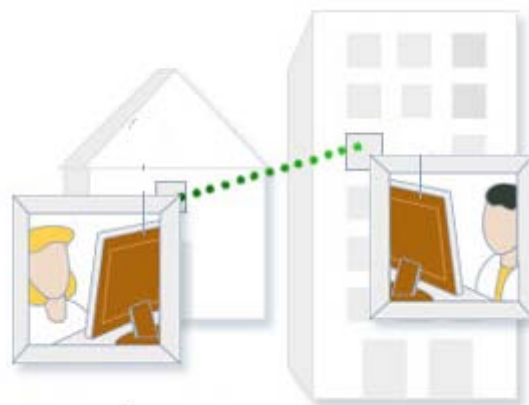


Technology University  
Building and Constructions Engineering Department  
Computers Principles-First Class

# MICROSOFT WORD 2007



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2012

## Microsoft word2007

Microsoft words is an efficient and full featured word processor that provides you with all the tools you need to produce a wide variety of document types ,every thing from simple documents, such as memos and outlines, to complex documents, such as newsletters and internet ready HTML pages.

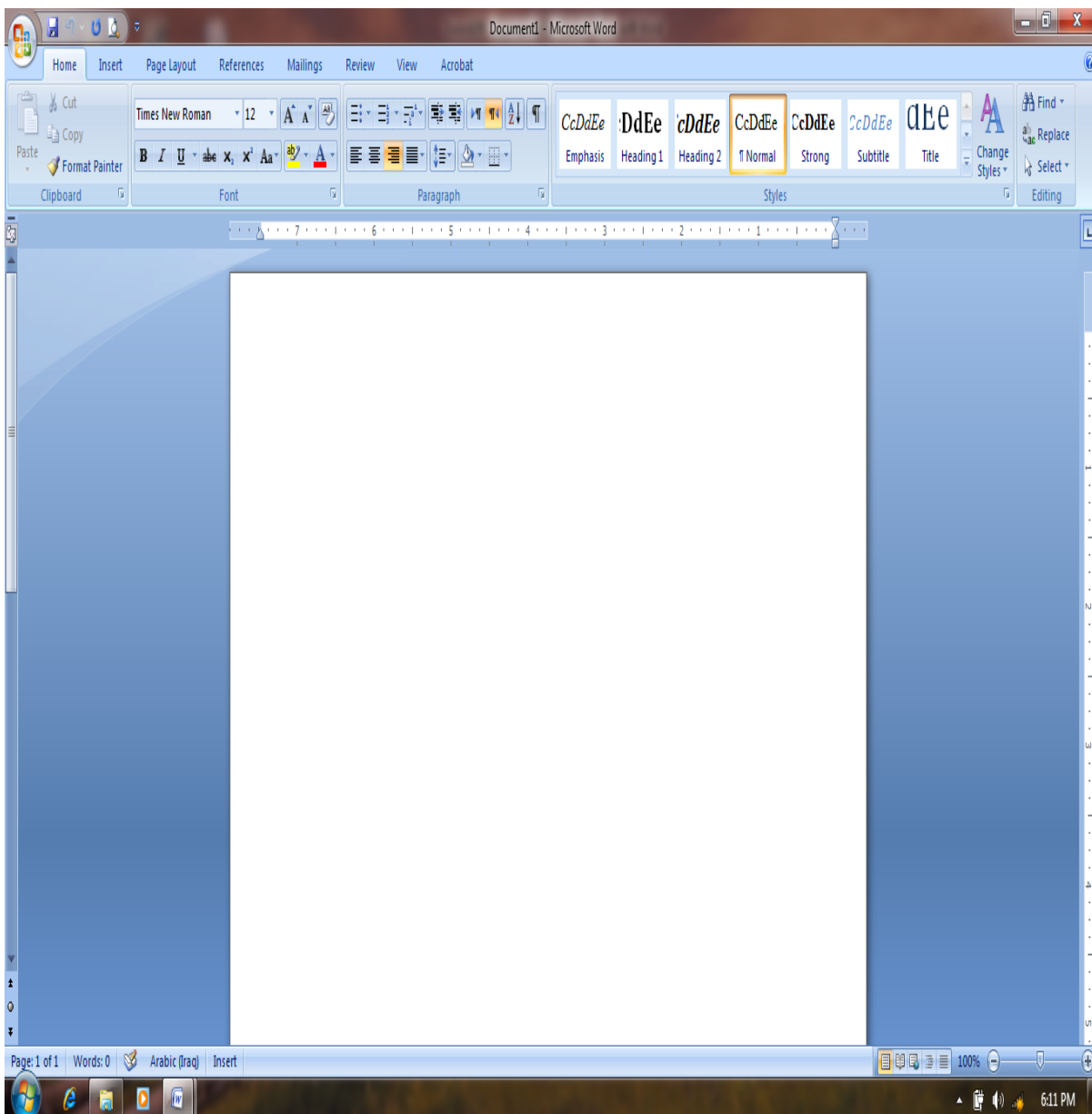
### Starting Word

- Start ⇒all programs⇒Microsoft office⇒ Microsoft word2007

- Desktop⇒ icon 

- My Computer⇒ C: ⇒Program files ⇒ Microsoft Office ⇒ office 10 ⇒ Microsoft word

The extension of files in word documents are (\* .doc ).





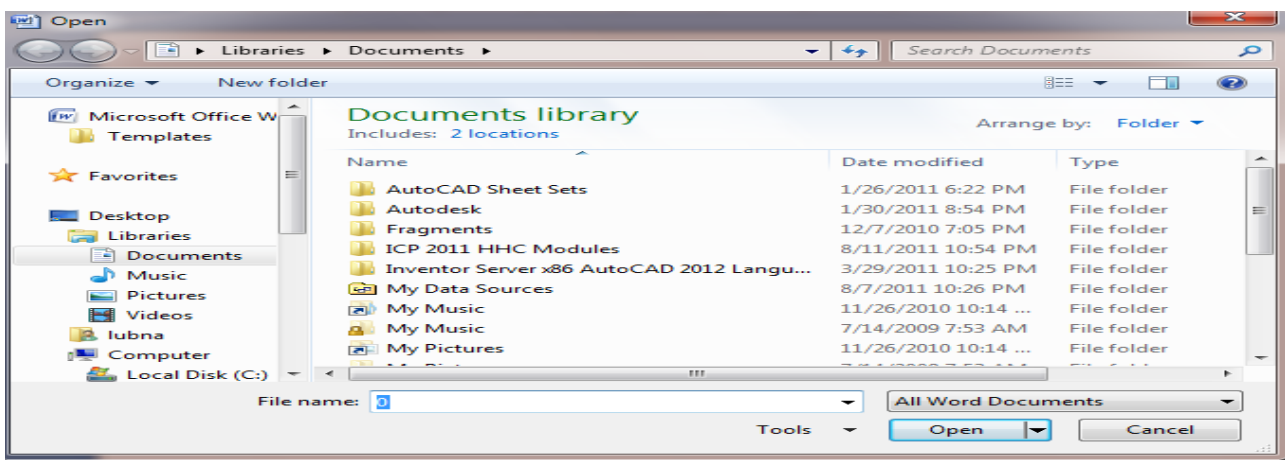
## Office Button

**New:** When starting word, it opens to a blank new document. by default this new document is named "document1" until saving the file and give it new name.

**Open :** Frequently you will be opening an existing document that you typed or that someone else typed so you can read it or make modifications to it. Opening an existing document as follows:



### Opening a Word Document

- Click **Office Button**  , and then click **Open** or click 
- Ensure that the **look in** list box displays the name of the folder containing the document
- Click the document's name
- Click the **Open** button

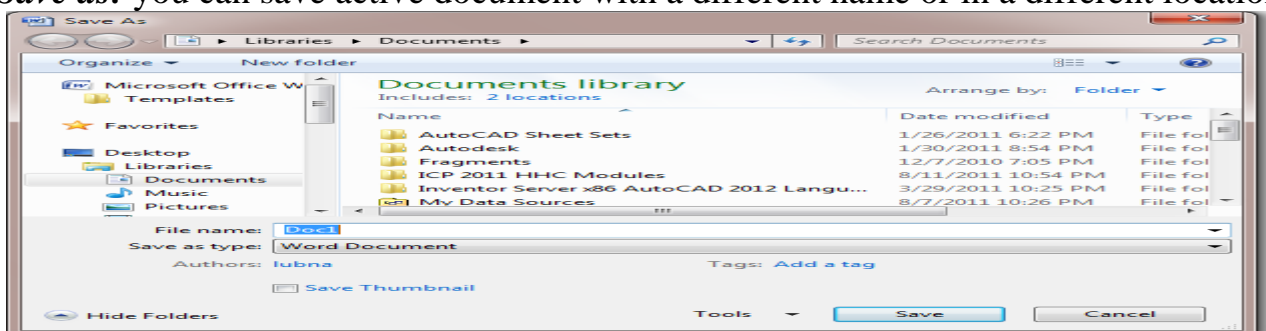



**Save :**Word provide several ways to save documents. You can save the active documents you are working on, whether it is new or existed previously. You can save all open documents at the same time.

### Saving a new unnamed word documents



- Click **Save** from **Office Button**  or click  on toolbar.
- If you want to save the document in a different folder, locate and open the folder.
- In the **File Name** box ,type a name for the document
- Click **Save**.

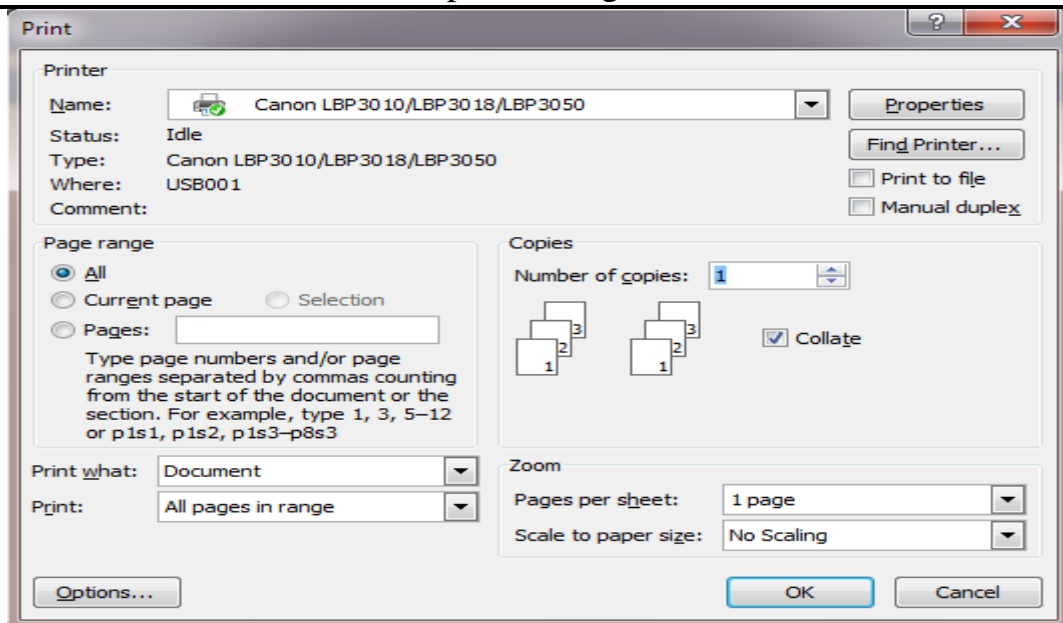
**Save as:** you can save active document with a different name or in a different location.




