

subject : computer
stage : first
course : second



Microsoft Word

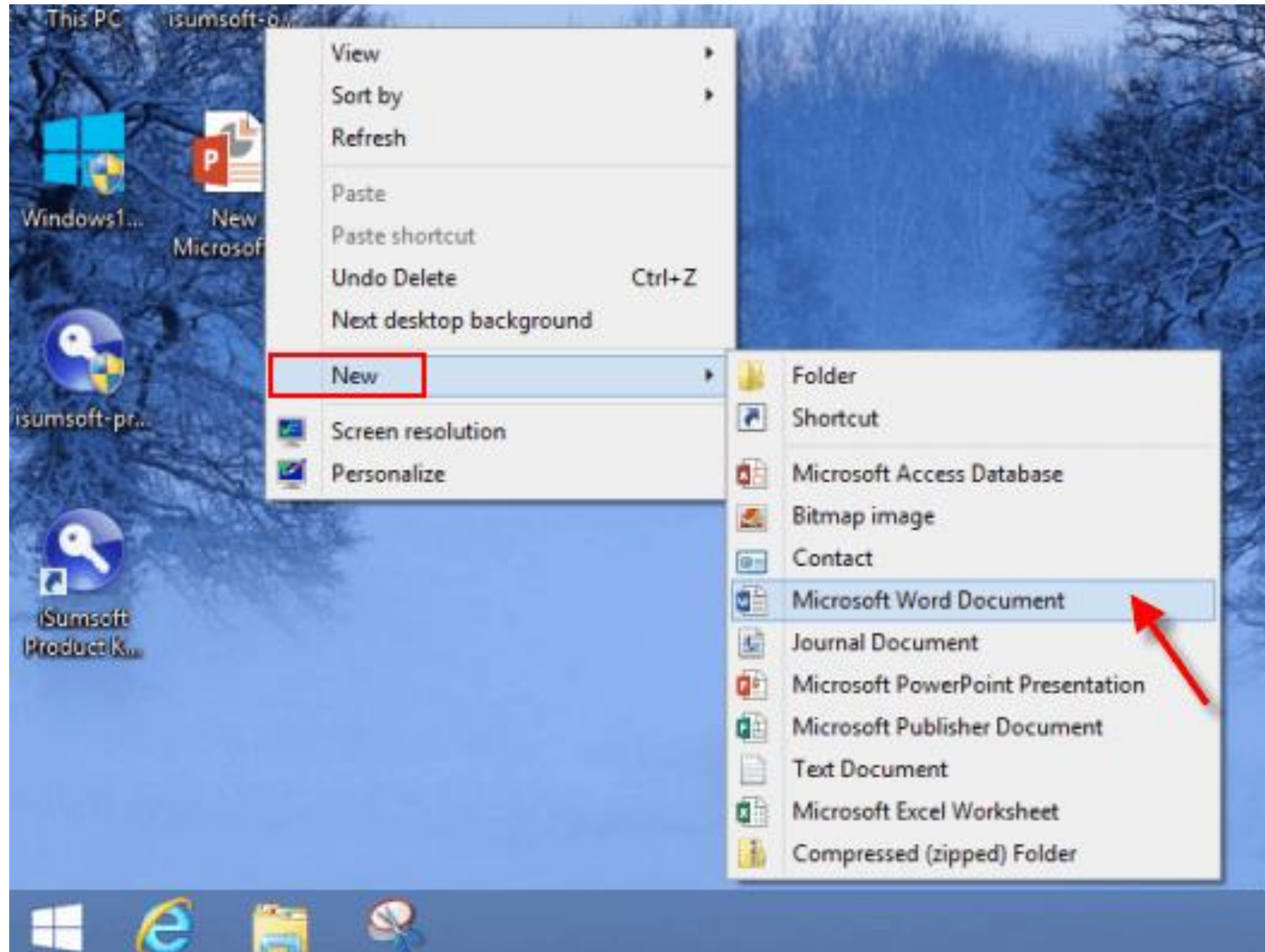
The First Lecturer

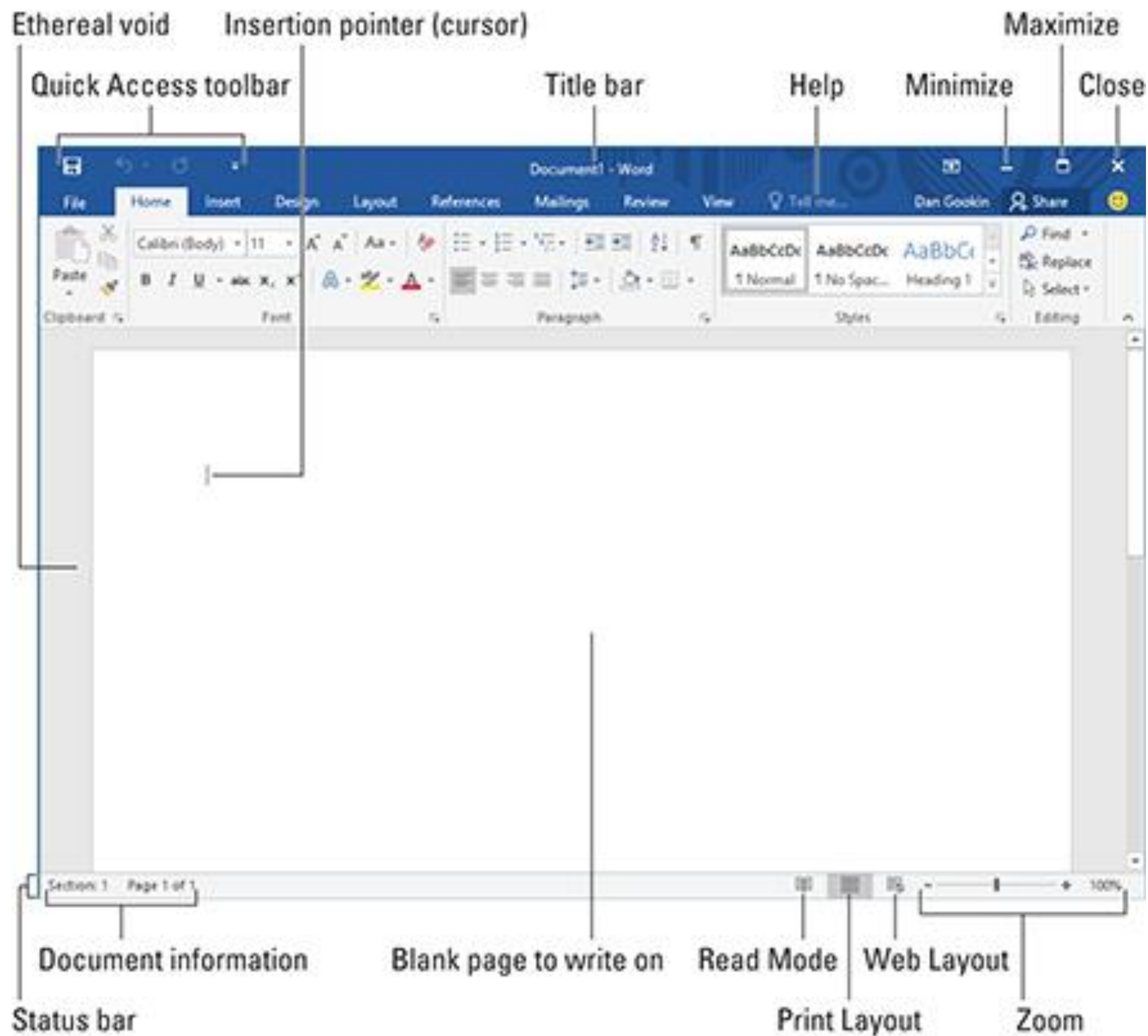
Microsoft Word

is one of the programs of the Microsoft Office package dedicated to word processing, where words are entered electronically on virtual pages within a file called "document" with the possibility of inserting tables, charts, and pictures... These pages are able to be printed and updated while retaining the original file. without effect .

