

Computer System

Lecture seven

Microsoft Word

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2017-2018

Outline

1. Objectives.
2. The Font of home Tabs.
3. dialog box option of home Tabs .
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6. The keyboard shortcuts of a Paragraph group.
7. Styles of Home Tab.
8. The keyboard shortcuts of styles group.
9. Editing of Home tab.
10. keyboard shortcuts of Editing group.

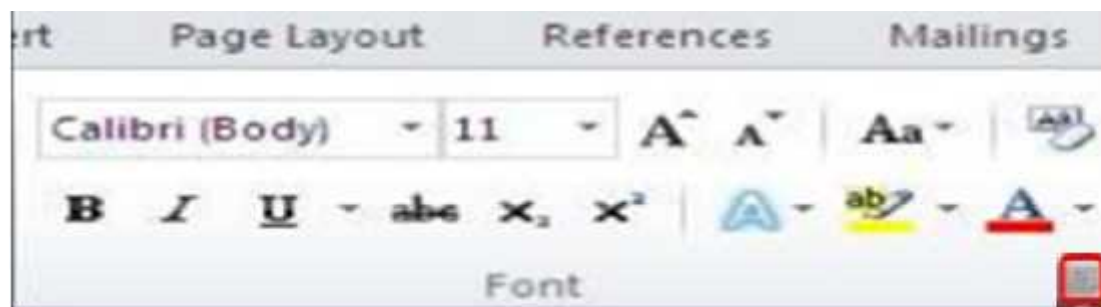
Objectives

- 1. Explain the options of Font group.*
- 2. Illustrate dialog box option.*
- 3. Explain keyboard shortcuts of font group.*
- 4. Illustrate Paragraph of home Tabs.*
- 5. Explain the keyboard shortcuts of a Paragraph group.*
- 6. Explain Styles of Home Tab.*
- 7. Illustrate the keyboard shortcuts of styles group.*
- 8. Explain Editing of Home tab.*
- 9. Illustrate keyboard shortcuts of Editing group.*

Font



- We have also the second group (which is called Font) in ribbon of home tab.
- This group has a lot important role in writing text.
- we can choose any writing font style, in any size.
- We can make our text bold, underline (in different styles), italic style and in any case also by changing case option.
- Also, we can change our text colors and we can highlight any important phrase in our text in any color we want.