**Print:** Printing a word document provides hard copy that can read, review, and modify with a pen or pencil. You can print the document using the print command in the **Office Button**  or by clicking the **Print** button.

### **Printing the active word document**

- Click **Print** from **Office Button**  or click  .
- Make any needed changes in the print dialog box, such as paper range, number of copies.
- Click the **ok** button in the print dialog box





**Print Preview** :this view can display's multiple pages of a document in a reduced size. You can see page breaks, hidden text, and watermarks, and you can make editing or formatting changes before you print the document. You can click **Office Button**  and select **Print** then **Print Preview** to preview the output as it will appear on paper before print it, many formatting problem can be found in the print preview.

**Send to:** Command used to send the documents to other application.:

**Close:** When finish a document and want to move on to another activity, you close the document.

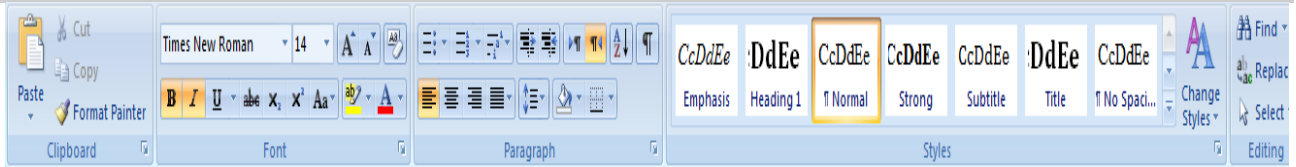
### **Closing a Document**

- Click **Office Button** 
- Click **close**
- Click **yes**, if necessary, to save changes.

**Undo:** the undo typing button  on the tool bar cancels last editing changes .actually undo stores a number of previous editing changes. These can be seen by clicking on the down arrow next to the undo typing button.

**Redo** : A related feature is the redo button  , on the tool bar. Redo repeats recent actions, such as typing and formatting.

## Home Commands



**Clipboard:** if you want to copy or cut more than one item and then be able to paste them into different places in the document, you must use the office clipboard.

### Using the Office Clipboard





- To open the clipboard task pane, select the **Home command** and select **Clipboard**. the clipboard appears in the task pane.
- Select and copy each item to the clipboard.
- Place the insertion point where you want the first item to be pasted. Then return to the clipboard and with the mouse, point to your first item and click, word automatically inserts the item into the document.
- Repeat the last step as needed to paste other items from the clipboard into the document.



**Cut ,copy, paste:** using word you can cut text or copy it from one location in a document and move or paste it to another location in the same or different document. Since this is one of the most used features of word processing, cutting, copying, and pasting can be done in several other convenient ways:

- Key board short cuts.
- Tool bar clipboard.
- Right click mouse.

### Cutting, copying and moving text

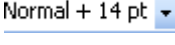












- Select the item wants to move or copy
  - To move the item, click **Cut** from **Home, Clipboard**, or click  on the **Home, Clipboard**, or press Ctrl +X from Keyboard.
  - Click where wants the item to appear
  - Click **Paste** from **Home, Clipboard**, or click  on the **Home, Clipboard**, or press Ctrl +V from Keyboard.
- Or
- To copy the item, click **Copy** from **Home, Clipboard**, or click  on the **Home, Clipboard**, or press Ctrl +C from Keyboard.
  - Click where wants the item to appear
  - Click **Paste** from **Home, Clipboard**, or click  on the **Home, Clipboard**, or press Ctrl +V from Keyboard.

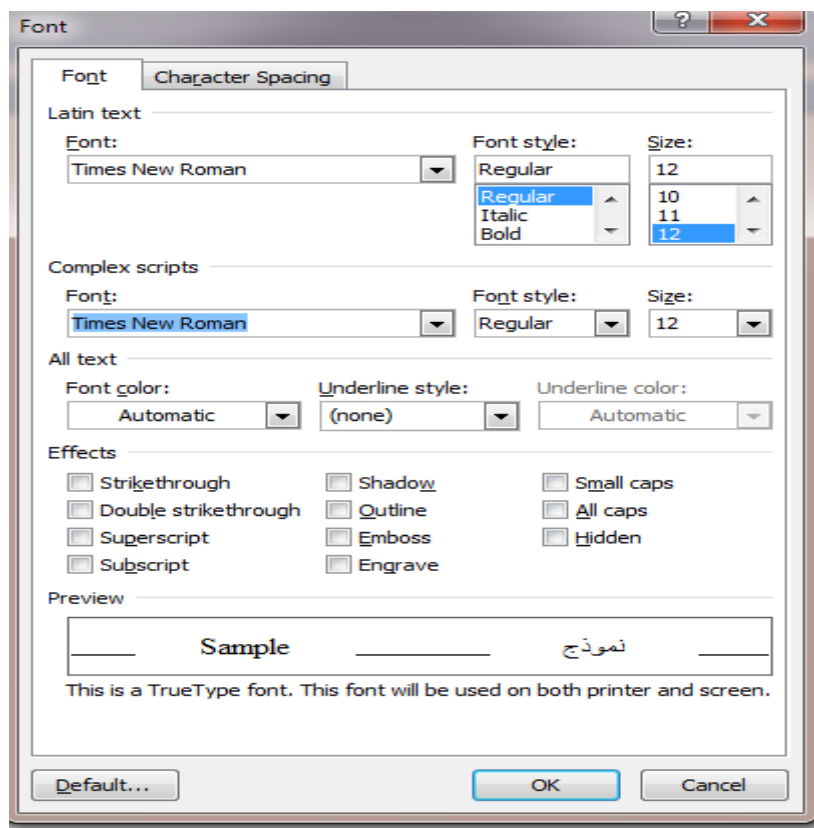
**Format Painter:** copy formatting from one place and apply it to another.

**Double** – click this button to apply the same formatting to multiple places in document.

**Font** : font enables you to choose from several font attributes, you can control the font, the font style, and other character attributes such as strikethrough, superscript, and shadow.





### Working in the Font Dialog box

- To change the font, click the **Font** drop-down box and select the new font by name. 
- To change the **Font Style** to italic, or bold italic, make the appropriate selection in the font style box. 
- To change the size of the font, select the appropriate size in the **size** scroll box. .use  to increase the font size, and  to decrease the font size.
- For underlining, click the **Underline Style** drop-down box and select an underlining style. 
- Use clear formatting  to clear all the formatting from the text selection.
- To change the color of the font, click the **Font Color**  drop –down box and select a new color, and select  to change background of selection text.
- To select any special effects, such as **Strikethrough** , **Superscript** , or **Subscript** , select the appropriate check box of the dialog box.
- Use change case  to change all the selected text to upper case or lower case or other common capitalizations.
- As you make the various selections in the font dialog box, a sample of what the text will look like appears in the preview box at the bottom of the dialog box. After you have made all your selections in the font dialog box click **ok**.



**Paragraph:** Alignment of text refers to the horizontal position of text in relation on the right and left margins, text flush with the left margin is left aligned, text flush with the right margin is right aligned, Text positioned exactly in the middle of the left and right margin is centered, text flush with both the right and the left margin is justified.

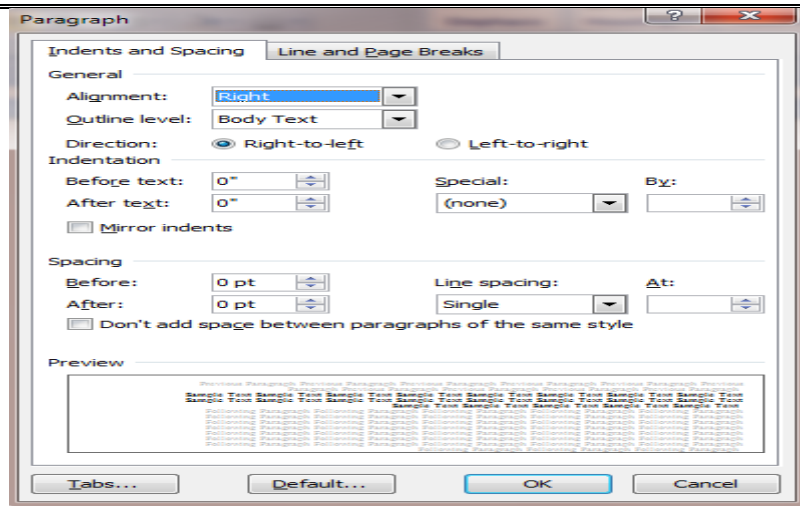
### ***Aligning Text Left ,Right Centered, and Justified***

- Select the text you want to align left.
  - On the **Home, Paragraph**, click align left button  or use CTRL+L from the keyboard.
- Or
- Select the text you want to align with the right margin
  - On the **Home, Paragraph**, click align right button  or use CTRL+R from the keyboard.
- Or
- Select the text you want to center.
  - On the **Home, Paragraph**, click center button  or use CTRL+E from the keyboard.
- Or
- Select the text you want to justify.
  - On the **Home, Paragraph**, click justify button  or use CTRL+J from the keyboard.

Another setting that greatly influences the amount of white space on the page is line spacing, when you consider whether you want your text single spaced or double spaced, those text attributes are controlled by changing the line spacing.



### Changing Line Spacing

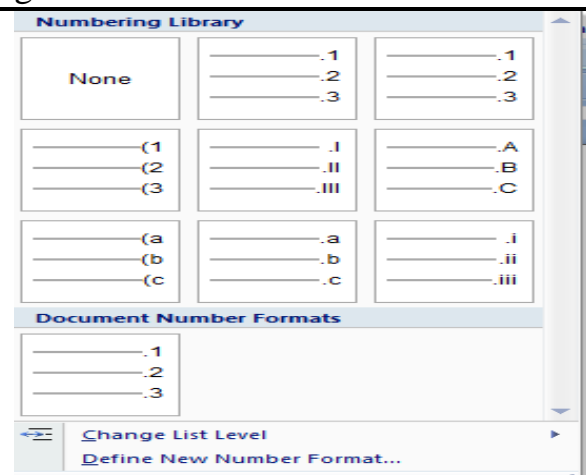
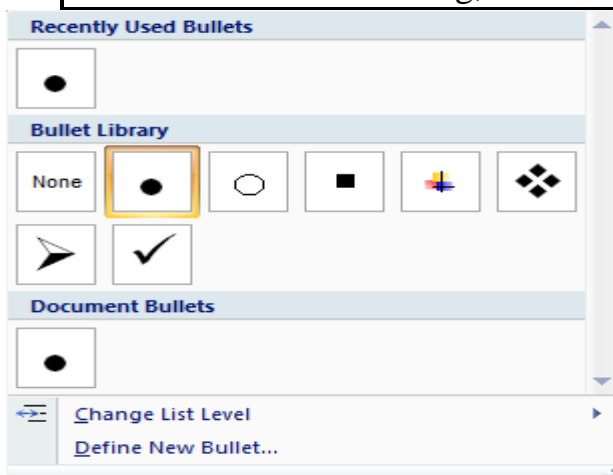
- Select the *line spacing* drop – down on the **Home, Paragraph**, a list of line spacing possibilities such as 1, 1.5, 2, and so on will appear, select the line spacing you want to use.
- To change the line spacing on the indents and spacing tab, click the line spacing drop – down box and select one of the chooses (*single, double, 1.5, at least, exactly, multiple*).
- The line spacing option selected is influenced by the point size entered in the text box.




