

1. Introduction

Microsoft Office is a private commercial office suite that includes interconnected desktop applications, servers, and services for Microsoft Windows operating systems that was established by Microsoft in 1989. The initial version of Office contained:

- ✓ Microsoft Word
- ✓ Microsoft Excel
- ✓ Microsoft PowerPoint

1.1 Microsoft Word (MS-Word)

The most widely used and popular word processor is Microsoft Word. It can be used to create many kinds of documents, including invoices, proposals, memos, reports, and letters. MS-Word is used to save, edit and print the document.

❖ Features of MS-Word

1. Creating and saving a file
2. Editing and formatting a document
3. Paragraph formatting
4. Inserting header, footer, and page number
5. Checking spelling and grammar
6. Page setting Searching a word and replacing it by another word
7. Inserting table

How to open MS-Word ?

To open MS-Word follow these steps:

- Click on the start  button at the bottom left corner of windows desktop
- Select all program (or Microsoft office)
- choose Microsoft word
- and then open blank document

Or

In the search windows next to start button type Word and opening the program

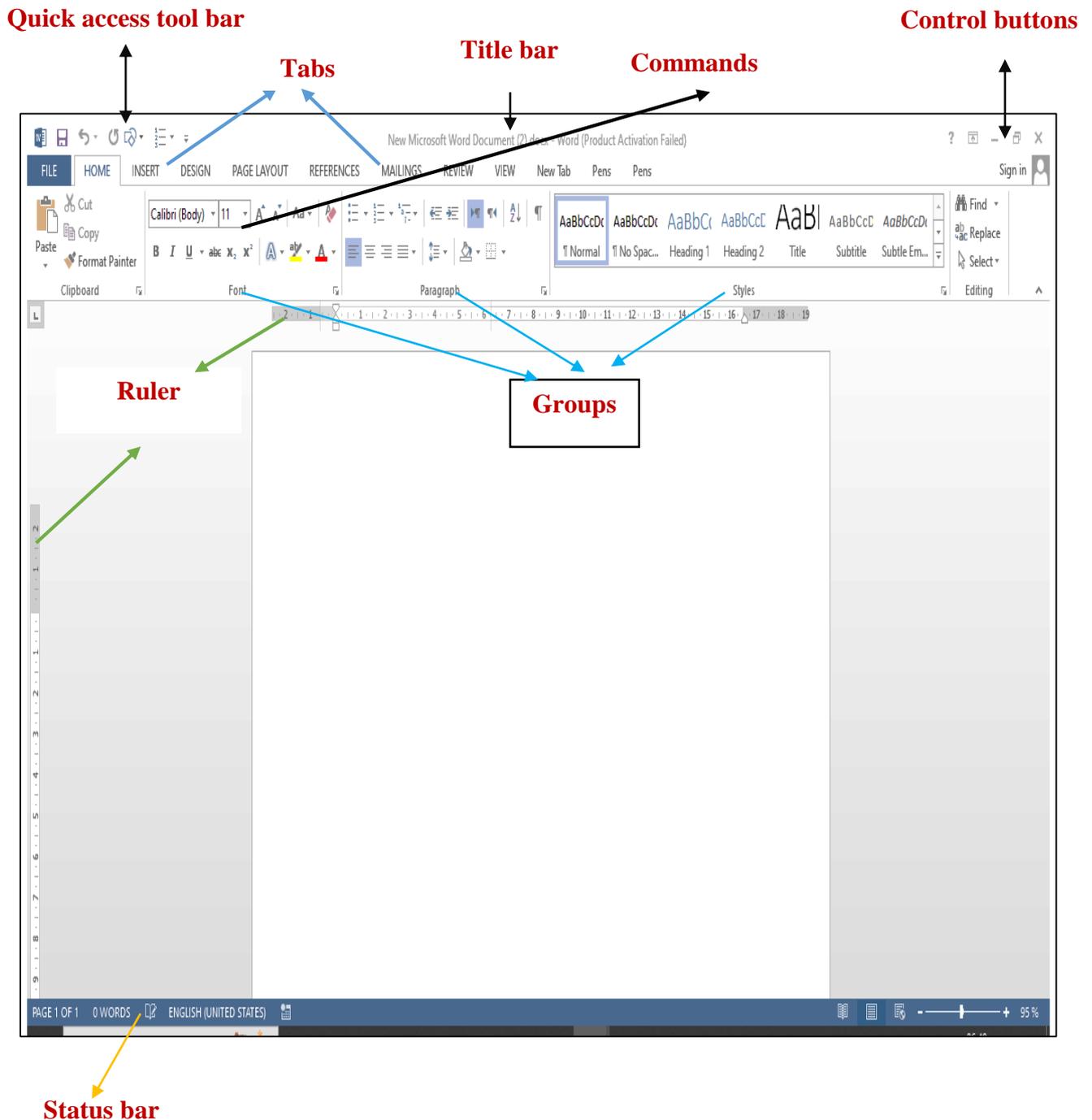
Or

On the desktop

- ✓ click one right-click
- ✓ select new
- ✓ select Microsoft word document
- ✓ and then a new Microsoft word document will be appear on the desktop

1.1.1 Components of MS-Word document window

The word document window as shown below has the following basic components:

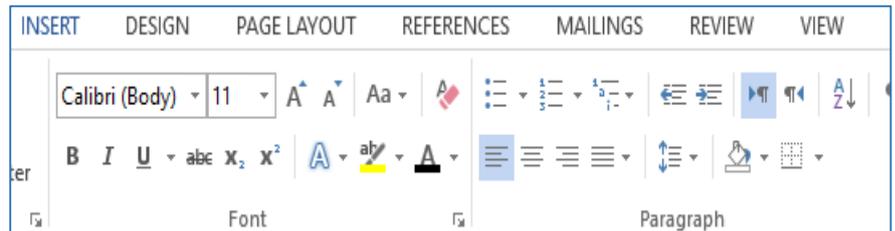


1. Quick access tool bar

It provides access to the most common word commands such as save (Ctrl+S), undo (Ctrl+Z), and repeat (Ctrl + Y).

2. Title bar

It shows the open program and the name of the open file.

3. Ribbon or menu

It contains the commands organized in three components:

a) Tabs:

Represents the activities you perform and contain related groups.

b) Groups:

Organize related commands. Group name appears below the group ribbon.

c) Commands:

Appear within each group.

4. Scroll bar:

It moves the document vertically.

5. Status bar:



It displays the document information such as the number of the page on which the insertion point appears, the total number of pages, the view buttons, and zoom level.

6. Control buttons:



Consist of minimize, maximize, and close the window of word program.

1.1.2 The ribbon

The ribbon is the panel at the top portion of the document. It has many tabs such as file, home, insert, and design etc. these tabs contain commands and tools which are grouped according to their function. Additional tabs such as format and design will show when you are working on pictures and shapes.

When you move the mouse pointer over each command or tool, it will display the name and function of the command.

1. File tab

This tab consist of many commands such as new, save, save as, share, and print.

- **Creating a document**

To create a document, follow this steps:

Click on the file tab, go to the new, choose the blank document, and the blank document is displayed.

Or

Use the short cut (Ctrl+N)

- **Opening a document**

To open an existing document, follow these steps:

Click on the file tab, go to the open, choose the desired document, and the document will be open.

Or

Use the short cut (Ctrl+O)

- **Saving a document**

Click on the file tab, and then click save/save as.

Or

Use the short cut (Ctrl+S)

- ✓ Save : it saves a document
- ✓ Save as: this command allow to save the current document again with different location and/ or under different name.

2. Home

The home tab displays the commands which are grouped as Clipboard, Font, Paragraph, Styles, Editing.

a) Clipboard groups

Clipboard group offers four tools for cut, paste, and format painter of the texts.

b) Font groups

This group provides basic controls for font such as changes the font, font size, and color of font

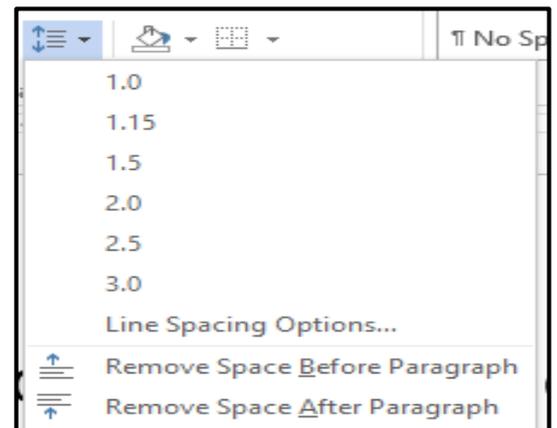
- ✓ **For example** to make the text bold, select the text you want to modify, click on  the command in the font group.

c) Paragraph groups

Paragraph groups refers to how want your text to appear. You can choose to center the text (**Ctrl+E**), align it left (**Ctrl+L**), right (**Ctrl+R**), or justify. Also you can create a numbered list in your text.

