



Lecture 5

Working with word 2

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You can use Word to accomplish the following tasks:

1. Type and edit text.
2. Copy and move text from one location to another.
3. Format text and paragraphs with fonts, colors, and other elements.
4. Format and design pages.
5. Enhance documents with tables, charts, graphics, screenshots.
6. Use Mail Merge to create form letters and mailing labels.
7. Share documents securely.

- **The title bar** displays the name of the document and the name of the program.
- Until you give a new document a different name, its temporary name is **Document 1**.
- **Quick Access toolbar**: located in the left side of the title bar which includes buttons for saving a document and for undoing, redoing, and repeating a change.
- **Ribbon Display Options button**: located in the right side of the title bar, you use to hide or show the Ribbon and tabs, the resizing buttons, and the program Close button.
- **The File tab** provides access to Backstage view where you manage files and the information about them.
- **Backstage view**: includes commands related to working with documents, such as opening, printing, and saving a document.

- **the Tell Me box**, which you can use to find a command or access the Word Help system,
- **the Share button**, which you can use to save a document to the Cloud.
- The document window displays the current document.
- You **enter** text and format your document in the document window.
- The **rulers** appear in the document window in Print Layout view.

- **The horizontal ruler:** displays left and right document margins as well as the tab settings and paragraph indents, if any, for the paragraph in which the insertion point is located.
- **The vertical ruler:** displays the top and bottom document margins.
- **The vertical and horizontal scroll bars:** are used to display different parts of the document in the document window.
- **The scroll bars** include scroll boxes and scroll arrows, which you use to scroll.

- **Status bar:** Located at bottom of Program window and displays the page number of the current page, the total number of pages and words in the document, and the status of spelling and grammar checking.
- It also includes the **view buttons**, the zoom slider, and the Zoom level button.
- **The view buttons** on the status bar allow you to display the document in Read Mode, Print Layout, or Web Layout view.

- **Red wavy** :line under a word indicates a possible misspelling or a repeated word;
- **Blue wavy** line under text indicates a possible grammar error.
- **Spelling and grammar** checking is one of the many automatic features you will encounter as you type.
- **AutoCorrect:** automatically makes typographical adjustments, detects, and adjusts typing errors, certain misspelled words, and incorrect capitalization as you type.

Automatic features that appear as you type in Word.

- **AutoComplete** suggests text to insert quickly into your documents.
- **Press [Enter]** to insert the text suggested by the Screen Tip; continue typing to reject the suggestion.
- **Pressing [Backspace]** removes the character before the insertion point.
- **Pressing [Delete]** removes the character after the insertion point

Save a Document

first time you save a document, the Save As screen opens.

The default filename is based on the first few words of the document.

press **[Ctrl][S]** to save a document.

Select Text

- Before deleting, editing, or formatting text, you must select the text.
- Formatting marks are special characters that appear on your screen but do not print.
- Selecting text involves clicking and dragging the left click pointer across the text to highlight it.

Methods for selecting text

- To select any amount of text: Drag over the text.
- To select a word: Double-click the word.
- To select a line of text: Move the pointer to the left of the line, then click.
- To select a sentence: Press and hold [Ctrl+L], then click the sentence.
- to select entire document: Triple-click with the pointer to the left of any text; press [Ctrl][A].

Find and Replace Text

- Using the **Replace** command, you can find and replace all occurrences of specific text at once, or you can choose to find and review each occurrence individually.
- Using the **Find** command, you can locate and highlight every occurrence of a specific word or phrase in a document.

Types of indents

- **Left indent:** The left edge of a paragraph is moved in from the left margin.
- **Right indent:** The right edge of a paragraph is moved in from the right margin.
- **First line indent:** The first line of a paragraph is indented more than the subsequent lines.
- **Hanging indent:** The subsequent lines of a paragraph are indented more than the first line.
- **Negative indent (or Out dent):** The left edge of a paragraph is moved to the left of the left margin.

Add Bullets and Numbering

- Formatting a list with bullets or numbering can help to organize the ideas in a document.
- A bullet is a character, often a small circle, that appears before the items in a list to add emphasis.
- Formatting a list as a numbered list helps illustrate sequences and priorities.

Add Headers and Footers

- **A header** is text or graphics that appears at the top of every page of a document.
- **A footer** is text or graphics that appears at the bottom of every page.
- headers and footers often contain the title of the publication or chapter, the name of the author, or a page number.
- When the header and footer areas are open, the document text is dimmed and cannot be edited.