**Bullets and numbering:** bullet lists or numbered lists are especially effective for helping the reader of document identify the important points or steps, with word can quickly add bullets or numbers to existing lines of text.


### Adding Bullets or Numbering


- Select the items wants to add bullets or numbering to
- On the **Home, Paragraph**, do one of the following:
- To add bullets, click Bullets  button
- *Or*
- To add numbering, click numbering  button






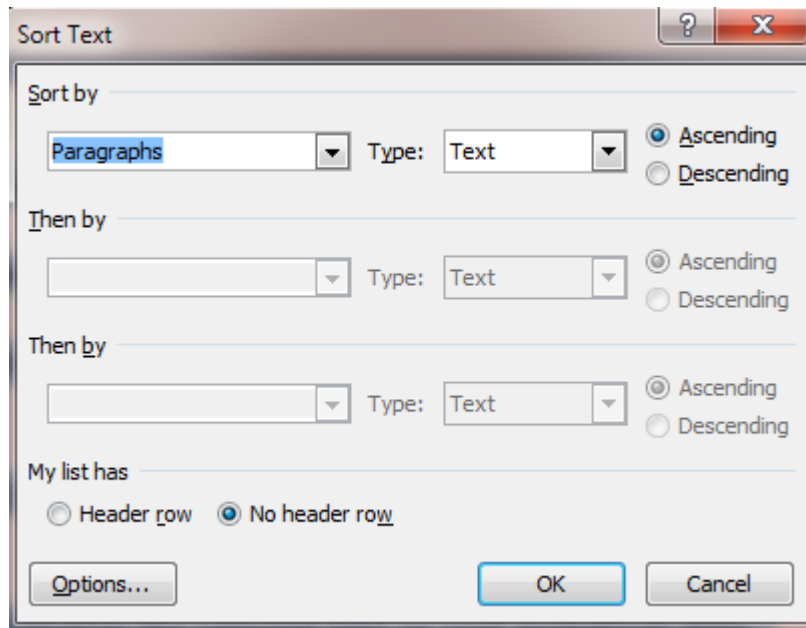
**Decrease indent** : decrease the indent level of the paragraph.


**Increase indent** : increase the indent level of the paragraph.

**Left to right text direction** : set the direction of text to be displayed from left to right.

**Right to left text direction** : set the direction of text to be displayed from right to left.


**Sort** : alphabetize the selected text or sort numerical data.



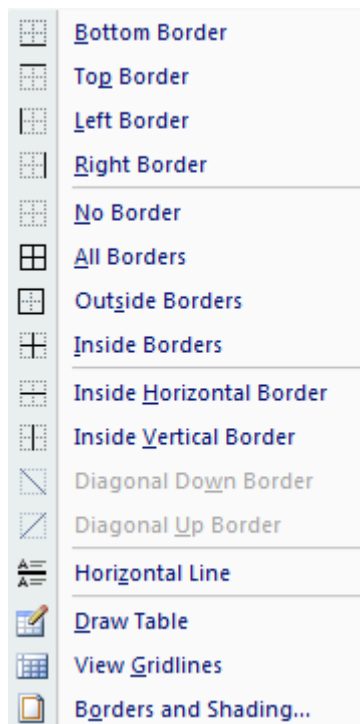
**Show paragraph mark**  When typing in a word document, you insert nonprinting characters like *spaces, tabs, and paragraph marks*. At times you need to be able to display these nonprinting characters to see where each paragraph ends, or to find extra spaces or tabs. When these none printing characters are displayed, they show as the following characters on screen;

- Space: dot (●)
- Paragraph: paragraph symbol (¶)
- Tab: right arrow (→)

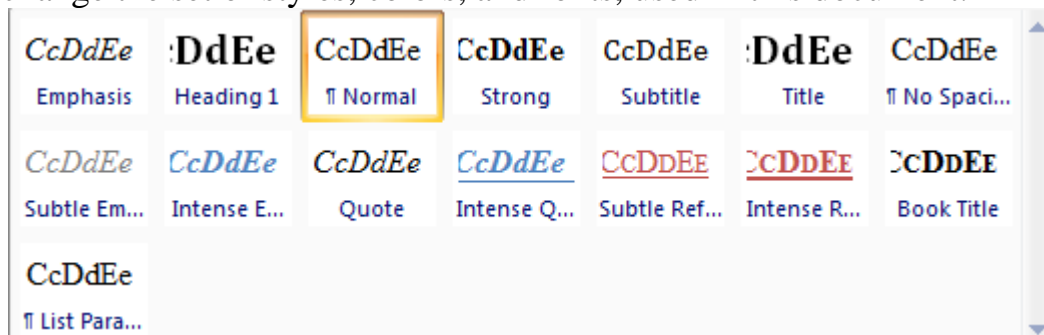
Showing or hiding these formatting marks is a simple task.

**Shading** : color the background behind the selected text or paragraph.

**Border** : customize the borders of selected cells or text.

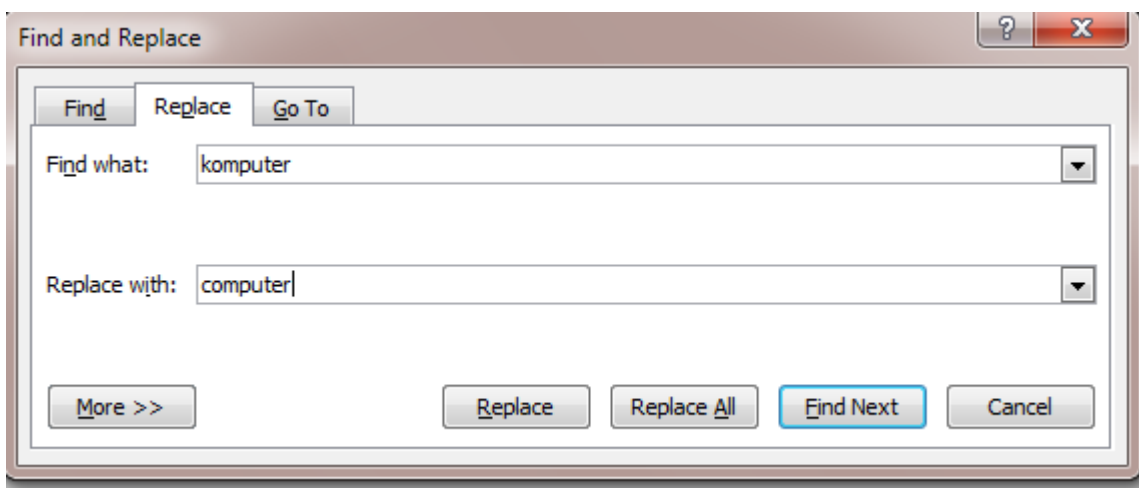


**Styles:** change the set of styles, colors, and fonts, used in this document.

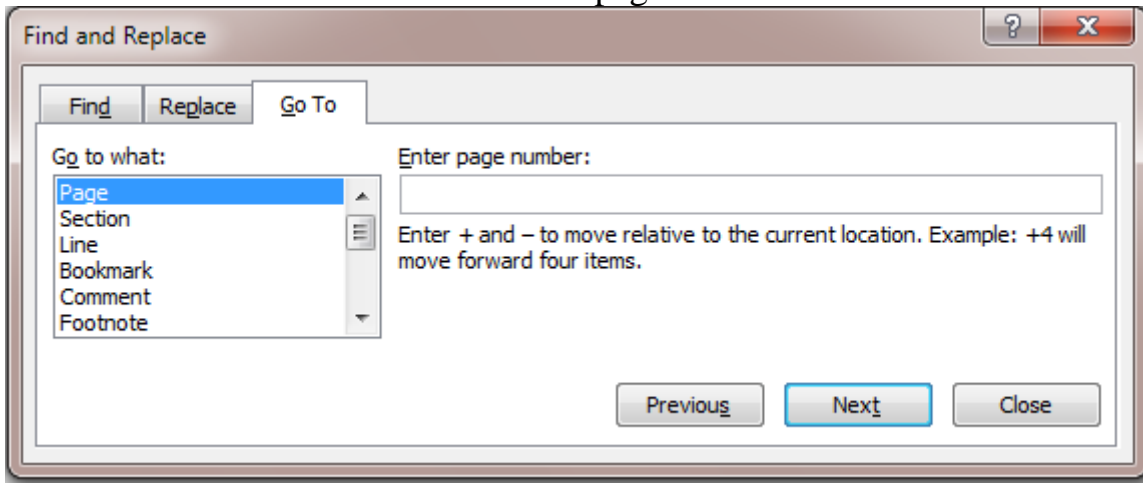


**Editing: include:**

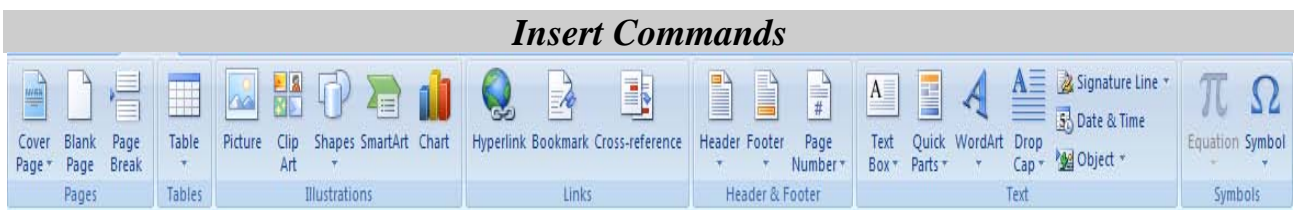
**Find and Replace:** to search for selected text in opening documents, and replaced with another. Find and replace dialog box appears. In **find what** write the word you search for and in **Replace With** write the word you want to replace the old word with it, then click replace all to replace all words in document.