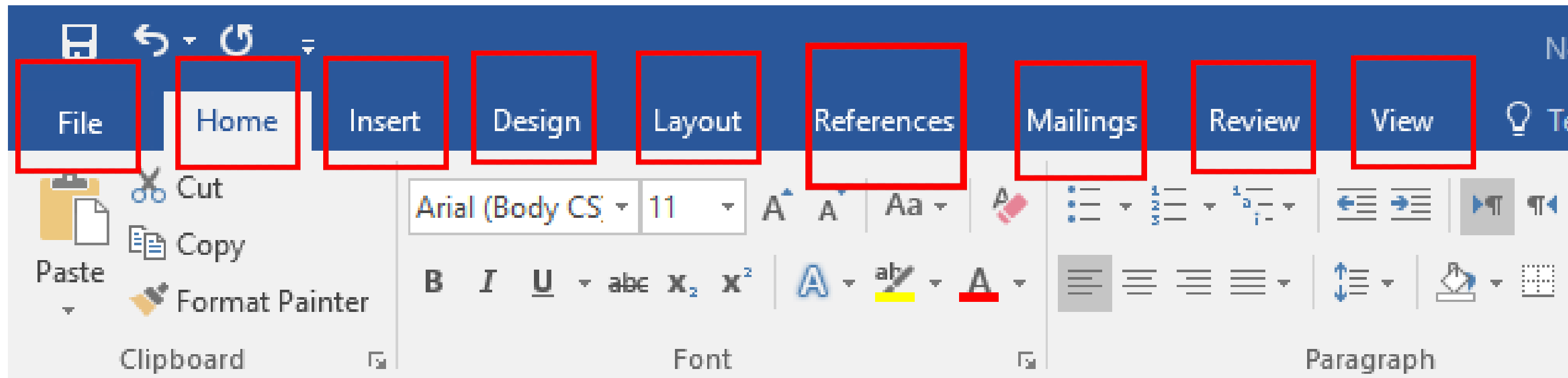


How to open Microsoft Word





the main tabs (tool bar) of microsoft word



The Home & File Tabs



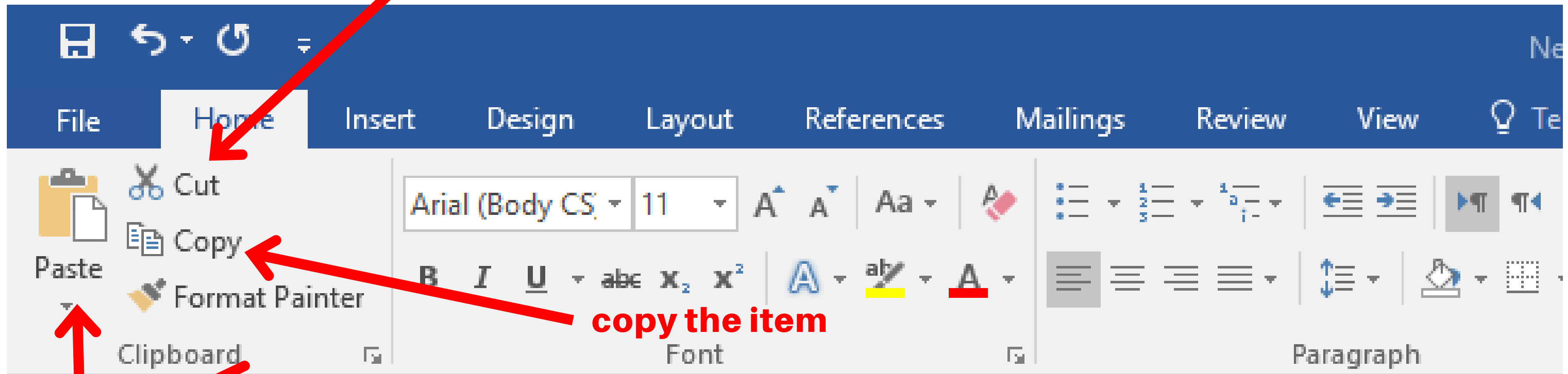
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1. Clipboard set:

The clipboard is a temporary storage area that holds recently copied or cut content (text, images, etc.) within your computer's memory. You can use the clipboard to paste the copied or cut content into your document at the desired location.

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Cut the item



copy the item

paste the item

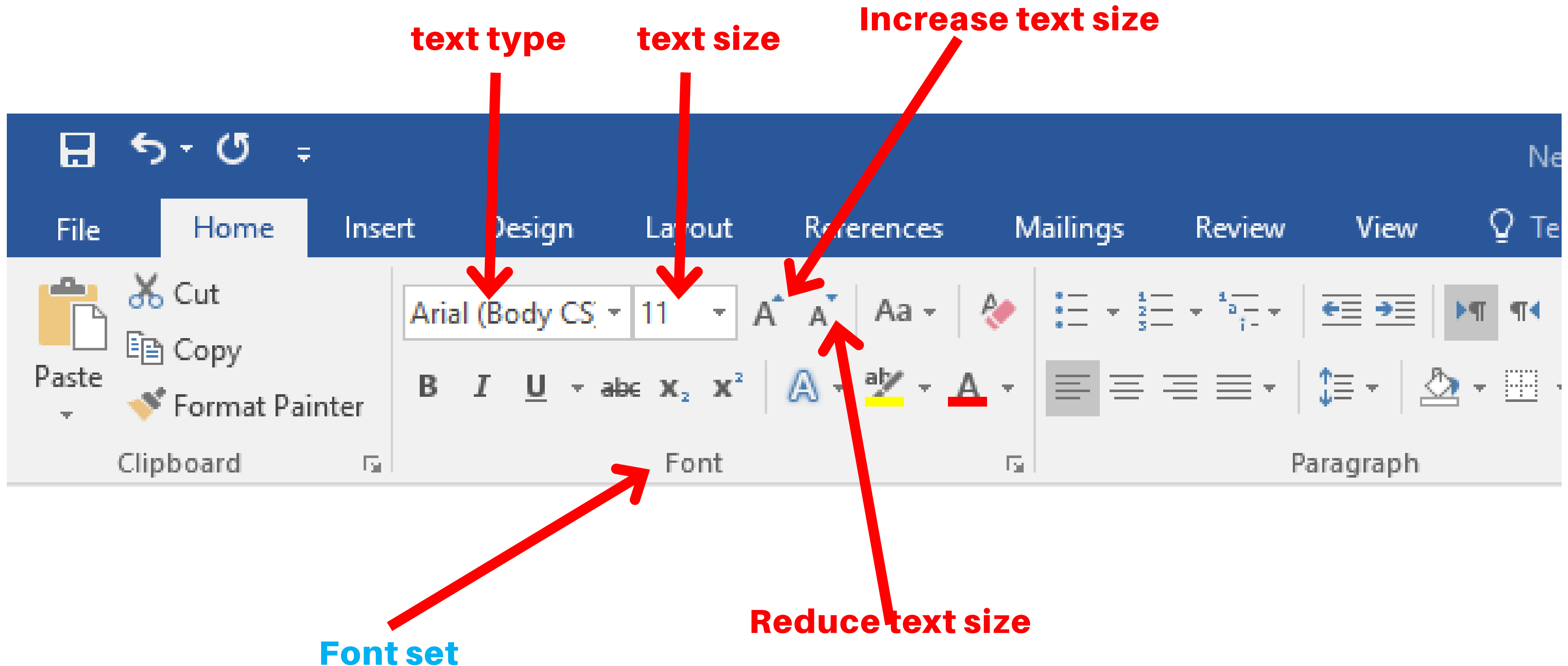
Clipboard set:

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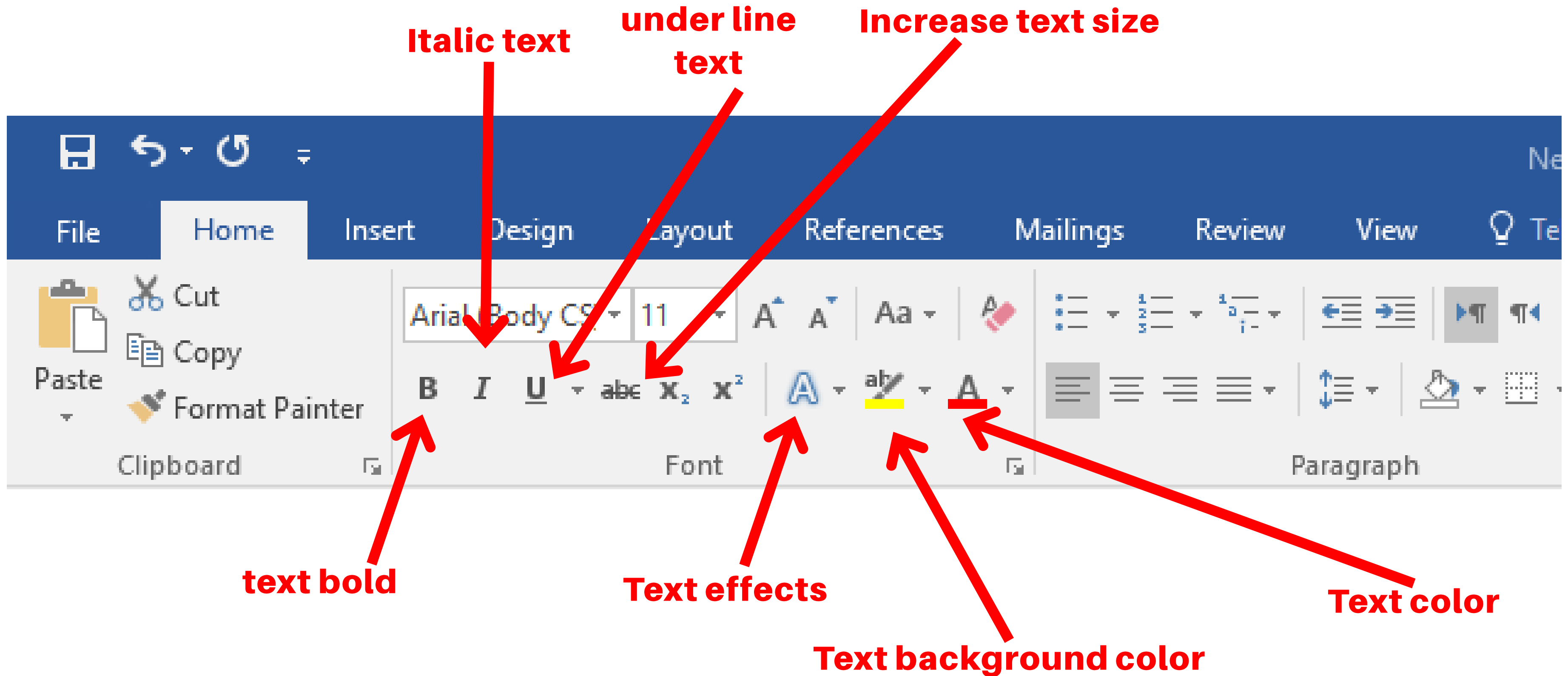
2. Font set

refers to the style and appearance of the text in your document. It includes characteristics like typeface (e.g., Times New Roman, Arial), size (e.g., 12pt), color, and other text attributes. The Font group allows you to modify these aspects and customize the visual presentation of your text.

