Microsoft Office:

Microsoft Office Word:

Microsoft Word is a **word processing** application that allows you to create a variety of **documents**, including letters, resumes, and more. In this lesson, you'll learn how to navigate theWord interface and become familiar with some of its most important features, such as the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.

Opening Microsoft Word On A Pc

To launch Microsoft Word, go to Start > All Programs > Microsoft Office > Microsoft Office Word 2010 (Figure 1). A blank Word document will open.

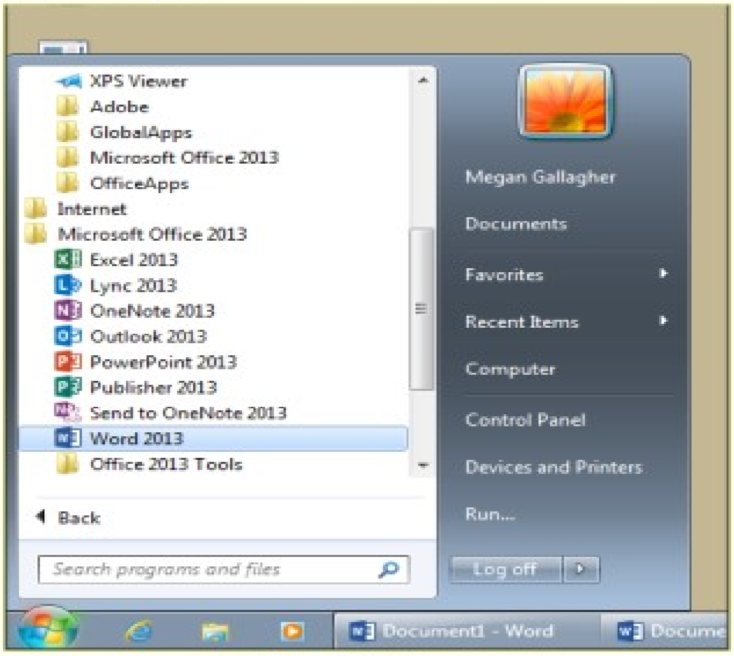
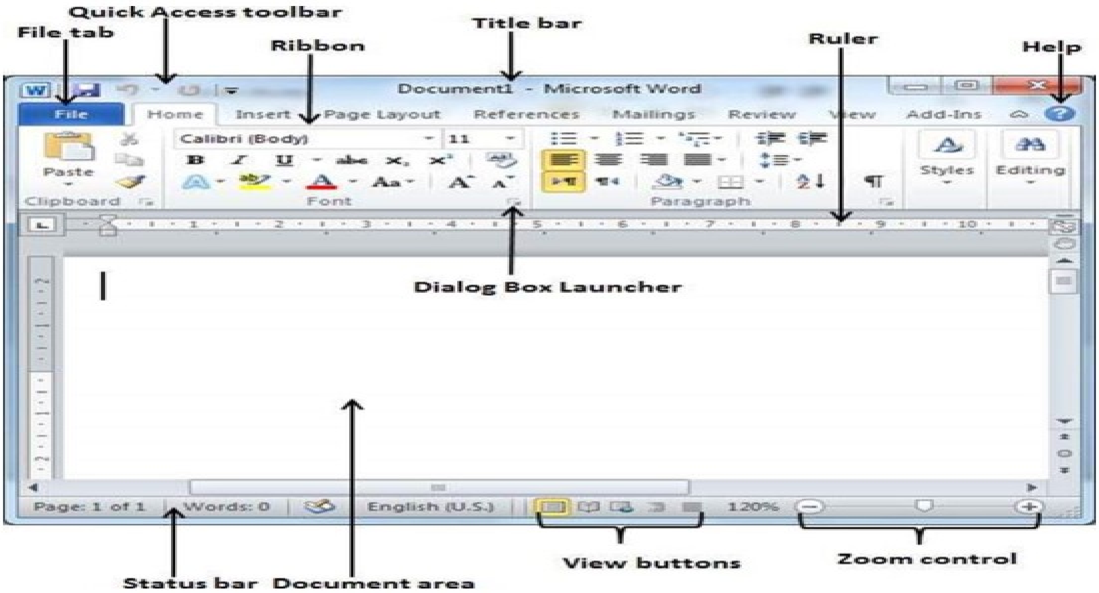

XPS Viewer
Adobe
GlobalApps
Microsoft Office 2013
OfficeApps
Internet
Microsoft Office 2013
Excel 2013
Lync 2013
OneNote 2013
Outlook 2013
PowerPoint 2013
Publisher 2013
Send to OneNote 2013
Word 2013
Office 2013 Tools
Back
Search programs and files
Megan Gallagher
Documents
Favorites
Recent Items
Computer
Control Panel
Devices and Printers
Run...
Log off
Document1 - Word
Docume

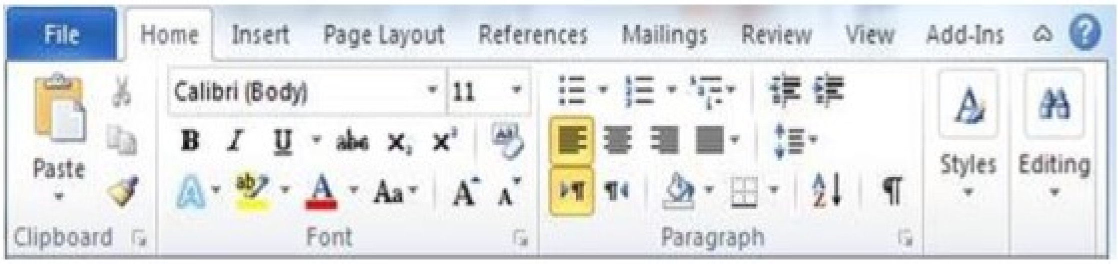
Figure 1. Start Tab


Quick Access toolbar
File tab
Ribbon
Title bar
Ruler
Help
Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Calibri (Body)
11
Paste
Clipboard
Font
Paragraph
Styles
Editing
Dialog Box Launcher
Page: 1 of 1
Words: 0
English (U.S.)
120%
Status bar
Document area
View buttons
Zoom control

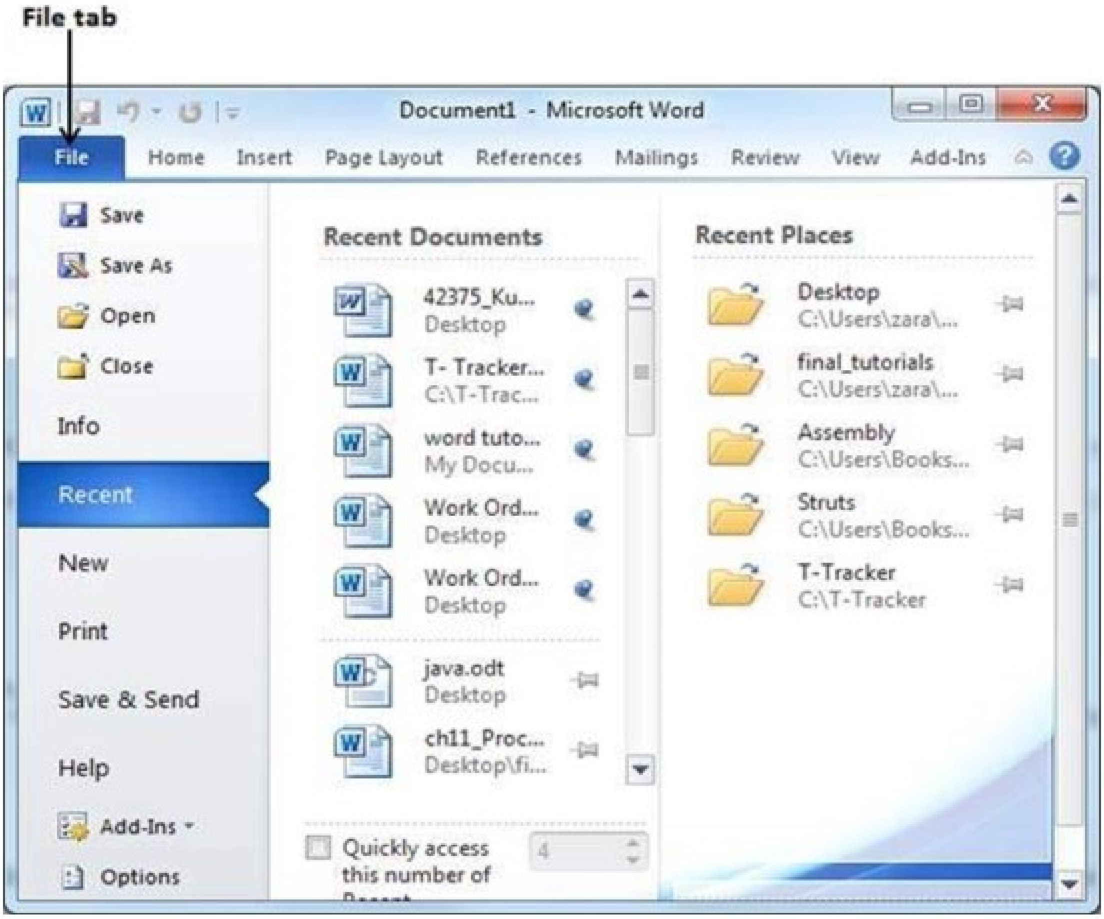
Quick Access Toolbar

This you will find just above the **File tab**. This is a convenient resting place for the most-frequently used commands in Word. You can customize this toolbar based on your comfort.

Ribbon


File
Home
Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Paste
Calibri (Body)
11
Styles
Editing
Clipboard
Font
Paragraph

Getting to the Backstage View is easy: Just click the **File tab**, located in the upper-left corner of the Word Ribbon. If you already do not have any opened document, then you will see a window listing down all the recently opened documents as follows:


File tab
Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Add-Ins
Options
Recent Documents
42375_Ku...
Desktop
T- Tracker...
C:\T-Trac...
word tuto...
My Docu...
Work Ord...
Desktop
Work Ord...
Desktop
java.odt
Desktop
ch11_Proc...
Desktop\fi...
Quickly access this number of Recent
4
Recent Places
Desktop
C:\Users\zara\...
final_tutorials
C:\Users\zara\...
Assembly
C:\Users\Books...
Struts
C:\Users\Books...
T-Tracker
C:\T-Tracker

The Home Tab (Figure 4) is Microsoft Words standard view. This is the view most widely used and allows you to format text by Font Style, Font Size, Bold, Italic, Underline, Alignment, Numbered List, Bulleted List, Indentation, Spacing, and Font Color.

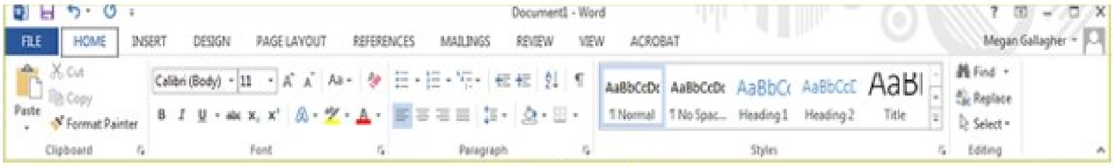

Document1 - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ACROBAT
Megan Gallagher
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc
¶ Normal
¶ No Spac...
Heading 1
Heading 2
Title
Styles
Find
Replace
Select
Editing

Figure 4. Home Tab

The Insert Tab (Figure 5) contains any additives you want to place in your document, including but not limited to: Tables, Online Picture/Clip Art searches, Headers, and Footers. These icons are convenient and will bring up a dialogue box to give you further options when clicked.

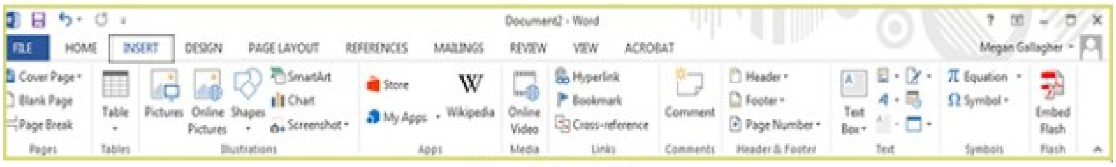

Document2 - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ACROBAT
Megan Gallagher
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations
Store
My Apps
Wikipedia
Apps
Online Video
Media
Hyperlink
Bookmark
Cross-reference
Links
Comment
Comments
Header
Footer
Page Number
Header & Footer
Text Box
Text
Equation
Symbol
Symbols
Embed Flash
Flash

Figure 5. Insert Tab

The Design tab (Figure 6) contains different styles of page formatting. When you type, your layout will automatically match the format selected. It also allows you to change the color scheme, watermark, and paragraph spacing of the document.

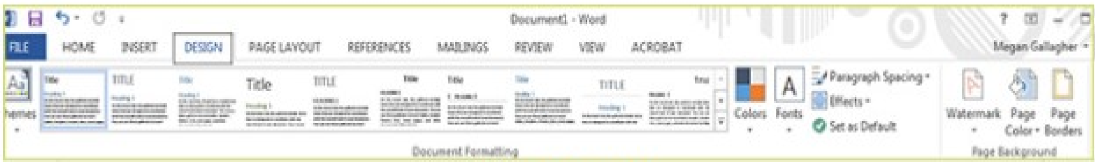

Document1 - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ACROBAT
Megan Gallagher
Themes
Title
Document Formatting
Colors
Fonts
Paragraph Spacing
Effects
Set as Default
Watermark
Page Color
Page Borders
Page Background

Figure 6. Design Tab

The Page Layout Tab (Figure 7) contains icons for page setup and paragraph actions, such as Margin, Orientation, Size and Columns.

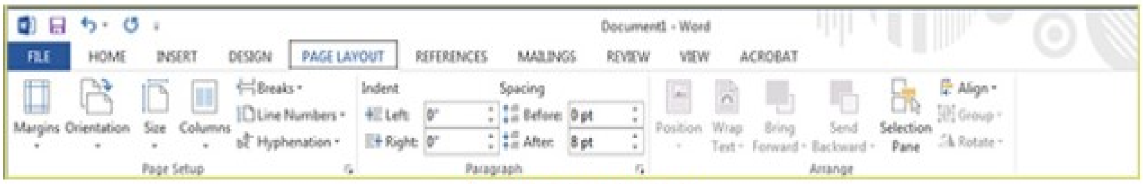

Document1 - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ACROBAT
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Page Setup
Indent
Left: 0"
Right: 0"
Spacing
Before: 0 pt
After: 8 pt
Paragraph
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange

Figure 7. Page Layout Tab.

The References Tab (Figure 8) makes it especially simple to add Table of Contents, Footnotes, Bibliographic Information, Indexes and Citations.

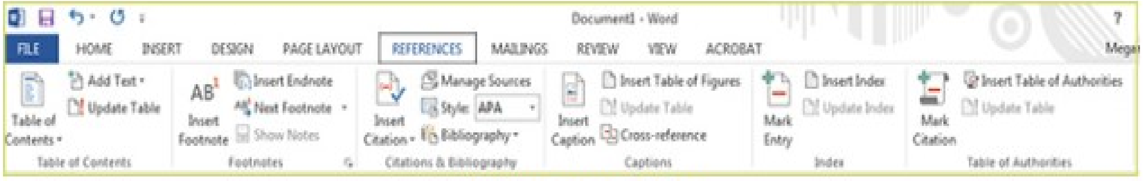

Document1 - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ACROBAT
Table of Contents
Add Text
Update Table
Table of Contents
Insert Footnote
Insert Endnote
Next Footnote
Show Notes
Footnotes
Insert Citation
Manage Sources
Style: APA
Bibliography
Citations & Bibliography
Insert Caption
Insert Table of Figures
Update Table
Cross-reference
Captions
Mark Entry
Insert Index
Update Index
Index
Mark Citation
Insert Table of Authorities
Update Table
Table of Authorities

Figure 8. References Tab.

The Mailings Tab (Figure 9) is for post-office related uses. If you wanted to create custom Envelopes or Labels, this is where you would find such actions.

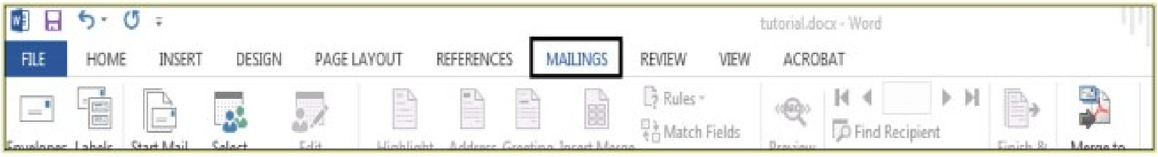

tutorial.docx - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ACROBAT
Rules
Match Fields
Find Recipient

Figure 9. Mailings Tab.

The Review Tab (Figure 10) is where one can find Spelling & Grammar, the built in Thesaurus and Dictionary, you can Track Changes, Check Word Count, and Show/Add Comments.

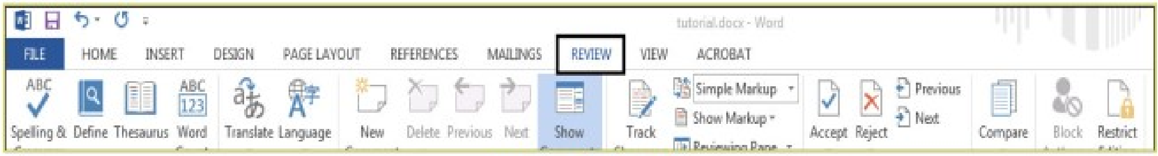

tutorial.docx - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ACROBAT
Spelling &
Define
Thesaurus
Word
Translate
Language
New
Delete
Previous
Next
Show
Track
Simple Markup
Show Markup
Reviewing Pane
Accept
Reject
Previous
Next
Compare
Block
Restrict

Figure 10. Review Tab.

The View tab (Figure 11) allows you to change the views of your document.

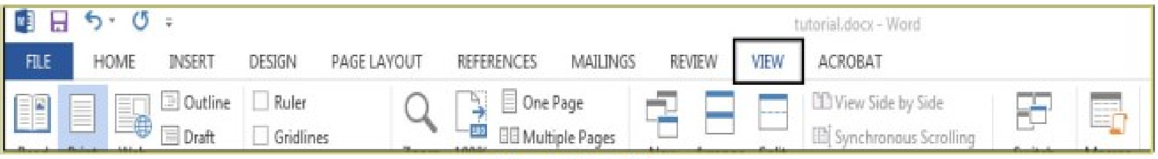

tutorial.docx - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ACROBAT
Outline
Draft
Ruler
Gridlines
One Page
Multiple Pages
View Side by Side
Synchronous Scrolling

Figure 11. View Tab.

The Acrobat Tab (Figure 11) is the final tab. It allows users to format their word documents to Adobe PDFs. Documents can be created and attached to email, become embedded Flash Player videos, and run actions such as optimization and web publication.

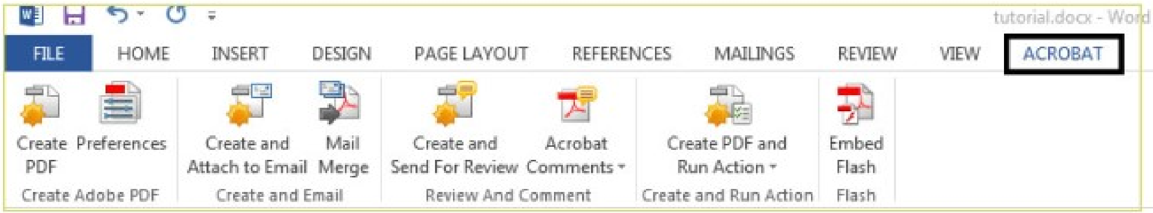
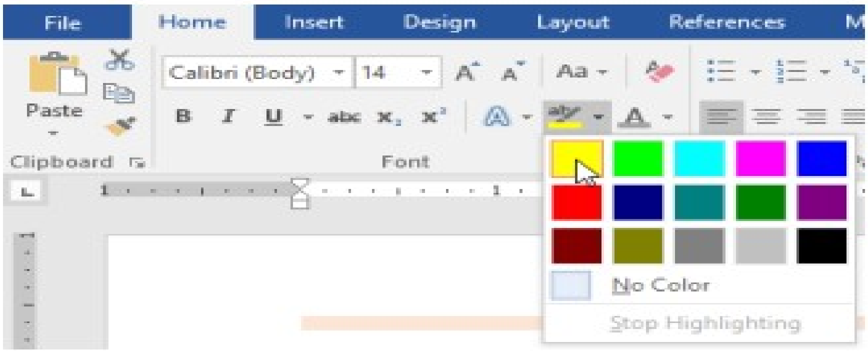
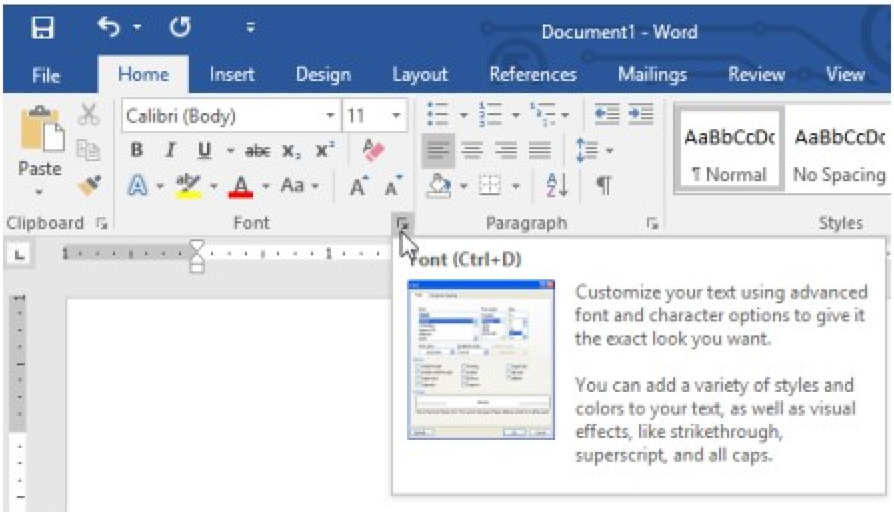

tutorial.docx - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ACROBAT
Create PDF
Preferences
Create Adobe PDF
Create and Attach to Email
Mail Merge
Create and Email
Create and Send For Review
Acrobat Comments
Review And Comment
Create PDF and Run Action
Create and Run Action
Embed Flash
Flash

Figure 12. Acrobat Tab

From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **HighlightColor** menu appears.


