

# Computer System

Lecture eight

Microsoft Word

Prepared By

**M.Sc. Abd Ali Hussein**

2016-2017

# *Outline*

**1. Objectives.**

**2. Insert Tab .**

**3. pages of Insert Tab .**

**4. Tables of Insert Tab.**

# *Objectives*

*3. Explain Insert Tab .*

*4. Illustrate pages of Insert Tab .*

*5. Explain Tables of Insert Tab.*

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# Insert Tab



The 2<sup>nd</sup> tab Groups contain the commands most commonly associated with adding something to the document.

Pages

Tables

Illustrations

Header/Footer

Links

Text

Symbols



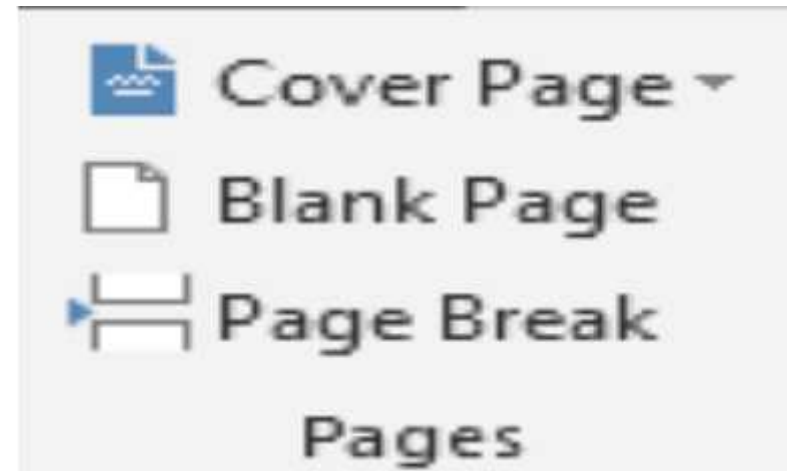
# *pages of Insert Tab*



## *1- pages group:*

❑ On the far left the first section is Pages. The three categories you can insert for pages are;

- **Cover Page,**
- **Blank Page, and**
- **Page Break.**



❑ These three features are useful if you are creating a professional or long document

# pages of Insert Tab



## ➤ Cover Page:



- ❖ Selecting *Cover Page* allows you to insert a formatted front page into your document.
- ❖ Microsoft has a number of cover pages available that you can use and more are available online.
- ❖ You can design and include your own cover page by including a page in the Building Blocks.
- ❖ To remove an existing Cover Page from a document, use Cover Page > Remove Current Cover Page.



## *pages of Insert Tab*



### ➤ **Blank Page:**



This will insert an additional blank page in a document.

### ➤ **Page Break:**



Use this button to move text onto a different page or insert a page break. Can also be done using the keystrokes **Ctrl > Enter**.

# Tables of Insert Tab



## 2- Tables group:



This button allows a table to be inserted into the document in one of five ways (click the drop down to get the options):

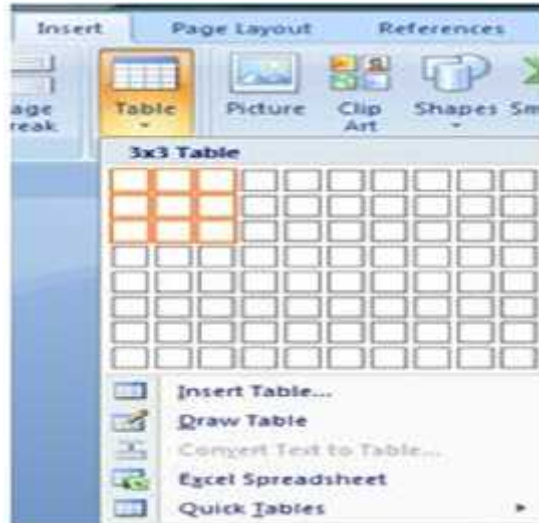
- **Manually**- by dragging the mouse over the number of rows and columns you would like in your table ,highlight the numbers of cells required in the table .
- **Click Insert Table** – select number of columns and rows required in the table .
- **Draw Table** – actually draw the rows and columns required.
- **Convert Text to Table** – highlight text and reformat it as a table.
- **Excel Spreadsheet** – Insert a blank Excel spreadsheet which can be completed in Excel (with formulae, functions etc.) but included in the Word document.
- **Quick Table** – select a preformatted table



