

4. Design

This design tab displays the commands which are grouped as Themes, Document Formatting, and Page Background.

a) Themes group

A theme is a set of colors, fonts, and effects that determines the overall look of your document.

b) Document formatting group

Is refers to the way a document is laid out on the page.

c) Page background group

This group is the last group of design tab, which contains three options (Watermark, Page color, and Page Borders).

- **Watermark**

This commands can be used to add a background picture in MS-word.

- **How to insert an image in MS-word as background?**

To insert an image in MS-word as background, follow these steps:

- ✓ From the design tab, Select a page background group,
- ✓ Select watermark command, and a dialog box will opening up
- ✓ choose costume watermark
- ✓ Click on the picture watermark and the select a picture

- **Page color**

This commands used to change the color of the page background

- **Page Borders**

Is used to create an outer frame of the document page.

5. Page layout

This tab displays the commands which are grouped as Page Setup, Paragraph, and Arrange.

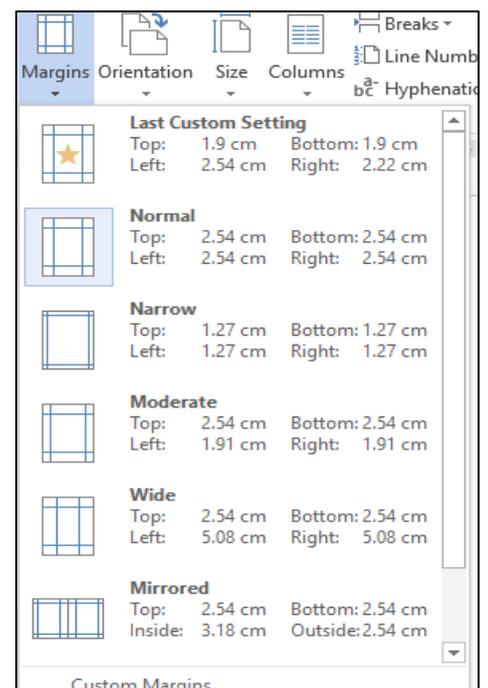
a) Page Setup group

A page setup is a set of margins, Orientation, Size, Columns, Breaks, Line Numbers, and Hyphenation.

✓ How to add a margin in MS. Word document?

- ✓ **Open the word document you want to edit**
- ✓ **Go to the page layout tab**
- ✓ **From the page setup group click on the margins commands**
- ✓ **From the pop-up window you can choose default different margins**

✚ BUT if you need a specific different margins go to the custom Margins.

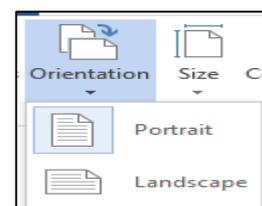


- **Orientation command**

Page orientation refers to the direction in which a document is displayed.

It includes Portrait, and Landscape.

- ✓ **Portrait: the document prints in the vertical orientation**



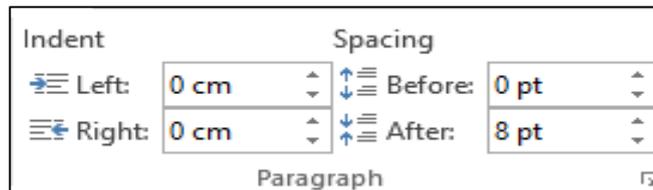
✓ Landscape: the document prints in the horizontal orientation

- **Breaks command**

A break command using to divide and format documents, and to control where one page ends and the next page begins.

- b) Paragraph group**

This groups consist of Indent, and Spacing.



- **Indent**

Indent are the white space added to the margin and this decreasing the text area for paragraph. For examples if you have a right margin and you want to add a right indent of 1 cm, your text will be printed with 2 cm from the right edge of the paper.

- **Spacing**

This command allows you to define the amount of the white space that the word must place before and after paragraph.

- c) Arrange group**

The last group in the page layout tab is arrange. This is primary used with pictures. This whole group also appears on the Drawing Tools - Format contextual tab.