**Go to:** to allow user to transfer between the pages of document.

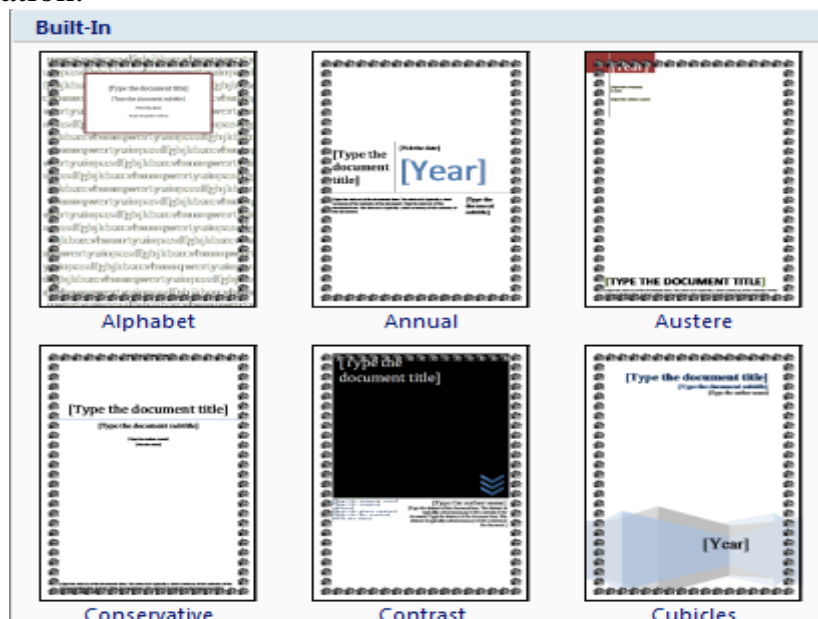


**Select all:** To modify or edit text or a graphic you must first select it. One of the first mottos learned when learning word "select then do" .you can select any amount of text. When selected, the text appears on the screen highlighted as white characters on a black background. Probably the most common method of selecting text is to use the mouse. To do this, you position the mouse pointer at the start of the text you want selected and hold down on the left mouse button as you drag the mouse across the text. When you stop moving the mouse pointer and release the left mouse button you are done selecting text. You can also select text using only the keyboard ,press the **F8** function key to turn on the extend (or select feature), the EXT indicator becomes active on the word statues bar as soon as you press on of the arrow keys on the keyboard. To select all the document use **Select All** from **Home, Editing**.



**Pages: include:**

**Cover Page:** insert a fully formatted cover page. You fill in the title, author, date, and another information.




**Blank Page:** insert a new blank page at the cursor position.

**Page break:** start the next page at the current position.

**Tables:** insert or draw table into the document.

### *Inserting an Empty table*

- Click where you want to create a table.
- Click **Insert, Table** button .
- Drag to select the number of rows and columns you wants
- Release the mouse button to produce the blank table

### **Table-Design commands**

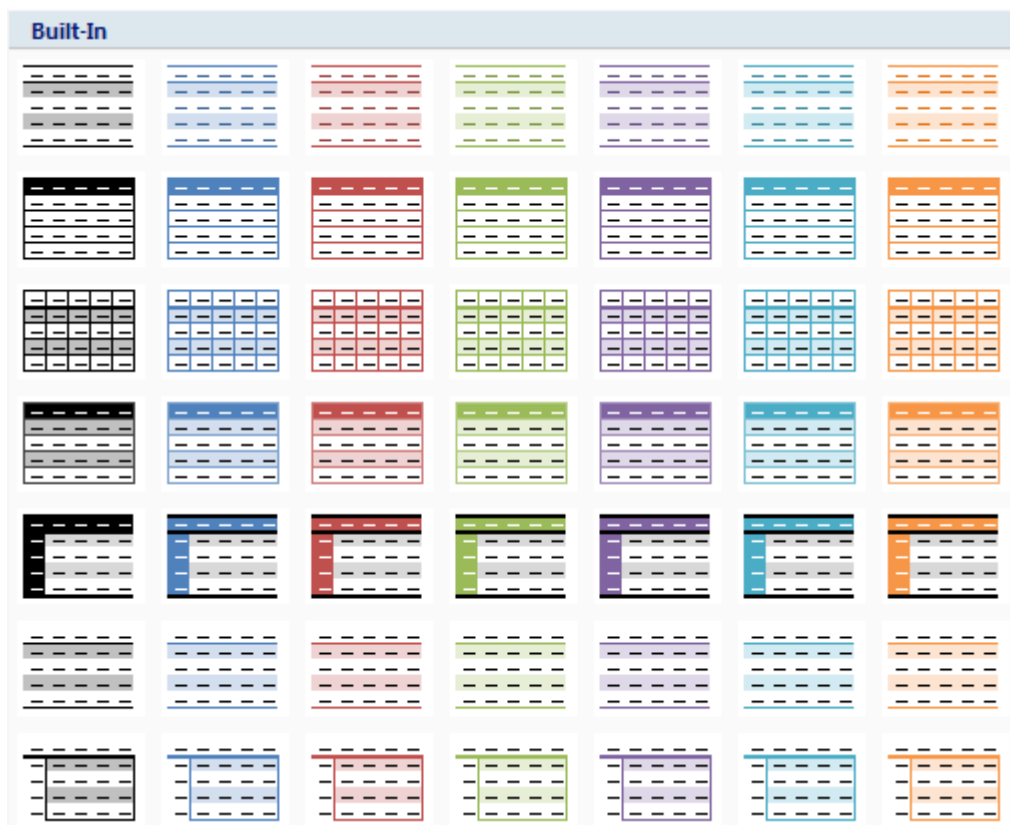


**Table Style option:** display special format to header row or total row or banded rows, or first column or last column or banded columns.

**Table Styles:** choose a visual style for the table.(can change the types of borders, gridlines, and even the colors used in Table).

### *Applying table style*

- Click the Table
- On the **Table**, click **Table design**.
- In the **table styles** box, click the style you want



**Draw borders: include**

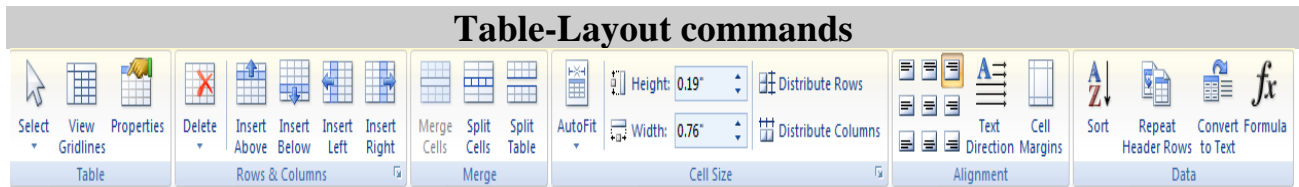
**Draw table** :it used to draw table in document, the mouse pointer becomes as pencil drawing tool.

**Erase:** erase table borders.

**Pen color:** change pen color.

**Line style:** change line style use to draw borders.

**Line weight:** change line weights use to draw border.

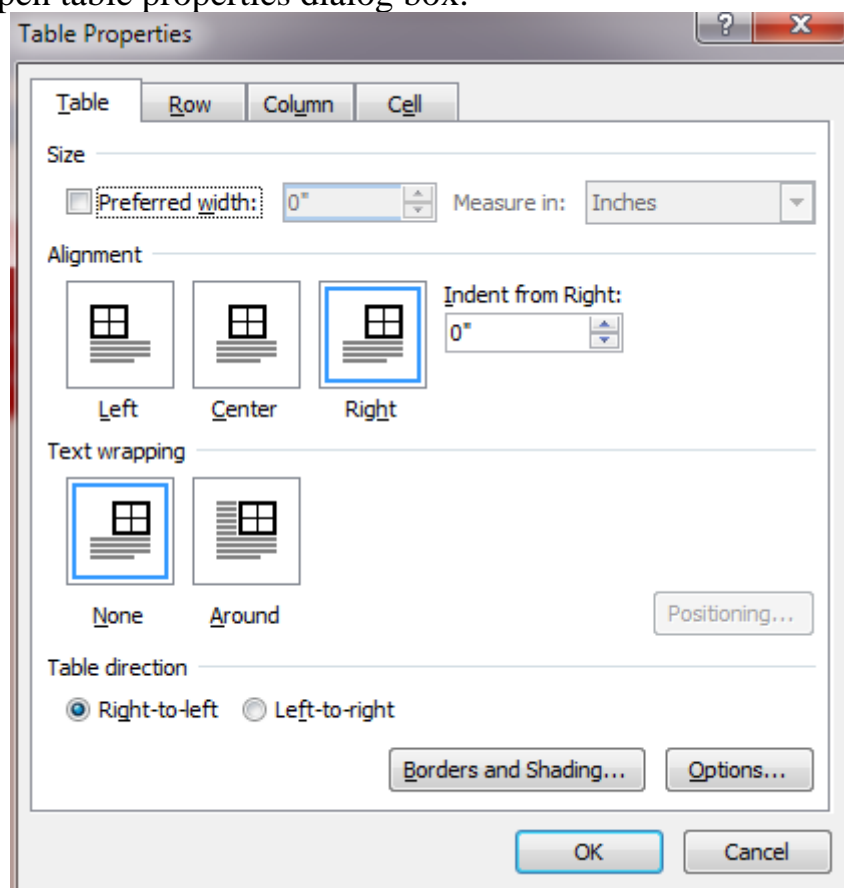


**Table: include:**

**Select:** select the current cell, row, column, entire table.

**View gridline:** show or hide the gridlines with the table.

**Properties:** open table properties dialog box.



**Rows & Columns: include**

**Delete:** it is easy but be careful when deleting rows or columns when you are working with tables that contain information. Because the data also deleted.

### ***Deleting Rows or Columns***

- Click in table for position of row or column to delete
- Click **insert ,table-layout, rows &columns , Delete**
- Choose Rows or Columns

**Insert row above:** add new row directly above selected row.

**Insert row below:** add new row directly below selected row.

**Insert column left:** add new column directly to the left of selected column.

**Insert columns right:** add new columns directly to the right of selected column.

#### ***Adding Columns or Rows to a Table***

- Click for position in table.
- Select the number of columns or rows to insert.
- Select **rows and columns** from **Insert ,table-layout**
- Click ***Columns to the right*** or ***Columns to the left***.
- Click ***Rows Above*** or ***Rows Below***.

**Merge: include**

**Merge Cells:** to merge cells i.e. make them one cell.

#### ***Merge Cells***

- Select the cells you want to merge , then
- Click ***Merge Cells***, from **Insert, Table-layout, and Merge**.

**Split Cells:** To split one cell to two cells or more cells do the following:

#### ***Split Cells***

- Select the cell you want to split it.
- Click ***Split cells*** from **Insert, Table-layout, and Merge**.
- Dialog box appears ,
- Define numbers of Rows and number of Columns you want the cell split to them.
- Click ***OK***.

**Split Table:** command used to split table from selected location for writing.

**Cell size: include**

**Auto fit:** used to Place border of table auto fit to contents.

**Height:** set the height of selected cells.

**Width:** set the width of selected cells.

**Distributed rows:** distributed the height of the selected rows equally between them.

**Distributed columns:** distributed the width of the selected columns equally between them.

**Alignment:** alignment the text in the cells.

**Text direction:** change the text direction within the selected cell.

**Cells Margins:** customize cells margins and spacing between cells.

**Data: include**

**Sort :** to sorting data in table Ascending or Descending.

**Repeat header row:** repeat the header row in every page.

**Convert to text:** use to convert table to text.

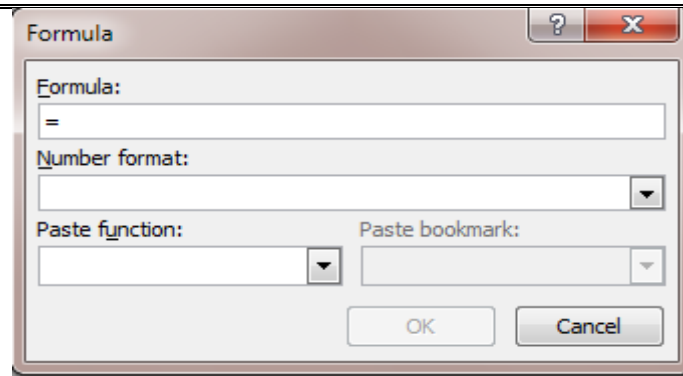
### *Convert table to text*

- Select the rows or table that you want to convert to paragraph.
- On the **Insert Table- layout**, point to **Data**, and then click **Table to Text**.
- Under **Separate text with**, click the option for the separator character(coma, tab, space, paragraph or other) you want to use in place of the column boundaries
- Paragraph marks separate rows.

