Computer System

Lecture Five

Microsoft Word

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Outline

1. Objectives.

2. Introduction of MS-Word.

3. MS-Word 2007 .

4. Starting MS-Word 2007 .

5. Main screen of a MS-Word 2007 .

Objectives

1. Explain the MS-Word.

2. Illustrate MS-Word 2007 .

3. Explain Starting MS-Word 2007 .

4. Illustrate Starting MS-Word 2007 .

5. Explain Main screen of a MS-Word 2007 .

Microsoft Word

Introduction

➢ *A word processor is a type of computer program that is used to create a variety of documents, from simple letters to fully explained a news letters and fliers.*

➢ *Word Processing applications display text on a computer screen and allow users to easily add, remove, and change the style, size, and placement of text in a document without having to retype the entire document as they would with a typewriter.*

➢ *Microsoft Word is one of the most popular word-processing software applications in use today.*

Microsoft Word 2007

- **MS-Word 2007** *for Windows is a version of MS Office, developed and published by Microsoft.*

- *It was preceded by Office 2003 and succeeded by Office 2010.*

- *It is a word processing software package. You can use it to type letters, reports, and other documents.*

- *The shape of MS-Word icon is as shown bellow*

Starting MS-Word 2007

Opening MS-Word , do either one of the following:

1- from the start button:

➢ *Click once on the Start button and from start menu, click on Programs. Then*

➢ *Move the cursor to the new menu on the right and then click on Microsoft Office 2007.*

➢ *Move the cursor to the next menu that opens and click Microsoft Office Word 2007.*

➢ *A blank document will appear on the screen.*

Starting MS-Word 2007

Start menu
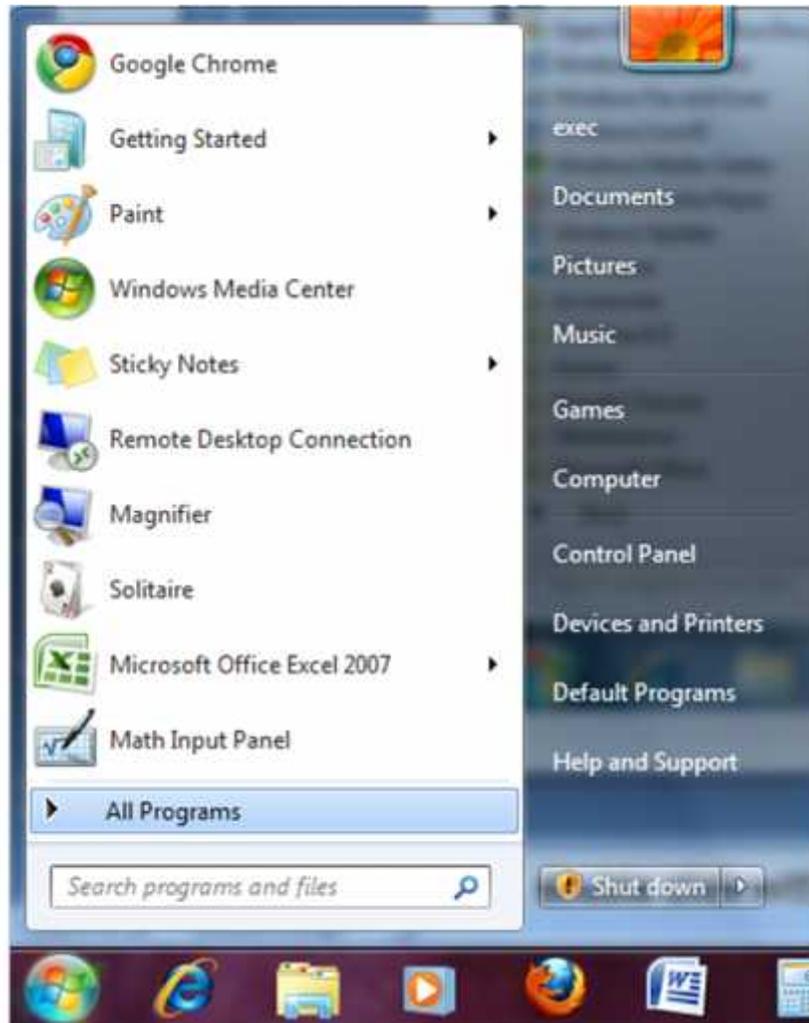
Programs menu

Starting MS-Word 2007

2- from New option:

➢ **Right click on any space of the desktop or window for folder, then**

➢ **Select New option which open new menu .**

➢ **Choose the Microsoft Word Document.**

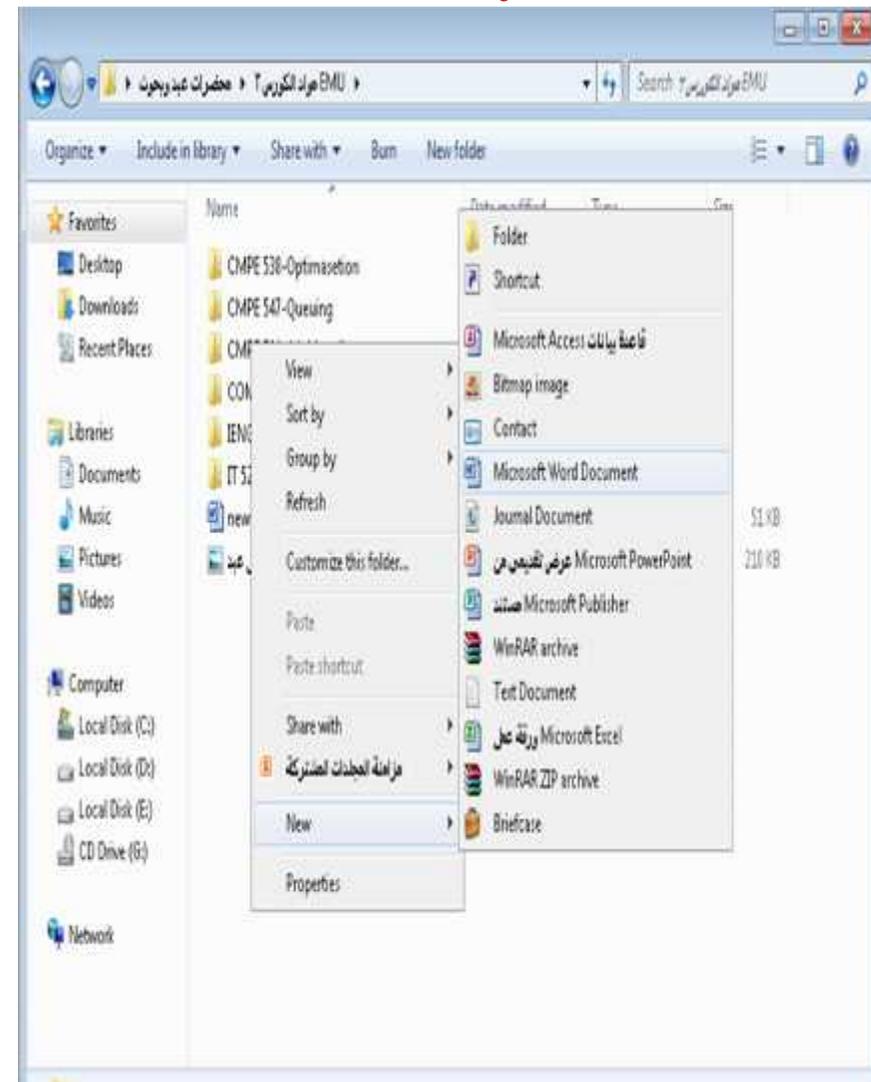➢ **A blank document will appear on the screen.**

Starting MS-Word 2007

From the desktop

From the folder

Starting MS-Word 2007

3- from the MS-Word icon :