File
Home
Insert
Design
Layout
References
Paste
Calibri (Body)
14
Aa
B
I
U
abc
Clipboard
Font
No Color
Stop Highlighting

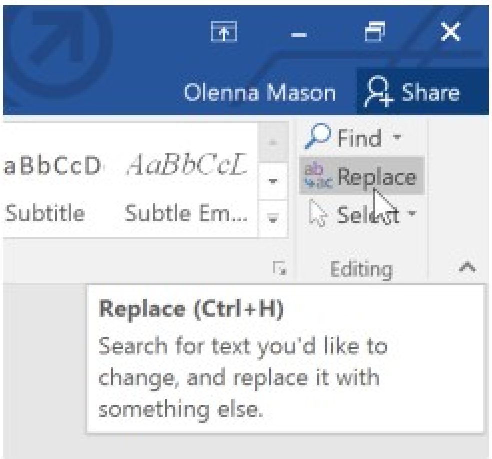
Some groups also have a **small arrow** in the bottom-right corner that you can click for evenmore options.


Document1 - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Paste
Calibri (Body)
11
AaBbCcDc
¶ Normal
AaBbCcDc
No Spacing
Clipboard
Font
Paragraph
Styles

Font (Ctrl+D)

Customize your text using advanced font and character options to give it the exact look you want.

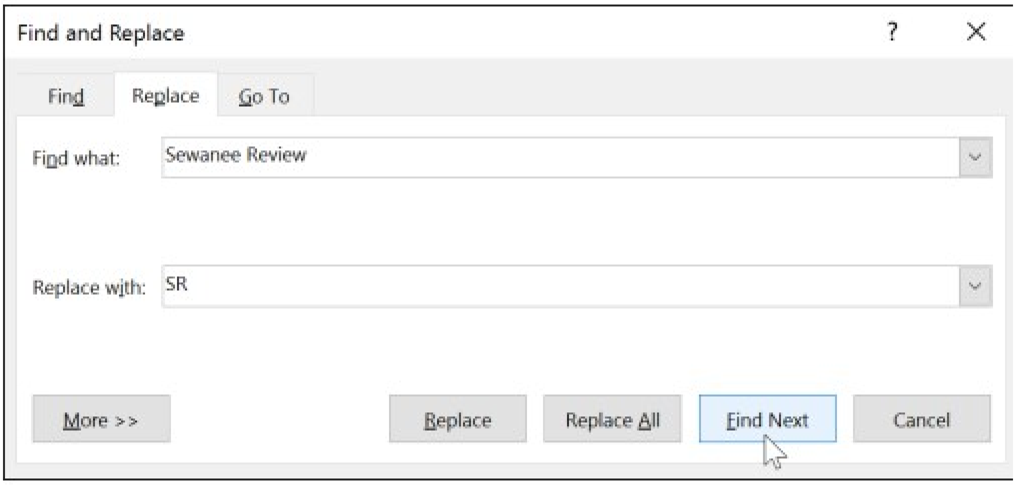
You can add a variety of styles and colors to your text, as well as visual effects, like strikethrough, superscript, and all caps.


Olenna Mason
Share
aBbCcD
AaBbCcL
Subtitle
Subtle Em...
Find
Replace
Select
Editing

Replace (Ctrl+H)

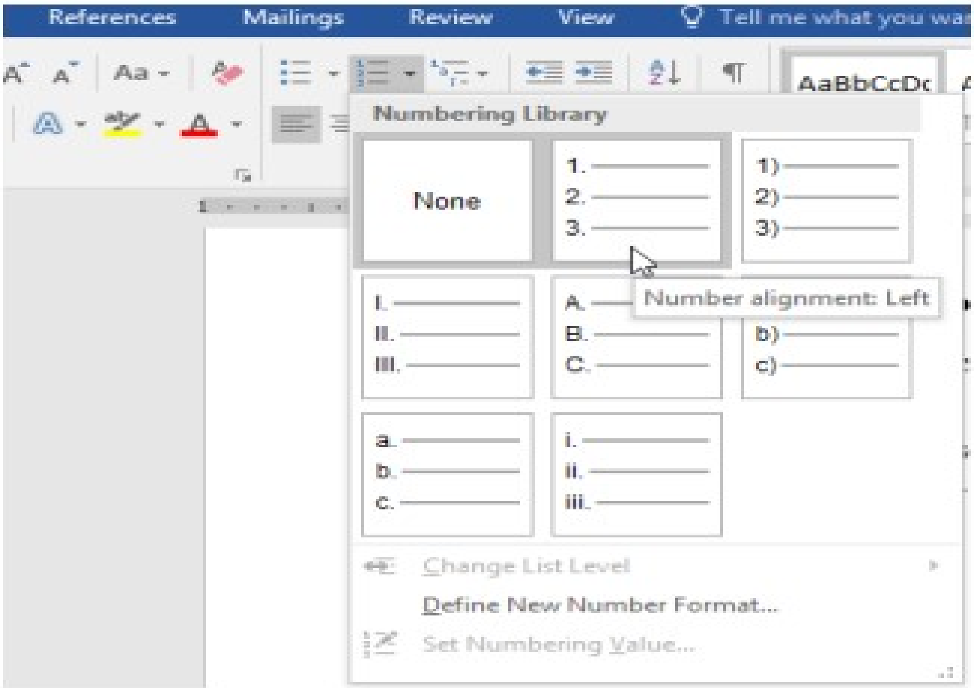
Search for text you'd like to change, and replace it with something else.

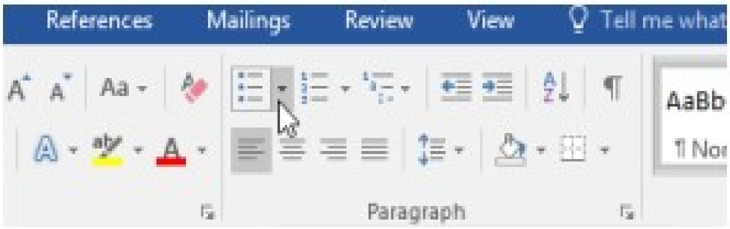
2. The **Find and Replace** dialog box will appear.
3. Type the text you want to find in the **Find what:** field.
4. Type the text you want to replace it with in the **Replace with:** field. Then click **FindNext**.


Find and Replace
?
Find
Replace
Go To
More >>
Replace
Replace All
Find Next
Cancel

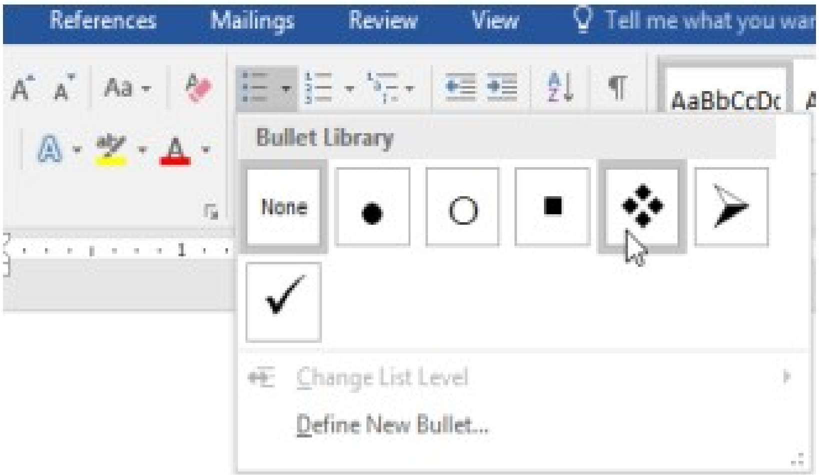
Find what: Sewanee Review

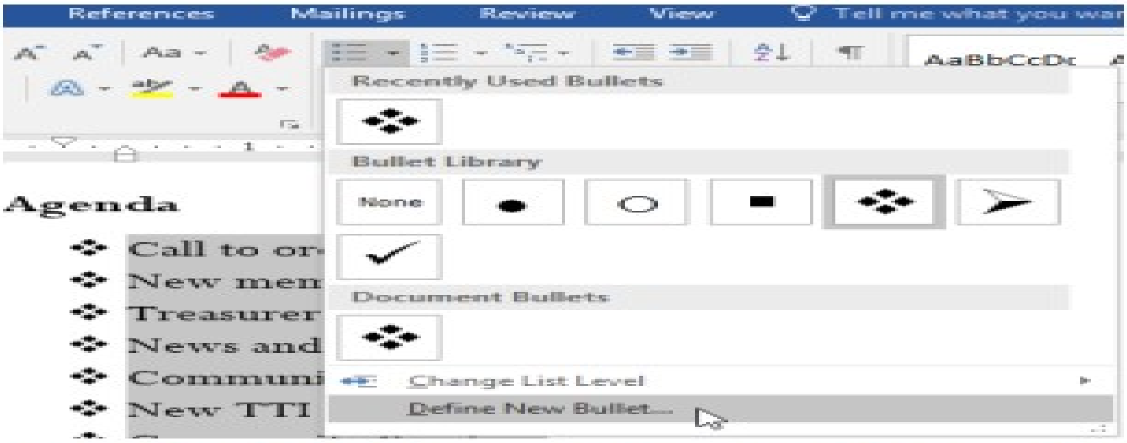
Replace with: SR


References
Mailings
Review
View
Tell me what you wa
Numbering Library
None
1. 2. 3.
1) 2) 3)
Number alignment: Left
I. II. III.
A. B. C.
b) c)
a. b. c.
i. ii. iii.
Change List Level
Define New Number Format...
Set Numbering Value...
AaBbCcDc

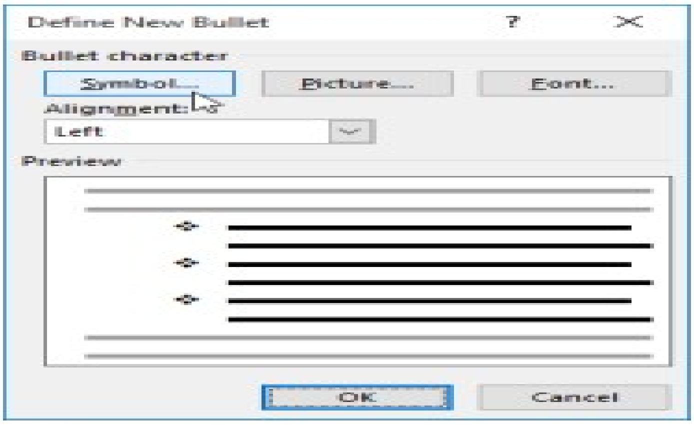

References
Mailings
Review
View
Tell me what
AaBb
¶ Nor
Paragraph

Move the mouse over the various bullet styles. A live preview of the bullet style willappear in the document. Select the bullet style you want to use.

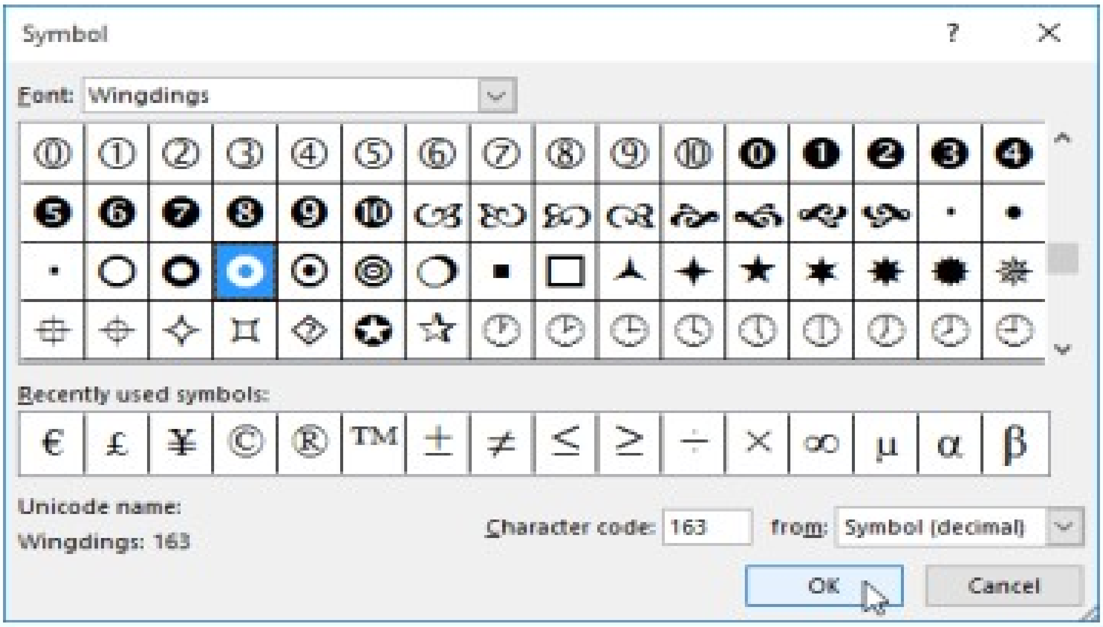

References
Mailings
Review
View
Tell me what you war
AaBbCcDc
Bullet Library
None
Change List Level
Define New Bullet...


References
Mailings
Review
View
Tell me what you war
AaBbCcDc
Recently Used Bullets
Bullet Library
None
Document Bullets
Change List Level
Define New Bullet...
Agenda
Call to or
New mem
Treasurer
News and
Communi
New TTI

3. **The Define New Bullet** dialog box will appear. Click the **Symbol** butt


Define New Bullet
?
Bullet character
Symbol...
Picture...
Font...
Alignment:
Left
Preview
OK
Cancel

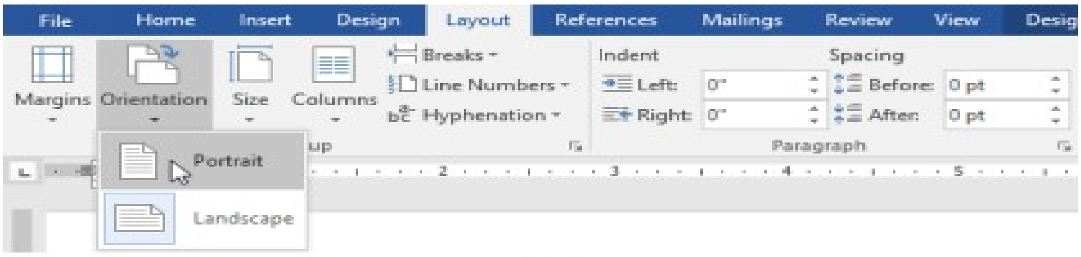
4. **The Symbol** dialog box will appear.


Symbol
?
Recently used symbols:
OK
Cancel

Font: Wingdings

Unicode name:
Wingdings: 163

Character code: 163 from: Symbol (decimal)


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Indent
Left: 0"
Right: 0"
Spacing
Before: 0 pt
After: 0 pt
Paragraph
Portrait
Landscape

4. The page orientation of the document will be changed.

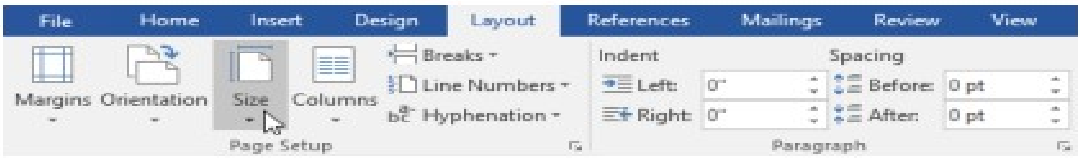
Page size

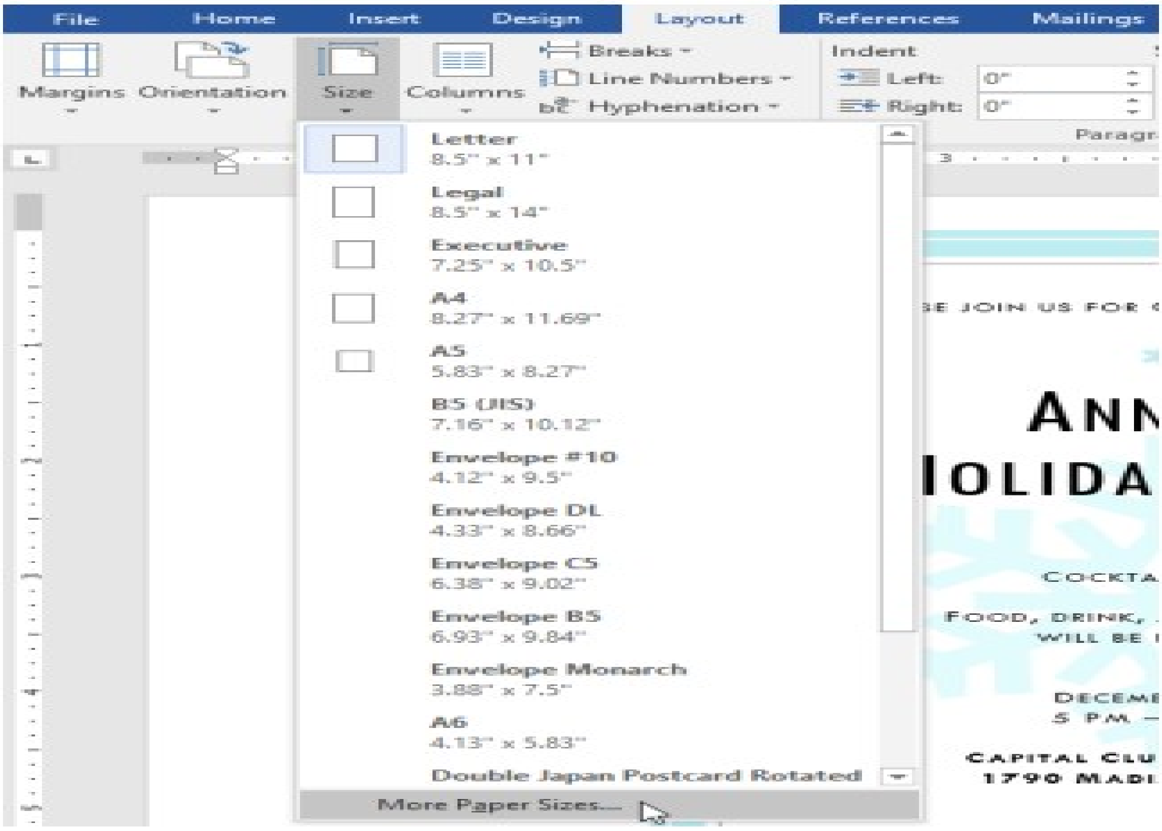
By default, the **page size** of a new document is 8.5 inches by 11 inches. Depending on yourproject, you may need to adjust your document's page size. It's important to note that beforemodifying the default page size, you should check to see which page sizes your printer can accommodate.

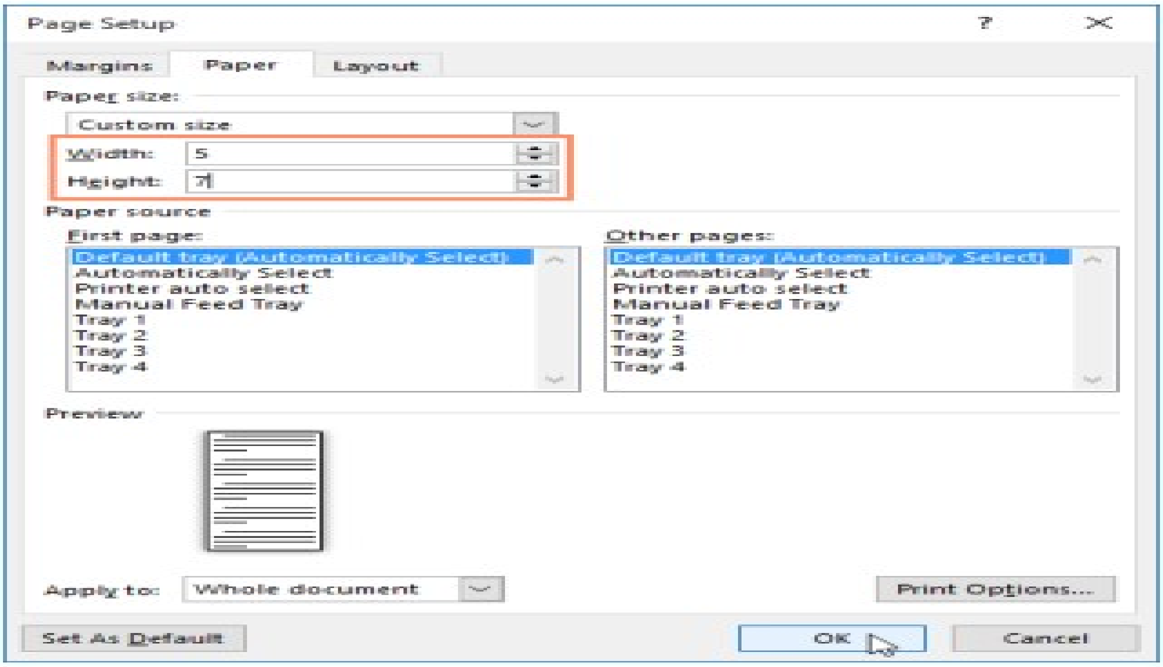
To change the page size:

Word has a variety of **predefined page sizes** to choose from.

1. Select the **Layout** tab, then click the **Size** command.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Page Setup
Indent
Left: 0"
Right: 0"
Spacing
Before: 0 pt
After: 0 pt
Paragraph


File
Home
Insert
Design
Layout
References
Mailings
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Indent
Left: 0"
Right: 0"
Letter 8.5" x 11"
Legal 8.5" x 14"
Executive 7.25" x 10.5"
A4 8.27" x 11.69"
A5 5.83" x 8.27"
B5 (JIS) 7.16" x 10.12"
Envelope #10 4.12" x 9.5"
Envelope DL 4.33" x 8.66"
Envelope C5 6.38" x 9.02"
Envelope B5 6.93" x 9.84"
Envelope Monarch 3.88" x 7.5"
A6 4.13" x 5.83"
Double Japan Postcard Rotated
More Paper Sizes...