# Tables of Insert Tab



## Manually



## Insert Table



## Convert Text to Table



## Excel Spreadsheet

Budget				
	Budget Amount	Actual cost	Difference	
1	Electric	\$100.00	\$89.00	\$11.00
4	Phone	\$12.00	\$38.00	-\$6.00
5	Water	\$18.00	\$21.00	\$7.00
6	Gas	\$75.00	\$59.00	\$16.00
7				
8				
9				
10				

## Draw Table



# Questions

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# Computer System

Lecture nine

Microsoft Word

Prepared By

**M.Sc. Abd Ali Hussein**

2016-2017

# Outline

1. Objectives.
2. The Page Layout Tab of MS-word 2007.
3. *Themes OF Page Layout Tab .*
4. *Themes colors OF Page Layout Tab .*
5. *Themes Font OF Page Layout Tab.*
6. *Themes Effect OF Page Layout Tab .*
7. *Page Setup OF Page Layout Tab .*
8. *Margins of Page Setup group*
9. *Orientation and size of Page Setup group.*
10. *Columns of Page Setup group.*
11. *Breaks of Page Setup group.*
12. *Line numbers of Page Setup group.*

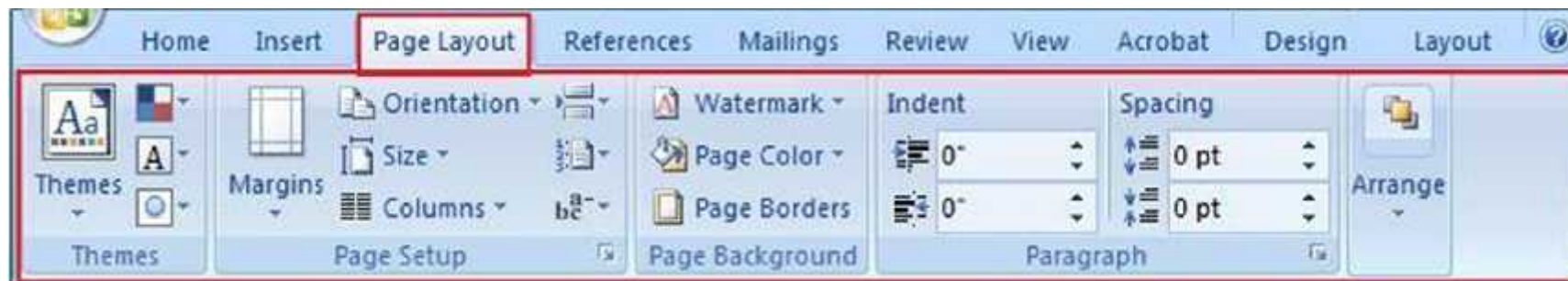
# **Objectives**

- 1. Explain Page Layout Tab of MS-word 2007.***
- 2. Illustrate Themes OF Page Layout Tab***
- 3. Explain Themes colors OF Page Layout Tab .***
- 4. Explain Themes Font OF Page Layout Tab***
- 5. Illustrate Themes Effect OF Page Layout Tab.***
- 6. Explain Page Setup OF Page Layout Tab.***
- 7. Explain Margins of Page Setup group.***
- 8. Explain Orientation and size of Page Setup group.***
- 9. Explain Columns of Page Setup group.***
- 10. Illustrate Breaks of Page Setup group.***
- 11. Illustrate Line numbers of Page Setup group.***