➢ **Click on the icon of the Microsoft Word which appear on the desktop as a shortcut,**

or

➢ **Click one time on the icon of the Microsoft Word that they have been moved previously to the taskbar, then**
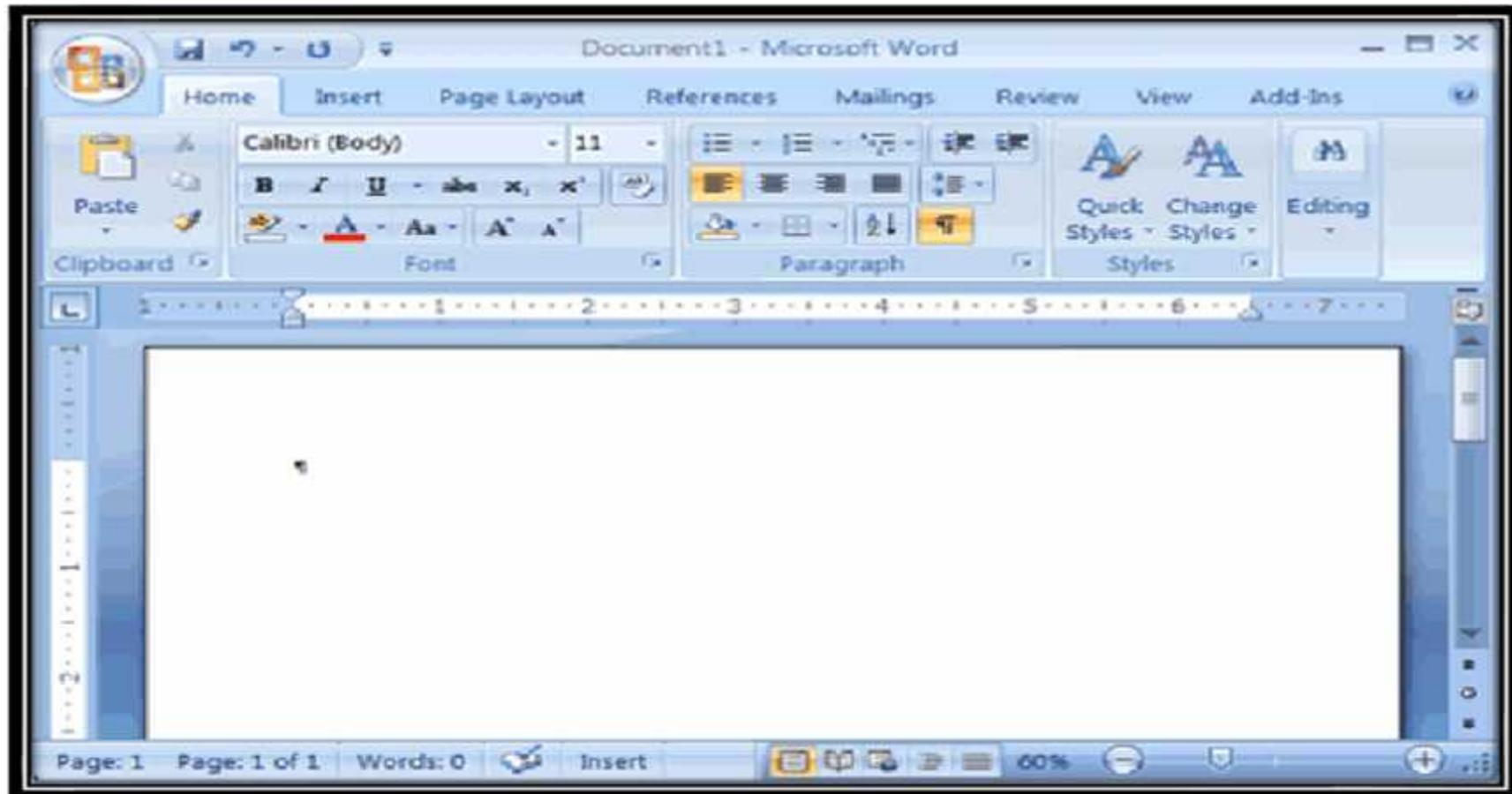
➢ **A blank document will appear on the screen.**

Main screen of a MS-Word 2007

The screen below is the opening screen for MS-Word 2007. Here we will review screenshots and documentation on how to navigate some of the basic menus and the steps necessary to **format a basic paper correctly**.

