting special symbols

University of Duhok

- Click the Insert ribbon tab, and click Symbol in the Symbols group

- Click More Symbols... on the menu that is displayed to show the Symbol window

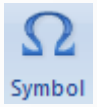


- Select a font
- Find and select the symbol you require
- Click Insert and then Close

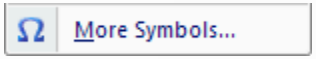
Inserting special characters

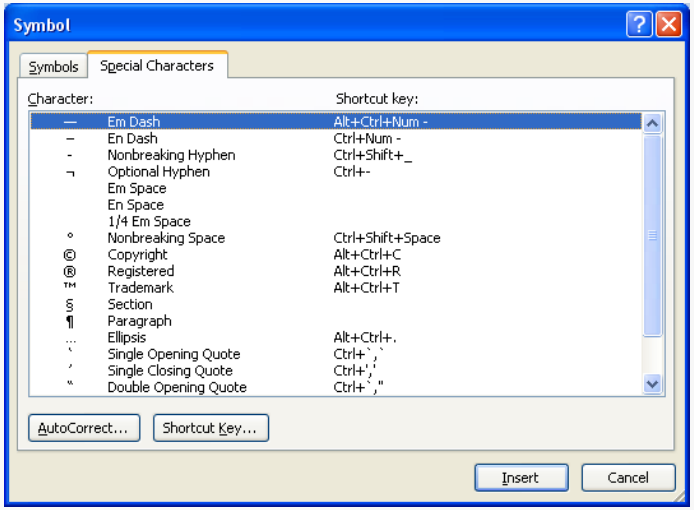
University of Duhok

- Click the Insert ribbon tab, and click Symbol in the Symbols group



- Click More Symbols... on the menu that is displayed to show the Symbol window





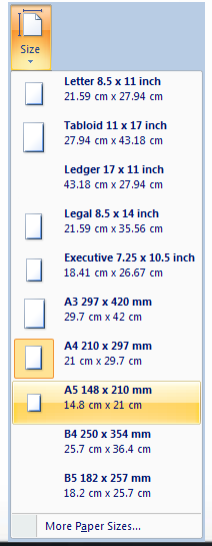
- Select the Special Characters tab
- Find and select the character you require
- Click Insert and then Close

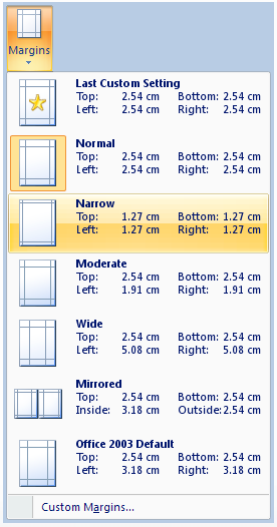
Modifying the document setup

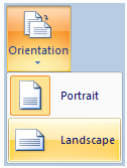
University of Duhok

Changing page size

- Click Size in the Page Setup group on the Page Layout ribbon
- Select the size you want from the menu of standard page sizes that is displayed







Changing margins

- Click Margins in the Page Setup group on the Page Layout ribbon
- Select the margins you want from the menu of preset margins that is displayed

Changing page orientation

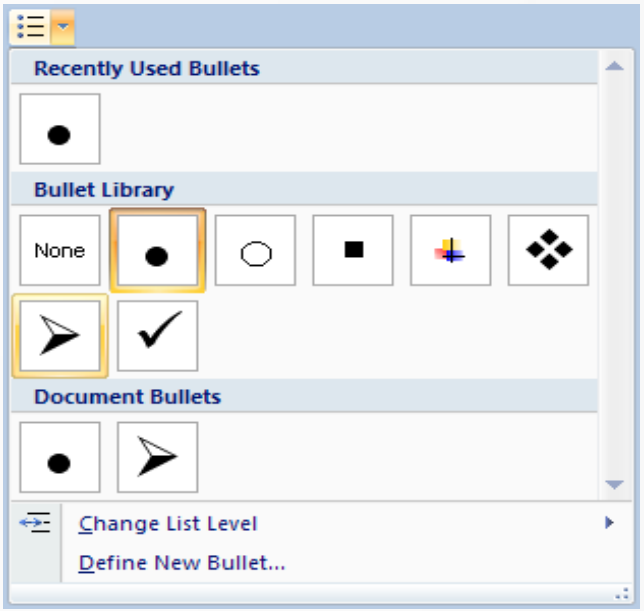
- Click Orientation in the Page Setup group on the Page Layout ribbon
- Select Portrait or Landscape as required from the menu that is displayed

