

Computer System

Lecture fourteen

Microsoft Word

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Outline

1. Objectives.
2. *The View Tab of MS-Word 2007 .*
3. *The Document Views group of View Tab.*
4. *The Show/Hide group of View Tab.*
5. *The Zoom group of View Tab .*
6. *The Window group of View Tab .*
7. *The Macros group of View Tab.*

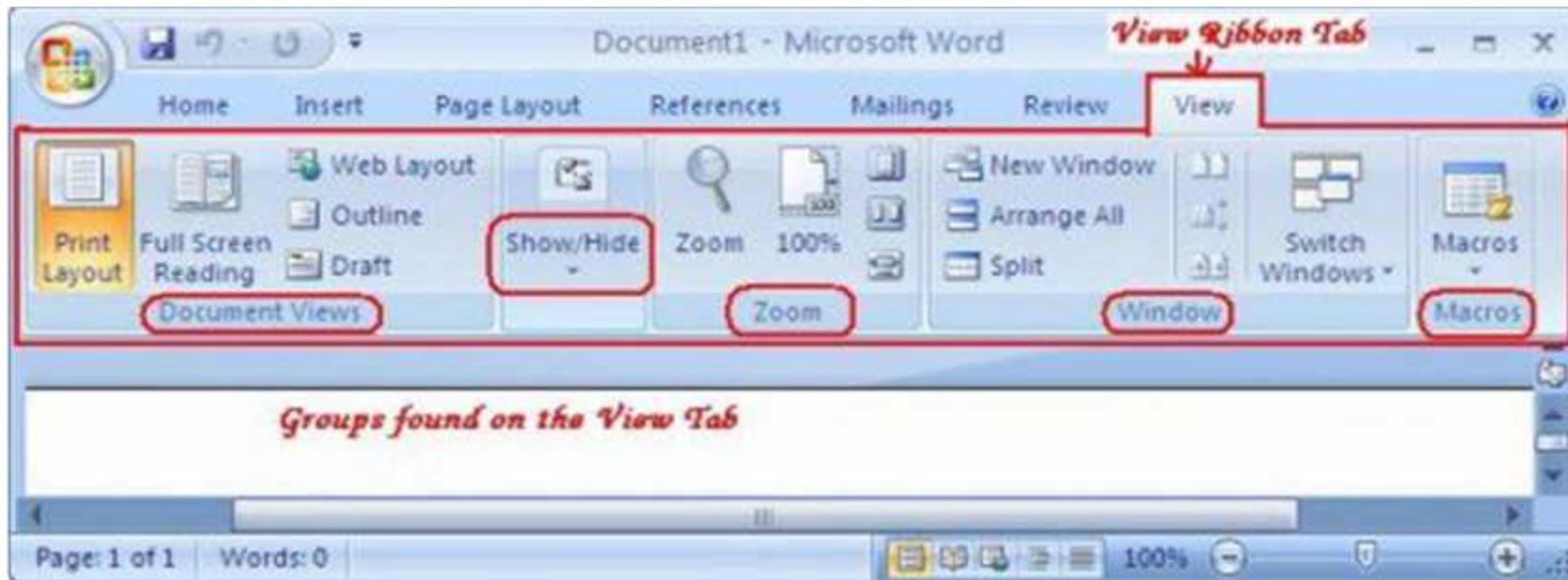
Objectives

- 1. Explain The View Tab of MS-Word 2007.**
- 2. Illustrate The Document Views group of View Tab.**
- 3. Explain The Show/Hide group of View Tab.**
- 4. Illustrate The Zoom group of View Tab .**
- 5. Explain The Window group of View Tab.**
- 6. Illustrate The Macros group of View Tab .**

The View Tab of MS-Word 2007



- ❑ The View tab has the functionality to change your document views.
- ❑ The View tab has the following groups:
 - 1)- Document Views group.
 - 2)- Show/ Hide group.
 - 3)-Zoom group.
 - 4)- Window group, and
 - 5)-Macros group.



The Document Views group of View Tab



- **Print layout** – this command will let us view the document as it will appear on the printed page.
- **Full screen reading** – this makes our document in full screen reading view by hiding most of the toolbars.
- **Web layout** – This will let us view the document as it would appear as a web page.
- **Outline** – we will be able to view our document as outline and show the outlining tools.
- **Draft** – It view the document as a draft and we be able to edit the text.