- **Position**

Drop-Down. Displays a list of picture positioning options. The drop-down contains the commands: In Line With Text and Text Wrapping. You can select More Layout Options to display the "Advanced Layout" dialog box.

- **Wrap Text**

Drop-Down. The drop-down contains the commands: In Line with Text, Square, Tight, Through, Top and Bottom, Behind Text, In Front of Text, Edit Wrap Points and More Layout Options.

- **Bring Forward**

Button with Drop-Down. The button brings the selected object forward one level. The drop-down provides a command to bring the selected object in front of all the other objects.

- **Send Backward**

Button with Drop-Down. The button brings the selected object back one level. The drop-down provides a command to send the selected object to the back of all the other objects.

- **Selection Pane**

Displays the Selection Pane task pane.

- **Align**

The drop-down contains the commands: Align Left, Align Center, Align Right, Align Top, Align Middle, Align Bottom, Distribute Horizontally, and Distribute

Vertically, Align to Page, Align to Margin, Align Selected Objects, View Gridlines and Grid

- **Rotate**

The drop-down contains the commands: Rotate Right 90, Rotate Left 90, Flip Vertical, Flip Horizontal and More Rotation Options.

6. References

This tab include the commands which are grouped as Table of Contents, Footnotes, Citations& Bibliography, Captions, Index, and Table of Authorities.

a) Table of contents

Table of contents is the list of chapters at the beginning of the document.

- ✓ Before you insert the table of contents, you will need to apply heading styles to the pages on your document, which will then be used by word to formulate the table itself.
- ✓ **Add Text** : contains the commands: Do Not Show in Table of Contents, Level 1, Level 2 and Level 3.
- ✓ **Update Table** :Updates the table of contents so that all the entries refer to the correct page numbers

b) Footnotes

Footnote is additional information found at the bottom of the current page in a document.

7. Mailings

This tab displays the commands which are grouped as Create, Start Mail Merge, Write & Insert Fields, Preview, and Finish. This tab contains everything needed to complete a successful mail merge.

8. Review

This review tab shows the commands which are grouped as Proofing, Language, Comments, Tracking, Changes, Compare, and Protect.

a) Proofing

- **Editor**

Displays the "Spelling and Grammar" dialog box. This allows you to check the spelling and grammar in the active document.

- **Thesaurus**

Toggles the display of the Research task pane defaulting the research service to the thesaurus. Same as Excel.

- **Word Count**

This displays the "Word Count" dialog box displaying the document statistics. This dialog box can also be displayed by clicking on the word count indicator on the status bar

b) Language

- **Translate**

Displays the Research task pane. This drop-down contains the commands: Translate Document, Translate Selected Text, Mini Translator and Choose Translation Language.

- **Language**

This contains the commands: Set Proofing Language and Language Preferences. Set Proofing Language display the "Language" dialog box. Language Preferences displays the "Options" dialog box, Language Tab.

c) Comments

- **New Comment - (Shift + F2).**

Inserts a comment at the active cell. This command does not change to Edit Comment when a comment is selected like it does in Excel.

- **Delete**

Button with Drop-Down. Deletes the selected comment. The button deletes the comment in the active selection. The drop-down contains the commands: Delete All Comments Shown and Delete all comments in Document. This is disabled when the document does not contain any comments.

- **Previous**

Goes to the previous comment in the active document. This is disabled when the document does not contain any comments.

- **Next**

Goes to the next comment in the active document. This is disabled when the document does not contain any comments.

9. View

This tab displays the commands which are grouped as Views, Show, Zoom, Window, and Macros.

a) Views

This group contains all the commands relating to the different ways you can view your documents

- **Read Mode**

Maximizes the Word window on the screen and removes all toolbars to allow easy reading.

- **Print Layout**

Displays the document as it would appear if printed and is the default view.

- **Web Layout**

Displays the document as it would appear as a web page.

- **Outline**

Displays the document as an outline is displays the Outlining contextual tab.

- **Draft**

Displays the document in draft mode allowing for quick editing. When using this view certain aspects of the document are not visible, for example any headers or footers.