# Computer System

## Lecture six

## Microsoft Word

### Prepared By

# M.Sc. Abd Ali Hussein

**2017-2018**

# Outline

1. Objectives.

2. The options of Office button.

3. Tabs Bar.

4. Contextual Tabs .

5. Program Tabs .

6. Standard Tabs.

7. Home Tab.

8. Clipboard.

# Objectives

1. Explain  The options of  Office button.
2. Illustrate Tabs Bar   .
3. Explain Contextual Tabs .
4. Illustrate Program Tabs .
5. Explain Standard Tabs.
6. Explain Home Tab.
7. Illustrate clipboard

.

# The options of Office button

## The options available in the Office Button menu are:

| | |
|---|---|
| New | Creates a new document |
| Open | Opens an existing document from disk |
| Save | Saves the open document to disk |
| Save As | Saves the open document to disk under a different name |
| Print | Prints the open document |
| Prepare | Prepares the document for distribution, through such tasks as adding a signature or encryption |
| Send | Sends the document to another user by email or fax |
| Publish | Makes the document publicly available via a document server or a public web space |
| Close | Exits the open document |

# *Tabs Bar*

➢ **Tabs are similar to the menu system of MS-W2003 instead of having dropdown menus.**

➢ **MS-Word2007 created the Tab and Ribbon system. When you select a tab it will display the Ribbon associated with that tab. Here everything has been changed into button form.**

➢ *There are three types of Tabs:-*

1.  standard Tabs ( *Home tab*, *Insert*, *Page Layout* , *References* , *Mailings*, *Review tab*,   and end with *View tab*).
2.  *Contextual Tabs ( Ex. Picture Tools, Drawing, or Table), these Tabs appear only when they are needed on the type or task.*
3.  Program Tabs (Ex. Print Preview), these Tabs replace the standard set of Tabs when you switch to certain views or modes .

# Example of **Contextual Tabs**

To do this, let us try the following steps:
1. Click Insert Tab in MS Word 2007.
2. Find and click the Table tool under Tables group.
3. Select in the displayed drop-down menu the Draw Table tool.
4. Position the pointer in the document and draw a table by dragging.

After creating a table in the document, you see that the Table Tools Contextual Tabs are displayed. This simply means that the content in the document which is the table can be further manipulated using the newly displayed tabs.

# Program Tab



To do this, let us try the following steps:

1. Click Office Button in MS Word 2007.
2. Select Print in the Office Button menu.
3. Select and click the Print Preview option.

You see that the Standard Tabs were substituted with the Print Preview tab only.

# *Standard Tabs*

➢ **When you select any tab it will display the Ribbon associated with that tab.**

➢ **Here everything has been changed into button form.**

➢ **It is quite different from the old versions.**

➢ **We are going to start with the basics and then move step by step through each tab at the top to include:**

❖ - *Home tab*,
❖ - *Insert tab*,
❖ -*Page Layout tab*,
❖ -*References tab*,
❖ -*Mailings tab*,
❖ -*Review tab*,   *and end with*
❖ -*View tab*.
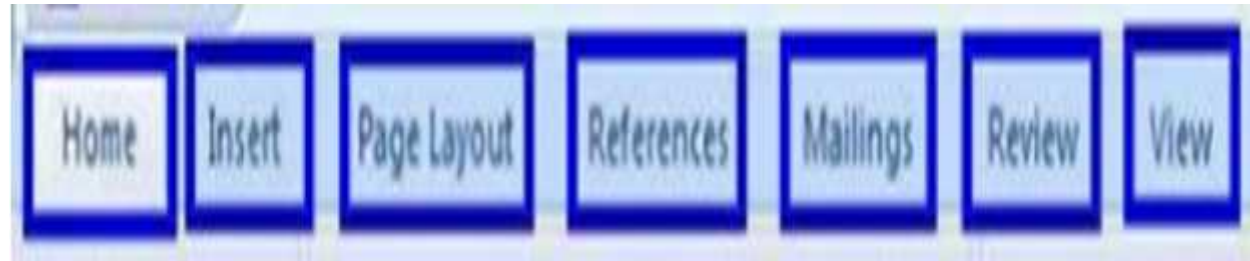
# *Home Tab*

❑ **Home Tab contains the most commonly used commands . These called ribbon:**

**-Clipboard**
- **Font** .
- **Paragraph**
- **Styles**
- **Editing**

# *Home Tab*

❑ **In the Home Ribbon there is list of groups:**

• **Clipboard**

  -A group where you can find the cut, copy, paste, and format painter and show the office clipboard task pane.

• **Font**

 -A group where you can find the tools related to the manipulation of fonts.

• **Paragraph**

-A group where you can find the bullets and numbering, multi-level lists, tabs, alignments, line spacing, shading and borders, sort and indentations.

• **Styles**

a style is  determined set of formats that you can use repeatedly though out all your documents

• **Editing**

-A group under home ribbon where the find, replace, and select commands can be found.

# Clipboard

- MS Word provide different method to Copy, past, cut, and Format painter in its clipboard group.

- It is located in clipboard in HOME tab ribbon.

- If you want to move text from one place to another you use cut and paste option or copy past text.

- You can also format your text style same as you did before using Format Painter option.

# Clipboard

## Shortcut Keys

- (Ctrl+C)            Copy the selected text.
- (Ctrl+X)            Cut the selected text.
- (Ctrl+V)            Paste the selected text.
- (Ctrl+Alt+V)        Paste Special.
- (Clrl+Shift+C)      Format Painter.

# Questions