Creating bullets and customise it

University of Duhok

- Click the Bullets button in the Paragraph group on the Home ribbon

- Type the list item text – each time you press Enter, a bullet will automatically appear on the next line
- After typing the last item in the list, press Enter once more
- Turn off the bullets by clicking the Bullets button again



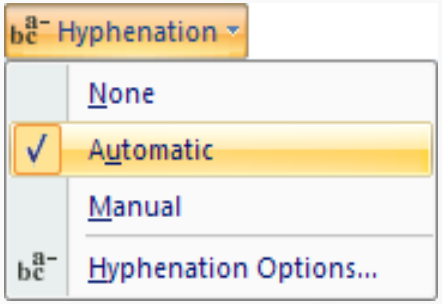
Numbered lists, hyphenation and soft carriage return

University of Duhok

- Select the list items
- Click the Numbering button in the Paragraph group on the Home ribbon

- Press Shift + Enter to insert soft carriage return

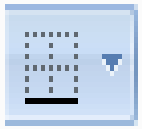
- Click the Hyphenation button in the Page Setup group on the Page Layout ribbon
- Select the option you want on the menu that is displayed

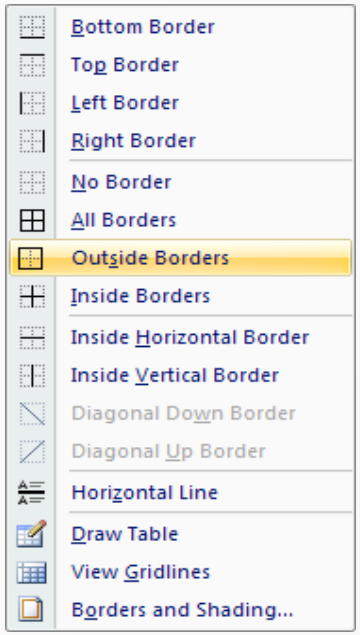


Adding borders

University of Duhok

- Select the text you want to add a border around
- Click the Borders button in the Paragraph group on the Home menu – (note that the icon on this button changes depending on the border selection last made, however the button is always located in the same place in the group)





- Click the appropriate menu item to set borders around selected text

Placing a border around a page

University of Duhok

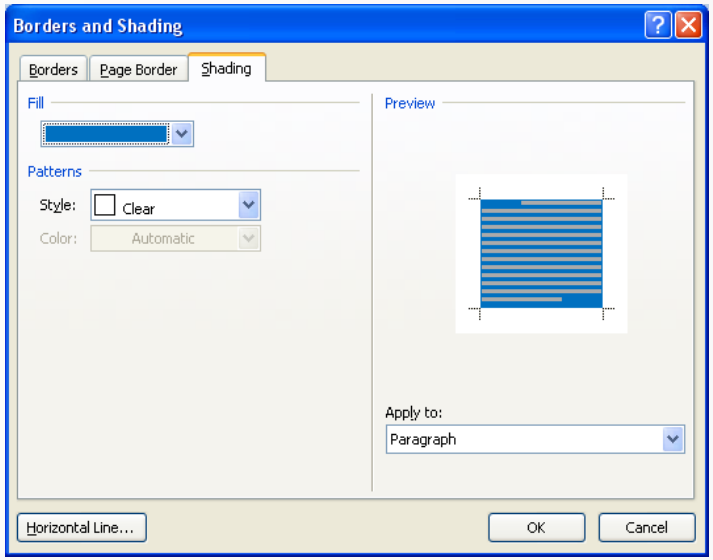
- Click the Borders button in the Paragraph group on the Home ribbon
- Select the Borders and Shading... option on the menu that is displayed