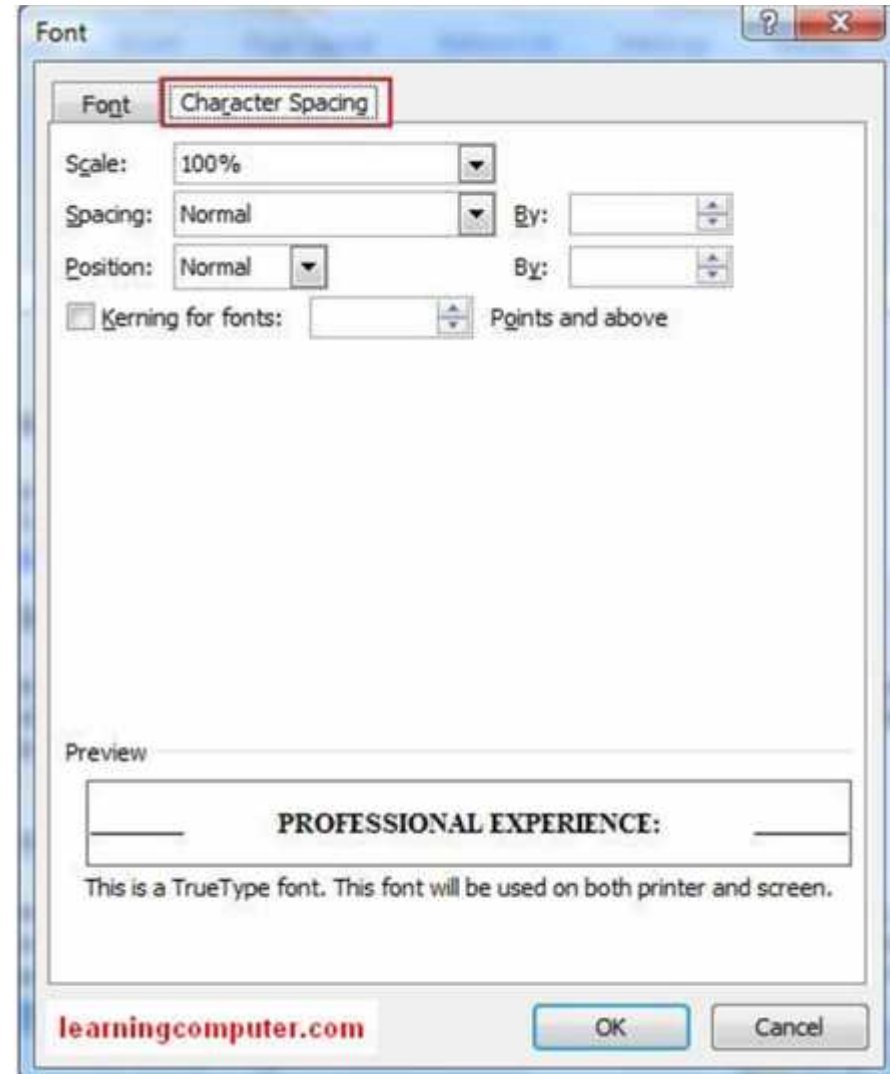


Dialog box option of Font



- We also have dialog box option in right lower corner of font by click on dialog box symbol, a dialog box appears.
- In it there are two options:-
 - ❖ **Font.**
 - ❖ **Character Spacing.**
- In font we can change font style, font size, color, underline styles and different effects along with preview.
- In Character Spacing option we can control spacing between characters, and change its position (lowered, raised) along with preview.

Dialog box option of Font



keyboard shortcuts of font group



The keyboard shortcuts of font group are:-

NO	Press key	To do
1	Ctrl + B	Bold the selected text
2	Ctrl + I	Italicize the selected text
3	Ctrl + U	Underline the selected text
4	Ctrl + =	Create the small letters below text
5	Ctrl + Shift ++	Create the small letters above text
6	Ctrl + [Decrease the font size
7	Ctrl +]	Increase the font size
8	Ctrl + Shift + F	Change the font face
9	Ctrl + Shift + p	Change the font size

Paragraph



- Is the third group of home tab ribbon (is called Paragraph that is used Align the text to the right or left or to the center).
- Also use to give your document bullets and numbering.
- the options of paragraph group are:-

1- bullets and Numbering.

2-Text Alignment (right, left, justify, and center).

3-Indents.

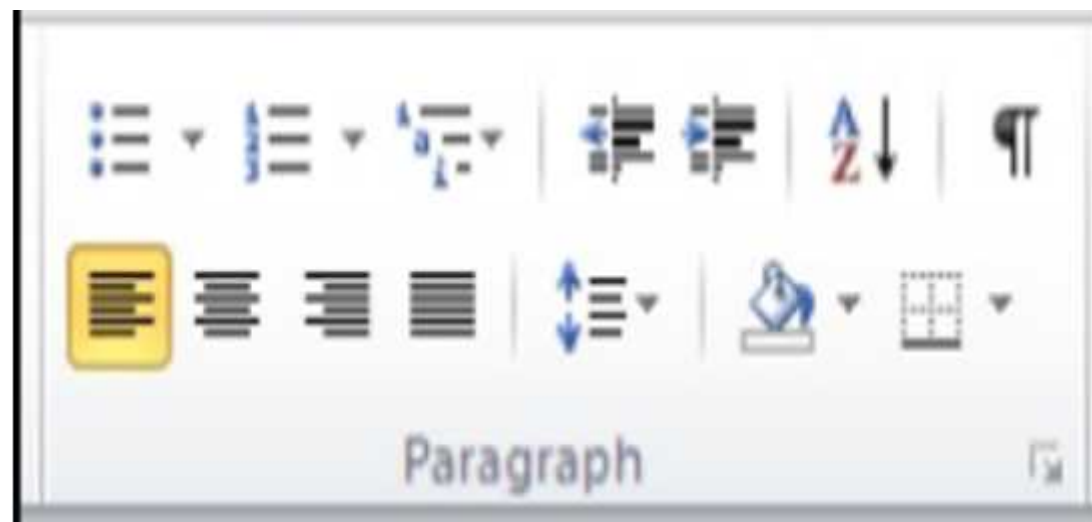
4-Sort.

5-Show/ Hide.

6-Line Spacing.

7-Shading.