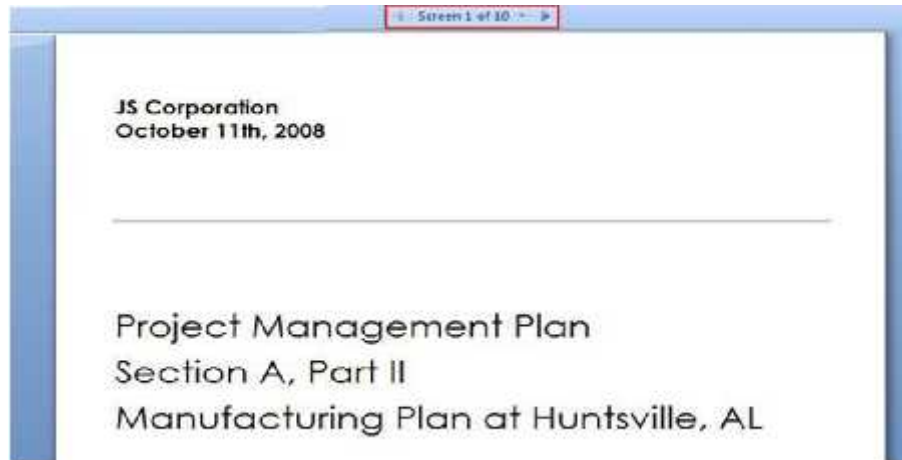


- **For this group**, we can also be accessed from the Toolbar located on the left bottom of your document.

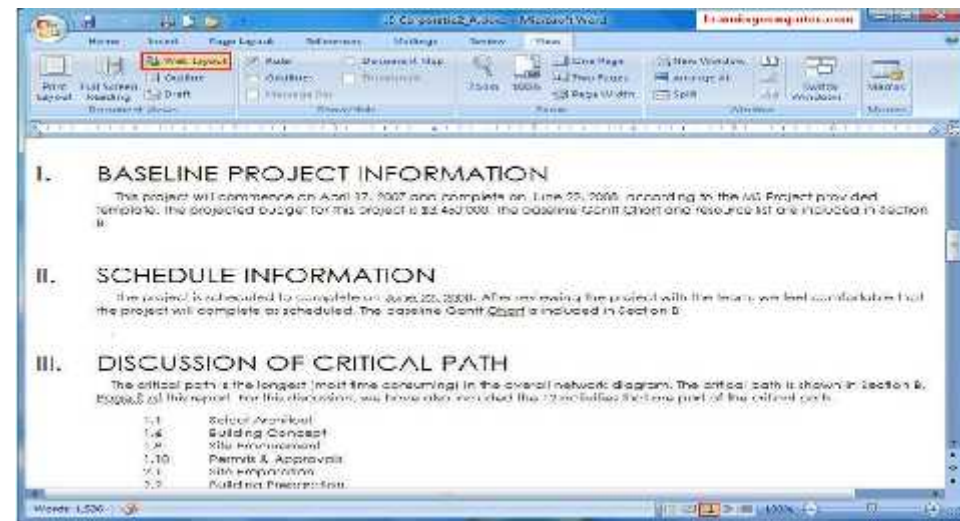
The Document Views group of View Tab



- The Full Screen Reading, We can use this one to see the document in reading mode. When using this view, the Ribbon is hidden to maximize your reading area as below.



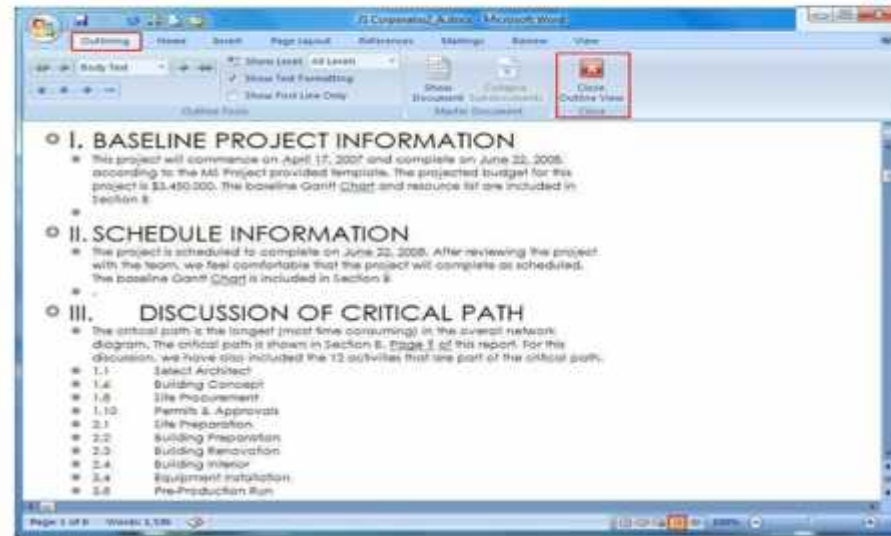
- While, the Web layout is practical especially when we want to see the document in a web browser format like the Internet Explorer as shown below.