- Click the Page Border tab on the Borders and Shading dialogue box
- Click the Box icon, select the border attributes (e.g. colour, style, width etc.) you want
- Click OK

Shading a title

University of Duhok

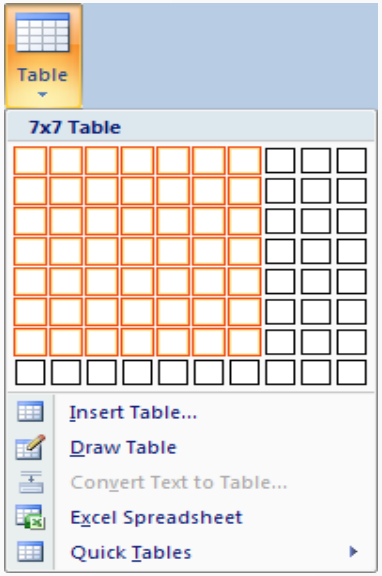
- Select the title by clicking in the left margin next to it
- Click the Borders button in the Paragraph group on the Home menu and select the Borders and Shading... option on the menu that is displayed
- Click the Shading tab on the Borders and Shading dialogue box
- Choose a colour to go behind your heading by selecting it from the Fill box palette
- Click OK



Inserting a table

University of Duhok

- Click the Table button in the Tables group on the Insert ribbon to display a menu of table options
- Move the mouse pointer over the grid of squares, and click when you have dragged out the table grid you want



Selecting table cells

University of Duhok

- To select a cell, column, row or the entire table, click the I-beam cursor in the cell, column, row or anywhere in the table, respectively
- Click Select in the Table group on the Table Tools Layout ribbon, and click the relevant option on the menu
- You can also select cells by dragging the I-beam cursor across them while you click the left button on the mouse

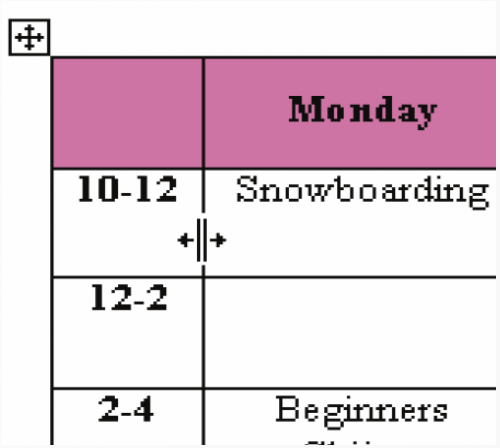
Alternatively

- To select a row, click next to the row in the left margin
- To select a column, move the I-beam cursor above the column till it turns into a black down-arrow, then click
- To select a cell, move the I-beam cursor to the left of the cell until it turns into a right up-slanting black arrow, then click (or simply triple-click in the cell)

Changing row height/column width with the mouse

University of Duhok

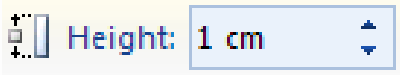
- To change the width of a column, put the pointer over one of the boundary lines separating the cells
- When the pointer changes to a double-headed arrow, drag the boundary line either way to make the column wider or narrower
- Change row heights in a similar way

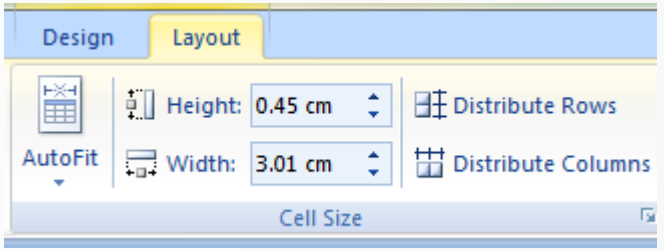


Modifying row height precisely

University of Duhok

- Select the row or rows you want to modify
- Set the row height using the Height: box in the Cell Size group on the Table Tools Layout ribbon





- You can set column widths in the same way by using the Width: box in the same group