Page Setup

Paper size: Custom size

Width: 5

Height: 7

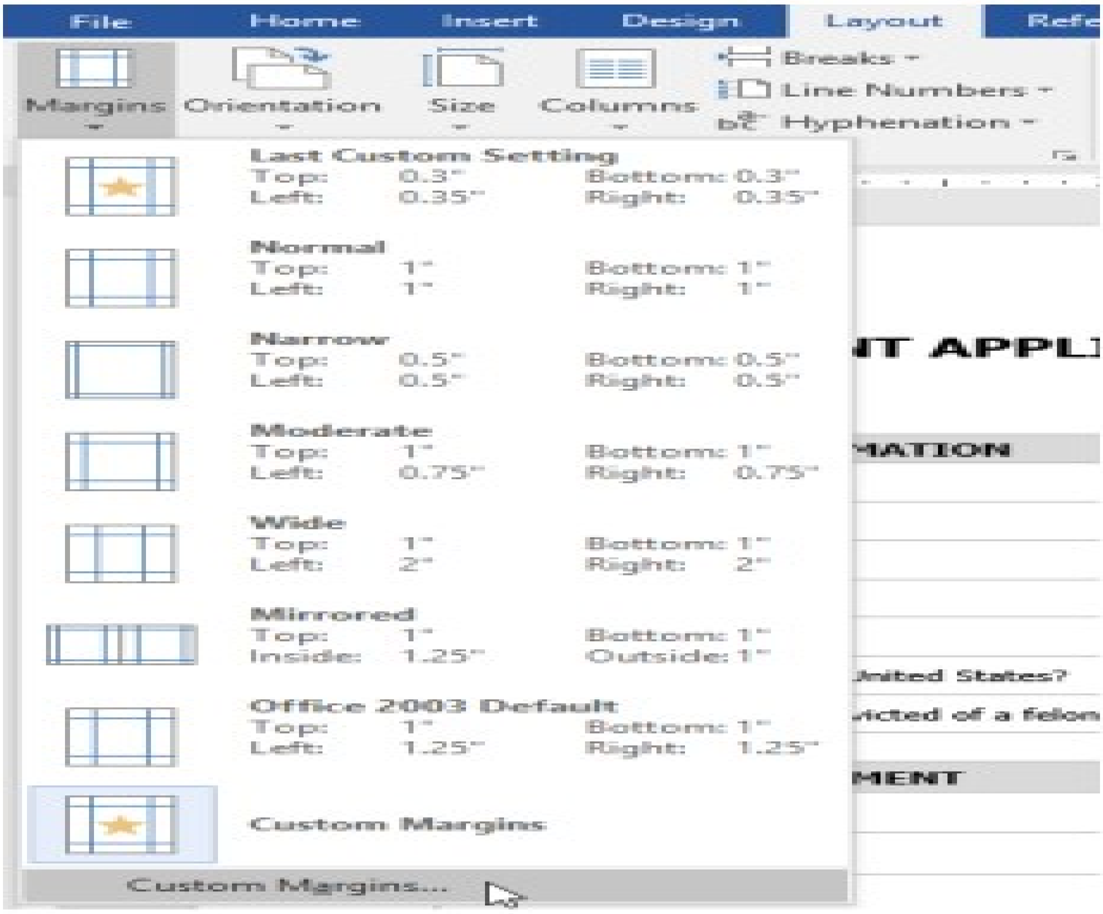
Paper source

First page: Default tray (Automatically Select)

Other pages: Default tray (Automatically Select)

Apply to: Whole document

?
Margins
Paper
Layout
Automatically Select
Printer auto select
Manual Feed Tray
Tray 1
Tray 2
Tray 3
Tray 4
Preview
Print Options...
Set As Default
OK
Cancel



Last Custom Setting
Top: 0.3" Bottom: 0.3"
Left: 0.35" Right: 0.35"

Normal
Top: 1" Bottom: 1"
Left: 1" Right: 1"

Narrow
Top: 0.5" Bottom: 0.5"
Left: 0.5" Right: 0.5"

Moderate
Top: 1" Bottom: 1"
Left: 0.75" Right: 0.75"

Wide
Top: 1" Bottom: 1"
Left: 2" Right: 2"

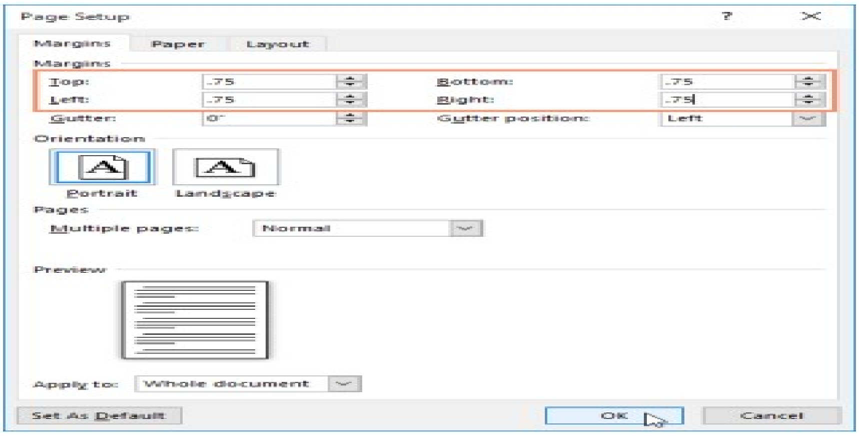
Mirrored
Top: 1" Bottom: 1"
Inside: 1.25" Outside: 1"

Office 2003 Default
Top: 1" Bottom: 1"
Left: 1.25" Right: 1.25"

Custom Margins

Custom Margins...

File
Home
Insert
Design
Layout
Refe
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
IT APPLI
MATION
nited States?
victed of a felon
MENT



Page Setup

Margins

Top: .75 Bottom: .75

Left: .75 Right: .75

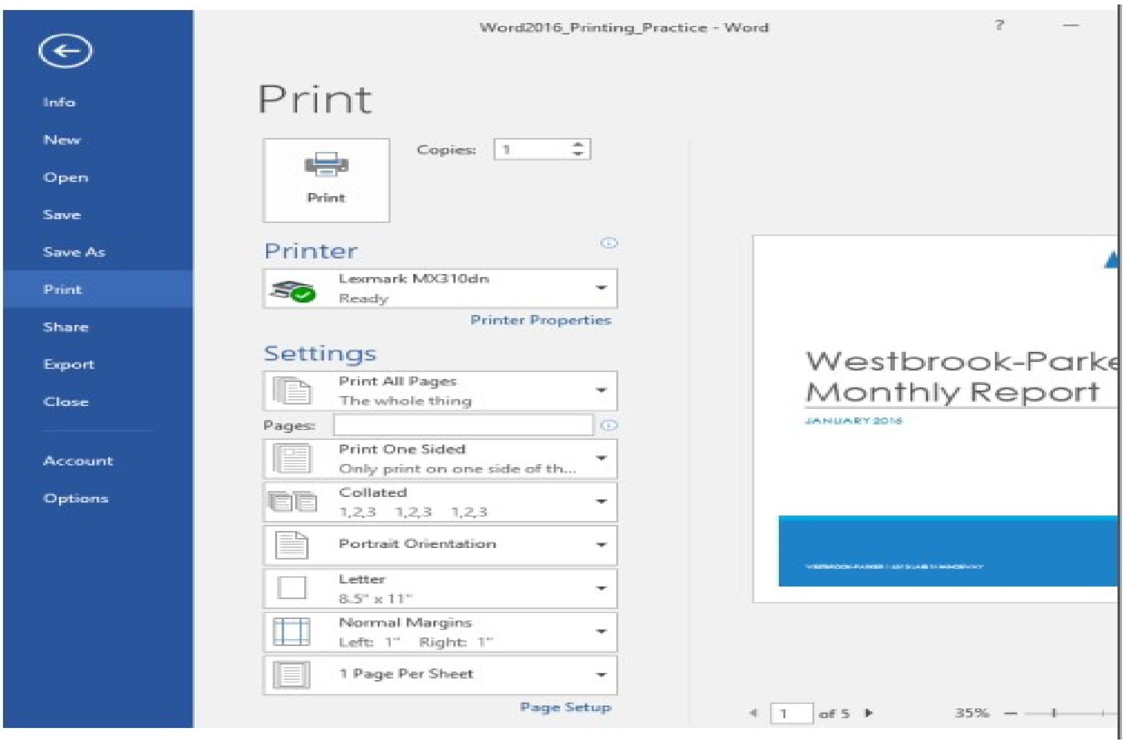
Gutter: 0" Gutter position: Left

Orientation: Portrait

Multiple pages: Normal

Apply to: Whole document

?
Margins
Paper
Layout
Landscape
Pages
Preview
Set As Default
OK
Cancel



Word2016_Printing_Practice - Word

Print

Copies: 1

Printer

Lexmark MX310dn
Ready

Settings

Print All Pages
The whole thing

Pages:

Print One Sided
Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

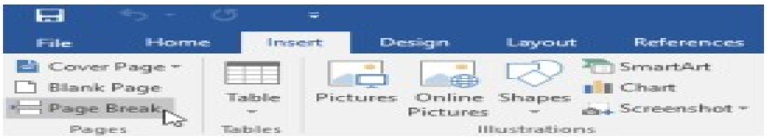
Portrait Orientation

Letter
8.5" x 11"

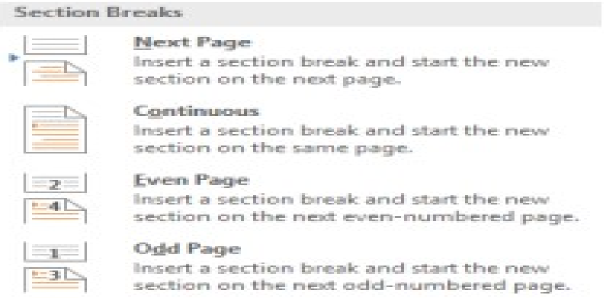
Normal Margins
Left: 1" Right: 1"

1 Page Per Sheet

Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Printer Properties
Page Setup
Westbrook-Parke
Monthly Report
JANUARY 2016
1
of 5
35%



File
Home
Insert
Design
Layout
References
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
Illustrations
SmartArt
Chart
Screenshot



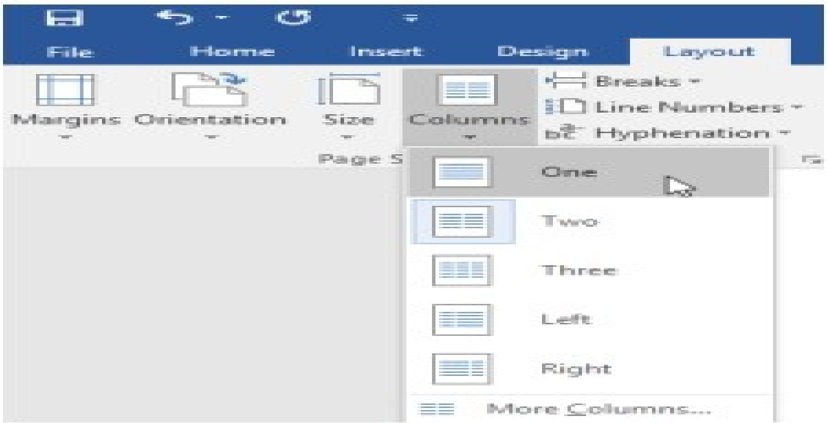
Section Breaks

Next Page
Insert a section break and start the new section on the next page.

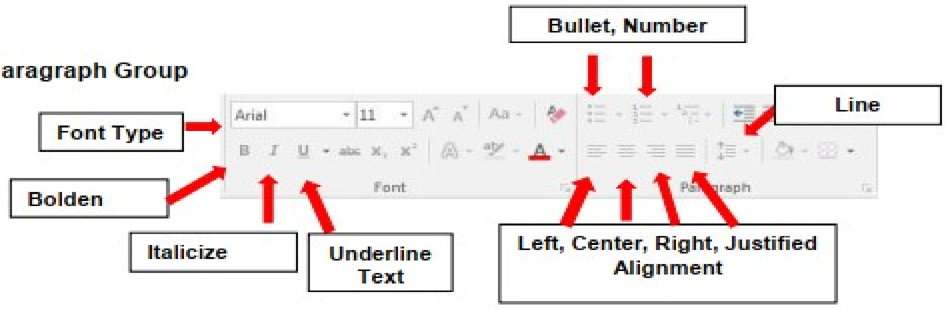
Continuous
Insert a section break and start the new section on the same page.

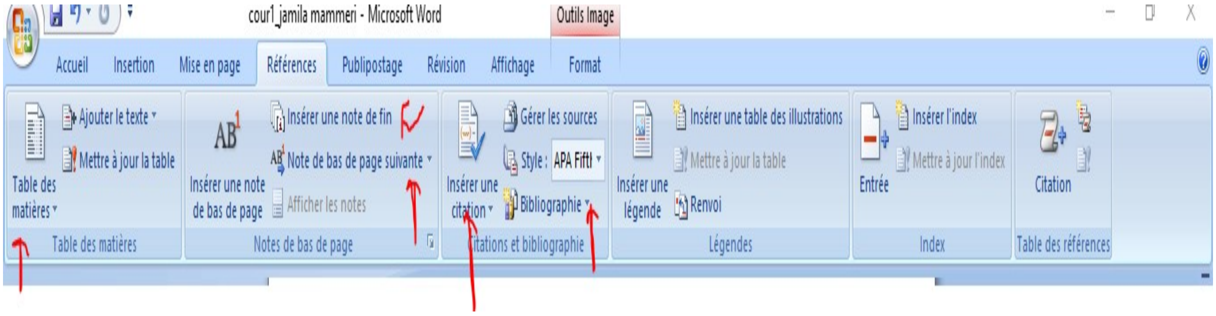
Even Page
Insert a section break and start the new section on the next even-numbered page.

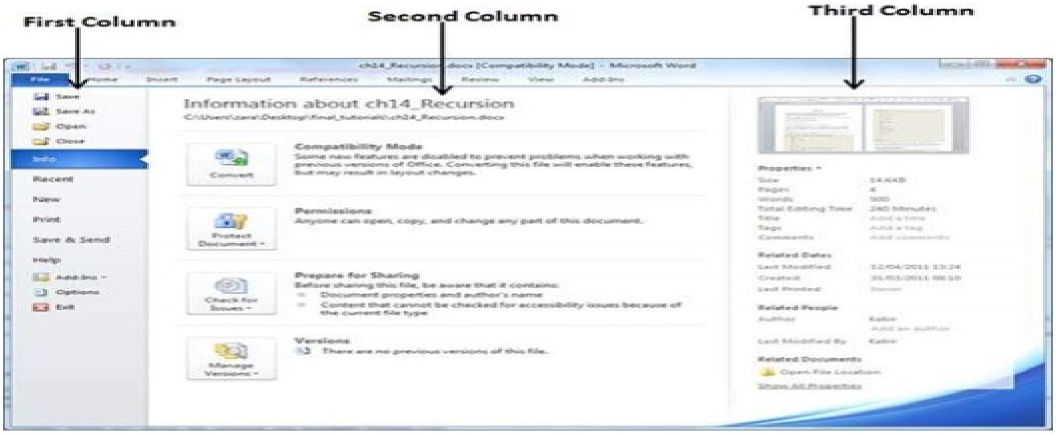
Odd Page
Insert a section break and start the new section on the next odd-numbered page.

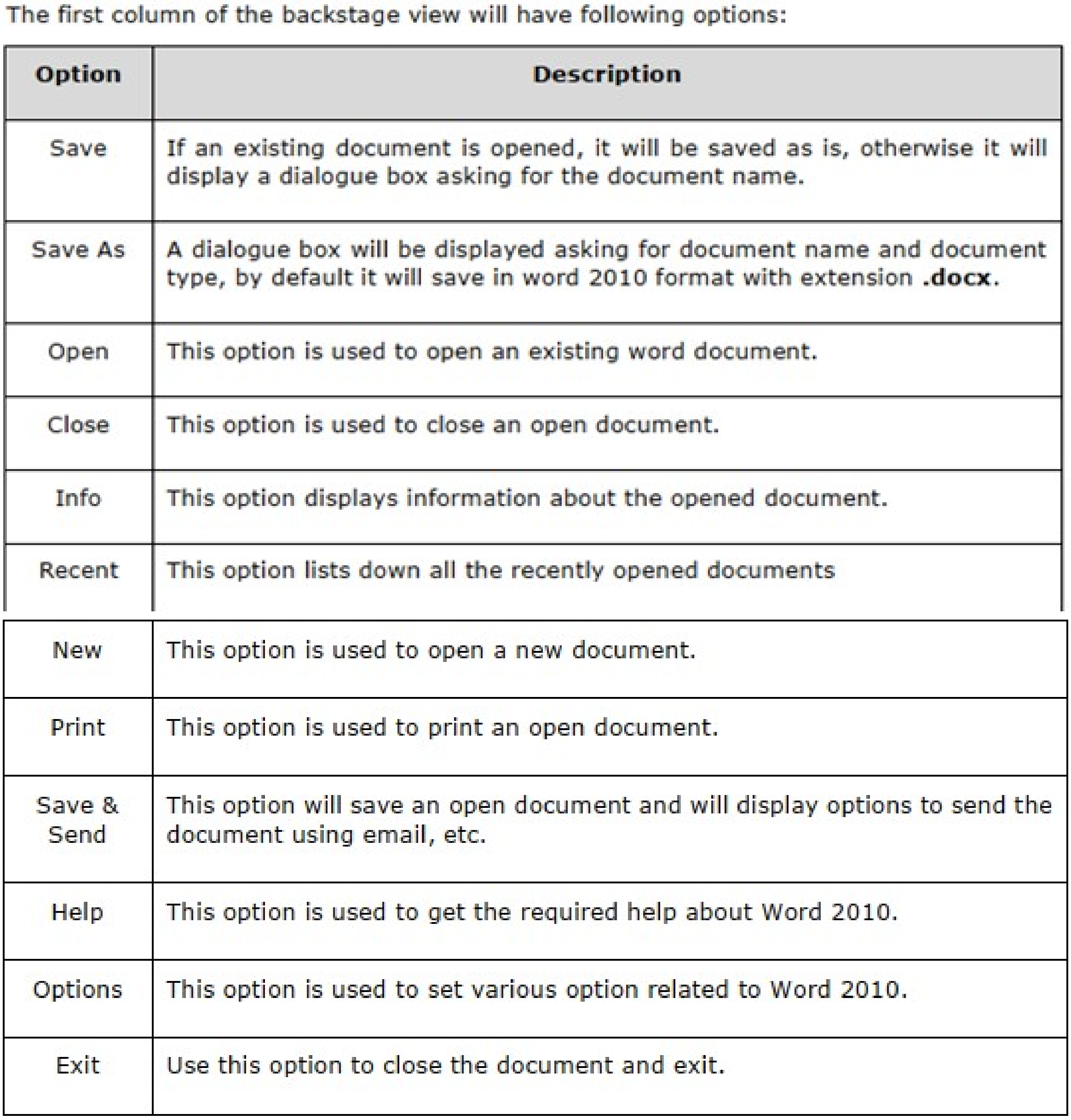

File
Home
Insert
Design
Layout
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Page S
One
Two
Three
Left
Right
More Columns...

Font and Paragraph Group


Bullet, Number
Line
Font Type
Bolden
Italicize
Underline Text
Left, Center, Right, Justified Alignment
Arial
11
Font
Paragraph

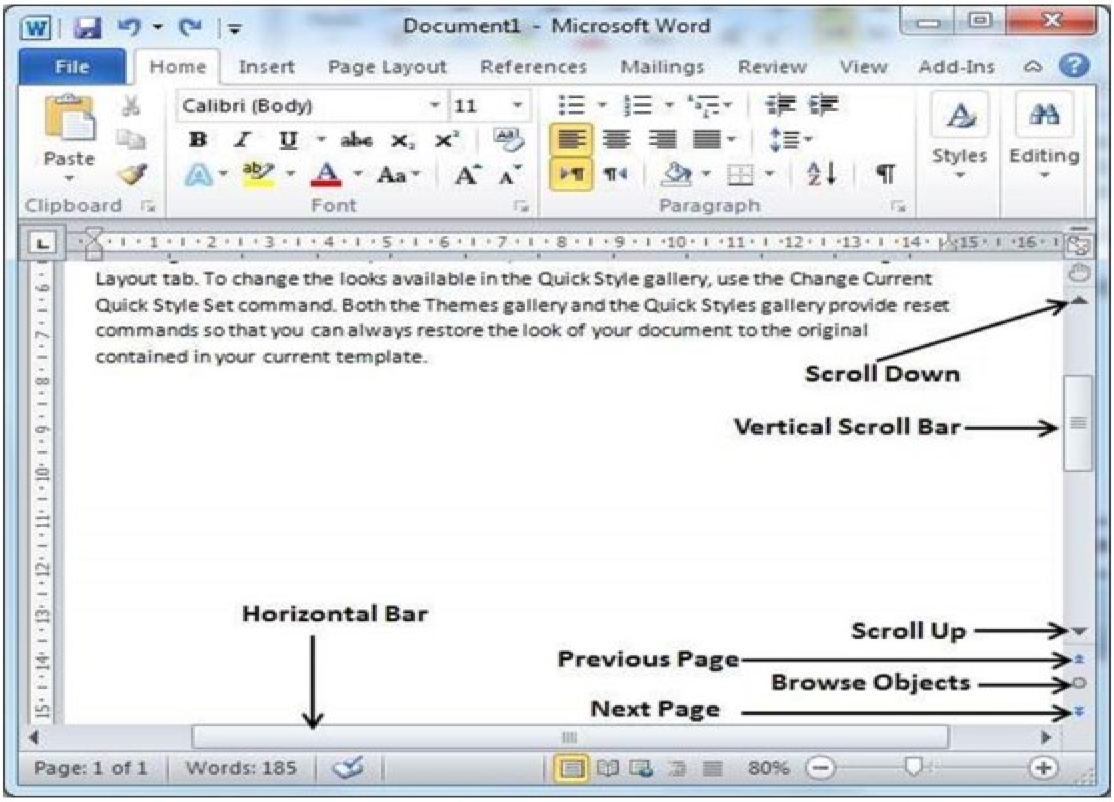

cour1_jamila mammeri - Microsoft Word
Outils Image
Accueil
Insertion
Mise en page
Références
Publipostage
Révision
Affichage
Format
Ajouter le texte
Mettre à jour la table
Table des matières
Insérer une note de fin
Note de bas de page suivante
Afficher les notes
Insérer une note de bas de page
Notes de bas de page
Gérer les sources
Style : APA Fifth
Bibliographie
Insérer une citation
Citations et bibliographie
Insérer une table des illustrations
Mettre à jour la table
Renvoi
Insérer une légende
Légendes
Insérer l'index
Mettre à jour l'index
Entrée
Index
Citation
Table des références


First Column
Second Column
Third Column
Information about ch14_Recursion
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Add-Ins
Options
Exit
Convert
Compatibility Mode
Protect Document
Permissions
Check for Issues
Prepare for Sharing
Manage Versions
Versions
Properties
Related Dates
Related People
Related Documents



The first column of the backstage view will have following options:

Option	Description
Save	If an existing document is opened, it will be saved as is, otherwise it will display a dialogue box asking for the document name.
Save As	A dialogue box will be displayed asking for document name and document type, by default it will save in word 2010 format with extension **.docx**.
Open	This option is used to open an existing word document.
Close	This option is used to close an open document.
Info	This option displays information about the opened document.
Recent	This option lists down all the recently opened documents
New	This option is used to open a new document.
Print	This option is used to print an open document.
Save & Send	This option will save an open document and will display options to send the document using email, etc.
Help	This option is used to get the required help about Word 2010.
Options	This option is used to set various option related to Word 2010.
Exit	Use this option to close the document and exit.


Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Calibri (Body)
11
Paste
Clipboard
Font
Paragraph
Styles
Editing
Scroll Down
Vertical Scroll Bar
Horizontal Bar
Scroll Up
Previous Page
Browse Objects
Next Page
Page: 1 of 1
Words: 185
80%

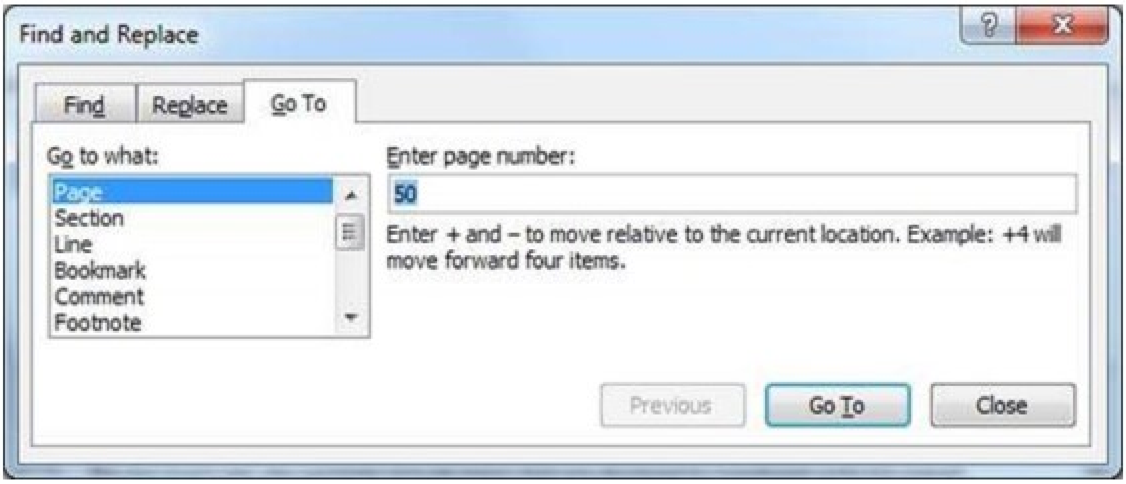
Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

You can scroll through your document by rolling your mouse wheel, which is equivalent to clicking the up-arrow or down-arrow buttons in the scroll bar.

Moving with Go To Command

Press the **F5** key to use the **Go To** command. This will display a dialogue box where you will have various options to reach to a particular page.

Normally, we use the page number, the line number or the section number to go directly to a particular page and finally press the **Go To** button.


Find and Replace
Find
Replace
Go To
Go to what:
Page
Section
Line
Bookmark
Comment
Footnote
Previous
Go To
Close

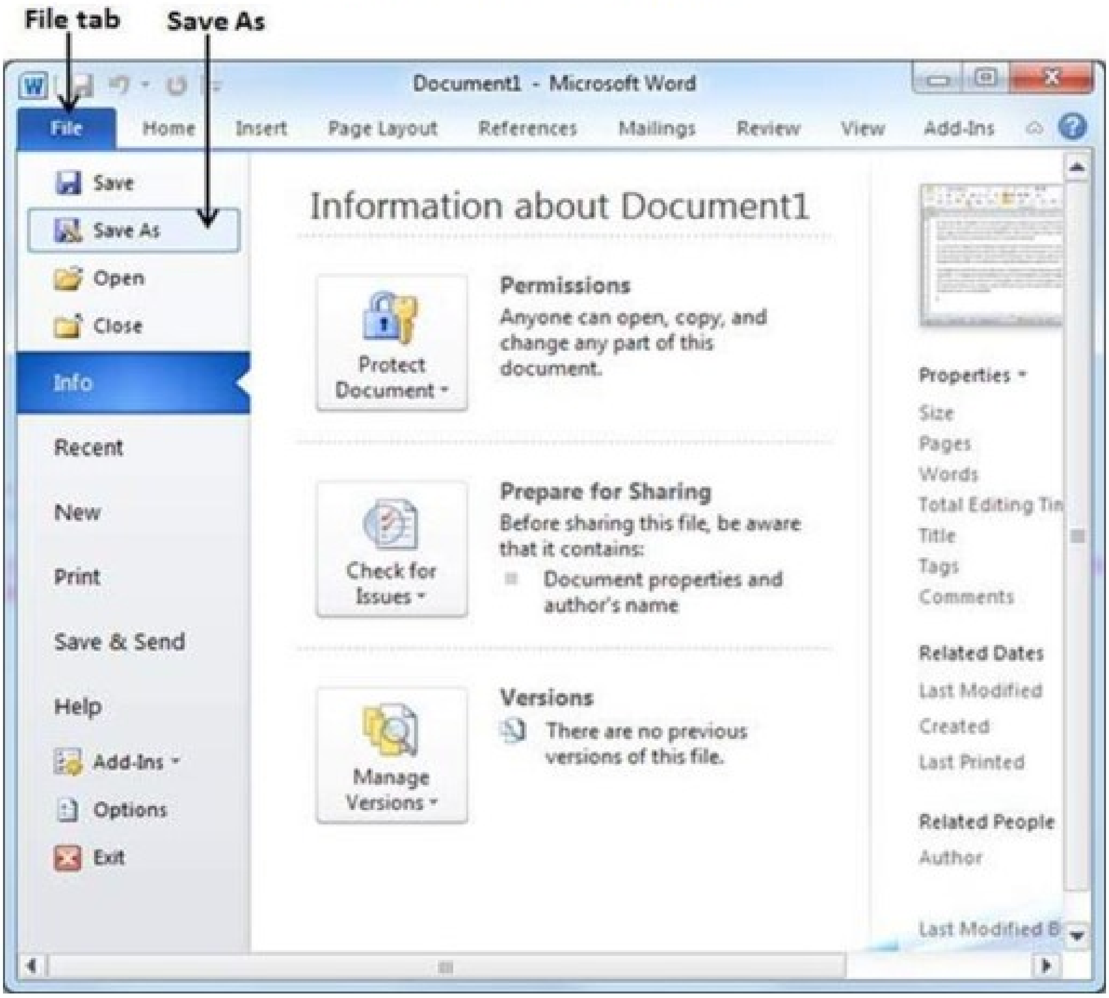
Enter page number: 50

Enter + and – to move relative to the current location. Example: +4 will move forward four items.

Saving New Document

Once you are done with typing in your new Word document, it is time to save your document to avoid losing work you have done on a Word document. Following are the steps to save an edited Word document:

Step 1: Click the **File tab** and select the **Save As** option.


File tab
Save As
Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Add-Ins
Options
Exit
Protect Document
Check for Issues
Manage Versions
Properties
Size
Pages
Words
Total Editing Tin
Title
Tags
Comments
Related Dates
Last Modified
Created
Last Printed
Related People
Author
Last Modified B

Information about Document1

Permissions

Anyone can open, copy, and change any part of this document.

Prepare for Sharing

Before sharing this file, be aware that it contains:

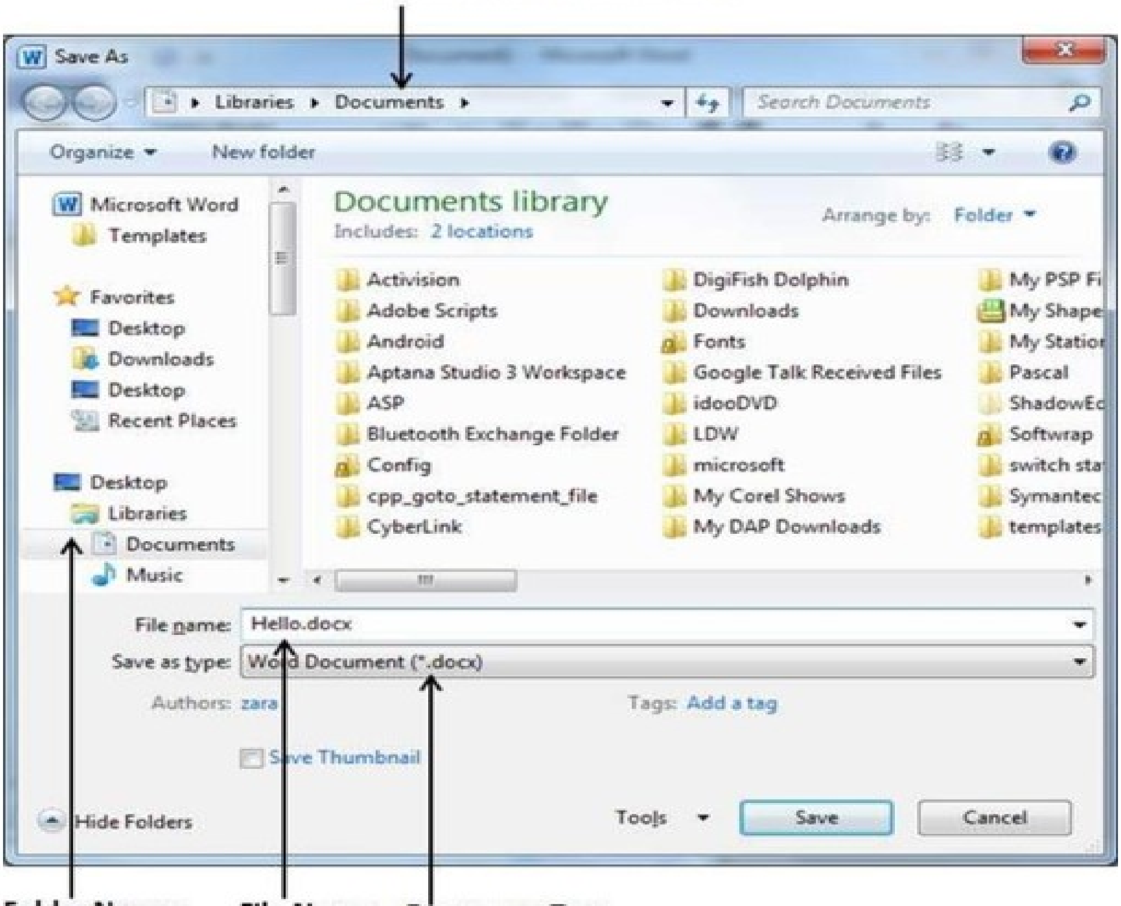
- Document properties and author's name

Versions

There are no previous versions of this file.

Step 2: Select a folder where you will like to save the document, Enter the file name which you want to give to your document and Select the **Save As** option, by default it is the **.docx** format.

Folder to save the document


Save As
Libraries ▸ Documents ▸
Search Documents
Organize ▾
New folder
Microsoft Word
Templates
Favorites
Desktop
Downloads
Desktop
Recent Places
Desktop
Libraries
Documents
Music
Documents library
Includes: 2 locations
Arrange by: Folder ▾
Activision
Adobe Scripts
Android
Aptana Studio 3 Workspace
ASP
Bluetooth Exchange Folder
Config
cpp_goto_statement_file
CyberLink
DigiFish Dolphin
Downloads
Fonts
Google Talk Received Files
idooDVD
LDW
microsoft
My Corel Shows
My DAP Downloads
My PSP Fi
My Shape
My Station
Pascal
ShadowEc
Softwrap
switch sta
Symantec
templates
Tags: Add a tag
☐ Save Thumbnail
Hide Folders
Tools ▾
Save
Cancel

File name: Hello.docx
Save as type: Word Document (*.docx)
Authors: zara

Folder Names **File Name** **Document Type**

Step 3: Finally, click on the **Save** button and your document will be saved with the entered name in the selected folder.

Saving New Changes

There may be an instance when you open an existing document and edit it partially or completely, or an instance where you may like to save the changes in between editing of the document. If you want to save this document with the same name, then you can use either of the following simple options:

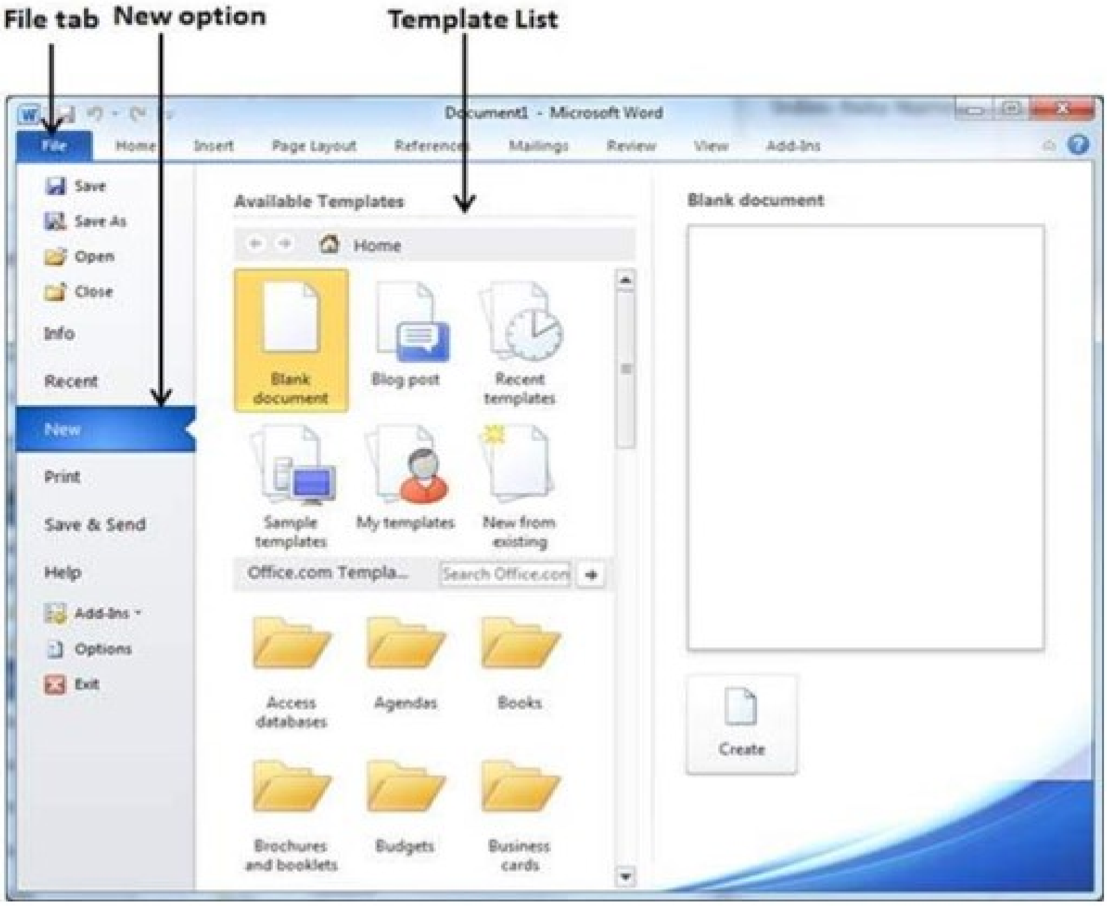
- Just press the **Ctrl + S** keys to save the changes.
- Optionally you can click on the floppy icon available at the top left corner and just above the **File tab**. This option will also help you save the changes.
- You can also use the third method to save the changes, which is the **Save** option available just above the **Save As** option as shown in the above screenshot.

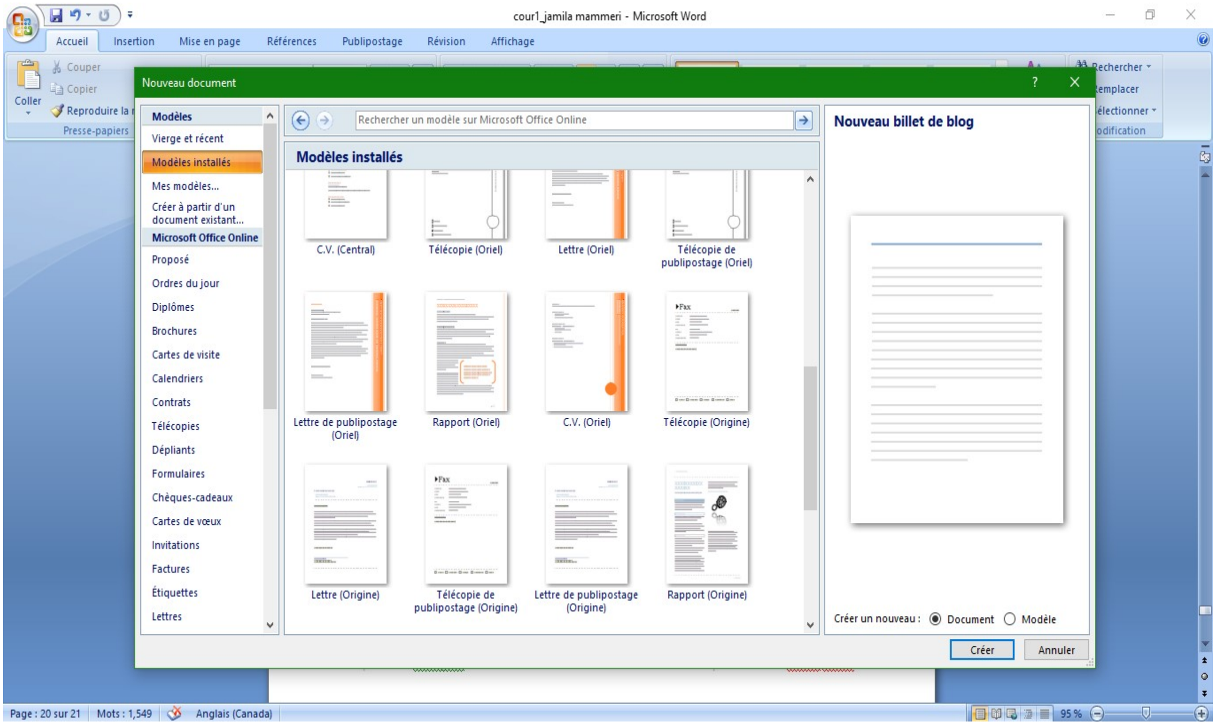
If your document is new and it was never saved so far, then with either of the three options, Word will display a dialogue box to let you select a folder, and enter the document name as explained in case of saving new document.

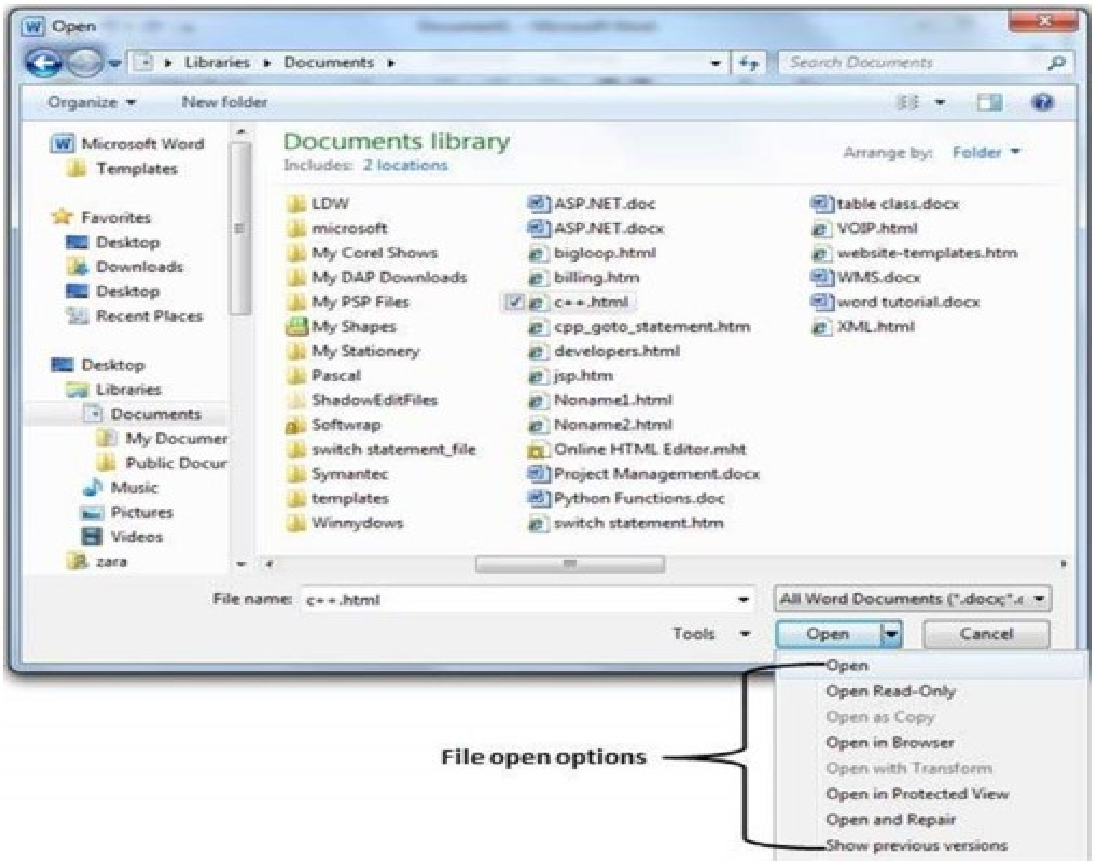
Opening New Document

A new, blank document always opens when you start Microsoft Word. Suppose you want to start another new document while you are working on another document, or you closed an already opened document and want to start a new document. Here are the steps to open a new document:

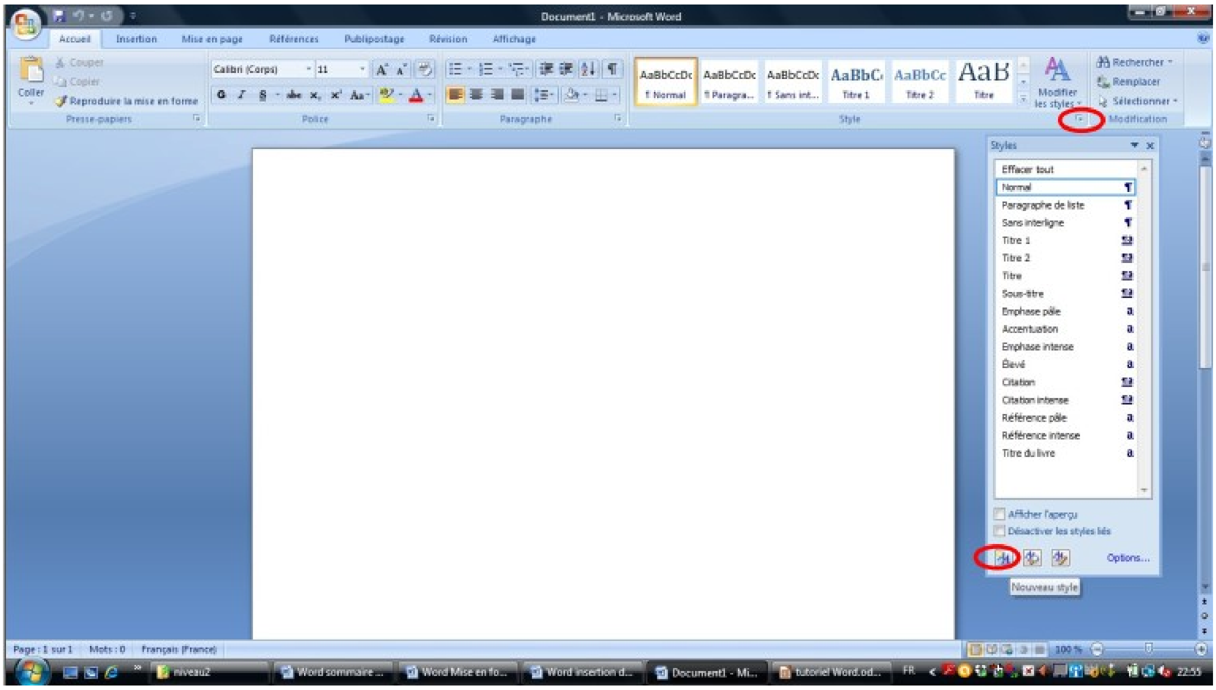
Step 1: Click the **File tab** and select the **New** option.