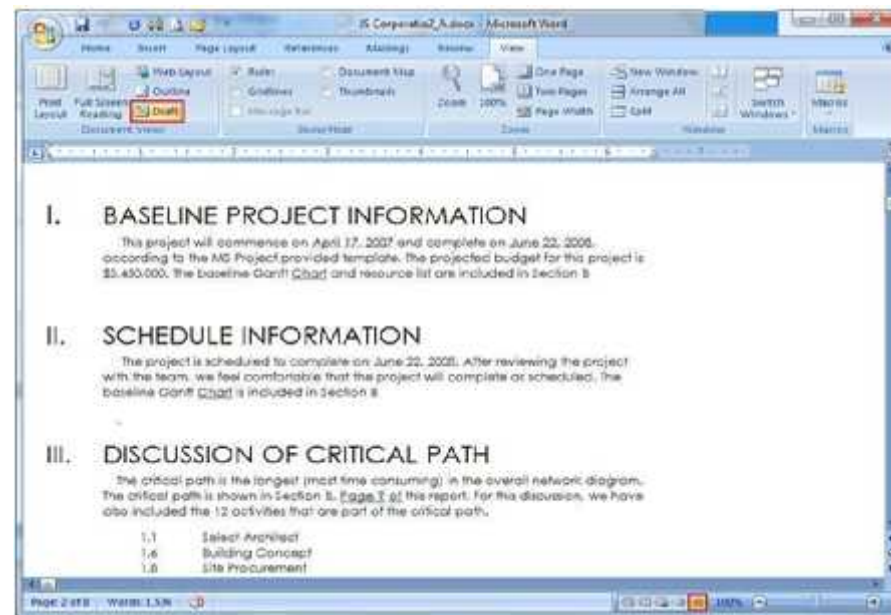
The Document Views group of View Tab



➤ **The Outline view** The Outline view is the most useful styles especially if we are working on a long document. When we move to this layout, all we see is the document divided into different heading levels. We can choose the level of detail that we would like to see by controlling the **Show Level** option.



➤ **The Draft view** is the most common format as we will use this when working on a document. When using this layout style we will see the document in a regular editing format and the headers and footers are not available when working with the Draft view as shown below.

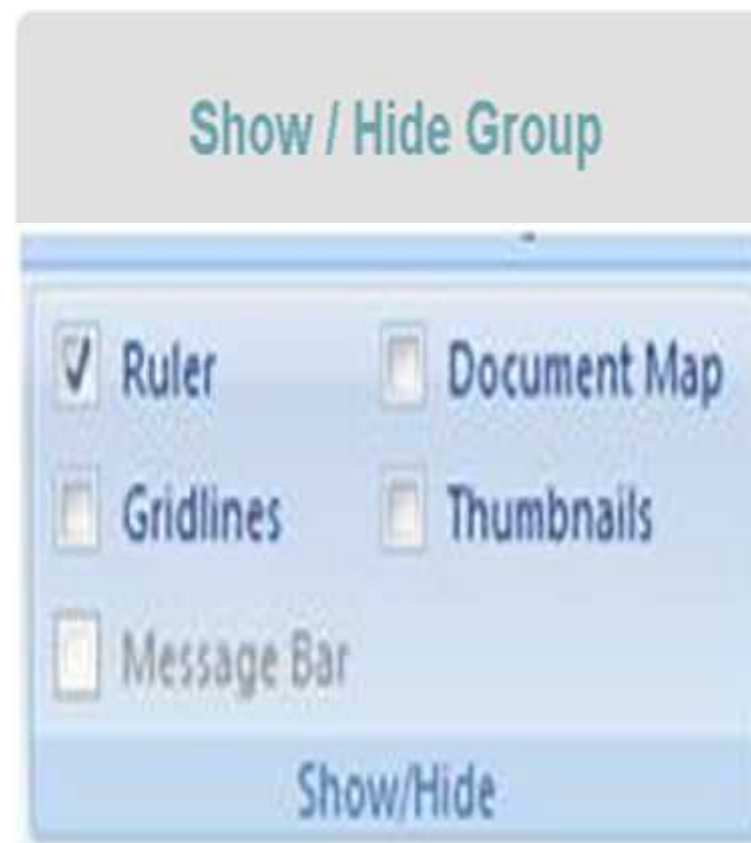


The Show/Hide group of View Tab



□ **The Show/Hide group**, we can turn on options like [the Ruler](#), [Gridlines](#), [Document Map](#) and [Thumbnails](#). Let us take a look at some of these options.