# Page Layout Tab of MS-Word 2007



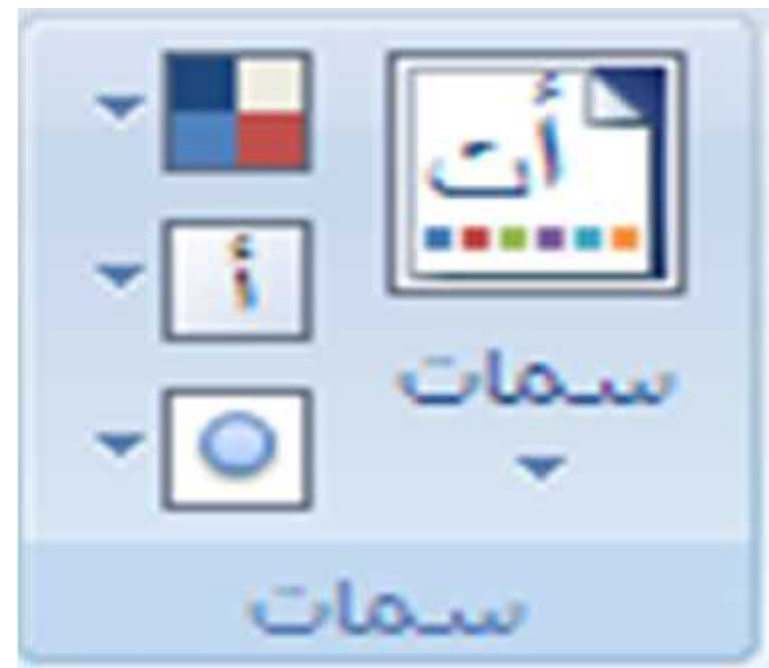
- **The Page Layout Groups** contain the commands most commonly associated with settings that would affect the entire page or document.
- There are five groups for the **Page Layout**:
  - ❖ Themes group.
  - ❖ Page Setup group.
  - ❖ Page Background group.
  - ❖ Paragraph group.
  - ❖ Arrange group.