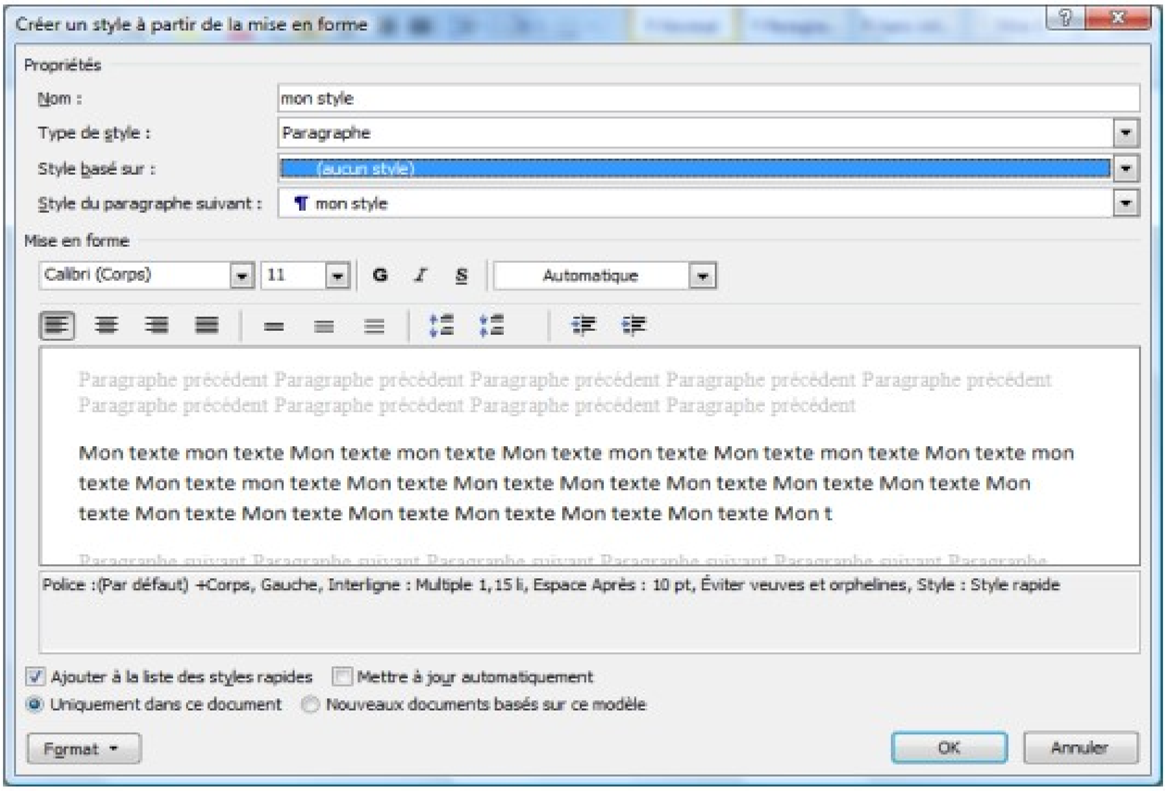

File tab
New option
Template List
Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Add-Ins
Options
Exit
Available Templates
Home
Blank document
Blog post
Recent templates
Sample templates
My templates
New from existing
Office.com Templa...
Search Office.com
Access databases
Agendas
Books
Brochures and booklets
Budgets
Business cards
Blank document
Create


cour1_jamila mammeri - Microsoft Word
Accueil
Insertion
Mise en page
Références
Publipostage
Révision
Affichage
Coller
Couper
Copier
Reproduire la
Presse-papiers
Rechercher
Remplacer
Sélectionner
Modification
Nouveau document
Modèles
Vierge et récent
Modèles installés
Mes modèles...
Créer à partir d'un document existant...
Microsoft Office Online
Proposé
Ordres du jour
Diplômes
Brochures
Cartes de visite
Calendriers
Contrats
Télécopies
Dépliants
Formulaires
Chèques-cadeaux
Cartes de vœux
Invitations
Factures
Étiquettes
Lettres
Rechercher un modèle sur Microsoft Office Online
Modèles installés
C.V. (Central)
Télécopie (Oriel)
Lettre (Oriel)
Télécopie de publipostage (Oriel)
Lettre de publipostage (Oriel)
Rapport (Oriel)
C.V. (Oriel)
Télécopie (Origine)
Lettre (Origine)
Télécopie de publipostage (Origine)
Lettre de publipostage (Origine)
Rapport (Origine)
Nouveau billet de blog
Créer un nouveau : ● Document ○ Modèle
Créer
Annuler
Page : 20 sur 21
Mots : 1,549
Anglais (Canada)
95 %


Open
Libraries ▸ Documents ▸
Search Documents
Organize
New folder
Microsoft Word
Templates
Favorites
Desktop
Downloads
Desktop
Recent Places
Desktop
Libraries
Documents
My Documer
Public Docur
Music
Pictures
Videos
zara
Documents library
Includes: 2 locations
Arrange by: Folder
LDW
microsoft
My Corel Shows
My DAP Downloads
My PSP Files
My Shapes
My Stationery
Pascal
ShadowEditFiles
Softwrap
switch statement_file
Symantec
templates
Winnydows
ASP.NET.doc
ASP.NET.docx
bigloop.html
billing.htm
c++.html
cpp_goto_statement.htm
developers.html
jsp.htm
Noname1.html
Noname2.html
Online HTML Editor.mht
Project Management.docx
Python Functions.doc
switch statement.htm
table class.docx
VOIP.html
website-templates.htm
WMS.docx
word tutorial.docx
XML.html
File name: c++.html
All Word Documents (*.docx;*.
Tools
Open
Cancel
Open
Open Read-Only
Open as Copy
Open in Browser
Open with Transform
Open in Protected View
Open and Repair
Show previous versions
File open options

Create new style:


Document1 - Microsoft Word
Accueil
Insertion
Mise en page
Références
Publipostage
Révision
Affichage
Couper
Copier
Coller
Reproduire la mise en forme
Presse-papiers
Calibri (Corps)
11
Police
Paragraphe
AaBbCcDc
¶ Normal
¶ Paragra...
¶ Sans int...
AaBbC
Titre 1
Titre 2
AaB
Titre
Modifier les styles
Style
Rechercher
Remplacer
Sélectionner
Modification
Styles
Effacer tout
Normal
Paragraphe de liste
Sans interligne
Titre 1
Titre 2
Titre
Sous-titre
Emphase pâle
Accentuation
Emphase intense
Élevé
Citation
Citation intense
Référence pâle
Référence intense
Titre du livre
Afficher l'aperçu
Désactiver les styles liés
Options...
Nouveau style
Page : 1 sur 1
Mots : 0
Français (France)
100 %



Créer un style à partir de la mise en forme

Propriétés

Nom : mon style

Type de style : Paragraphe

Style basé sur : (aucun style)

Style du paragraphe suivant : ¶ mon style

Mise en forme

Calibri (Corps) 11 G I S Automatique

Paragraphe précédent Paragraphe précédent Paragraphe précédent Paragraphe précédent Paragraphe précédent Paragraphe précédent Paragraphe précédent Paragraphe précédent Paragraphe précédent

Mon texte mon texte Mon texte mon texte Mon texte mon texte Mon texte mon texte Mon texte mon texte Mon texte mon texte Mon texte Mon texte Mon texte Mon texte Mon texte Mon texte Mon texte Mon texte Mon texte Mon texte Mon texte Mon texte Mon t

Paragraphe suivant Paragraphe suivant Paragraphe suivant Paragraphe suivant Paragraphe suivant Paragraphe

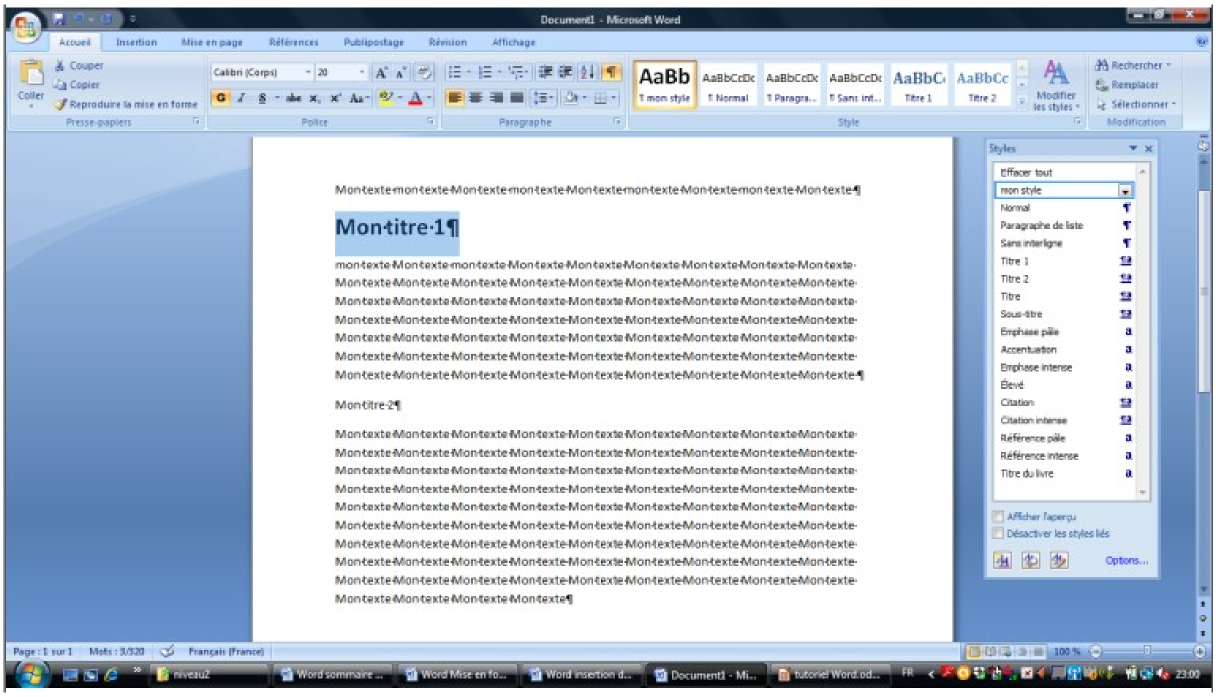
Police :(Par défaut) +Corps, Gauche, Interligne : Multiple 1,15 li, Espace Après : 10 pt, Éviter veuves et orphelines, Style : Style rapide

☑ Ajouter à la liste des styles rapides ☐ Mettre à jour automatiquement

● Uniquement dans ce document ○ Nouveaux documents basés sur ce modèle

Format ▾ OK Annuler

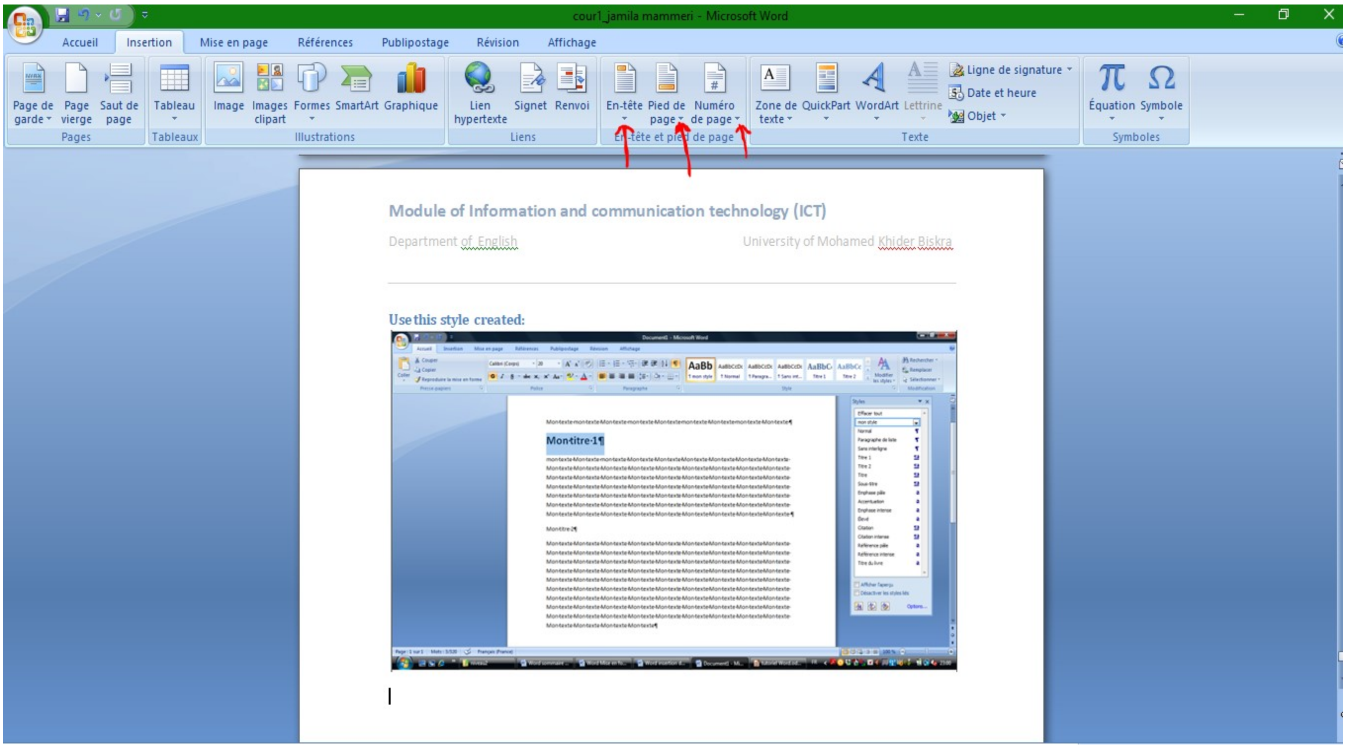
Use this style created:


Document1 - Microsoft Word
Accueil
Insertion
Mise en page
Références
Publipostage
Révision
Affichage
Couper
Copier
Coller
Reproduire la mise en forme
Presse-papiers
Calibri (Corps)
20
Police
Paragraphe
AaBb
¶ mon style
¶ Normal
¶ Paragra...
¶ Sans int...
Titre 1
Titre 2
Style
Modifier les styles
Rechercher
Remplacer
Sélectionner
Modification
Styles
Effacer tout
mon style
Normal
Paragraphe de liste
Sans interligne
Titre 1
Titre 2
Titre
Sous-titre
Emphase pâle
Accentuation
Emphase intense
Élevé
Citation
Citation intense
Référence pâle
Référence intense
Titre du livre
Afficher l'aperçu
Désactiver les styles liés
Options...
Page : 1 sur 1
Mots : 3/320
Français (France)
100 %
23:00

Montitre·1¶

Montitre·2¶

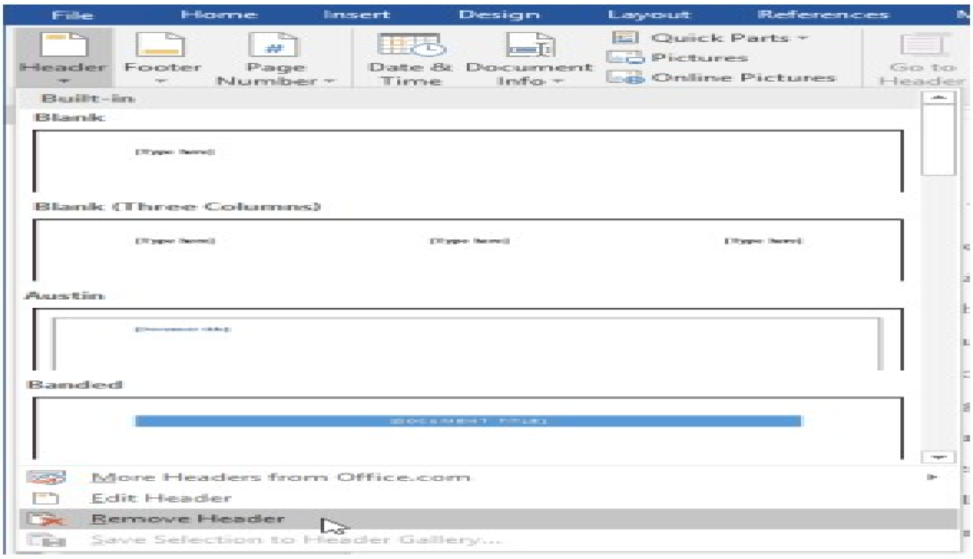
Insertion head, fin,numero of file:


cour1_jamila mammeri - Microsoft Word
Accueil
Insertion
Mise en page
Références
Publipostage
Révision
Affichage
Page de garde
Page vierge
Saut de page
Pages
Tableau
Tableaux
Image
Images clipart
Formes
SmartArt
Graphique
Illustrations
Lien hypertexte
Signet
Renvoi
Liens
En-tête
Pied de page
Numéro de page
En-tête et pied de page
Zone de texte
QuickPart
WordArt
Lettrine
Ligne de signature
Date et heure
Objet
Texte
Équation
Symbole
Symboles

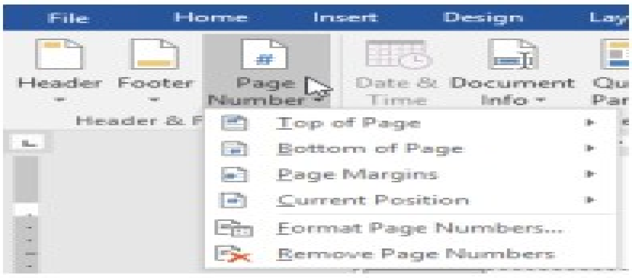
Module of Information and communication technology (ICT)

Department of English University of Mohamed Khider Biskra

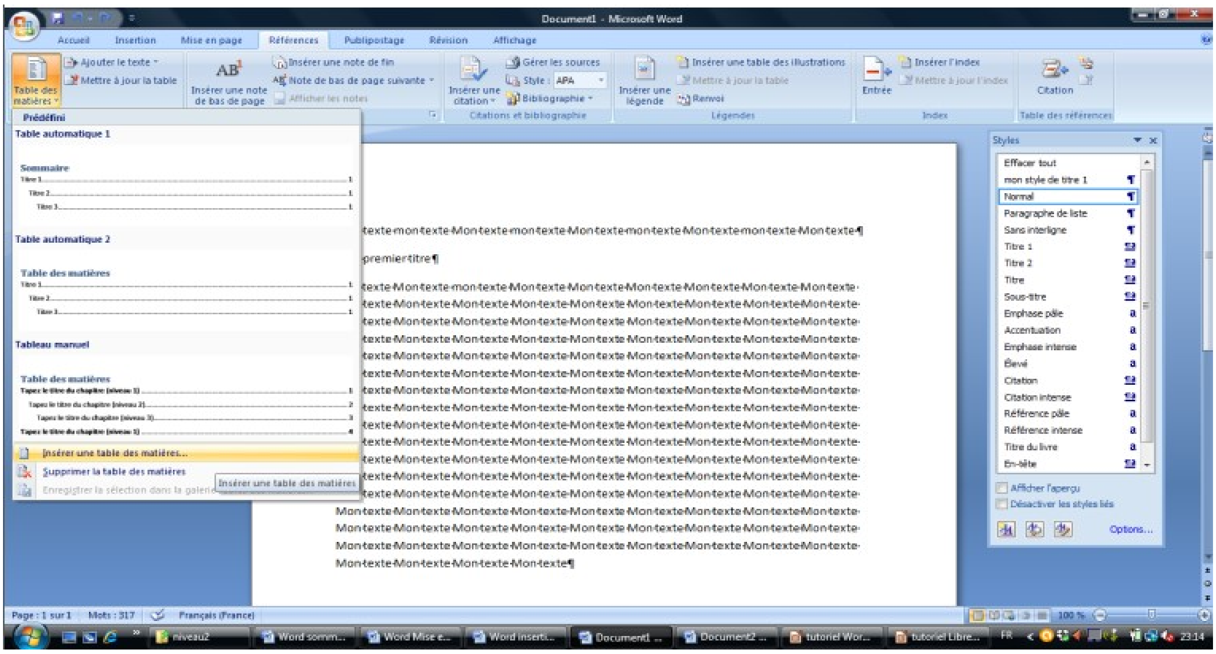
Use this style created:

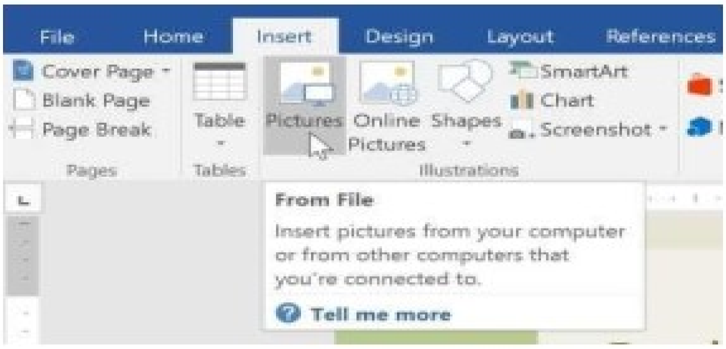

File
Home
Insert
Design
Layout
References
Header
Footer
Page Number
Date & Time
Document Info
Quick Parts
Pictures
Online Pictures
Go to Header
Built-in
Blank
[Type here]
Blank (Three Columns)
[Type here]
[Type here]
[Type here]
Austin
[Document title]
Banded
[DOCUMENT TITLE]
More Headers from Office.com
Edit Header
Remove Header
Save Selection to Header Gallery...