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The Home Tab Contents



The Home Tab Contents

The image shows a screenshot of the Microsoft Word ribbon, specifically the Home tab. The Font group is visible, showing the font name 'Tw Cen MT (B)', size '10', and various formatting options like Bold (B), Italic (I), Underline (U), and text color. The 'Aa' dropdown menu is open, displaying options for text case: 'Sentence case.', 'lowercase', 'UPPERCASE', 'Capitalize Each Word', and 'tOGGLE cASE'. Red arrows point from text labels to specific options in the menu. A yellow starburst highlights the 'UPPERCASE' option.

change case

Original text

Lower case text

Uppercase text

The first letter of the word is lowercase

The first letter of the word is capitalized

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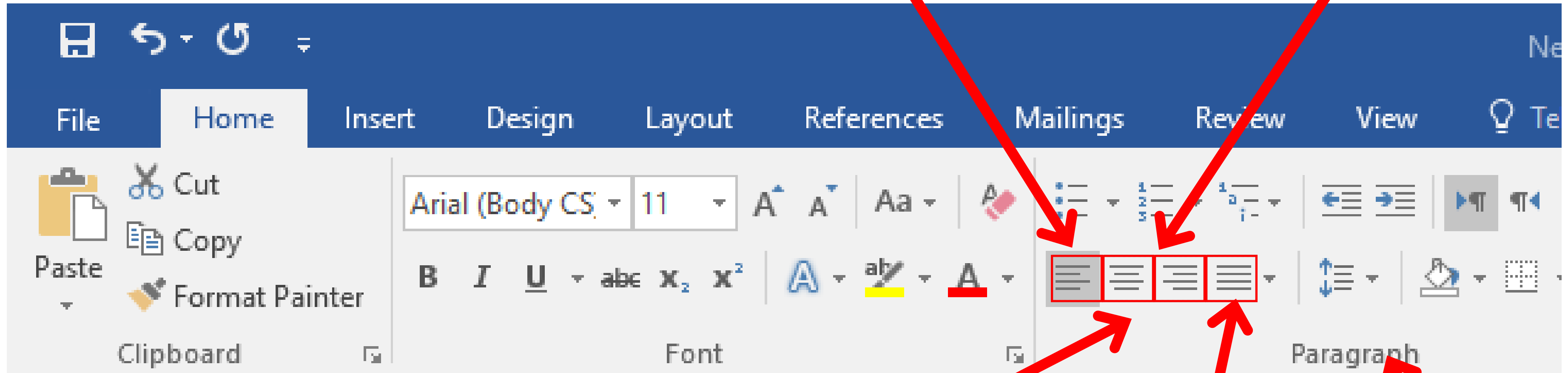
3. Paragraph set :

A paragraph is a defined section of text separated by line breaks. Paragraph formatting controls how paragraphs appear in your document. The Paragraph group in Word 2016 offers options to adjust indentation, spacing, alignment (left, right, center, justified), and add borders or shading.