# Themes OF Page Layout Tab

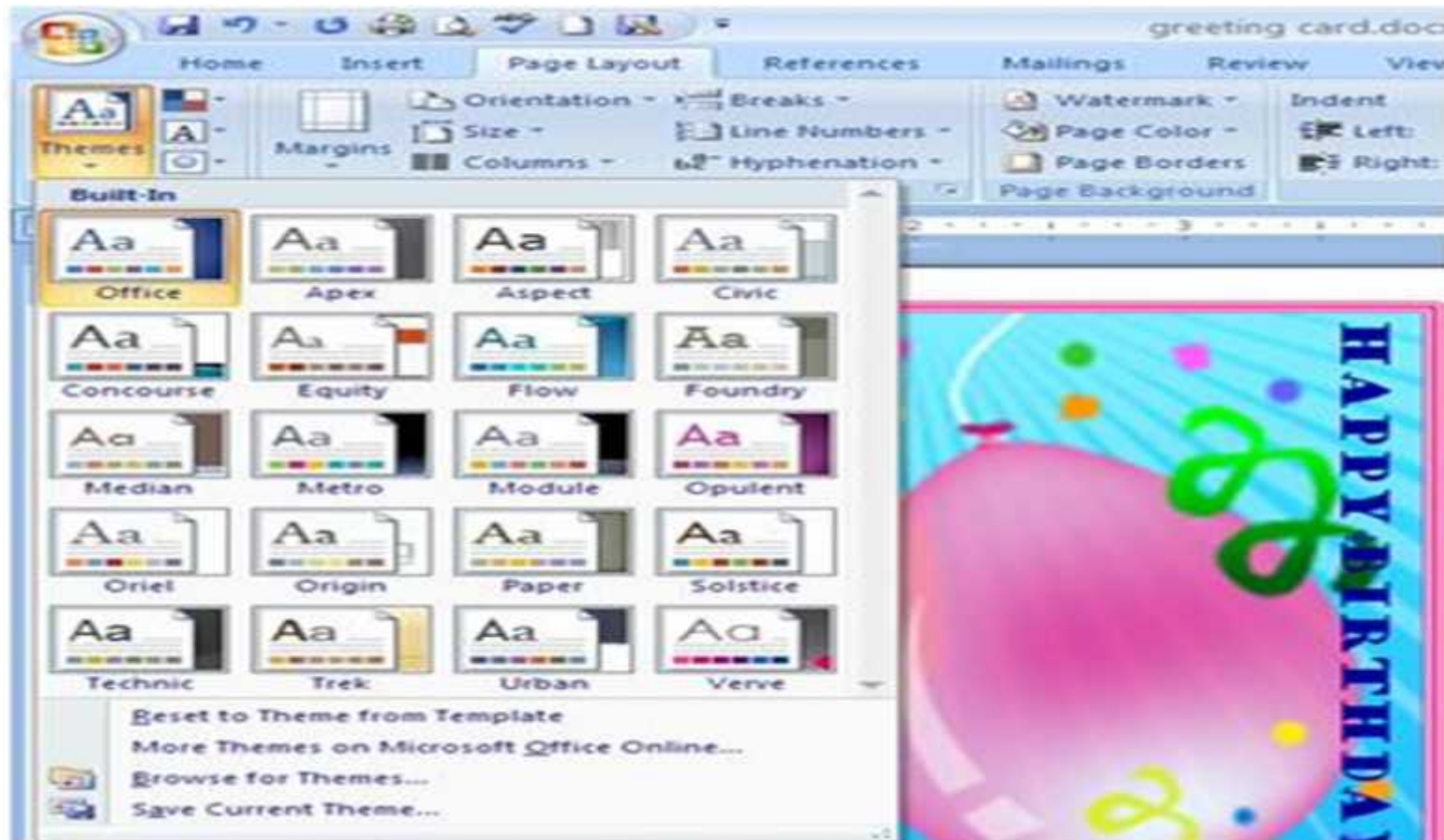


- ❑ The Theme s group contains four options :-
  - Themes option.
  - Theme colors option.
  - Theme Fonts option.
  - Theme Effects option.



# Themes OF Page Layout Tab

The Theme did not affect my document text as it did not have a style applied to it. When I selected the heading, “Description of Organization” and browsed to the Home Tab, I did see that Heading 1 style had been applied to it. This is shown as follows.

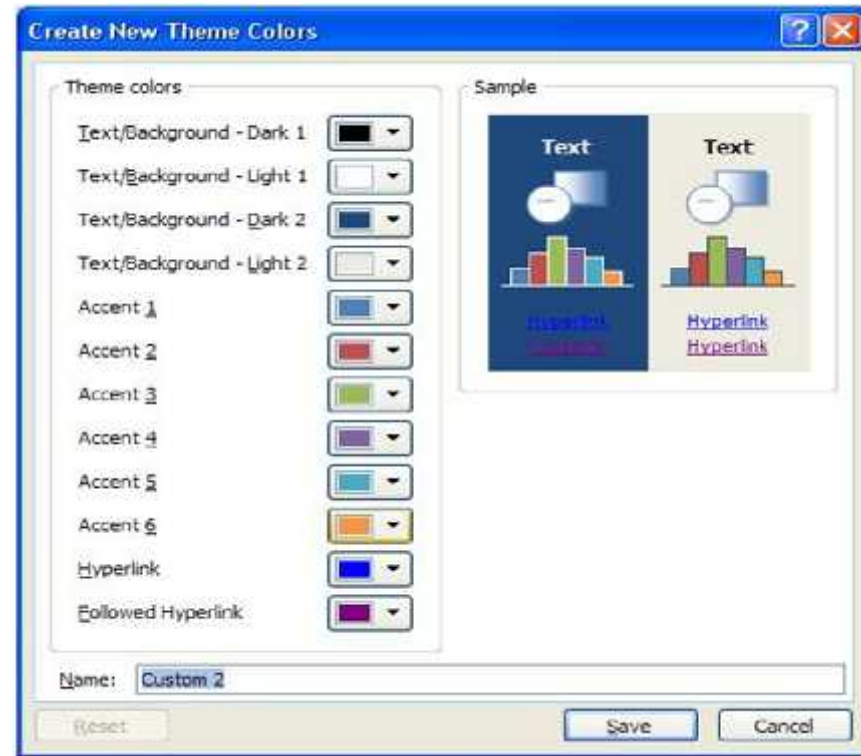
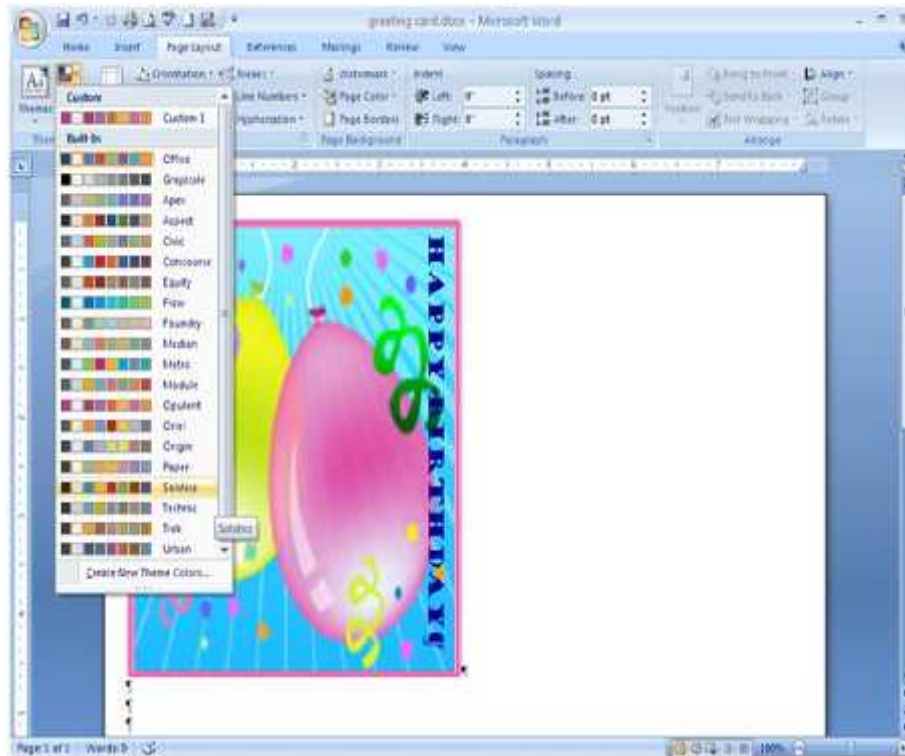