End and numero of file:

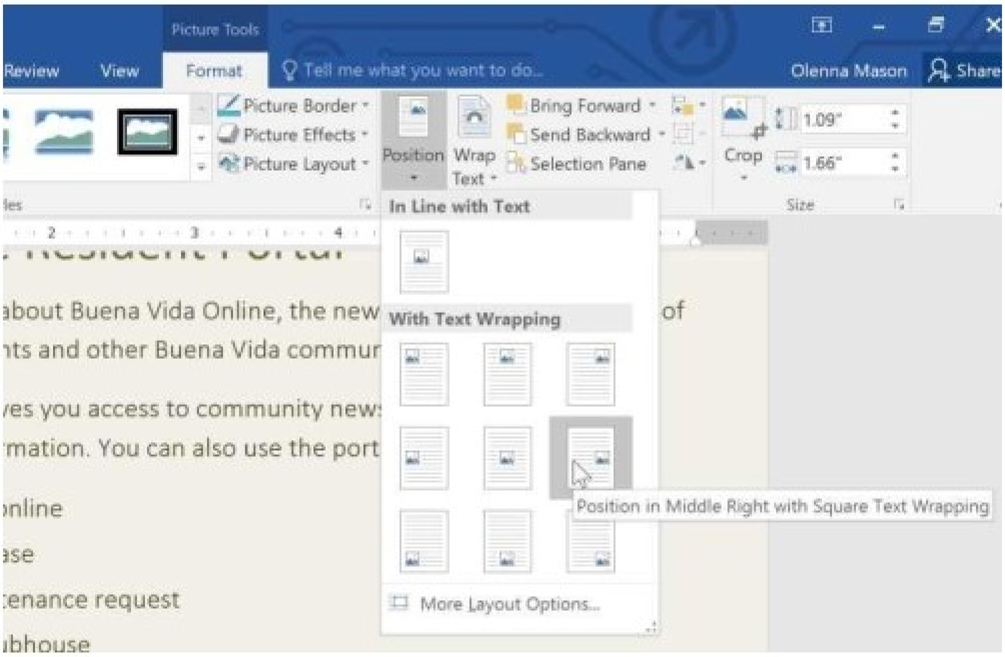

File
Home
Insert
Design
Lay
Header
Footer
Page Number
Date & Time
Document Info
Header & F
Top of Page
Bottom of Page
Page Margins
Current Position
Format Page Numbers...
Remove Page Numbers

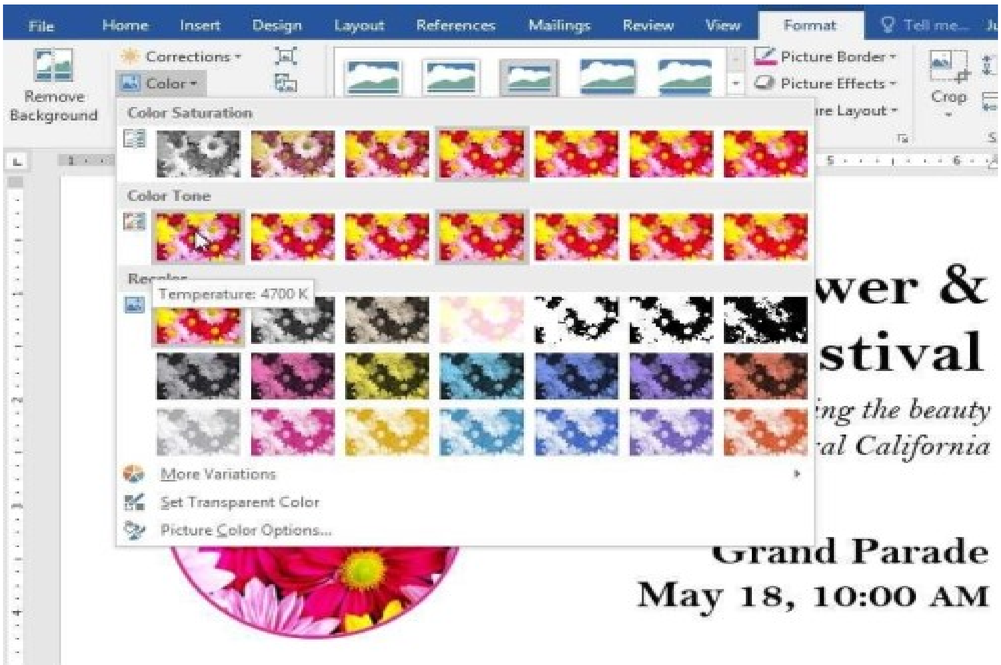
Create automatic summary:

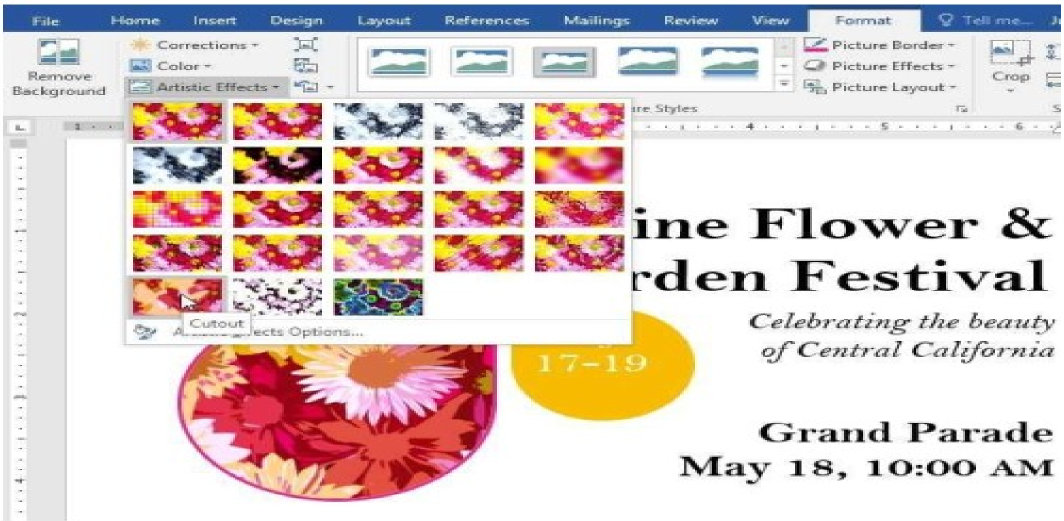

Document1 - Microsoft Word
Accueil
Insertion
Mise en page
Références
Publipostage
Révision
Affichage
Table des matières
Ajouter le texte
Mettre à jour la table
Insérer une note de bas de page
Insérer une note de fin
Note de bas de page suivante
Afficher les notes
Insérer une citation
Gérer les sources
Style : APA
Bibliographie
Citations et bibliographie
Insérer une légende
Insérer une table des illustrations
Mettre à jour la table
Renvoi
Légendes
Entrée
Insérer l'index
Mettre à jour l'index
Index
Citation
Table des références
Prédéfini
Table automatique 1
Sommaire
Table automatique 2
Table des matières
Tableau manuel
Table des matières
Insérer une table des matières...
Supprimer la table des matières
Enregistrer la sélection dans la galerie
Insérer une table des matières
Styles
Effacer tout
mon style de titre 1
Normal
Paragraphe de liste
Sans interligne
Titre 1
Titre 2
Titre
Sous-titre
Emphase pâle
Accentuation
Emphase intense
Élevé
Citation
Citation intense
Référence pâle
Référence intense
Titre du livre
En-tête
Afficher l'aperçu
Désactiver les styles liés
Options...
Page : 1 sur 1
Mots : 317
Français (France)
100 %

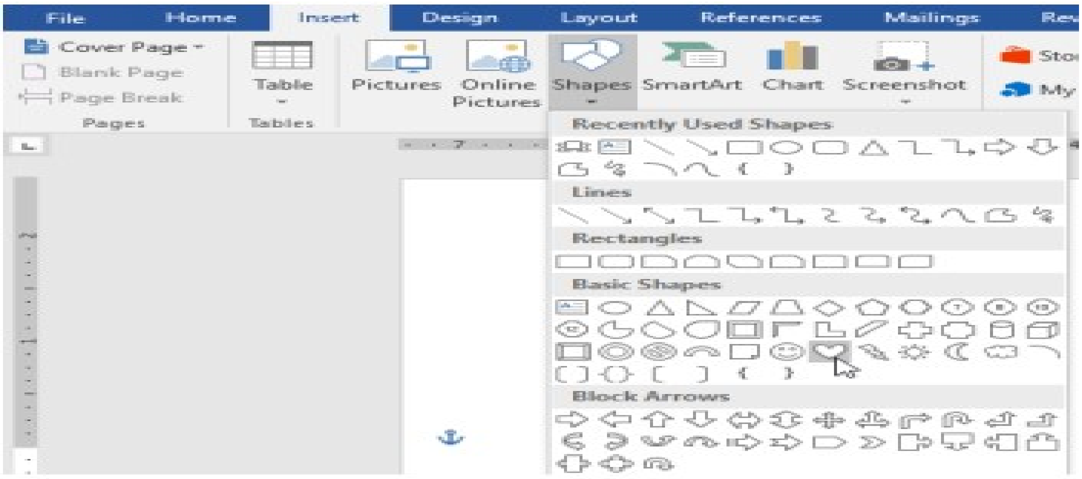

File
Home
Insert
Design
Layout
References
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations
From File
Tell me more

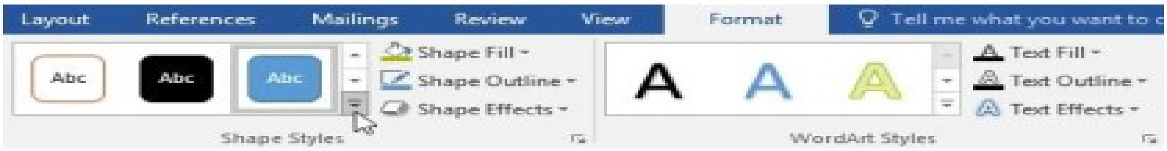
Insert pictures from your computer or from other computers that you're connected to.

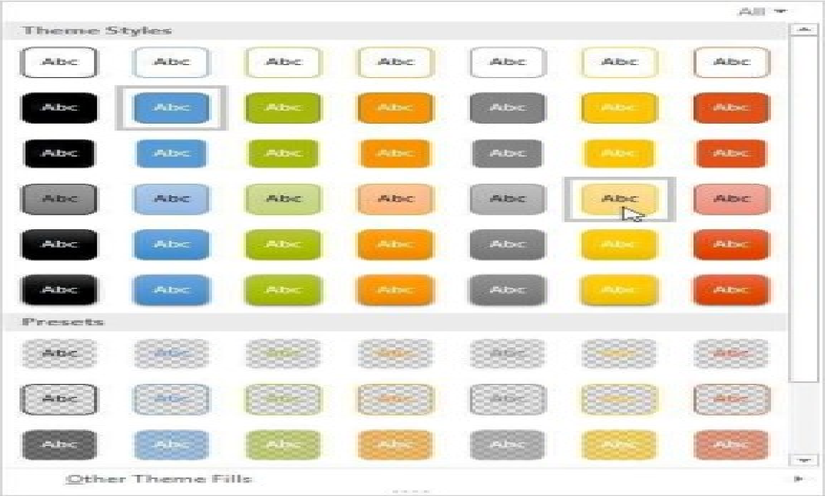

Picture Tools
Review
View
Format
Tell me what you want to do...
Olenna Mason
Share
Picture Border
Picture Effects
Picture Layout
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Crop
1.09"
1.66"
Size
In Line with Text
With Text Wrapping
Position in Middle Right with Square Text Wrapping
More Layout Options...

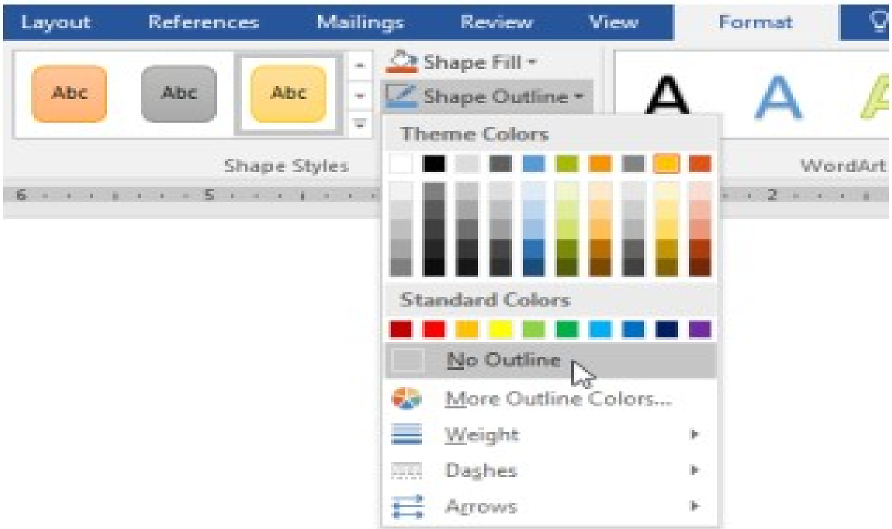

File
Home
Insert
Design
Layout
References
Mailings
Review
View
Format
Tell me...
Remove Background
Corrections
Color
Picture Border
Picture Effects
Picture Layout
Crop
Color Saturation
Color Tone
Recolor
Temperature: 4700 K
More Variations
Set Transparent Color
Picture Color Options...
Grand Parade
May 18, 10:00 AM

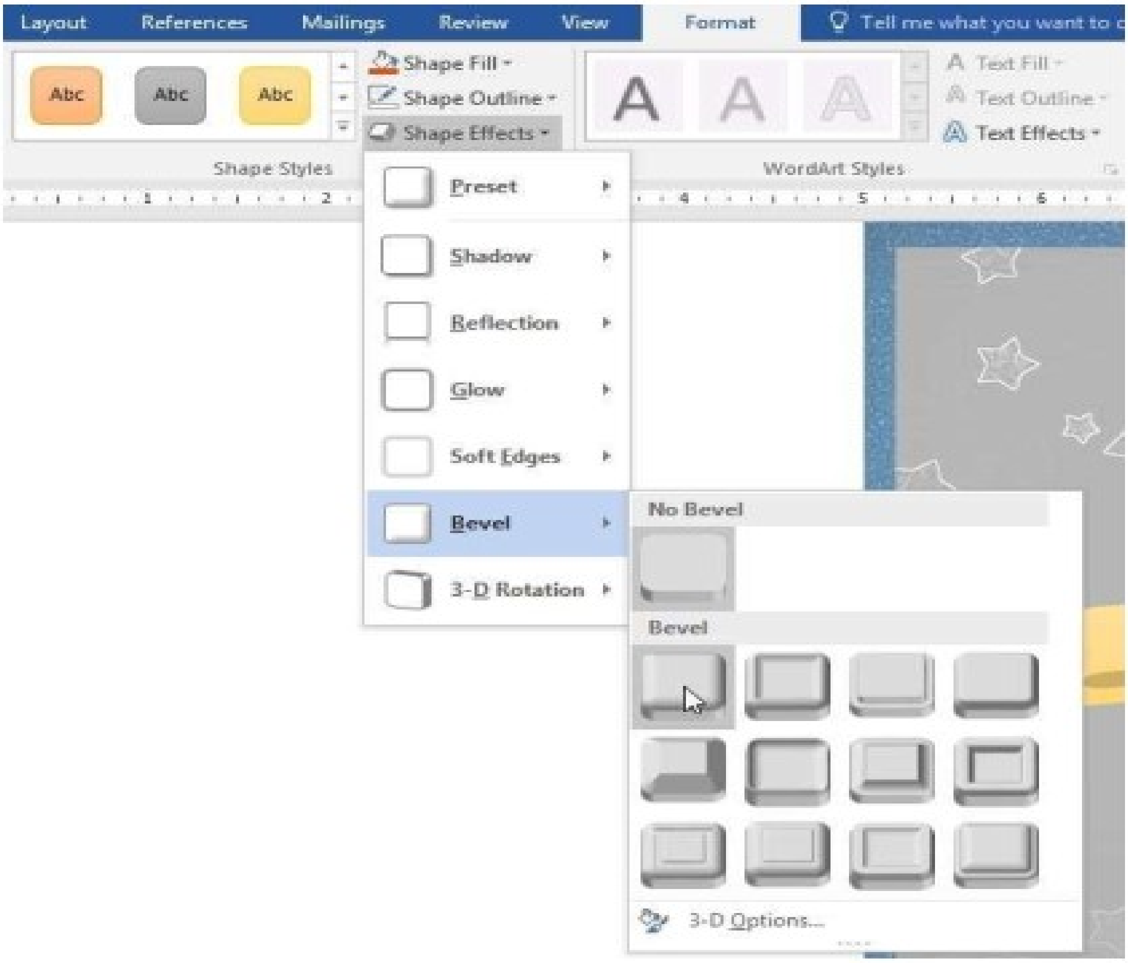

File
Home
Insert
Design
Layout
References
Mailings
Review
View
Format
Tell me...
Remove Background
Corrections
Color
Artistic Effects
Picture Border
Picture Effects
Picture Layout
Crop
Cutout
Artistic Effects Options...
ine Flower &
rden Festival
Celebrating the beauty
of Central California
17–19
Grand Parade
May 18, 10:00 AM

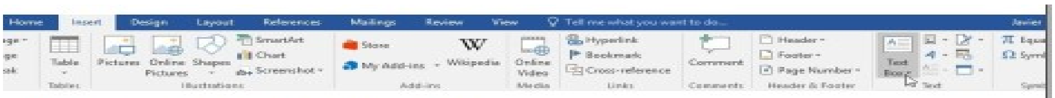

File
Home
Insert
Design
Layout
References
Mailings
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Recently Used Shapes
Lines
Rectangles
Basic Shapes
Block Arrows


Layout
References
Mailings
Review
View
Format
Tell me what you want to
Abc
Abc
Abc
Shape Fill
Shape Outline
Shape Effects
Shape Styles
A
A
A
Text Fill
Text Outline
Text Effects
WordArt Styles

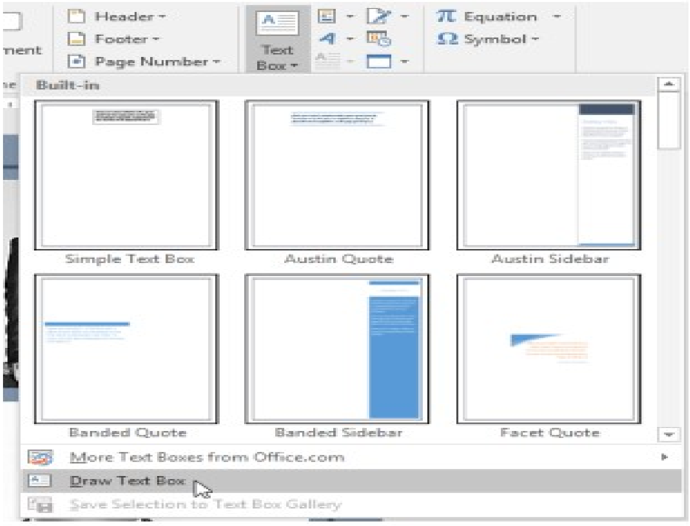

All
Theme Styles
Abc
Presets
Other Theme Fills

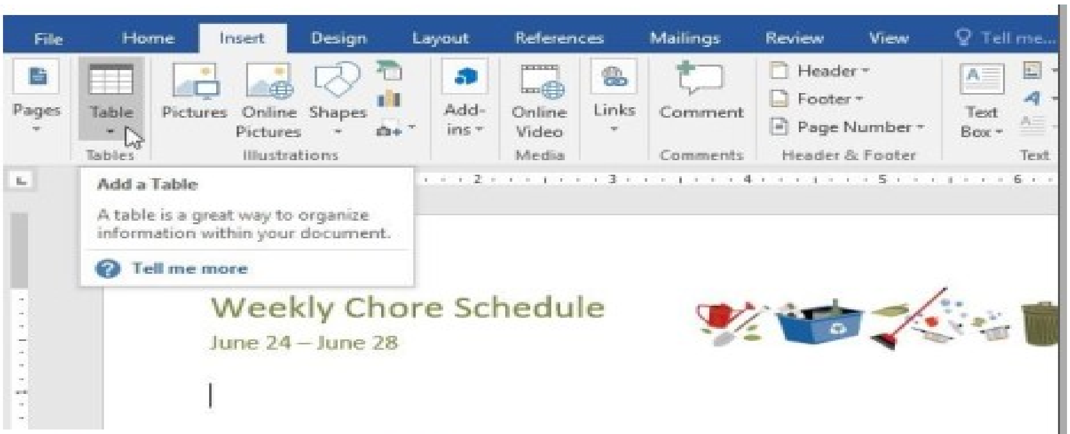

Layout
References
Mailings
Review
View
Format
Abc
Abc
Abc
Shape Fill
Shape Outline
Shape Styles
WordArt
Theme Colors
Standard Colors
No Outline
More Outline Colors...
Weight
Dashes
Arrows


Layout
References
Mailings
Review
View
Format
Tell me what you want to
Abc
Abc
Abc
Shape Fill
Shape Outline
Shape Effects
Shape Styles
Text Fill
Text Outline
Text Effects
WordArt Styles
Preset
Shadow
Reflection
Glow
Soft Edges
Bevel
3-D Rotation
No Bevel
Bevel
3-D Options...



A drop-down menu will appear. Select **Draw Text Box**.


Header
Footer
Page Number
Text Box
Equation
Symbol
Built-in
Simple Text Box
Austin Quote
Austin Sidebar
Banded Quote
Banded Sidebar
Facet Quote
More Text Boxes from Office.com
Draw Text Box
Save Selection to Text Box Gallery


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me...
Pages
Table
Pictures
Online Pictures
Shapes
Add-ins
Online Video
Links
Comment
Header
Footer
Page Number
Text Box
Tables
Illustrations
Media
Comments
Header & Footer
Text

Add a Table

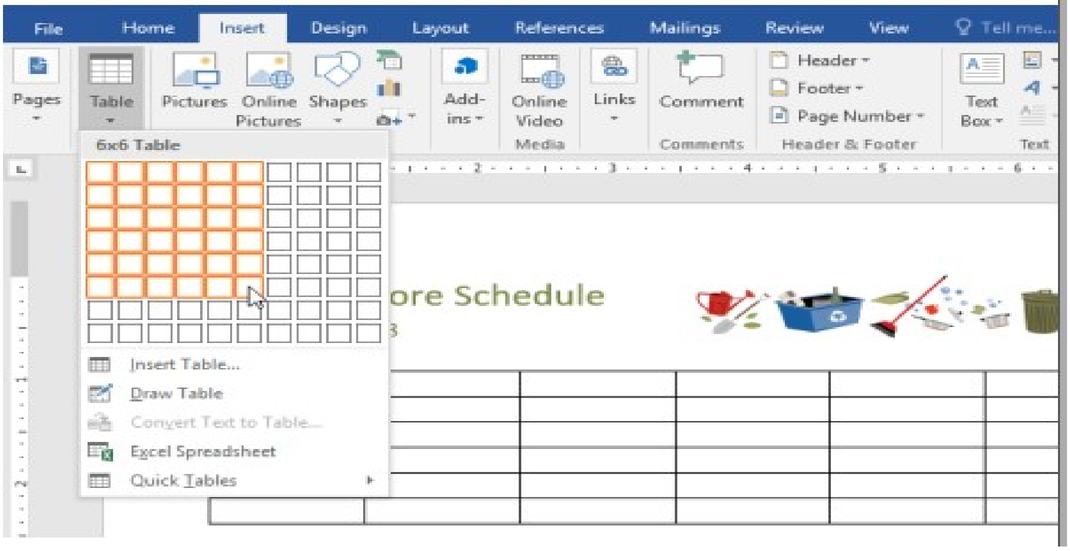
A table is a great way to organize information within your document.