**Formula:** you can place formulas in tables that can do a Varsity of calculations.

### *Place Formula in a Table*

- Click the table cell where you will place the formula.
- Select **Insert Table-Layout, Data, Formula**, the formula dialog box appears.
- In many cases, the formula dialog box will use cell position to interpret the best formula to insert into the table.
- If you want to paste a different formula into the table cell, select and **delete** the formula provided.
- In the formula box, type an equal sign (=) and then click **Paste Function** drop – down list to insert a new formula.
- To specify the cells to be acted on by the formula, place the starting and ending addresses of the cell grouping
- Click ok to place the formula in the table.



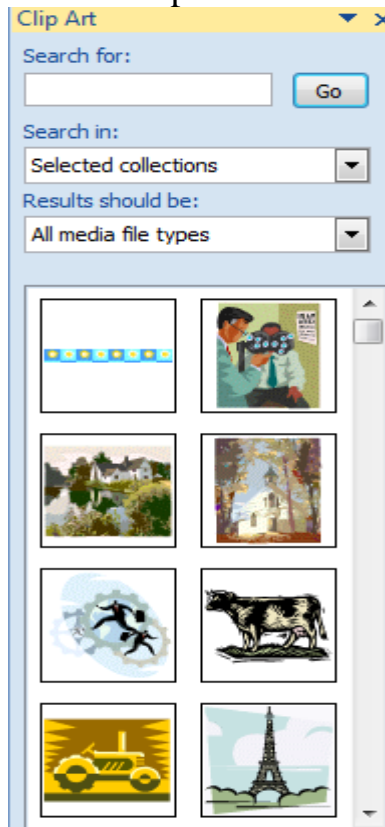
**Illustrations: include**

**Picture:** insert a picture from file.

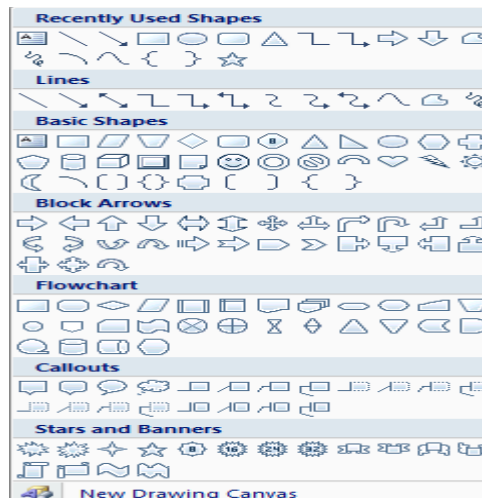
### *Inserting a picture*

- Place the insertion point where you want to place the picture in the document.
- Select **insert, illustrations, Picture**, and then select **From File** on the context menu, the insert Picture dialog box appears.
- Use the **Look In** box to locate the drive and folder that contains the picture file. After you locate the picture, click the file to view a preview.
- After you select the picture you want to insert into the document, click **Insert** in the lower- right corner of the insert Picture dialog box.

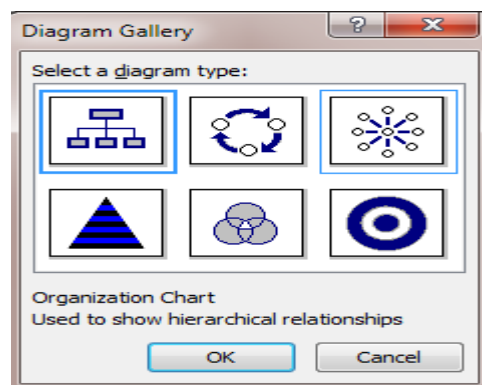
**Clipart:** insert clipart to document including drawing, movies, sounds or stock photography to illustrate a specific concept.



**Shapes:** insert readymade shapes such as rectangles, circles, arrows, lines, flowchart symbols and callouts.

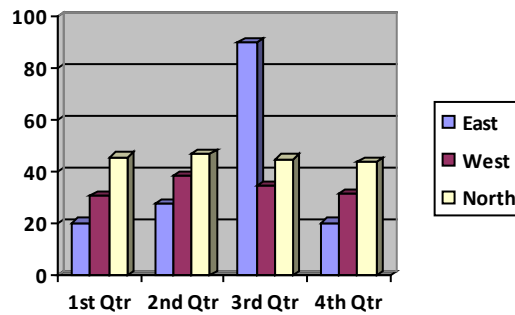


**Smart art:** insert smart art graphic to visually communicate information.





**Chart:** insert chart to illustrate and compare data. Bar, pie ,line ,area and surface are some of the available type.



**Links:**

**Hyperlink:** create a link to a web page, a picture, e-mail address, or a program.

**Bookmark:** create a book mark to assign a name to a specific point in a document

**Cross-reference:** refer to items such as headings, figures and tables by inserting a cross reference such as, "see table 6 below" ,or "turn to page 8".

**Header and footer: include**

**Header:** edit the header of document .the content in the header will appear at the top of each printed page.

**Footer:** edit the footer of document .the content in the footer will appear at the bottom of each printed page.

<b><i>Adding a Header</i></b>
<ul style="list-style-type: none"><li>• Click <b>Insert, Header and Footer.</b></li><li>• Click <b>header</b> to create a header, enter text or graphics in the header area.</li><li>• When you finish, click <i>close</i>.</li></ul>
<b><i>Adding a Footer</i></b>
<ul style="list-style-type: none"><li>• Click <b>Insert, Header and Footer.</b></li><li>• Click <b>footer</b> to create footer, enter text or graphics in the footer area.</li><li>• When you finish, click <i>close</i>.</li></ul>


**Page Numbers:** insert page number to the document.

<b><i>Inserting Page Numbers</i></b>
<ul style="list-style-type: none"><li>• Select <b>insert, header &amp; footer</b>, click <b>Page Numbers.</b></li><li>• Context menu appear select from it, <b>top of the page or bottom of the page or page margins or current position.</b></li><li>• Select <b>format page number</b> to made options you want, for example ,to show or hide the page number on the first page or other format options</li><li>• Click <b>Ok.</b></li></ul>

**Text: include**

**Text box:** A text box is a movable, resizable container for text or graphics. You can use text boxes position several blocks of text on a page or to give text a different orientation from other text in the document.

**Creating a Text Box**

- Select **Insert, Text** , click **Text Box** button 
- To insert a text box with a predefined size, click the document.
- To insert a text box with a different size, drag its sizing handles until the text box is the size you want.
- To maintain the text box's width to height ratio, hold down shift while you drag the sizing handles.
- Position the text box by dragging it to the location you want.

**Word art:** insert decorative text to the document.

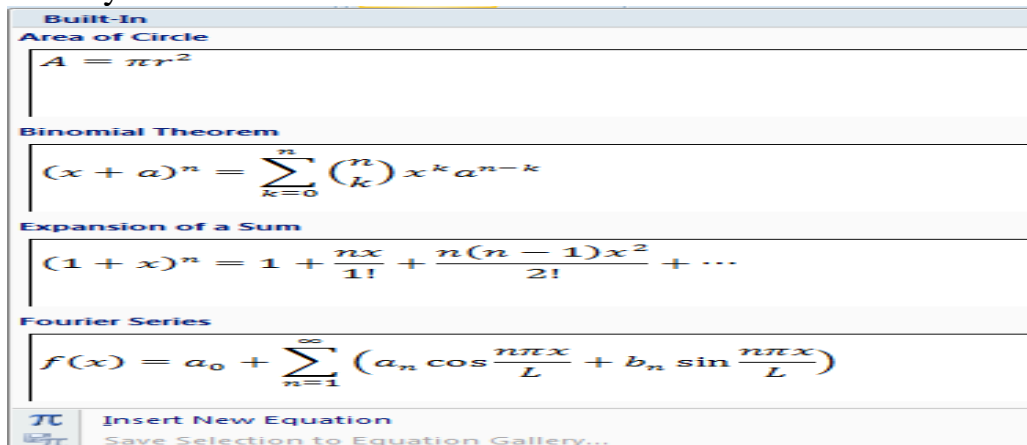


**Drop caps:** create a large capital letter at the beginning of the paragraph.

**Date and time:** to insert the date and time in cursor location.

**Symbols: include**

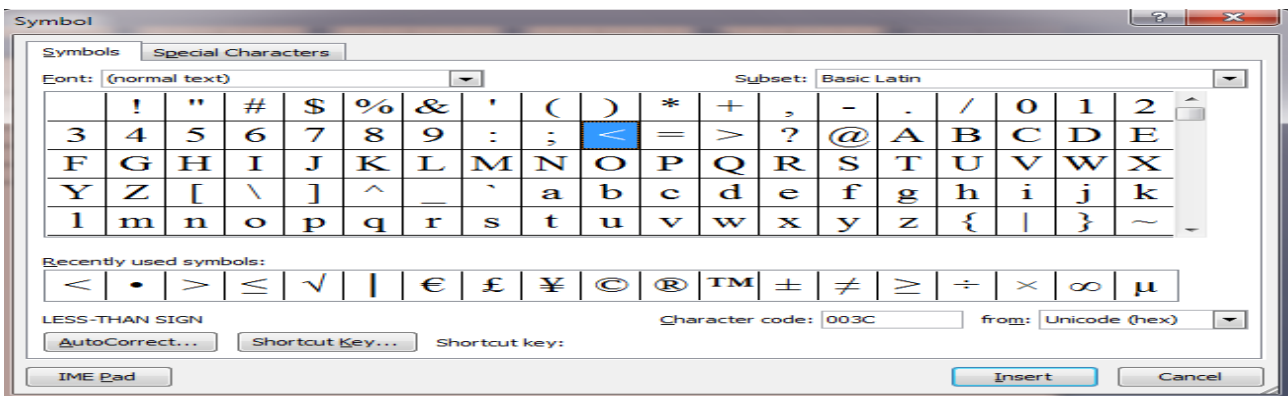
**Equation:** insert common mathematical equations or build up your own equations using library of math symbols.



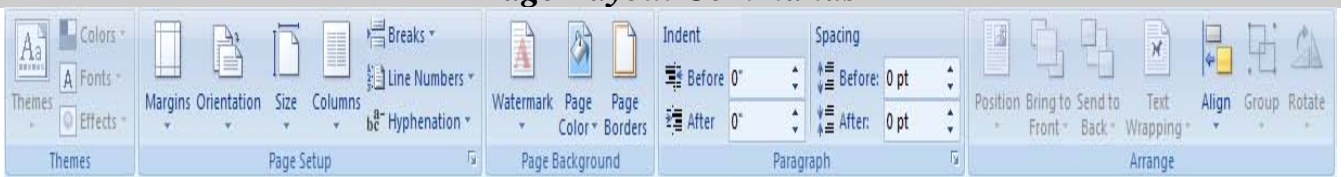
**Symbol:** Special characters and symbols are characters that can't be found on your keyboard and that are not part of what is considered to be the standard character set.