# Theme colors OF Page Layout Tab



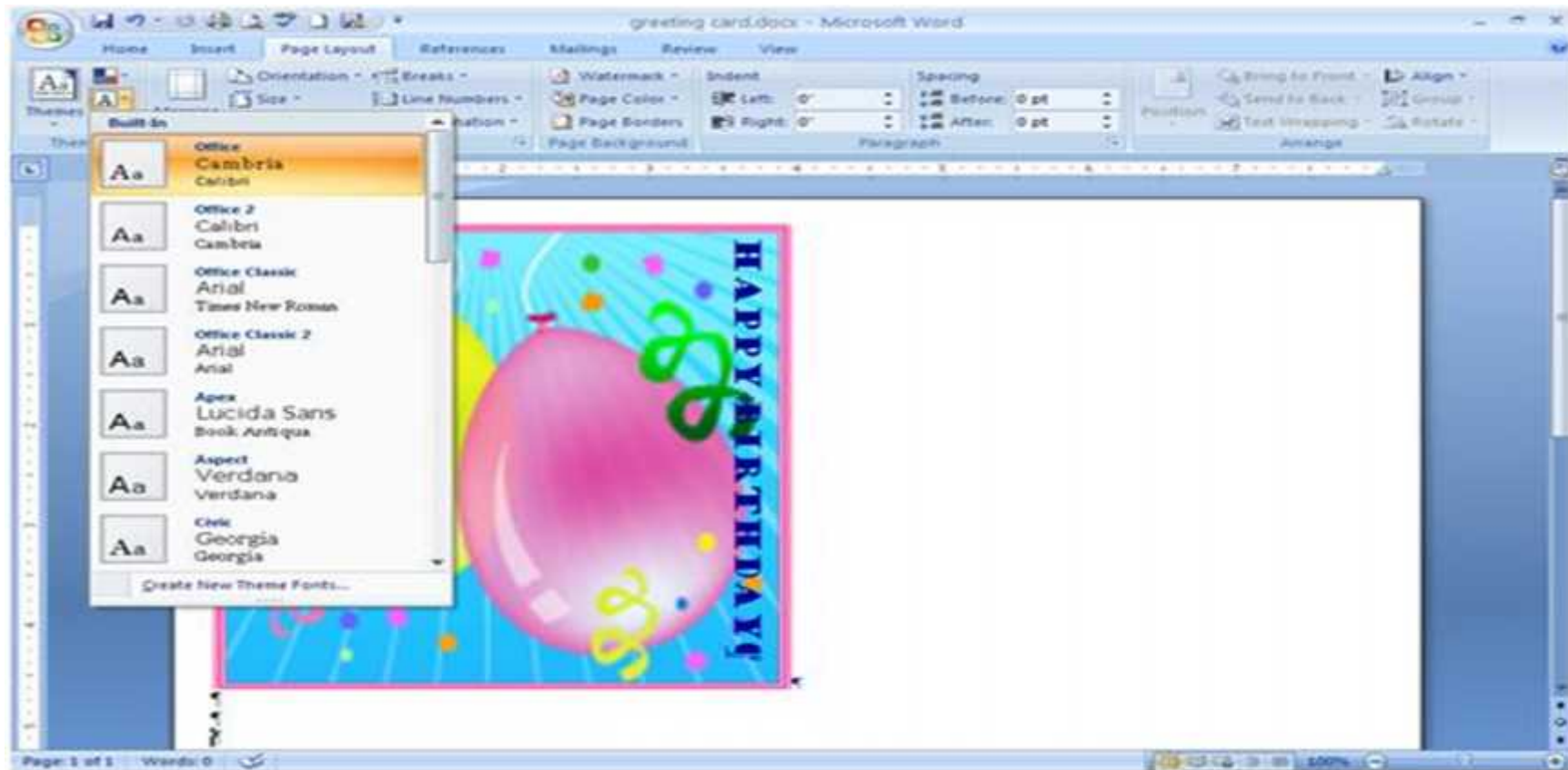
- Now click on the down arrow next to the square made up of 4 colors to learn how to change the theme color.
- When you click on the custom color theme drop down arrow you will get a list of Built-In Color themes for your document.
- These are colors are for a variety of things including heading, body, and accent colors. Now click on Create New Theme Colors ,we get anew dialogue window