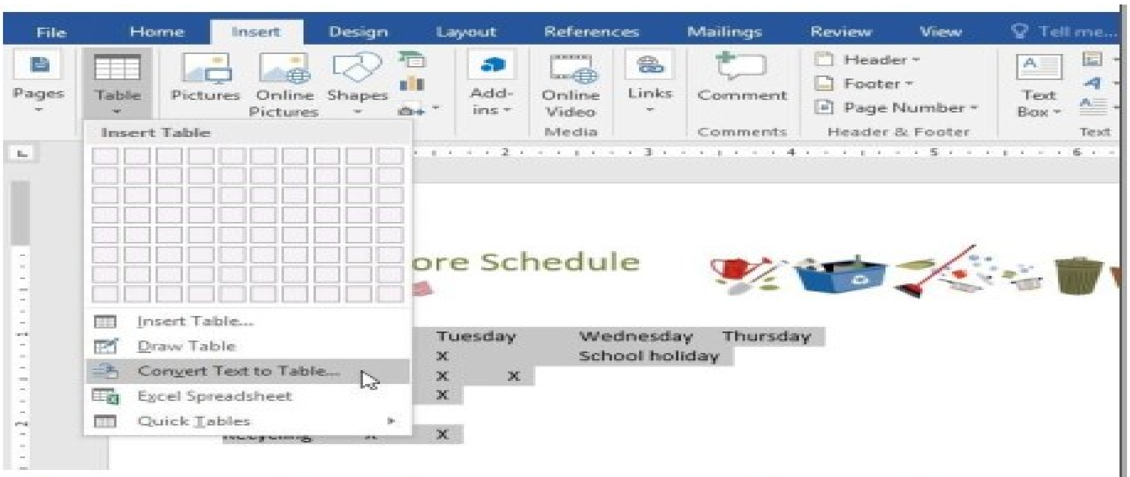
Tell me more

Weekly Chore Schedule

June 24 – June 28

. This will open a drop-down menu that contains a grid. Hover over the grid to select the numberof columns and rows you want.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me...
Pages
Table
Pictures
Online Pictures
Shapes
Add-ins
Online Video
Links
Comment
Header
Footer
Page Number
Text Box
Media
Comments
Header & Footer
Text
6x6 Table
Insert Table...
Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables
ore Schedule


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me...
Pages
Table
Pictures
Online Pictures
Shapes
Add-ins
Online Video
Media
Links
Comment
Comments
Header
Footer
Page Number
Header & Footer
Text Box
Text
Insert Table
Insert Table...
Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables
ore Schedule
Tuesday
Wednesday
Thursday
School holiday
x

A dialog box will appear. Choose one of the options under **Separate text at**. This is how Wordknows what to put into each column.

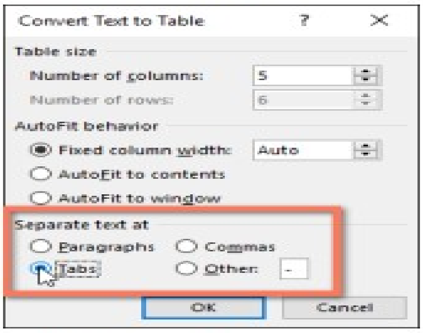

Convert Text to Table

Table size

Number of columns: 5

Number of rows: 6

AutoFit behavior

● Fixed column width: Auto

○ AutoFit to contents

○ AutoFit to window

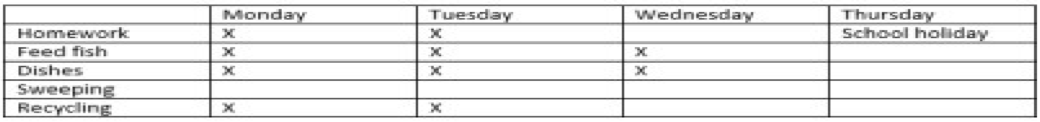
Separate text at

○ Paragraphs ○ Commas

● Tabs ○ Other: -

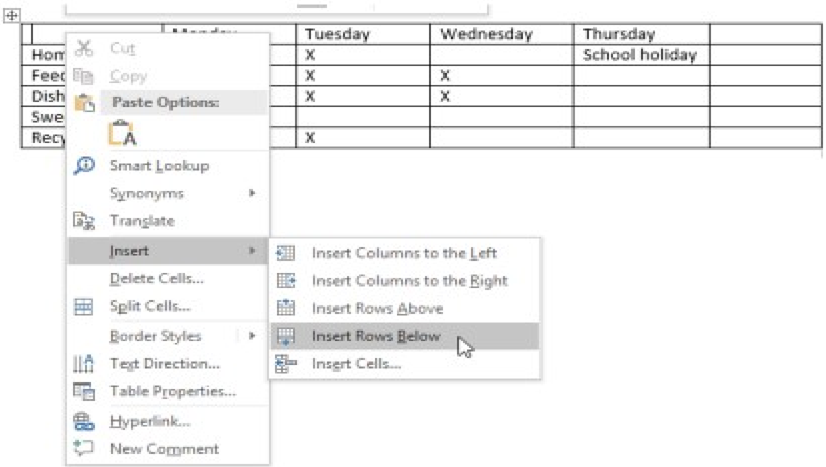
OK Cancel

Click OK. The text will appear in a table.



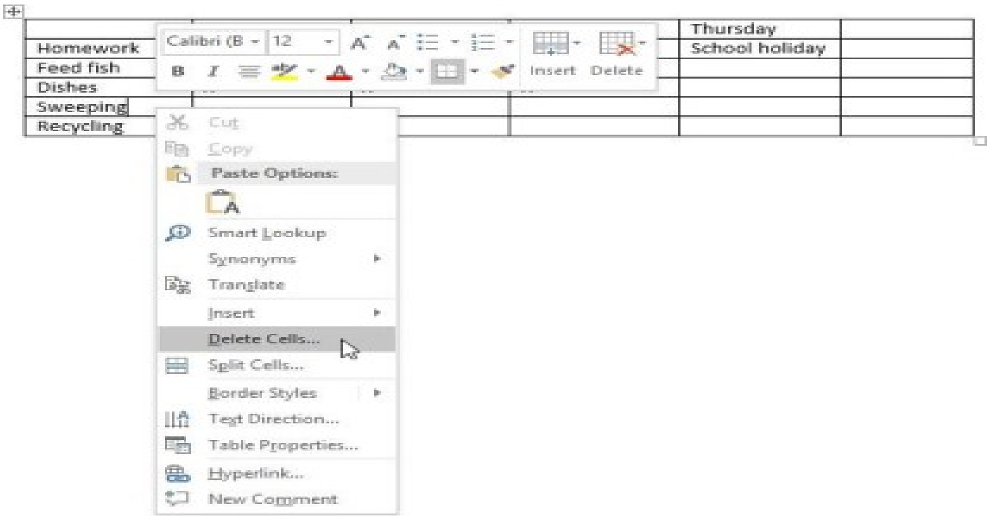
	Monday	Tuesday	Wednesday	Thursday
Homework	x	x		School holiday
Feed fish	x	x	x	
Dishes	x	x	x	
Sweeping				
Recycling	x	x		

Alternatively, you can **right-click** the table, then hover over **Insert** to see various row andcolumn options.

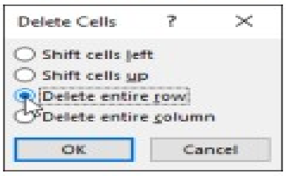

Tuesday
Wednesday
Thursday
School holiday
x
Hom
Feed
Dish
Swe
Recy
Cut
Copy
Paste Options:
Smart Lookup
Synonyms
Translate
Insert
Delete Cells...
Split Cells...
Border Styles
Text Direction...
Table Properties...
Hyperlink...
New Comment
Insert Columns to the Left
Insert Columns to the Right
Insert Rows Above
Insert Rows Below
Insert Cells...

To delete a row or column:

1. Place the insertion point in the **row** or **column** you want to delete.
2. Right-click, then select **Delete Cells** from the menu.


Homework
Feed fish
Dishes
Sweeping
Recycling
Thursday
School holiday
Calibri (B
12
B
I
Insert
Delete
Cut
Copy
Paste Options:
Smart Lookup
Synonyms
Translate
Insert
Delete Cells...
Split Cells...
Border Styles
Text Direction...
Table Properties...
Hyperlink...
New Comment

3. A dialog box will appear. Choose **Delete entire row** or **Delete entire column**, then click **OK**.


Delete Cells

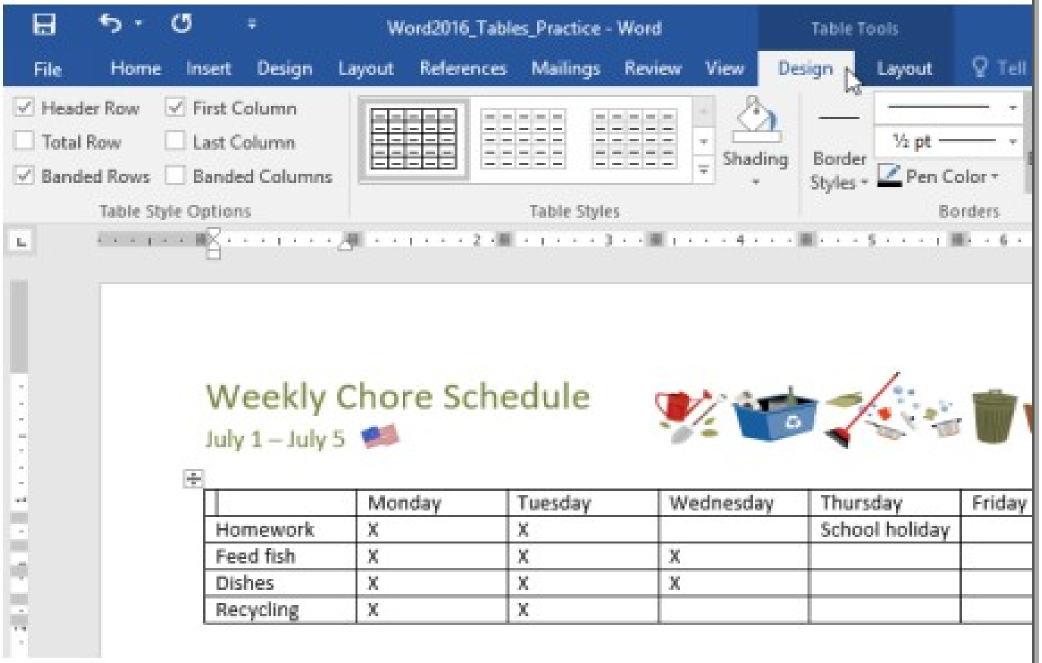
○ Shift cells left
○ Shift cells up
● Delete entire row
○ Delete entire column

4. The row or column will be deleted.

To apply a table style:

Table styles let you change the **look and feel** of your table instantly. They control several design elements, including color, borders, and fonts.

1. Click anywhere in your table to select it, then click the **Design** tab on the far right of the Ribbon.


Word2016_Tables_Practice - Word
Table Tools
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Design
Layout
Tell
Header Row
Total Row
Banded Rows
First Column
Last Column
Banded Columns
Table Style Options
Table Styles
Shading
Border Styles
½ pt
Pen Color
Borders

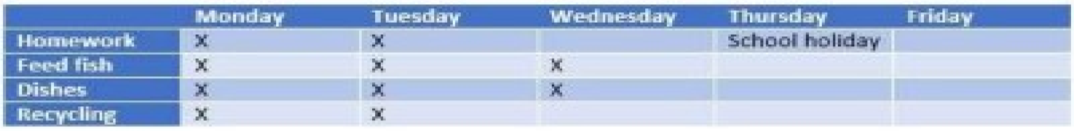
☑ Header Row ☑ First Column
☐ Total Row ☐ Last Column
☑ Banded Rows ☐ Banded Columns

Weekly Chore Schedule

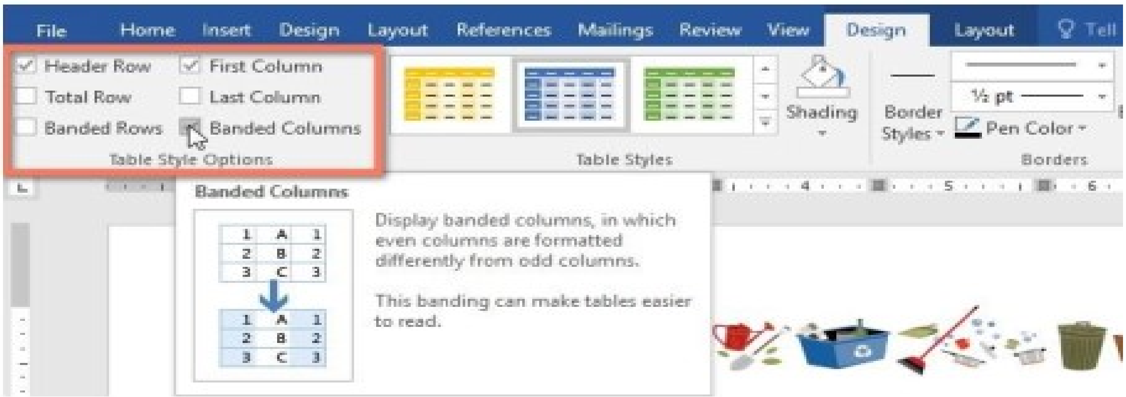
July 1 – July 5

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see the full list of styles.



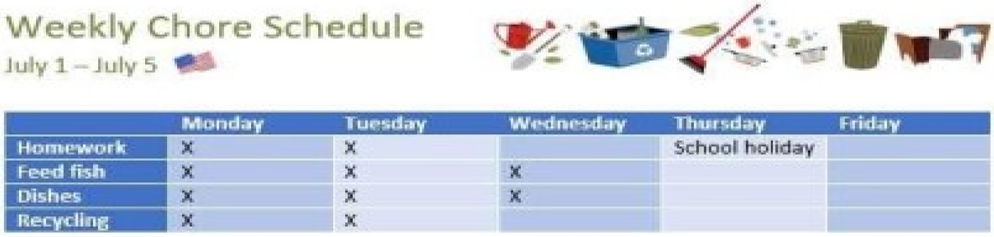
	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Design
Layout
Tell
☑ Header Row
☑ First Column
☐ Total Row
☐ Last Column
☐ Banded Rows
☒ Banded Columns
Table Style Options
Table Styles
Shading
Border Styles
½ pt
Pen Color
Borders
Banded Columns

Display banded columns, in which even columns are formatted differently from odd columns.

This banding can make tables easier to read.

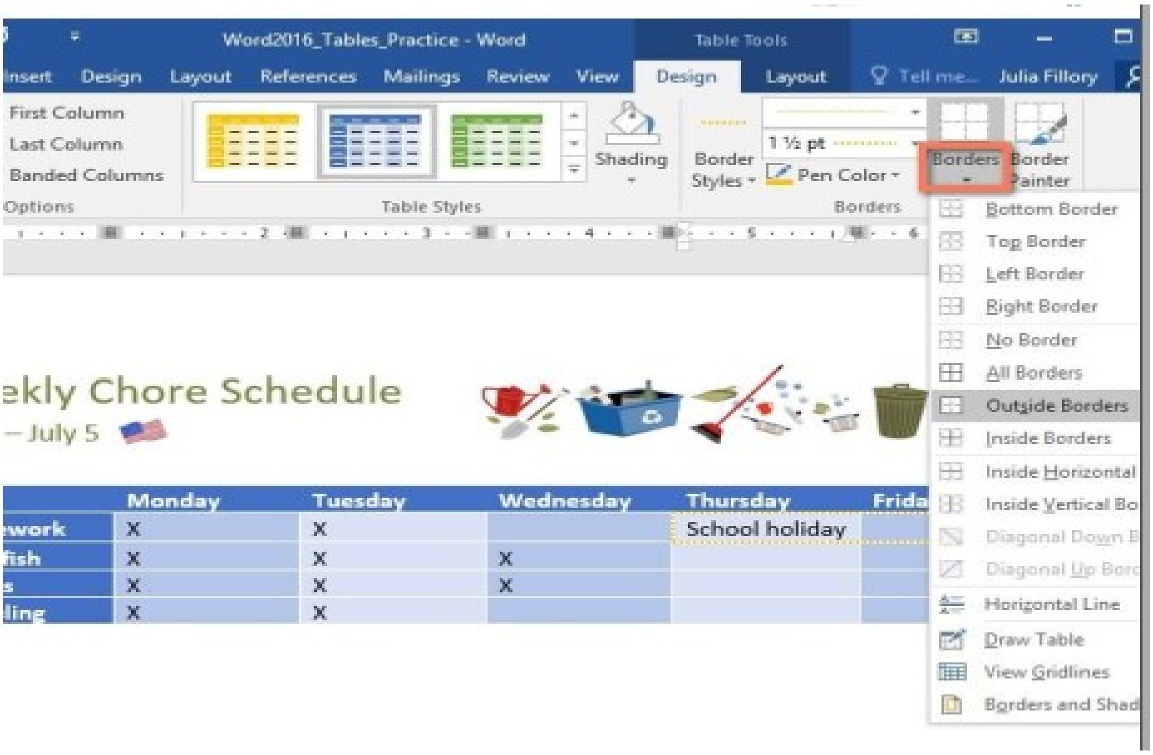
The table style will be modified.



Weekly Chore Schedule

July 1 – July 5

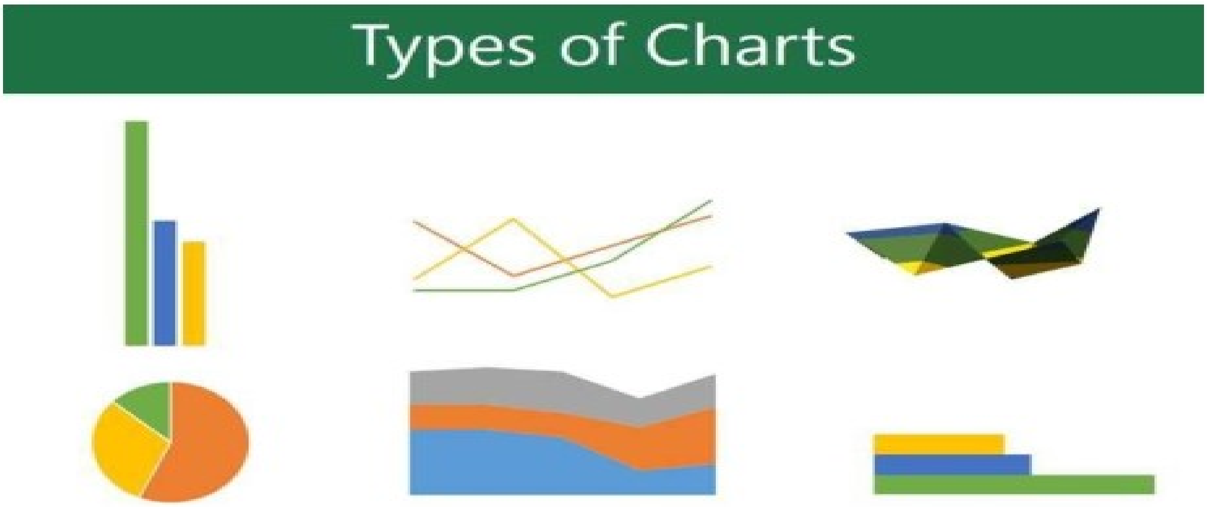
	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			


Word2016_Tables_Practice - Word
Table Tools
Insert
Design
Layout
References
Mailings
Review
View
Design
Layout
Tell me...
Julia Fillory
First Column
Last Column
Banded Columns
Options
Table Styles
Shading
Border Styles
1 ½ pt
Pen Color
Borders
Border Painter
Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders
Outside Borders
Inside Borders
Inside Horizontal
Inside Vertical Bo
Diagonal Down B
Diagonal Up Bord
Horizontal Line
Draw Table
View Gridlines
Borders and Shad
ekly Chore Schedule
– July 5
Monday
Tuesday
Wednesday
Thursday
Frida
ework
fish
s
ling
X
School holiday

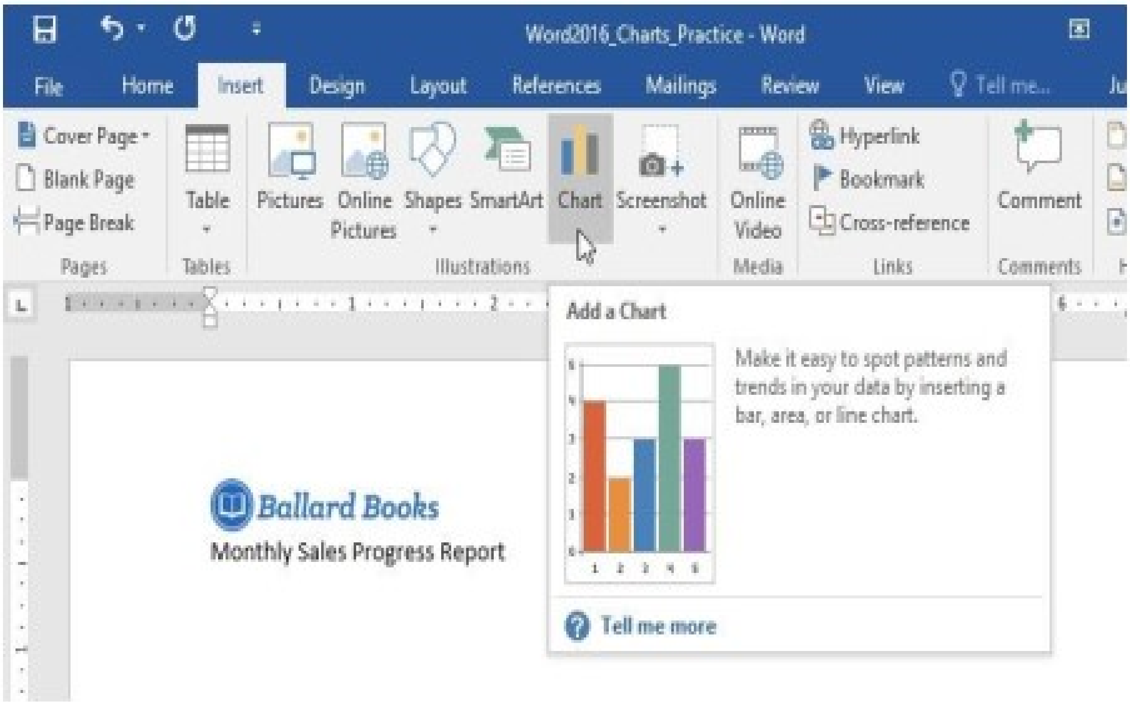
Types of charts

There are several **types** of charts to choose from. To use charts effectively, you'll need tounderstand what makes each one unique.