Merging and Shading table cells

University of Duhok

- Drag across the cells to be merged to select them
- Click Merge Cells in the Merge group on the Table Tools Layout ribbon

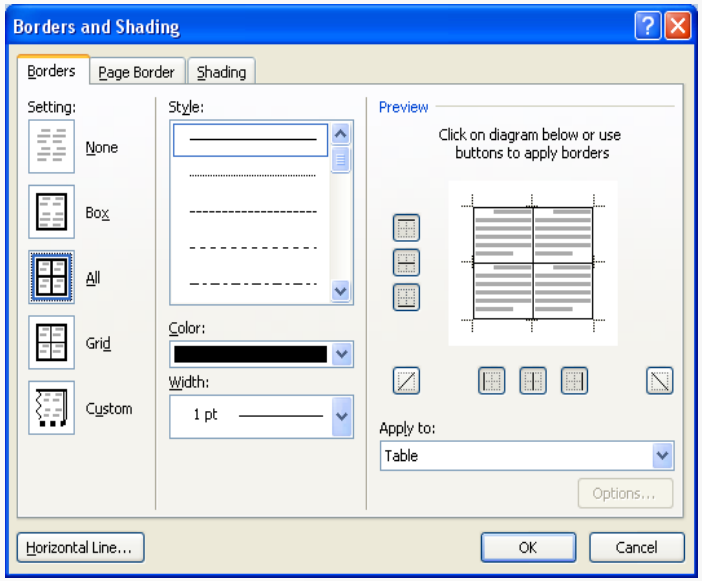
- Select the cell(s) to be shaded
- Click the Shading button in the Table Styles group on the Table Tools Design ribbon
- Select a colour on the colour palette
- Click OK

Changing cell borders

University of Duhok

- Click anywhere in the table
- Click the Borders button in the Table Styles group on the Table Tools Design ribbon

- Select Borders and Shading... from the menu that is displayed
- Click the Borders tab on the Borders and Shading dialogue box that appears



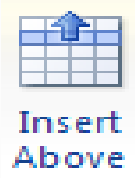
- Select the borders you want from the Setting: column
- Select a style in the Style: box
- Select a width in the Width: box
- Click OK

Inserting/deleting rows and columns

University of Duhok

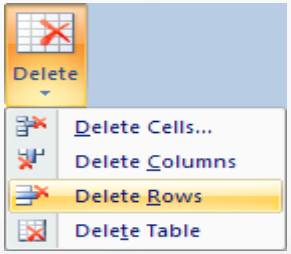
Inserting a row above

- Click anywhere in the row below where you want a new row
- Click the Insert Above button in the Rows & Columns group on the Table Tools Layout ribbon



- Delete the row again by clicking the Delete button in the Rows & Columns group on the Table Tools Layout ribbon, and then choosing Delete Rows from the menu

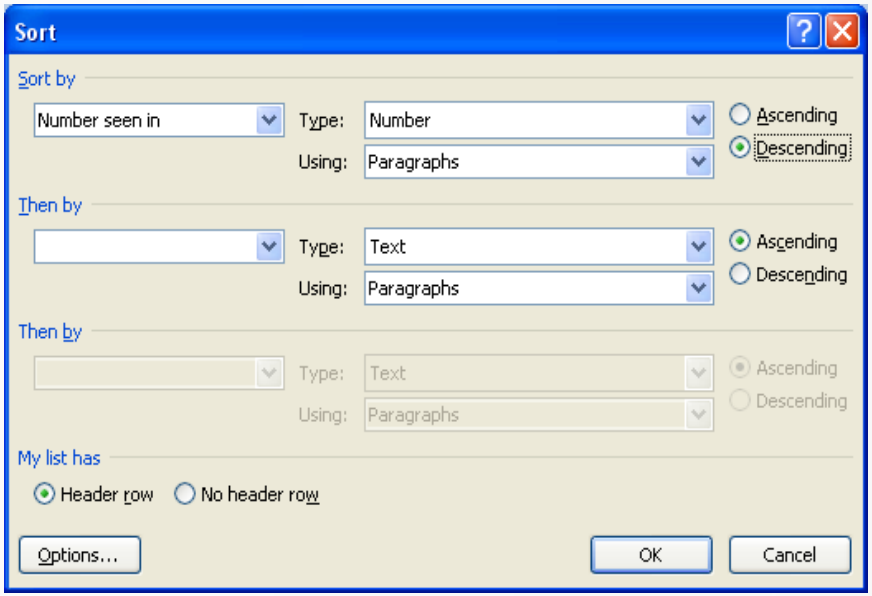
- If you want to insert an extra row at the end of a table, click in the very last cell (at the bottom right of the table) and press the Tab key
- You can use the Rows & Columns group buttons in a similar way to insert rows below a selected row, insert columns to the left or right of a selected column, or delete them