# Theme Fonts OF Page Layout Tab



- Next is the Font theme selector. Click the dropdown arrow next to the box with the font **A**.
- This menu works just like the colors but you are changing the fonts.
- Microsoft Word 2007 has provided for you also the Create New Theme Fonts option.



## *Theme Fonts OF Page Layout Tab*



- When the Create New Theme Fonts window opens go ahead and play around with Heading font and the Body font by clicking the dropdown arrow next to the font names.
- It will show you a preview of your selections in the Sample section. If you want to save your selections type a name in the Name section and click save.

The screenshot shows the 'Create New Theme Fonts' dialog box. The title bar is blue with a question mark and a close button. The main area has a light beige background. On the left, there are two dropdown menus: 'Heading font:' with 'Cambria' selected and 'Body font:' with 'Calibri' selected. To the right is a 'Sample' section with a preview of the heading and body text. At the bottom, there is a 'Name:' field with 'Custom 1' entered, and two buttons: 'Save' and 'Cancel'.

**Create New Theme Fonts**

Heading font: Cambria

Body font: Calibri

Name: Custom 1

Sample

Heading

Body text body text body text.

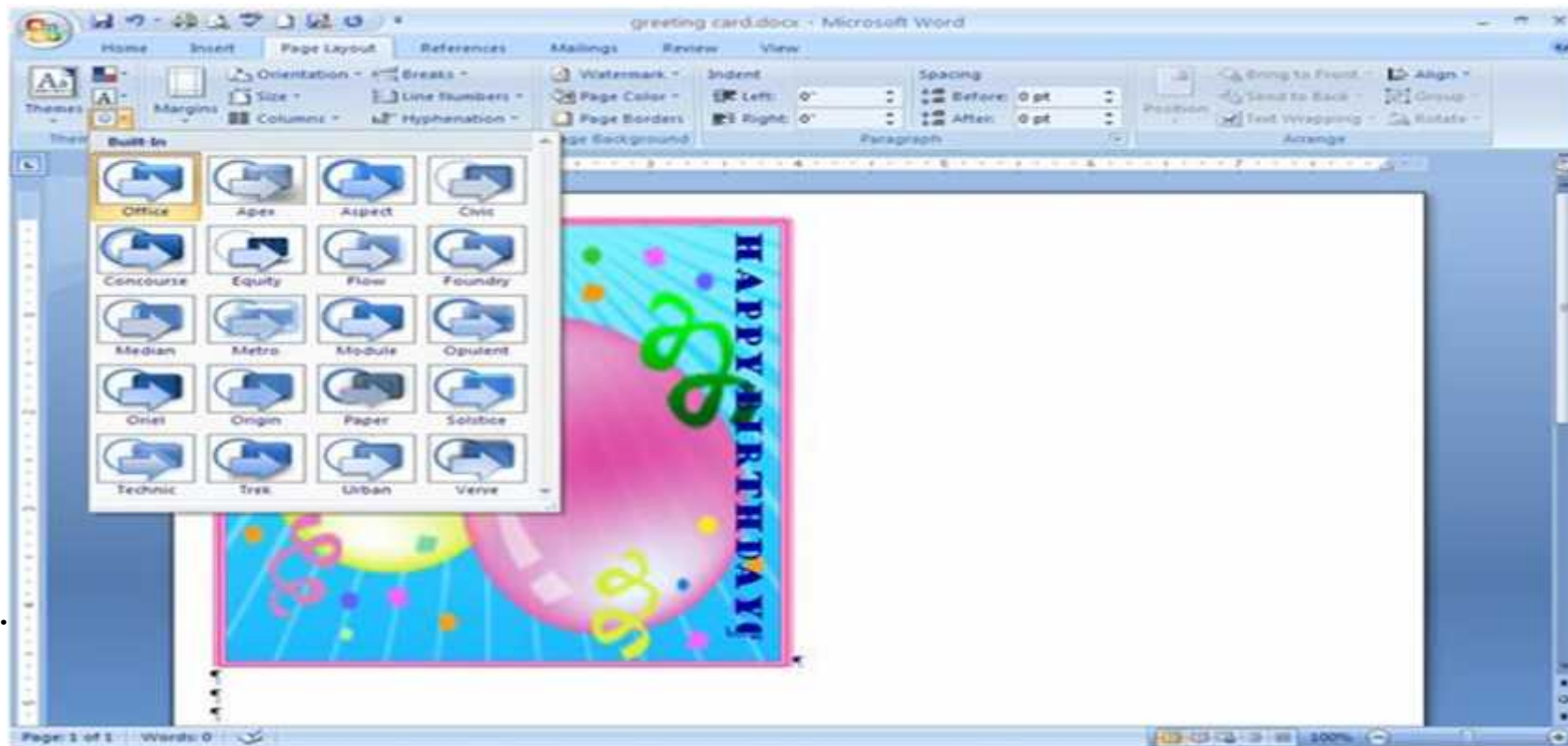
Body text body text.