8-Bottom Borders.



keyboard shortcuts of a Paragraph group



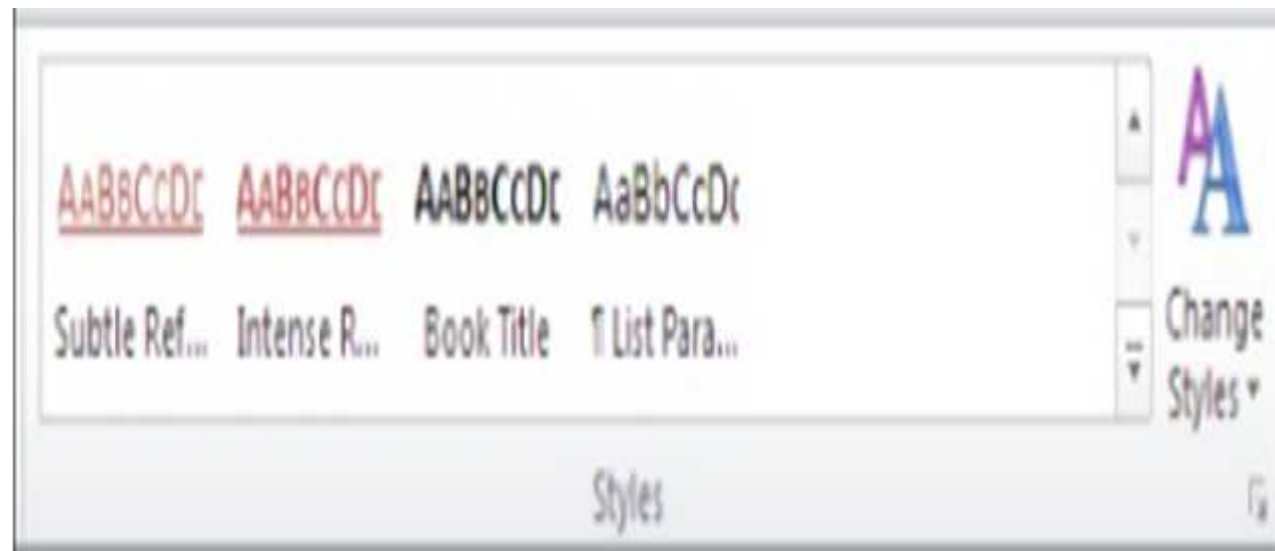
The keyboard shortcuts of a Paragraph group are:-

<i>NO</i>	<i>Press key</i>	<i>To do</i>
<i>1</i>	<i>Ctrl + R</i>	Switch a paragraph between right and left aligned.
<i>2</i>	<i>Ctrl + L</i>	Left align a paragraph
<i>3</i>	<i>Ctrl + J</i>	Switch a paragraph between justified and left-aligned.
<i>4</i>	<i>Ctrl + E</i>	Switch a paragraph between centered and left-aligned.
<i>5</i>	<i>Ctrl + *</i>	<i>Show /Hide</i> align a paragraph.
<i>6</i>	<i>Ctrl + M</i>	Indent a paragraph from the left.
<i>7</i>	<i>Ctrl + Shift + M</i>	Remove a paragraph indent from the left.
<i>8</i>	<i>Ctrl + T</i>	Create a hanging indent
<i>9</i>	<i>Ctrl + Shift + T</i>	Reduce a hanging indent.
<i>10</i>	<i>Ctrl + Q</i>	Remove paragraph formatting.

Styles



- Is the fourth group of home tab ribbon (is called styles that is used to quickly style your document with different styles.
- There is also clear formatting option which is use to clear previously styles which we did on document.
- It is also in the drop down box.



keyboard shortcuts of Styles group



The keyboard shortcuts of styles group are:-

NO	<i>Press key</i>	<i>To do</i>
1	Ctrl +Shift + S	Open Apply Styles task pane.
2	Alt + Ctrl + Shift + S	Open Styles task pane.
3	Alt+Ctrl+K	Start AutoFormat.
4	Ctrl+Shift+N	Apply the Normal style.
5	Alt+Ctrl+1	Apply the Heading 1 style.
6	Alt+Ctrl+2	Apply the Heading 2 style.
7	Alt+Ctrl+3	Apply the Heading 3 style.

Editing of Home tab



- Is the last group of home tab ribbon (is called Editing that having its own importance).
- Like if we have to find some specific Name, text or number by reading it takes a lot of time but MS-Word 2007 ease our this trouble by putting find option .
- Through this we can find any word in our document and edit it or replace it with other correct or efficient text.
- We can also select our text or something by clicking on select option in editing panel.

Editing of Home tab



keyboard shortcuts of Editing group



The keyboard shortcuts of editing group are:-

<i>NO</i>	<i>Press key</i>	<i>To do</i>
1	Ctrl + F	Find text, formatting, and special items.
2	Alt + Ctrl + Y	Repeat find (after closing Find and Replace window).
3	Ctrl + H	Replace text, specific formatting, and special items.
4	Ctrl + G	Go to a page, bookmark, footnote, table, comment, graphic, or other location.
5	Alt + Ctrl + Z	Switch between the last four places that you have edited.
6	Alt+Ctrl+Home	Open a list of browse options. Press the arrow keys to select an option, and then press ENTER to browse through a document by using the selected option.

Questions