Sorting table data

University of Duhok

- Select the table and click the Sort button in the Data group on the Table Tools Layout ribbon to display the Sort dialogue box

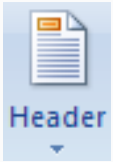


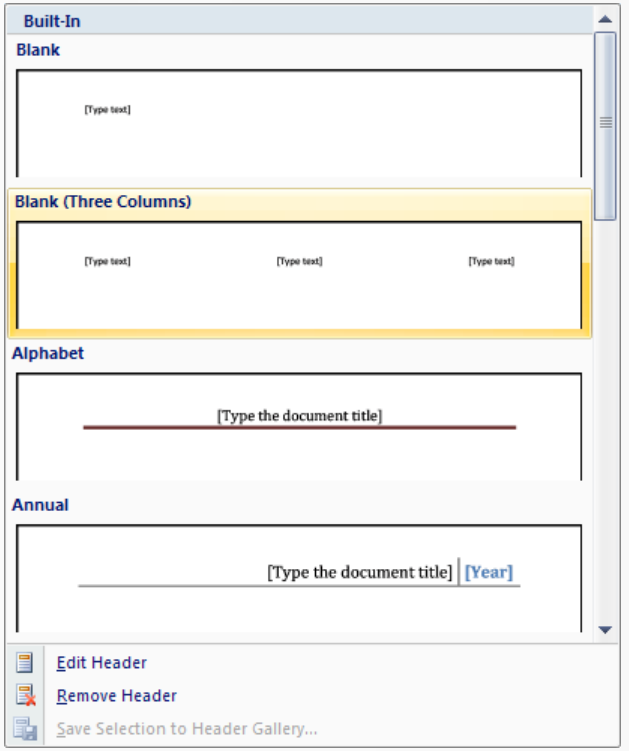
- Select the column you want to sort by in the Sort by box
- Select the type of sort in the Type: box
- Select whether to sort Descending or Ascending
- Click OK

Inserting a header or footer

University of Duhok

- Click the Header button in the Header & Footer group on the Insert ribbon
- A gallery of built-in header styles is displayed
- Select from the options to add things like document titles and the date
- Click the Footer button in the Header & Footer group on the Insert ribbon to see similar footer options