### **Insert Symbol**

- Place the insertion point in document where you want to insert the special character or symbol, select **Insert, Symbol**, the symbol dialog box appears.
- To insert a symbol, make sure the symbol tab is selected on the insert dialog box.
- After you select the symbol set, click to select the symbol you want to insert.
- After selecting the symbol, click the **Insert** button.
- When you have finished inserting symbol, click the close button on the symbol dialog box.



### **Page Layout Commands**



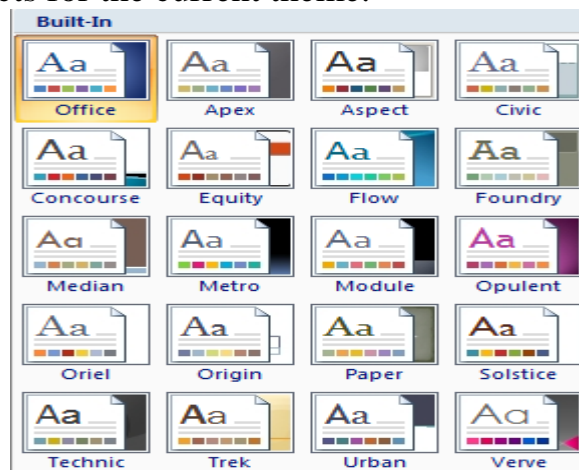
**Themes: include**

**Themes:** change the overall design of the entire document include, colors, fonts, and effects

**Colors:** change the colors for the current theme.

**Fonts:** change the fonts for the current theme.

**Effects:** change the effects for the current theme.

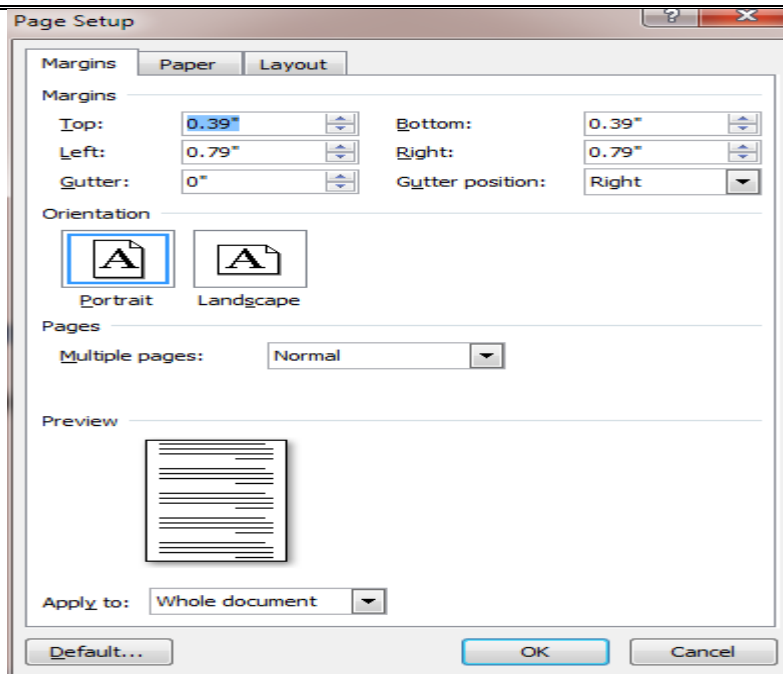


## Page setup: include

**Margins:** select the margins sizes for the entire document or the current selection.

### *Changing left and right page margins*

- On the **Pagelayout** , click **Page setup**, click the **Margins** tab, and then enter the setting you want
- Click **Default** to have word save the new default settings in the template on which the document is based.



**Orientation:** Other page attributes that you need to control in documents are the paper size and the page orientation.

### *Controlling Paper size and Orientation*

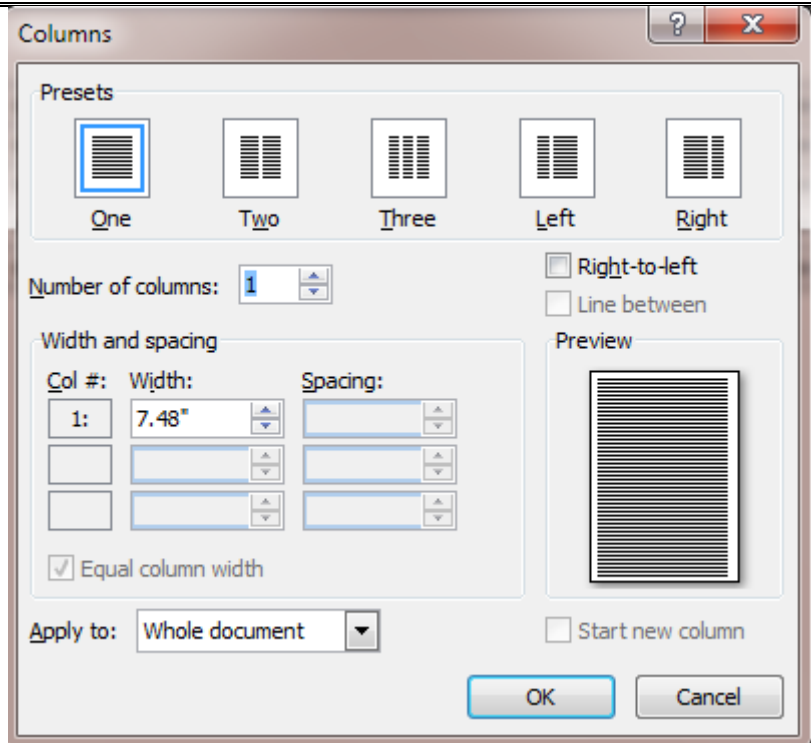
- Select **Page layout**, **Page setup**, **Orientation** the page setup dialog box opens.
- Click the **Paper** tab on the dialog box.
- To change the orientation of the page to portrait or landscape, select the **orientation** tab and click the **Portrait** or the **Landscape** option button as needed.
- Finally , in the apply to drop – down box , select **whole document** to apply the new settings to the new document or **this point forward** to apply the settings to the document from the current page for word.
- When you complete editing the setting click **ok**.

**Size:** To select new paper size, click the **size** drop – down box and select the paper type.

**Column** : Word will place selected text into its own section and set it in the number of columns you specified

### ***Display Multiple Column Format on the Same Page***

- Select the text will appear in the columns.
- Choose the ***Columns*** option from the **Page Layout, Page setup**.
- In the ***Number of Columns*** field, specify the number of columns you desire.
- In the ***Apply to*** box, make sure it says ***Selected Text***.
- Click your mouse on ***OK***.



**Pagebackground: include**

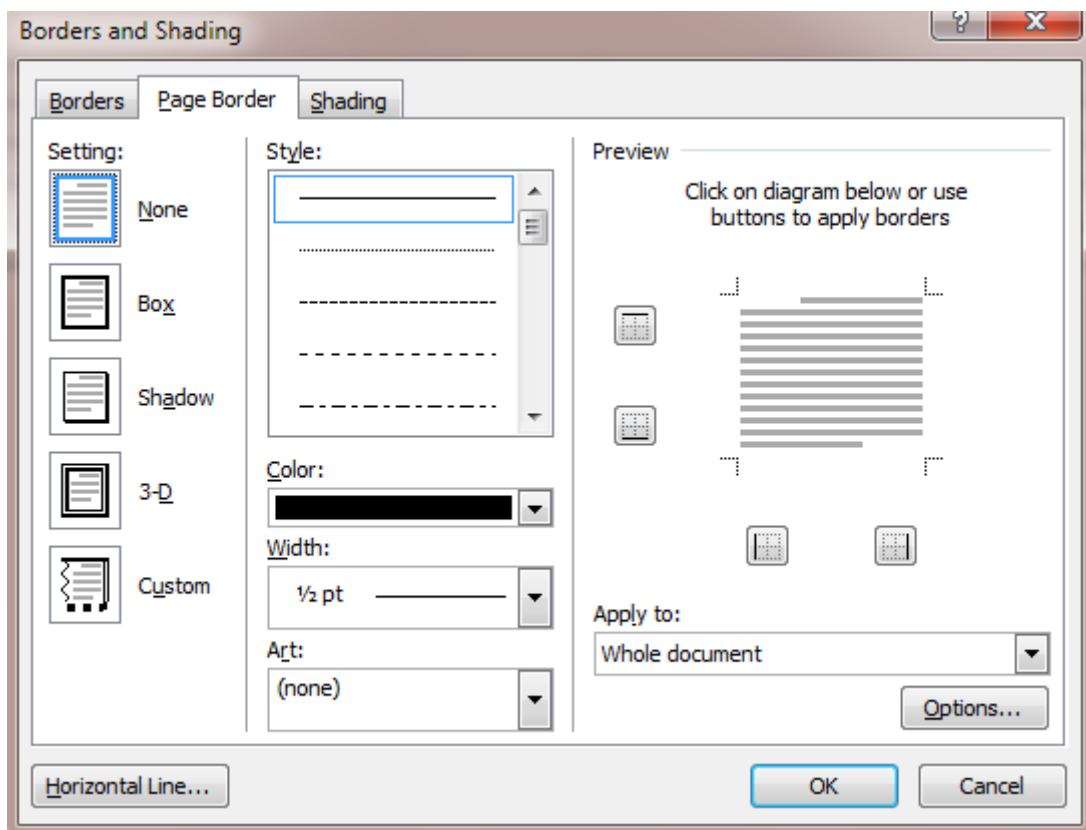
**Watermark:** insert ghosted text behind the content on the page.

**Page color:** choose a color for the background of the page.

**Page Border:** A border can be placed around any text paragraph, also add shading to text.

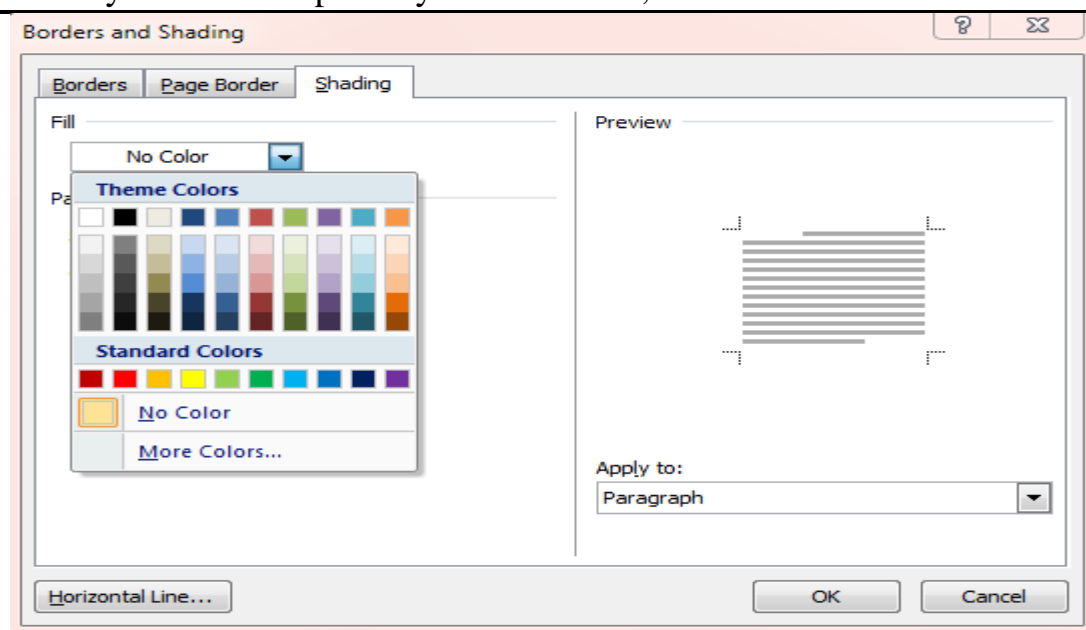
### ***Place a Border around a Text Paragraph***

- Place the insertion point in the paragraph that you want to place the border around, if you want to place a border around multiple paragraphs, select all the paragraphs.
- Select the **Page layout, Page Background** menu, and then **Page Border**, the border and shading dialog box appears.
- Make sure the **Borders** tab is selected on the dialog box; you are provided with several settings for how the border should appear around the text.
- In the setting area of the dialog box, select the type of box you want around your text, choose **box, shadow, 3- D or Custom** by clicking the appropriate setting sample, the custom option enables you to create a border that uses different line styles for the various sides of the border.