Text direction

left

center



right

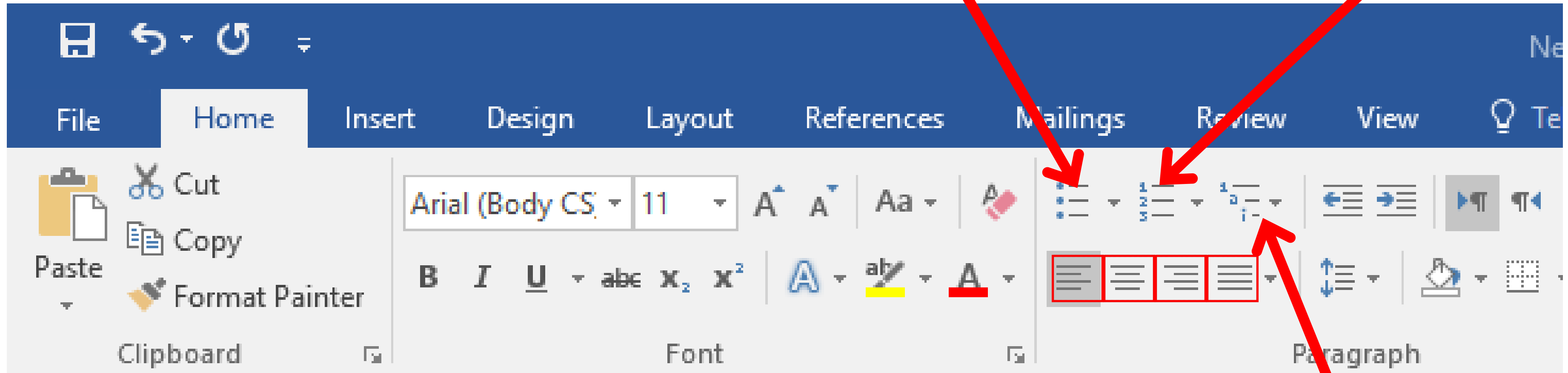
to organize

paragraph set

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Line dotting

Line numbering

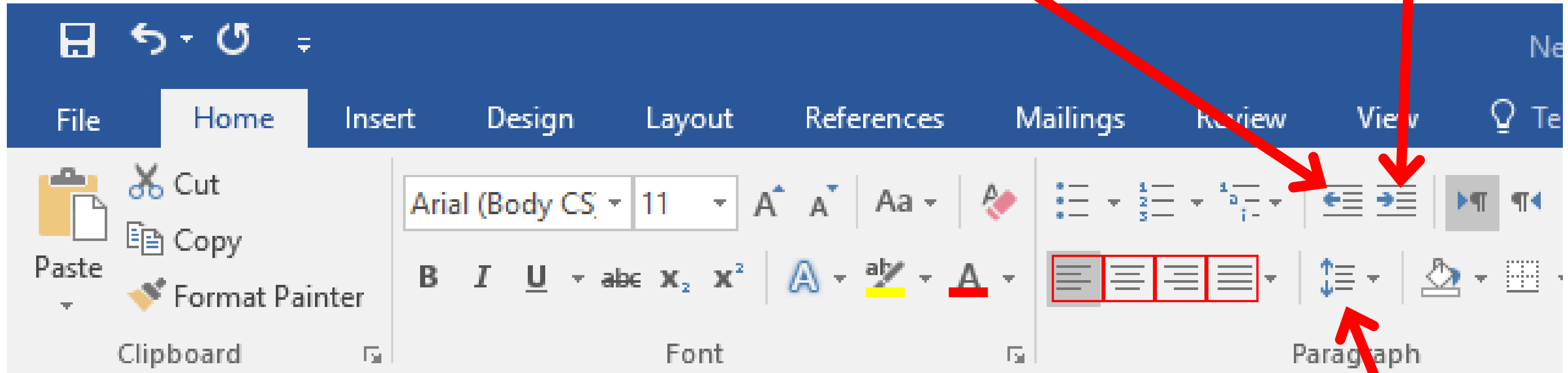


Customize
line
numbering

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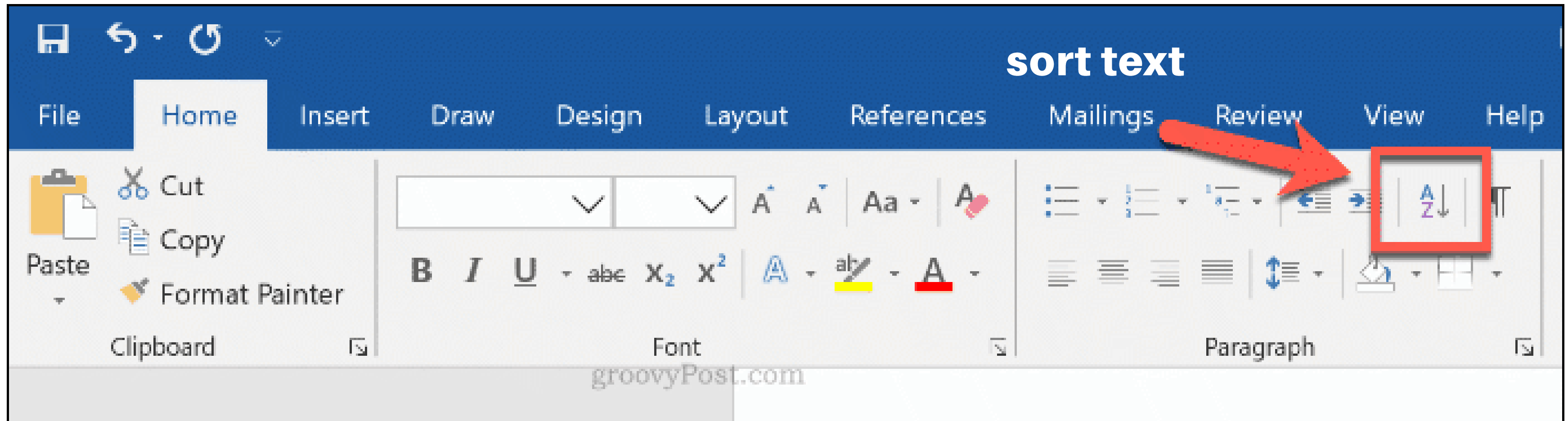
Move left