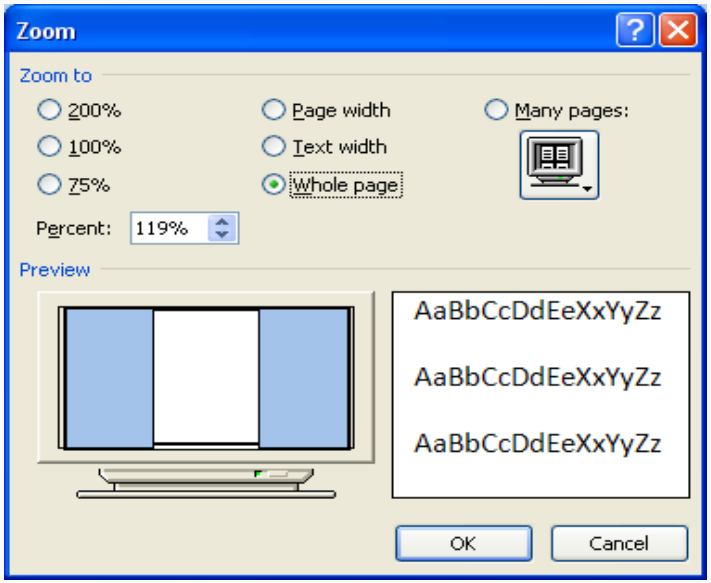




Using Zoom

University of Duhok

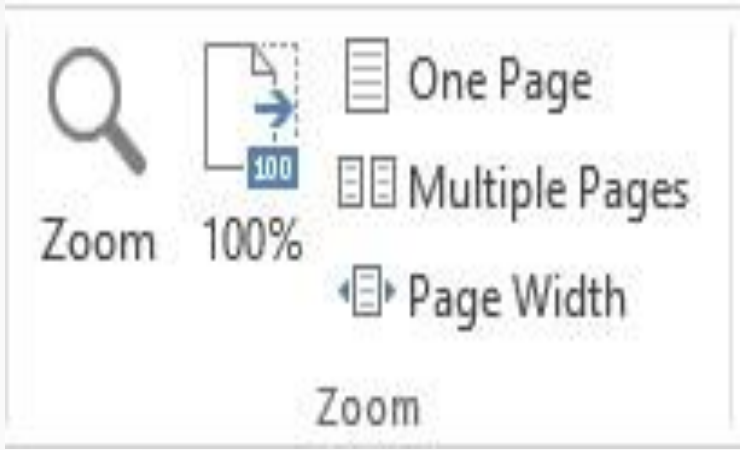
- Click the Zoom button in the Zoom group on the View ribbon to display the Zoom dialogue box
- Set the magnification to display your document at



Page Properties

University of Duhok

- One page: Allow you to show only one page.
- Multiple pages: Allow you to show two pages at the same time.
- Page Width: Allow you to make the page with full width.



Changing the page display mode

University of Duhok

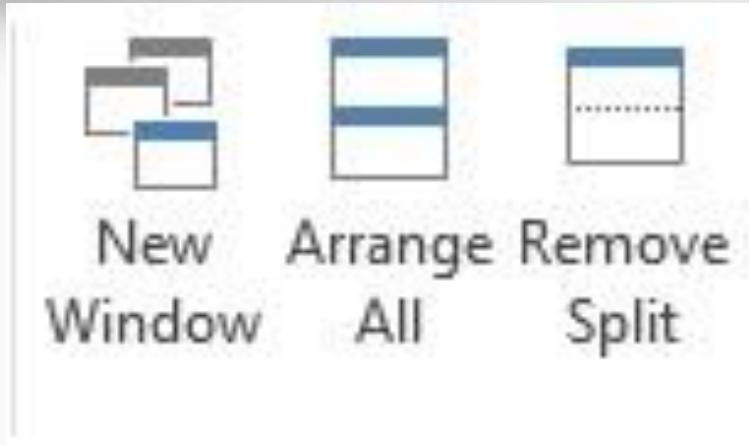
Word provides five views in the Document Views group on the View ribbon: Print Layout, Full Screen Reading, Web Layout, Outline and Draft

- Print Layout – This shows the document as it will look when printed
- Full Screen Reading – This maximises the use of space on your computer's screen by showing the document with all the Word ribbons and ribbon tabs etc. removed
- Web Layout – This shows the document as it might appear on a website
- Outline – This shows how the document is organised
- Draft – This shows the document without headers, footers and margins

Window Layout

University of Duhok

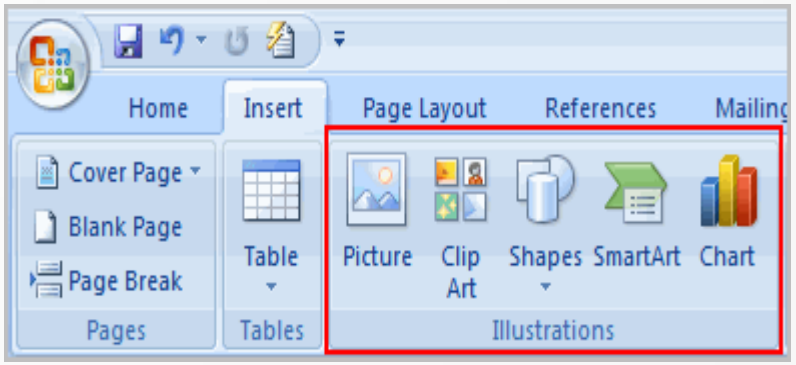
- Split & Remove Split: Allow you to split the showed page in order to be able to read the page in different parts.
- All Arrange: This properties allow you to organize everything in the page layout.
- New Window: Help you to open the current page or document in a new document.