- ✓ **If you want to format line spacing of the text , following these steps:**

- Select the text you want to format
- Click the line and paragraph from the paragraph group
- Select the desired spacing option from the drop-down menu.



d) Styles group

This group contains a set of quick styles.

e) Editing group

This group is the last group of home tab, which contains three options (Find, Replace, and Select).

- ✓ **Find (Ctrl+F)**, this commands can find word, subject, page number that you have in your document.

- ✓ **Replace (Ctrl+H)**, this commands used to remove an incorrect word with the correct one.
- ✓ Select is used to select the whole document.

3. Insert

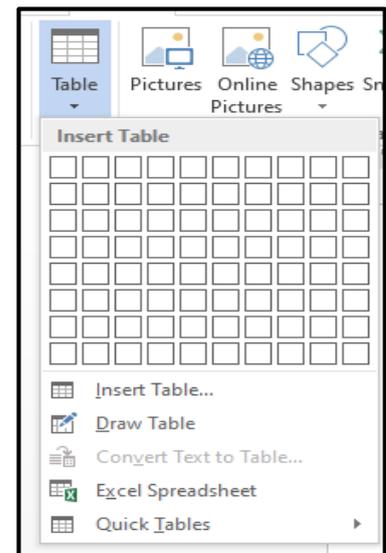
This insert tab displays the commands which are grouped as Pages, Tables, Illustrations, Apps, Media, Links, Comments, Header &Footer, Text, Symbols.

a) Pages group

This group allows cover pages, blank pages, and page breaks to be added to the document.

b) Tables group

Clicking the down arrow will open up a dialog box that will allow the user to insert tables, draw new tables, import Excel spreadsheets, and by clicking on the Quick Tables option (which opens up another dialog box) you can add a variety of pre-built items to the document.



c) Illustrations group

This group tab has options for adding pictures, smart art, charts, and other.

- **How to Add an image in MS-word document**

To adding an image in MS-word document, following these steps:

- ✓ Place the pointer where you want the image to appear

- ✓ Select the insert tab from the ribbon



- ✓ Click the pictures command



- ✓ The insert picture dialog box will appear
- ✓ Select the folder where your image is located
- ✓ Select the image and click insert

d) Apps group

Opens up a variety of apps that can be used along with Word.

e) Media group

Allows the user to insert video clips from a variety of sources.

f) Links group

The most commonly used item here is the Hyperlinks function, which allows or objects to be converted into URL links to addresses on the Internet.

g) Comments group

Allows the use of comments on the side of the workspace.

h) Header & Footer group

A header is the section of the document that appears at the top of a page, while a footer is a section of the document that appears at the bottom of a page. Typically these areas are used for inserting document information, such as the name of the document, the chapter heading, and page numbers.

i) Text group

Text boxes are objects that are in essence, mini-Word documents, and the other features offer text-like objects such as signatures, WordArt, and more.

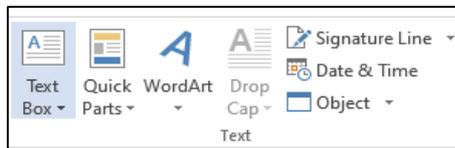
✓ How to combine a document in word?

To combining a document in MS-word, following these steps:

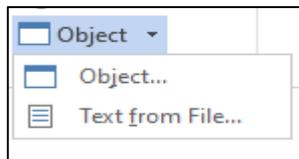
- a. Select the insert tab from the ribbon



- b. Select text group



- c. Select object and click on the text from file



- d. Choose the file you want to merge

j) Symbols group

Equation and Symbol, both have down arrows that when clicked will open up dialog boxes showing a wide variety of equations and symbols that can be inserted into a document.