Move right



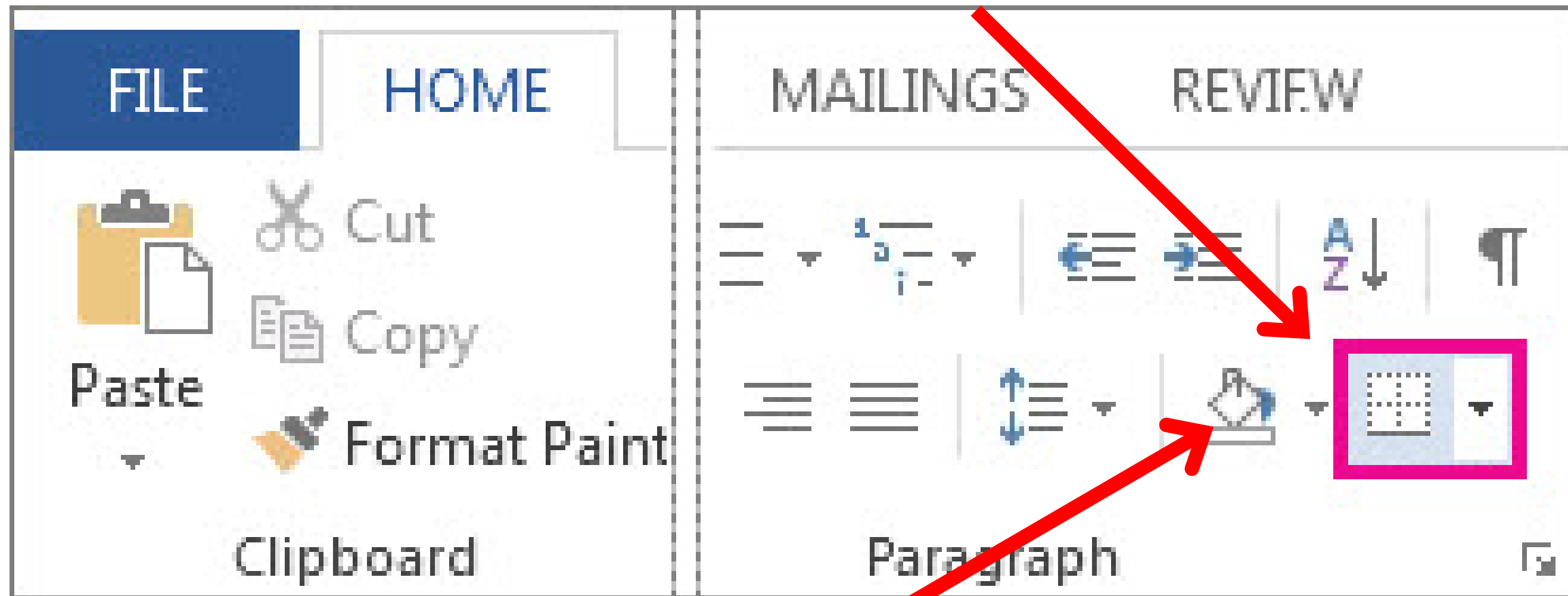
Space
between lines

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The Home Tab Contents

Text borders



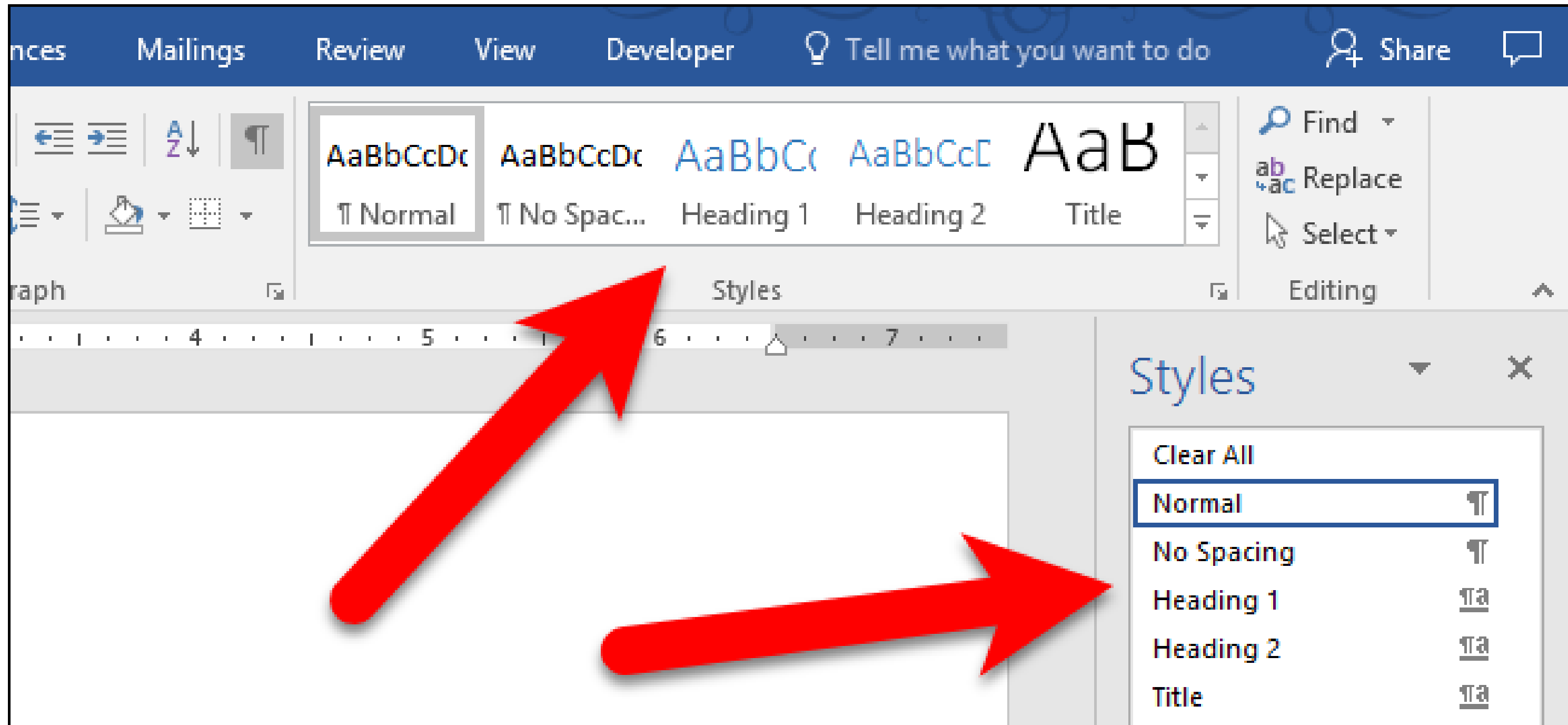
Text background color

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4. Styles set :

Styles are pre-defined sets of formatting options (font, paragraph, spacing, etc.) that can be applied to text elements (headings, body text, captions, etc.). Using styles ensures consistency throughout your document and simplifies formatting. The Styles group allows you to apply, modify, and create custom styles.

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The Home Tab Contents