### ***Adding Shading to the Paragraph***

- Select **Page layout, Page Background, Page Borders**, the Borders and Shading dialog box appears.
- Select the **Shading** tab.
- To select a fill color, click one of the colors on the color palette in the **Fill** area.
- To select a pattern for the fill color, click the **style** drop down arrow and select a pattern from the list.
- Use the **apply** to drop – down arrow to designate whether the current paragraph or selected text should be shaded.
- When you have completed your selections, click **ok**.



## Paragraph: include

**Before:** Indent before text

**After:** Indent after text

**Spacing before:** change the spacing between paragraphs by adding space above the selected paragraph.

**Spacing after:** change the spacing between paragraph by adding space below the selected paragraph

**Arrange:** position the selected object on the page.

**Position:** position the selected object on the page.

**Bring to front:** bring the selected object in front of all other objects so that no part of it is hidden behind another object.

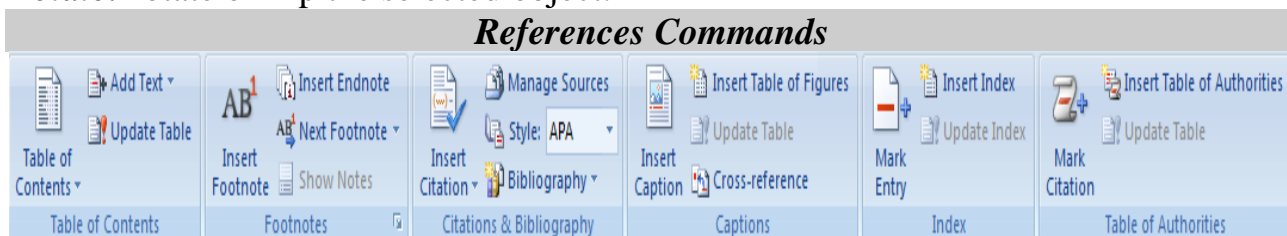
**Send to back:** send the selected object behind all other objects.

**Text wrapping:** change the way text wrap around the selected object.

**Align:** align the edges of multiple selected objects.

**Group:** group objects together so that they can be treated as a single object.

**Rotate:** rotate or flip the selected object.

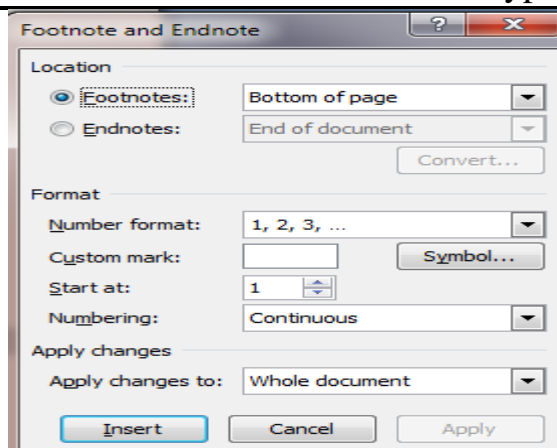


**Table of contents:** add a table of contents to document.

**Footnotes:** add a footnote to document; footnotes are automatically renumbered as you move text around the document.

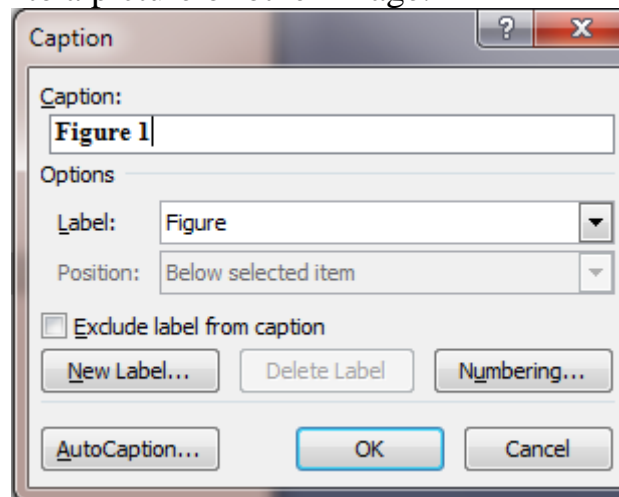
### ***Inserting a footnote or an endnote***

- On the **References, Footnote**.
- Select **Footnote** or **Endnote**
- Under numbering, click the option you want.
- Click **Insert** (word inserts the note number and places the insertion point next to the note number).
- Type the note text.
- Scroll to your place in the document and continue typing.



**Citations & Bibliography:** cite a book, journal article, or other periodical as the source for a piece of information in the document.

**Captions:** add caption to a picture or other image.



**Index:** include the selected text in the index of the document.

**Table of authorities:** add the selected text as an entry in the table of authorities.



**Create:** create and print envelopes and labels.

**Start mail merge:** to create a form letter which you intend to print or e-mail multiple times, sending each copy to different recipient.

**Write & insert fields:** highlighted the fields you have inserted into the document.

**Preview results:** replaces the merge fields in your document with actual data from your recipient list so you can see what its look like.

**Finish:** complete the mail merge.

**Acrobat:** merge document to PDF files and send them by e-mail.




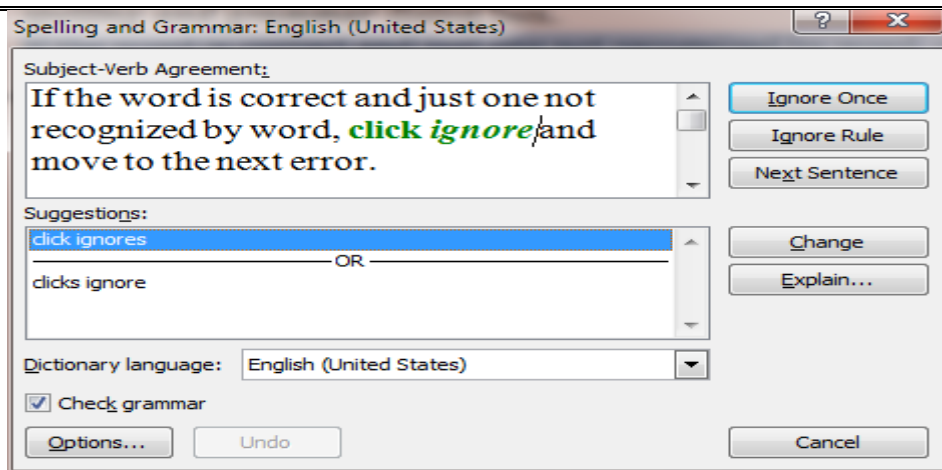


### **Proofing: include**

**Spelling & grammar:** Microsoft word provides several ways to check spelling and grammar

#### **Checking Spelling**

- Choose the error you want to correct, right click a word with a wavy underline.
  - Click the correct word or spelling from a list.
- Or
- Click on the **Spelling and grammar** from **Review, Proofing**, or click  button to check the spelling and grammar in the entire document.
  - Select the correct spelling of the word, or correct the word in the **spelling and grammar** dialog box.
  - If the word is correct and just one not recognized by word, click **ignore** and move to the next error.



**Research:** open the research task pane to search through reference materials, such as dictionaries, encyclopedias, and translations services.

**Thesaurus:** Suggestions other words with a similar meaning to the word you have selected.

#### **Finding Synonyms using the Thesaurus**

- Select the word you want to find a synonym.
- Select the **Review**, point at **Proofing**, and then select **Thesaurus**.
- To replace the word with a synonym, place the mouse on the synonym in the synonym list, and then click on the drop – down arrow that appears to the right of the synonym. Click Insert from the menu that appears.

**Translate:** translate the selected text into a different language.

## Comments: include

**New Comment:** add a comment about the selection.

**Delete:** delete the selected comment.

**Previous:** navigate to the previous comment in the document.

**Next:** navigate to the previous comment in the document.

## Tracking: include

**Track changes:** track all changes made to the document, include insertion, deletions, and formatting changes.

**Balloons:** choose how to show revisions to the document.

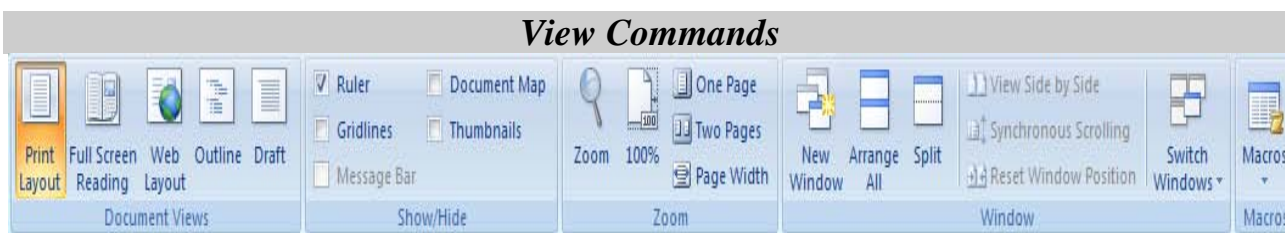
## Changes: include

**Accept:** accept the current change and move to the next proposed change.

**Reject:** reject the current change and move to the next proposed change.

**Compare:** compare or combine multiple versions of document.

**Protect:** restrict how people can access the document.



## Document views: include

**Print layout :** this view is useful for editing headers and footers, for adjusting margins, and for working with columns and drawing objects.

**Full screen reading:** view the document in full screen reading view in order to maximize the space available for reading or commenting on the document.

**Web layout:** in web layout view, you can see backgrounds, text is wrapped to fit the window, and graphics are positioned just as they are in a web browser such as Microsoft explorer or Netscape.

**Outline :** you can collapse a document to see only the main heading, or you can expand it to see all headings and even body text.