Click the arrows in the slideshow below to learn more about the types of charts in Word.


Types of Charts

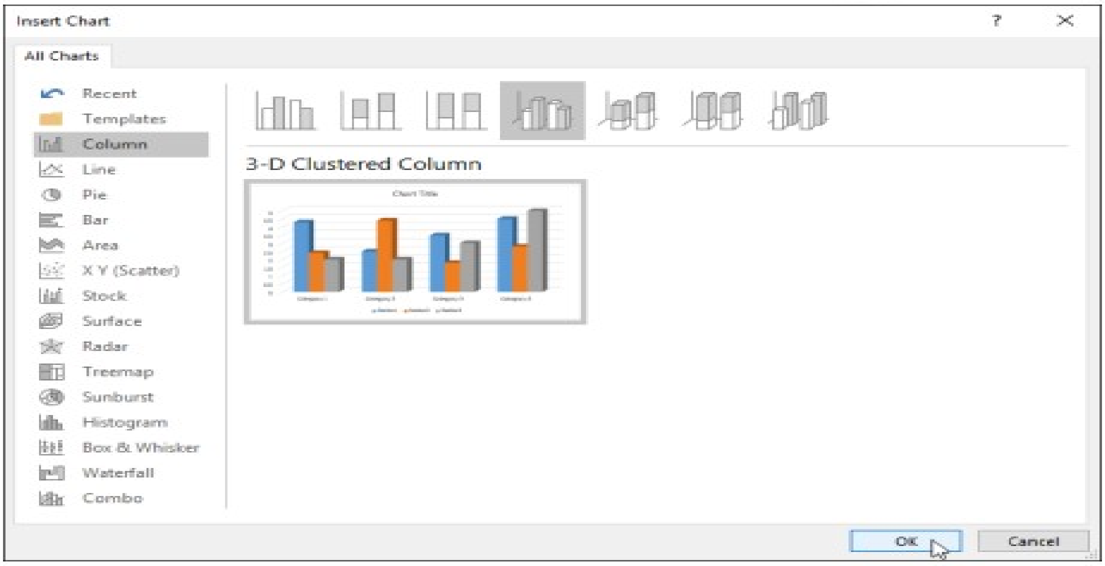
Word has a variety of chart types, each with its own advantages. Click the arrows to seesome of the different types of charts available in Word.

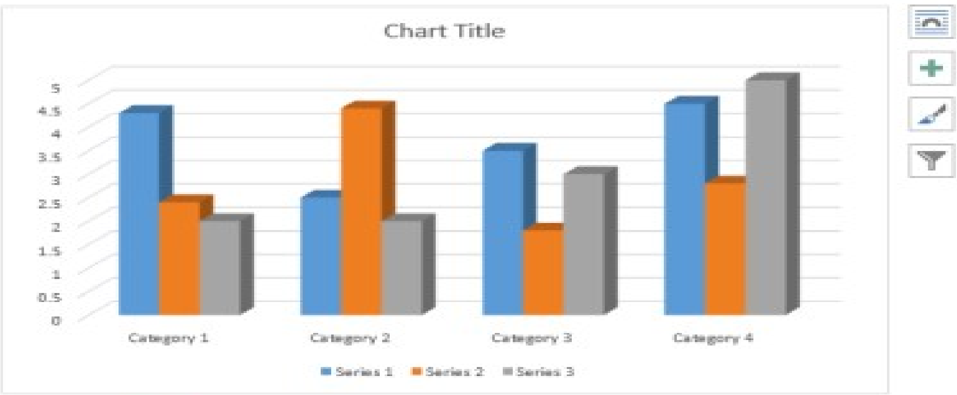

Word2016_Charts_Practice - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me...
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations
Online Video
Media
Hyperlink
Bookmark
Cross-reference
Links
Comment
Comments
Add a Chart
Tell me more

Make it easy to spot patterns and trends in your data by inserting a bar, area, or line chart.

Ballard Books
Monthly Sales Progress Report

3. A dialog box will appear. To view your options, choose a **chart type** from the left pane,then browse the **charts** on the right.
4. Select the desired **chart**, then click **OK**.


Insert Chart
?
All Charts
Recent
Templates
Column
Line
Pie
Bar
Area
X Y (Scatter)
Stock
Surface
Radar
Treemap
Sunburst
Histogram
Box & Whisker
Waterfall
Combo
3-D Clustered Column
OK
Cancel



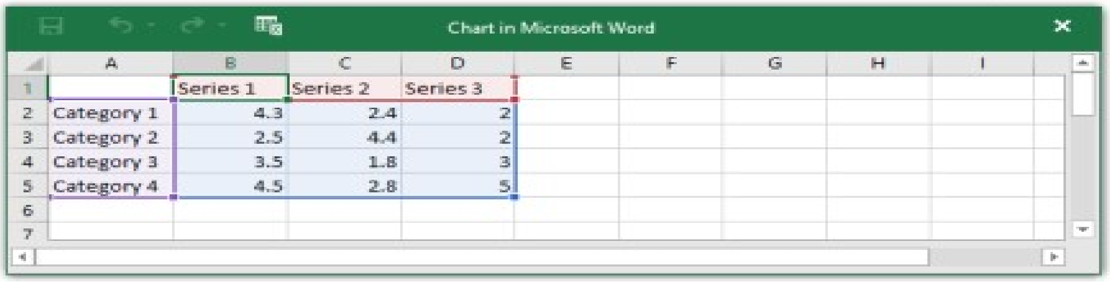
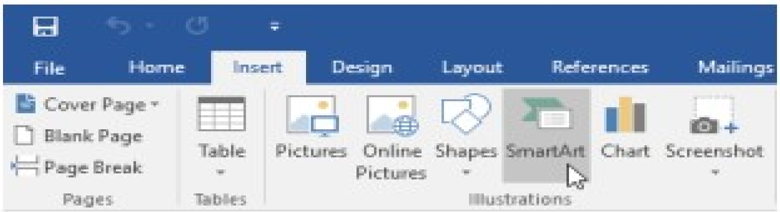


Chart in Microsoft Word

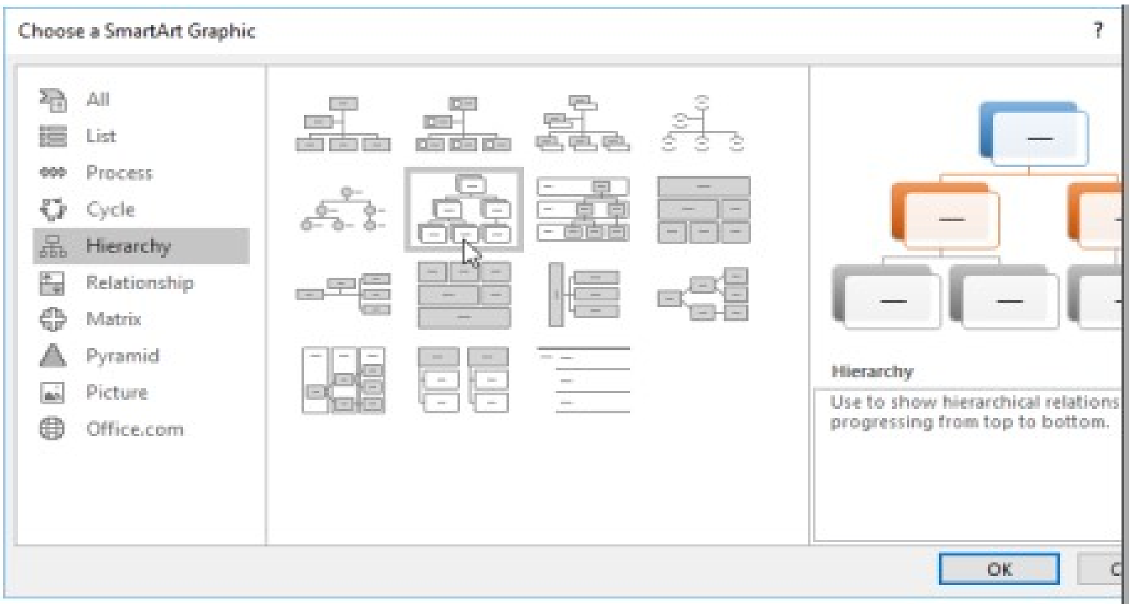
	A	B	C	D
1		Series 1	Series 2	Series 3
2	Category 1	4.3	2.4	2
3	Category 2	2.5	4.4	2
4	Category 3	3.5	1.8	3
5	Category 4	4.5	2.8	5
6				
7				

To insert a SmartArt graphic:

1. Place the insertion point in the document where you want the SmartArt graphic to appear.
2. From the **Insert** tab, select the **SmartArt** command in the **Illustrations** group.

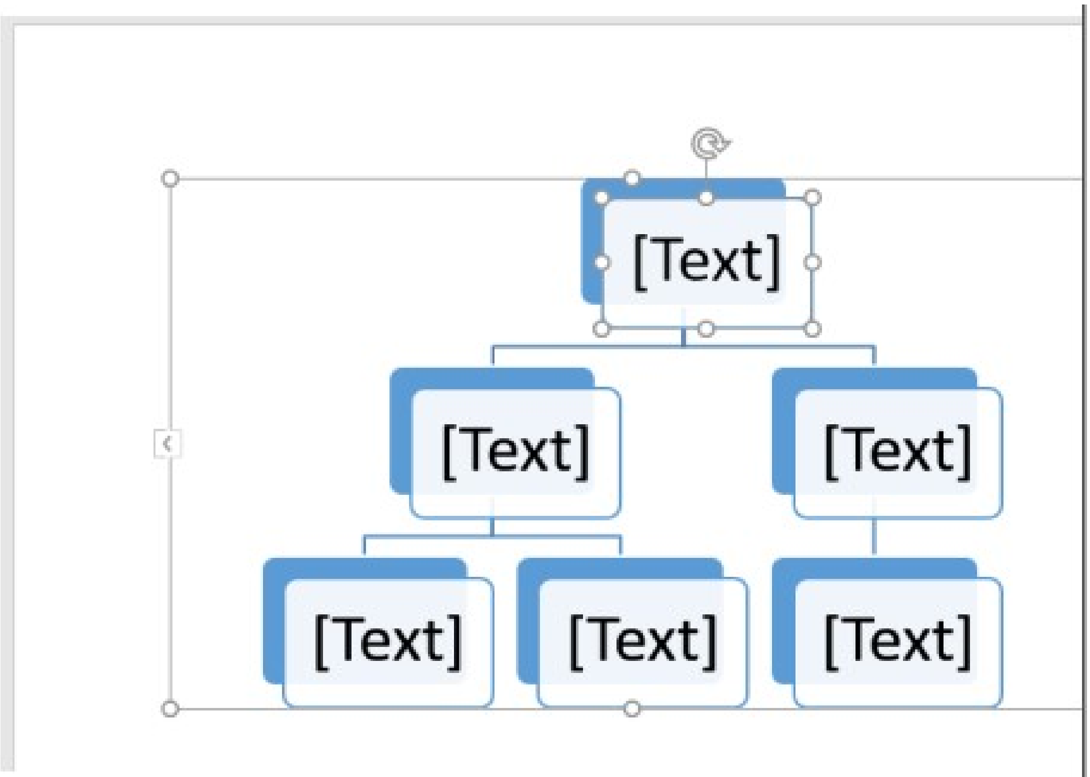

File
Home
Insert
Design
Layout
References
Mailings
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations

3. A dialog box will appear. Select a **category** on the left, choose the desired SmartArt graphic,then click **OK**.


Choose a SmartArt Graphic
?
All
List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid
Picture
Office.com
Hierarchy
OK

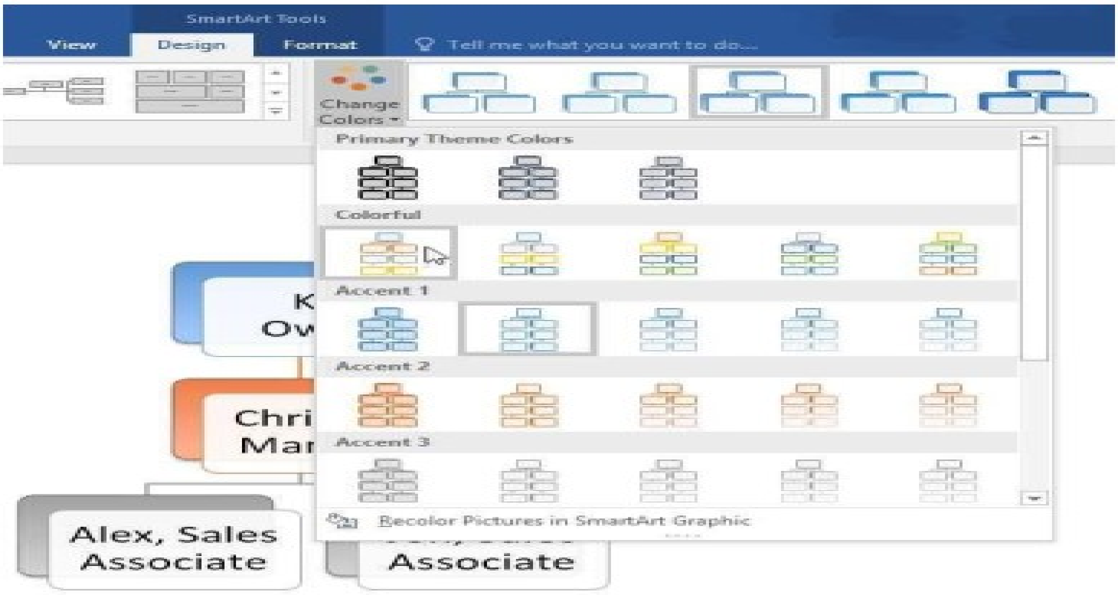
Use to show hierarchical relations progressing from top to bottom.

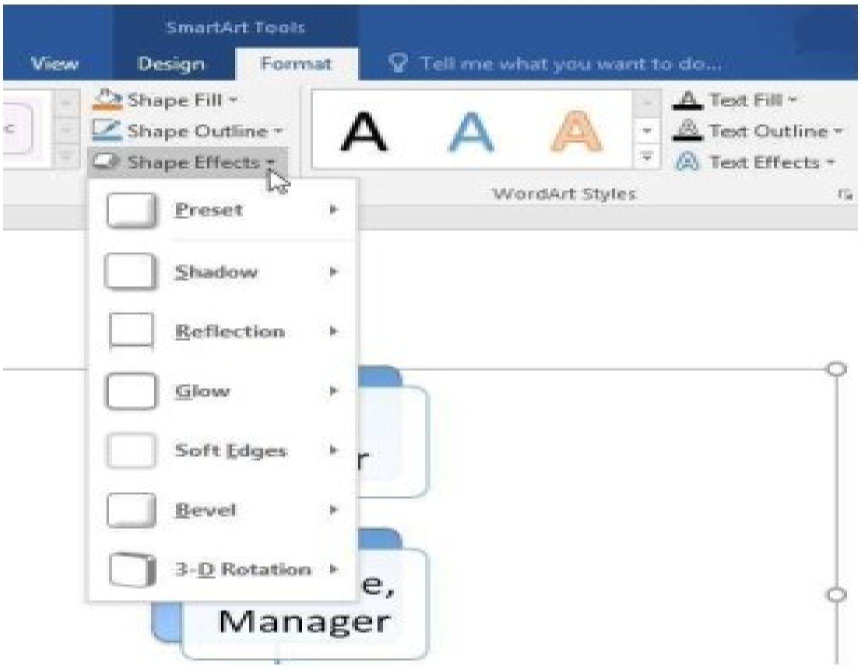
4. The SmartArt graphic will appear in your document.


[Text]
[Text]
[Text]
[Text]
[Text]
[Text]
[Text]

To add text to a SmartArt graphic:

1. Select the SmartArt graphic. The **text pane** will appear to the left
2. Enter text next to each bullet in the text pane. The text will appear in the corresponding shape.It will be resized automatically to fit inside the shape.

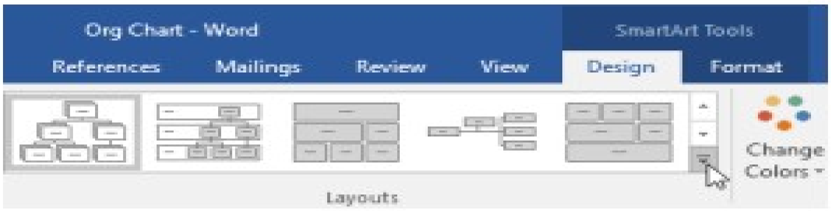

SmartArt Tools
View
Design
Format
Tell me what you want to do...
Change Colors
Primary Theme Colors
Colorful
Accent 1
Accent 2
Accent 3
Recolor Pictures in SmartArt Graphic
Alex, Sales Associate
Associate

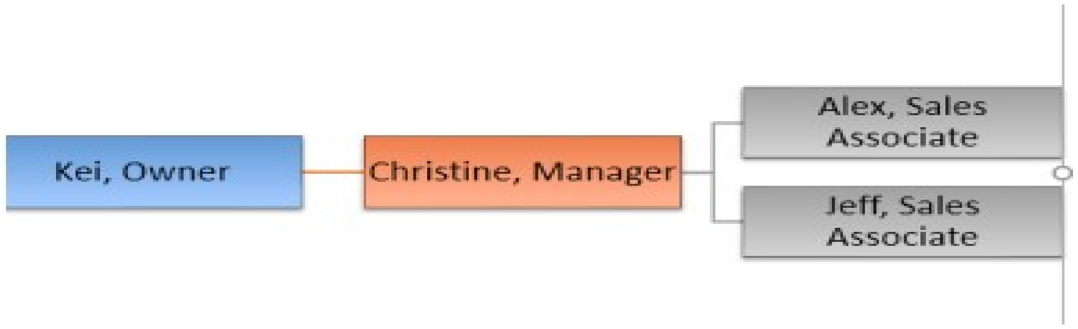

SmartArt Tools
View
Design
Format
Tell me what you want to do...
Shape Fill
Shape Outline
Shape Effects
Text Fill
Text Outline
Text Effects
WordArt Styles
Preset
Shadow
Reflection
Glow
Soft Edges
Bevel
3-D Rotation
Manager

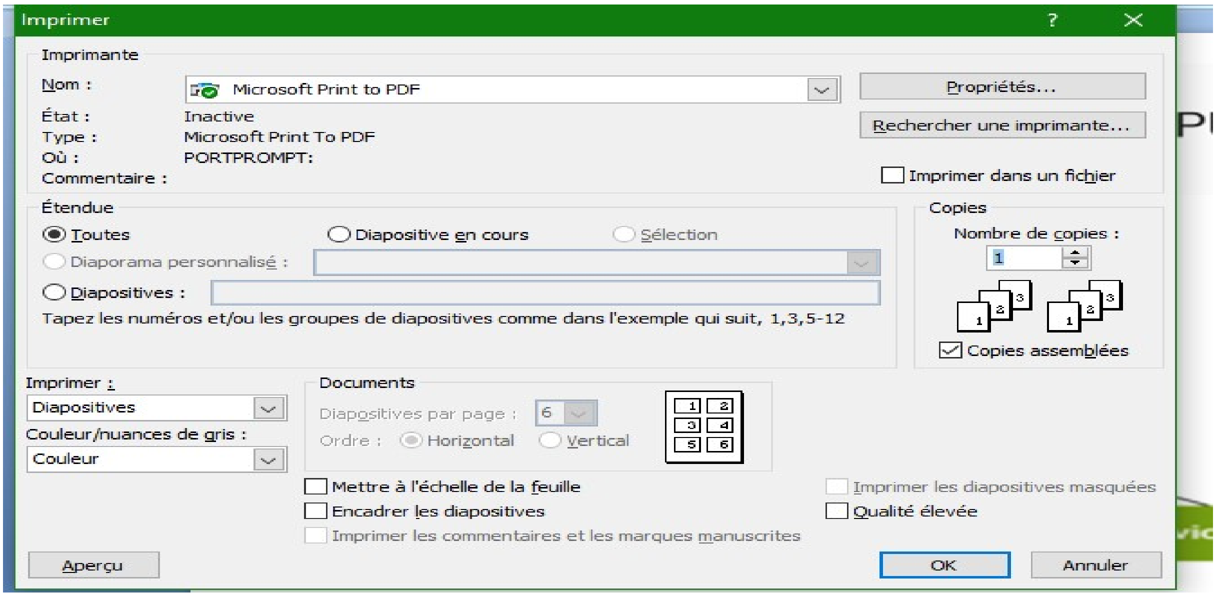
To change the SmartArt layout:

If you don't like the way your information is organized within a SmartArt graphic, you canalways change its **layout** to better fit your content.

1. From the **Design** tab, click the **More** drop-down arrow in the **Layouts** group.


Org Chart - Word
SmartArt Tools
References
Mailings
Review
View
Design
Format
Change Colors
Layouts





Imprimante
Nom : Microsoft Print to PDF
État : Inactive
Type : Microsoft Print To PDF
Où : PORTPROMPT:
Commentaire :
☐ Imprimer dans un fichier

Étendue
● Toutes ○ Diapositive en cours ○ Sélection
○ Diaporama personnalisé :
○ Diapositives :
Tapez les numéros et/ou les groupes de diapositives comme dans l'exemple qui suit, 1,3,5-12

Copies
Nombre de copies : 1
☑ Copies assemblées

Imprimer : Diapositives
Couleur/nuances de gris : Couleur

Documents
Diapositives par page : 6
Ordre : ● Horizontal ○ Vertical

☐ Mettre à l'échelle de la feuille
☐ Encadrer les diapositives
☐ Imprimer les commentaires et les marques manuscrites
☐ Imprimer les diapositives masquées
☐ Qualité élevée

8. SHORCUT KEYS FOR MICROSOFT OFFICE

The shortcut keys listed below can be a great help when using Microsoft Office products. Not only are they quick and easy, they are also amazing time savers.

CTRL+K	Create a hyperlink
CTRL+/	Display HTML tags
CTRL+T	Create an Auto Thumbnail of the selected picture
CTRL+SHIFT+B	Preview a page in a Web browser
SHIFT+ALT+F11	Display the Microsoft Script Editor
CTRL+N	Create a new page
CTRL+B	Bold
CTRL+I	Italic
CTRL+U	Underline
CTRL+C	Copy
CTRL+V	Paste
CTRL+Z	Undo
CTRL+S	Save
CTRL+P	Print
CTRL+O	Open