- **Ruler** – This command is for showing or hiding the ruler used for measuring or lining up objects in the document.
- **Gridlines** – Gridlines are used for aligning objects in a document. This command will show or hide the gridlines.
- **Message bar** – This command opens the message bar which helps us to complete any required action in the document.
- **Document map** – This turns on or off the document map. The document map allows us to navigate through a structural view of the document.
- **Thumbnails** – we can turn on or off the thumbnails pane using this command and also We can use it to navigate along document through [small pictures](#) of each page. While in thumbnails, we can switch to document map and vice versa.



The Show/Hide group of View Tab

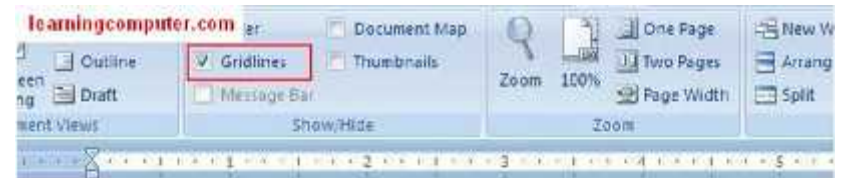
- **The Ruler** displays on the left and top sides of our document and uses inches as measurement. This gives us more control on the document appearance from a formatting point of view as follows.



I. **BASELINE PROJECT INFORMATION**
This project will commence on April 17, 2007, and complete on June 22, 2008, according to the MS Project provided template. The projected budget for this project is \$3,450,000. The baseline Gantt Chart and resource list are included in Section B.

II. **SCHEDULE INFORMATION**
The project is scheduled to complete on June 22, 2008. After reviewing the project with the team, we feel comfortable that the project will complete as scheduled. The baseline Gantt Chart is included in Section B.

- **The Gridlines** can be beneficial feature to relatively position our item location. The Gridlines have been turned on for the following figure and appear as horizontal and vertical lines.