**Draft :** you should work in normal view for typing, editing, and formatting text. Normal view shows text formatting but simplifies the layout of the page so that you can type and edit quickly. In normal view, page boundaries, headers and footers, backgrounds, drawing objects, and pictures that do not have the "in line with text" wrapping style do not appear.

**Show/Hide: include:**

**Ruler:** use the ruler to set the tabs on the ruler itself. This enables you to visually check the position of the tab stops and makes it easy for you to change the type of tab at a particular tab stop and delete unwanted tabs.

**Grid lines:** turn on gridlines to which you can align objects in the document.

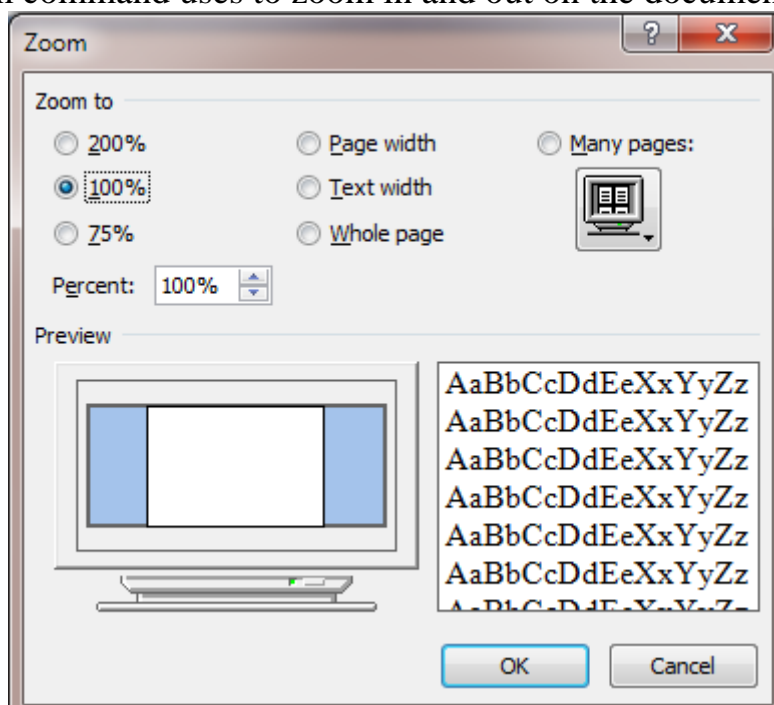
**Document map:** open the document map, which allows you to navigate through a structure view of the document.

**Thumbnails:** open the thumbnails pane, which you can use to navigate a long document through small pictures of each pages.

**Message bar:** open the message bar to complete any required actions on the document.

**Zoom: include**

**Zoom:** The zoom command uses to zoom in and out on the document.



**Window:** open a new window containing view of the current document.

**Micros:** record a macro or access to other macro options.



**Create adobe PDF:** Create adobe PDF from current document.

**Create and Email:** Create adobe PDF and attach to new email.

**Review and Comment:** Create adobe PDF and imitate a shared review.

## Examples

### Example:1

Open new document, entering the following text to it , set the Arabic font to simplified Arabic ,size 14,and set the English font to times new roman, size 12.

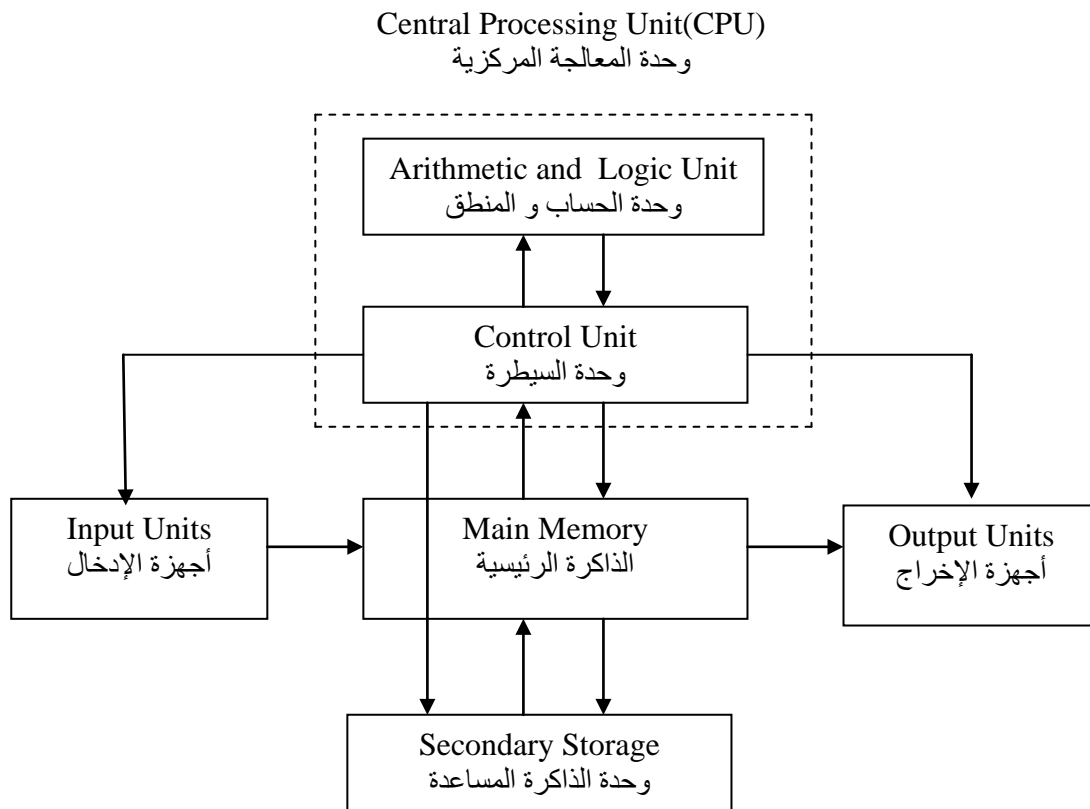
# Central Processing Unit

Digital System لقد أدت المعالجات الدقيقة (CPU) إلى تطور هام وضروري في النظم الرقمية  
وتطبيقاتها المختلفة خاصة في مجالات التحكم الآلي Automatic Control في الصناعة والعمليات  
Scientific العسكرية وفي تصنيع حاسب الجيب Pocket Computer وفي البحث العلمي  
Research والوقاية Protection وفي التعليم Education والأجهزة Equipments والمعدات الطبية  
Medical Instruments وكذلك في إدارة الأعمال Management وغيرها من مجالات التطبيق. وفي  
كل من هذه التطبيقات يقوم (CPU) بدور حيوي ومتميز من تطبيق إلى آخر وتختلف في طبيعة عملها حسب  
عائلة المعالج الدقيق المستخدم ليلانم المصنع لأجله.

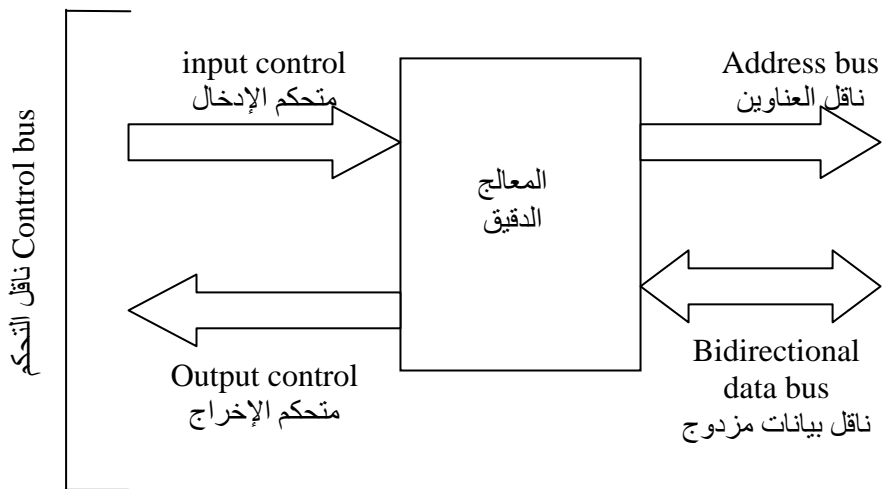
- Write Central Processing Unit in the title by using word art.
- Set CPU style to bold italic.
- Put line under English words.
- Set the line spacing to single.
- Check the spelling and grammar.
- Find the word CPU and replace it with central processing unit.
- Delete "من تطبيق إلى آخر"
- Undo the delete operation.
- Set page setup to 2 cm from four directions.
- Copy the English words and put it in different lines.
- Change case of words.
- Add numbering to the previous English words.
- Enter the department name and class and subject to page header and enter your name in page footer.
- Add computer picture to the document.
- Add border to the page.
- Change the color of words to yellow and the color of background to blue.
- Add numbers to the pages.
- Add border to the page and border to paragraph.
- Change paragraph direction.
- Undo text direction.
- Save the document and exit the program.



**Example :2.** draw the following figure:



**Example :3.** draw the following figure:



**Example :4.** create the following table:

Computer Components		
Input Units	CPU	Output Units
Mouse	Control Unit	Monitors
keyboard	Arithmetic and logic Unit	Printers
Scanner	Memory	Plotters

- Merge the three cells in the first row.
- Write the title in the center of the cell, in bold style ,and shadow the cell using gray color.
- Change the width of columns and high of rows to be Auto fit to the contents.
- Add borders To table cells.
- Insert row between first and second rows.
- Change the colors of writing and color of background.

**Example:5** create The table:

<b>Food Supplies</b>			
<b>Code</b>	<b>Product</b>	<b>Quantity</b>	<b>Price</b>
<b>A1</b>	<b>Apples</b>	<b>200</b>	<b>170</b>
<b>M2</b>	<b>Milk</b>	<b>400</b>	<b>280</b>
<b>B3</b>	<b>Butter</b>	<b>650</b>	<b>910</b>
<b>F4</b>	<b>Flour</b>	<b>780</b>	<b>250</b>
<b>S5</b>	<b>Suqer</b>	<b>1000</b>	<b>230</b>

- Merge the four cells in the first row and write the title in the center in bold style.
- Set the back ground in first row as Pink color.
- Add borders To table cells.
- Insert row between F4,and S5,write the following in the cells:  
**O6,orange,300,700.**
- Insert column to the left of column code, write title **Number,1,2,3,4,5,6.**
- Sort the data into price column ascending.
- Sort the data into quantity column descending.

**Example:6** create this table

<b>Expenses or overThree Months</b>			
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
<b>Hard Disk</b>	<b>60</b>	<b>40</b>	<b>20</b>
<b>Ram</b>	<b>15</b>	<b>20</b>	<b>40</b>
<b>Speakrs</b>	<b>30</b>	<b>55</b>	<b>45</b>
<b>Modem</b>	<b>55</b>	<b>25</b>	<b>60</b>

- Insert the following row: , **printers,50 ,60,90** between third and fourth rows.
- Insert three columns for Apr, May, Jun .
- Set first row and first column to yellow color.
- Put all words in bold style, in center of cells.
- Add borders to the table.
- Set the border of tables fit to the contents.
- Sort the data into cost column ascending.
- Place formula in table to calculate the total for each month.
- Place formula in table to calculate the total for each product.

اتمنى ان لا ينتج الاصدار اللاحق قبل الانتهاء من كتابة هذه المحاضرات.