Main screen of a MS-Word 2007

From an image of the MS-Word2007 Interface.
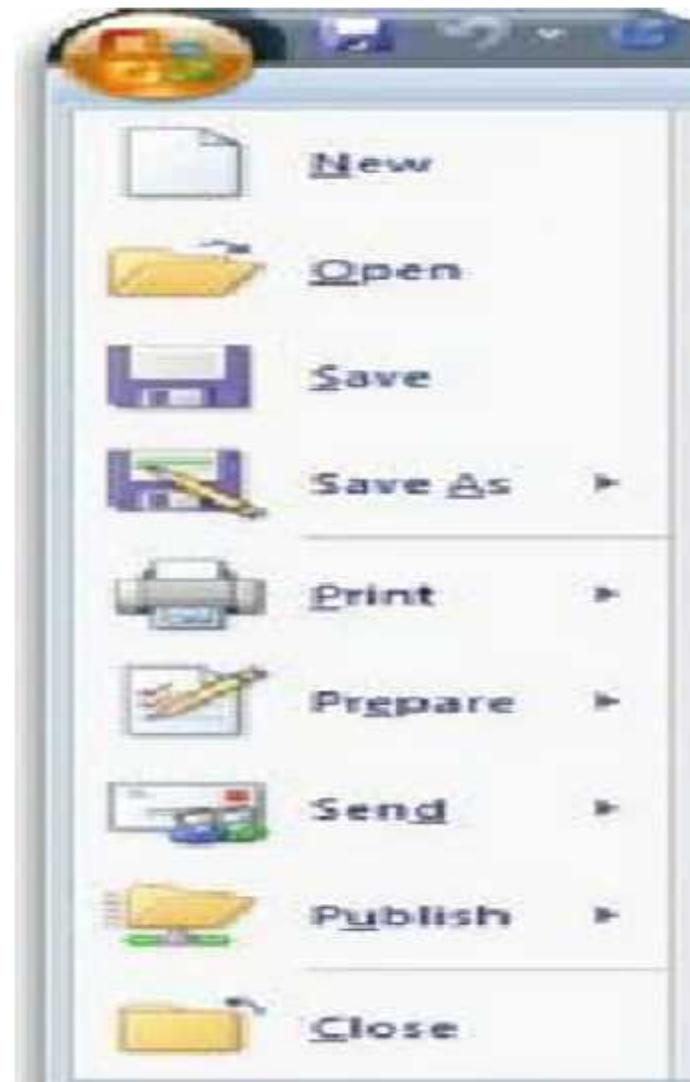
❑ *The Microsoft Office Button (Office Button):*

➢ **In the upper-left corner of the Word 2007 window is *the Microsoft Office button*.**

➢ **When you click the button, a menu appears which contains the commands most commonly associated with the file.**

➢ **It can use to create a new file, open an existing file, Save or Save As a file, and perform many other tasks.**

Main screen of a MS-Word 2007

Office Button

New

Open

Save

Save As ▸

Print ▸

Prepare ▸

Send ▸

Publish ▸

Close

Main screen of a MS-Word 2007

❑ *The Quick Access Toolbar:*

➢ **Next to the Microsoft Office button is** *the Quick Access toolbar.*

➢ **The Quick Access toolbar provides you with access to commands you frequently use.**

➢ **By default** *Save*, *Undo*, **and** *Redo* **appear on the Quick Access toolbar.**

Main screen of a MS-Word 2007

❑ The Title Bar:

➢ **Next to the Quick Access toolbar is *the Title bar*.**

➢ **The Title bar displays the title of the document on which you are currently working.**

➢ **It displays the names of the open program (in this case Microsoft Word) and the name of the current file.**

➢ **This file has not yet been saved so its name is Document1.**

➢ **Files created in Microsoft Word are often referred to as documents *and* have the file extension .doc or .docx**

Document1 - Microsoft Word

Main screen of a MS-Word 2007

❑ *The Size Buttons:*

➢ Next to the *Title bar, there are three* buttons **in the upper- right corner of the window.**

➢ **It contains** the minimize, maximize/restore **and** close buttons **for the program window.**

➢ **These three buttons are on almost every window that opens in a Windows based platform.**

➢ **They are on M.S windows as well, but they are circles instead of squares.**

Questions