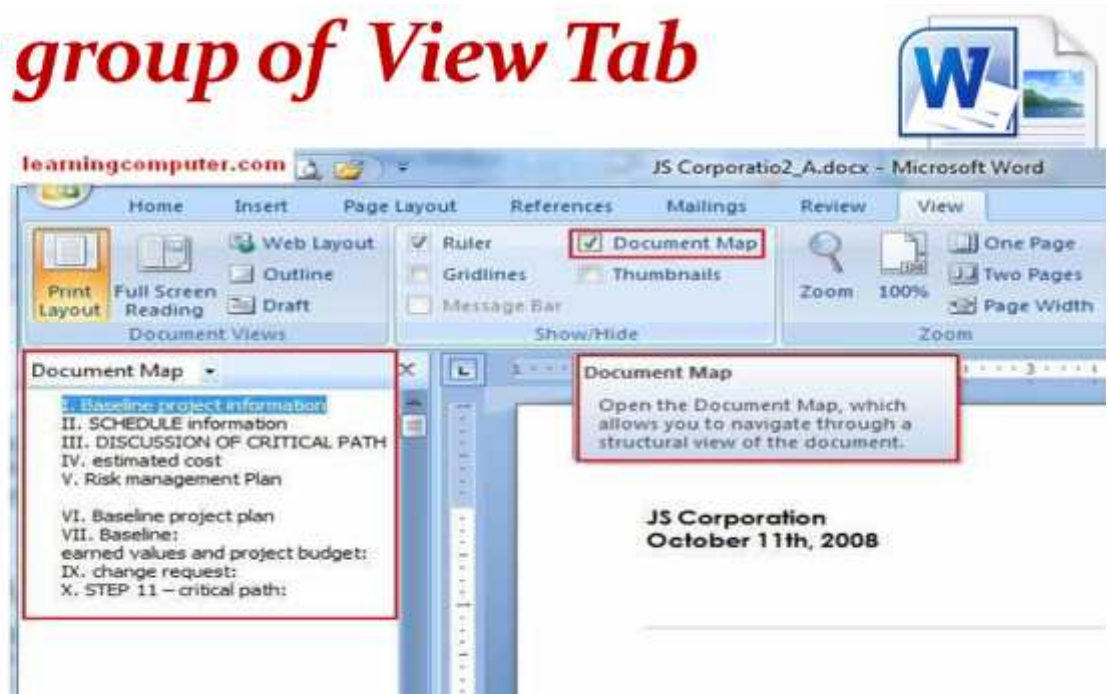


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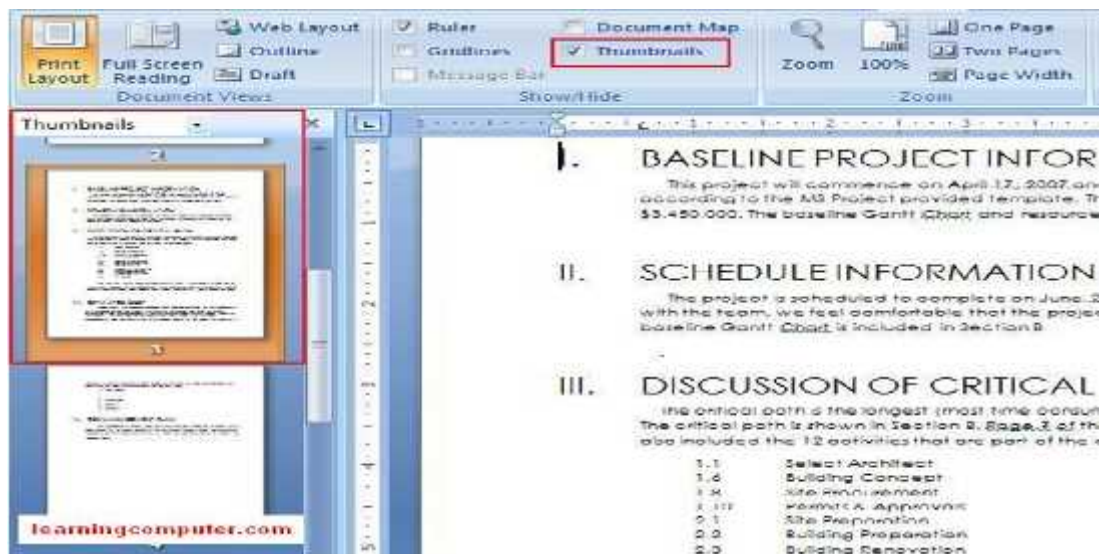
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The Show/Hide group of View Tab

➤ **The Document Map**, we can navigate through the structure of our document especially if we happen to be working on a long one. The document map will show on the left side in its own area. We can navigate to different areas by clicking on the heading in the document map as shown below.



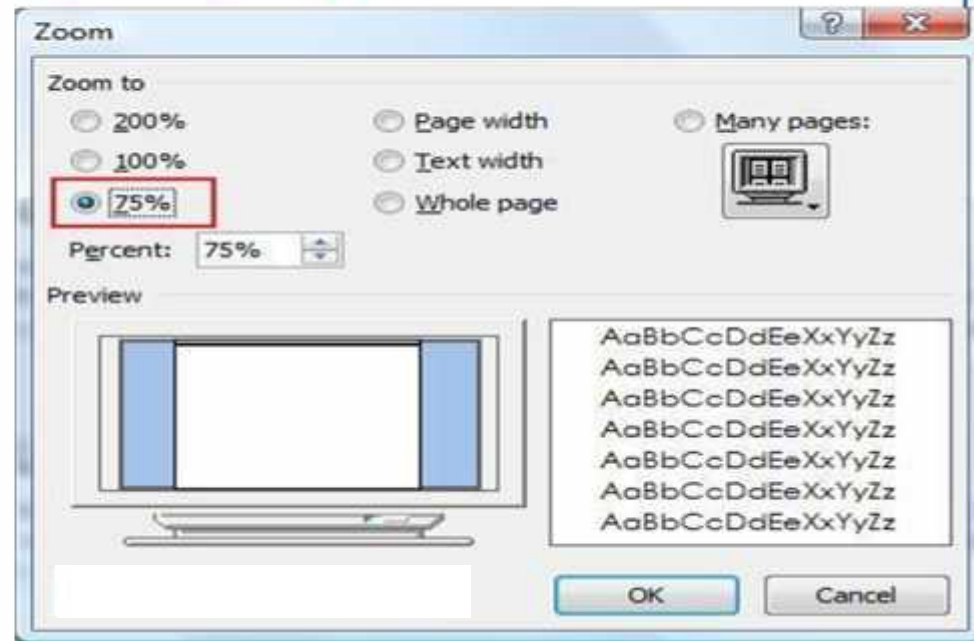
➤ **Finally the Thumbnails** are also a great navigation tool for our document. The pages in your document will be displayed as thumbnails on the left side of the document. we can move from one page to another by simply clicking on the thumbnails as shown in the picture below.