Importing a picture

University of Duhok

- Select Picture in the Illustrations group on the Insert ribbon
- Navigate to the picture you want to place in your document
- Click the Insert button



Resizing a graphics object

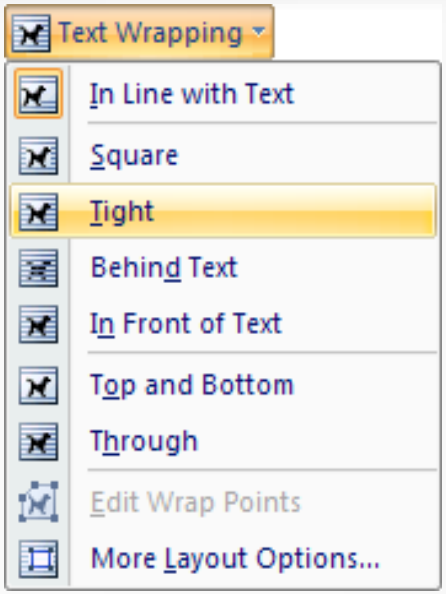
University of Duhok

- Click the graphic to select it. Small circles and squares (called handles) will appear around it.
- Drag any of the corner handles to make it bigger or smaller.
- If you drag one of the handles in the middle of a side you will change the proportions of the picture and it will appear distorted

Moving a graphics object

University of Duhok

- With the graphic selected, select Text Wrapping in the Arrange group on the Picture Tools Format ribbon
- Click Tight from the menu that appears
- Drag the picture into the text or anywhere on the page



Copying or deleting an object

University of Duhok

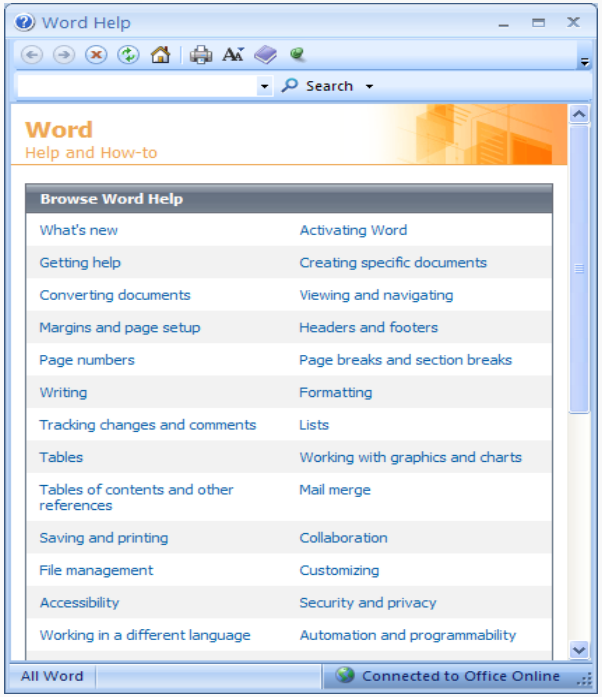
To delete

- Select the object
- Press the Delete key

To copy or move

- Select the object
- Click Copy or Cut in the Clipboard group on the Home ribbon
- Place the insertion point where you want to copy or move the object to
- Click Paste in the Clipboard group on the Home ribbon

Getting help

University of Duhok

- Click the Help icon that is located near the top right of the Word screen (or simply press the F1 function key on the keyboard) to open the Word Help window
- Type some appropriate words as a search criterion in the search text box
- Click the Search button to display a list of items related to the search topic