5. Editing set:

Editing in Word 2016 encompasses a wide range of tools for correcting and modifying your text. This might include
:Finding and replacing: Locate and replace specific text occurrences within the document.

Proofreading: Check for spelling and grammar errors, suggest improvements, and offer stylistic suggestions.

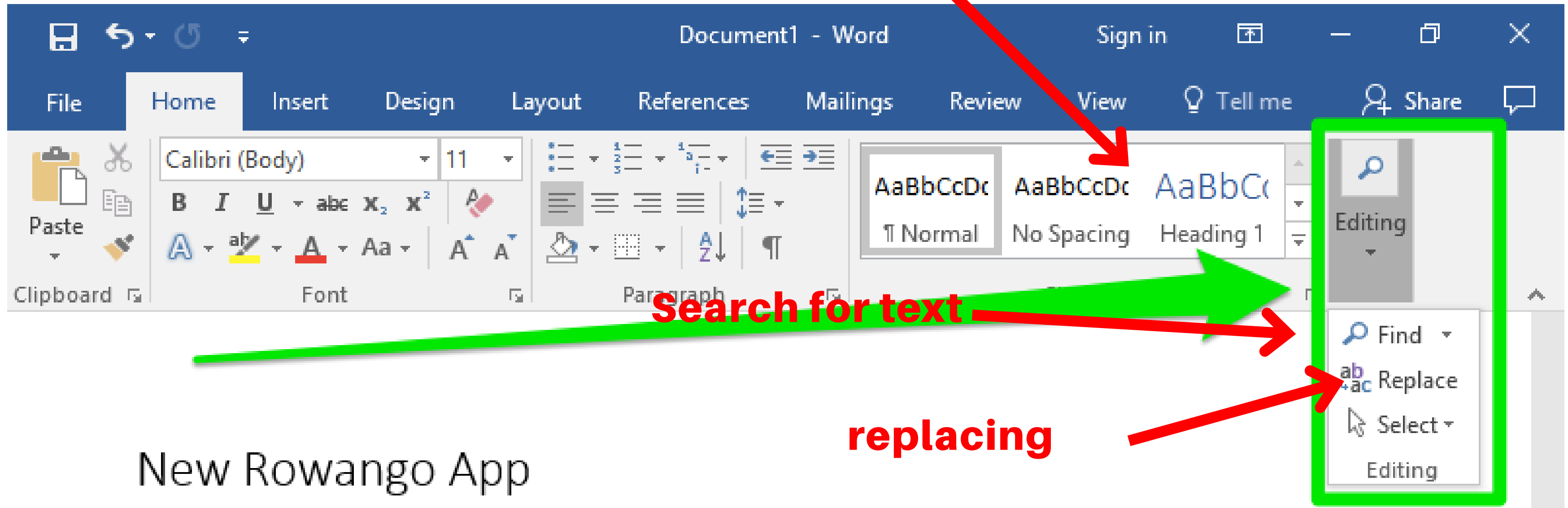
Formatting: Modify text appearance (font, paragraph) as needed. Undo and

redo: Reverse or repeat actions you've taken while editing. Inserting and

deleting: Add or remove text, images, or other elements from the document.

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Text borders



Search for text

replacing

New Rowango App