The Zoom group of View Tab



- Sometimes it is necessary to zoom in and out to get a better idea of what your document looks like or how will it show up on a Printer. The Zoom group in Microsoft Word 2007 View Tab lets you do just that. When you click on the zoom command in on the Ribbon, you will get a new dialog box as shown below.



- **Zoom** – Use this tool to open the zoom dialog box where we will be able to specify the zoom percentage we want for our page.
- **100%** - use this to zoom the document to 100% of the normal size.
- **One page** – this is used to zoom the page in such a way that an entire page fits in the window.
- **Two pages** – use this command to zoom two pages such that they fit in the window.
- **Page width** – this command zooms the document so that the width of the page matches the width of the window.

The Window group of View Tab



- **Window group**:- This group lets us work on the same document using different views and windows. When we select the New Window option, it will open a new window containing the same document. This can be useful if we need to see two different sections of the same document at the same time.
- **This group** has these options :-

- New window option.
- Arrange all option.
- Split option.
- View side by side option.
- Synchronous scrolling option.
- Reset window position option.
- Switch Windows option.



The Window group of View Tab

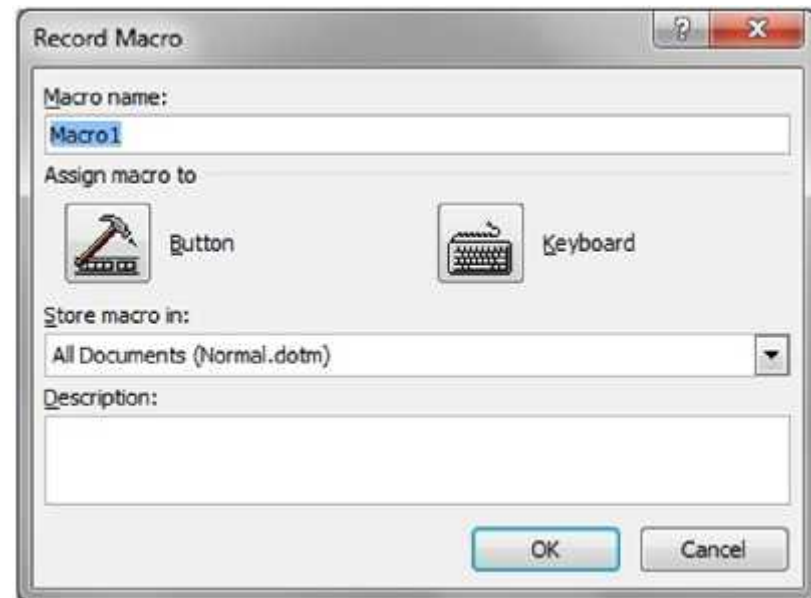


- **New window** – this command opens a new window containing a view of the current document.
- **Arrange all** – use this command to tile open program windows side-by-side on the screen.
- **Split** – this command splits the current window into two parts so that we can view different sections of the document at the same time.
- **View side by side** – use this command to view two documents side by side so that we can compare their contents.
- **Synchronous scrolling** – this synchronizes the scrolling of two documents so that they scroll together. In order to use this feature, we must turn on the view side by side command.
- **Reset window position** – this command resets the window position of the documents being compared side by side so that they share the screen equally. This command can only be used when the view side by side command is activated.
- **Switch Windows** – we can use this command to switch to a different currently open window.

The Macros group of View Tab



- Macros group is the last option under the View Tab. Macros are useful in re-enabling a certain order of tasks that we may perform commonly. For example, if we add a title, heading, our name and date to almost every document that we put together, it makes sense to add these steps to a Macro and then run it every time we start a new document.



- **Macro** – use this command to view the list of macros from which you can create, run, or delete a macro. By opening the macro dialog, you can be able to view macros, record macros, and pause recording macro.

Questions