Save Cancel

# Theme Effects Of Page Layout Tab



- The last button in the Themes group is the Effects button. Theme effects are sets of lines and fill effects used on shapes and graphics you use in your document. Click the drop down arrow to see your list of choices.
- The effects do not let you customize your own but it gives you a wide variety of choices of borders and fill effects to choose from.

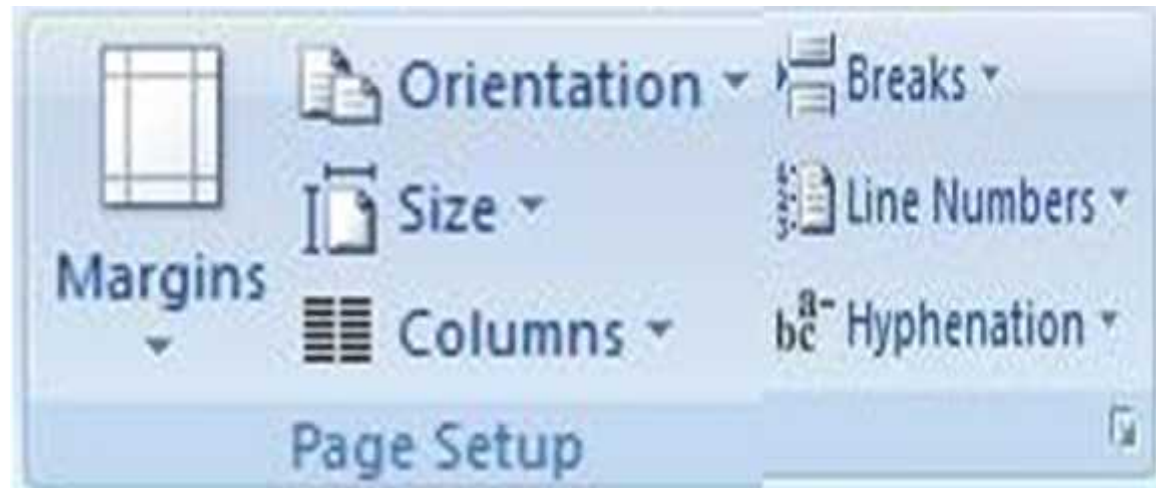


# Page Setup OF Page Layout Tab



- In the Word 2007 Page Setup section of the Page Layout tab we will make a change to our greeting card so hang in there with me.
- **This group is included the following options :-**

- ❖ Margins.
- ❖ Orientation.
- ❖ Size.
- ❖ Columns.
- ❖ Breaks.
- ❖ Line Numbers .
- ❖ Hyphenation .



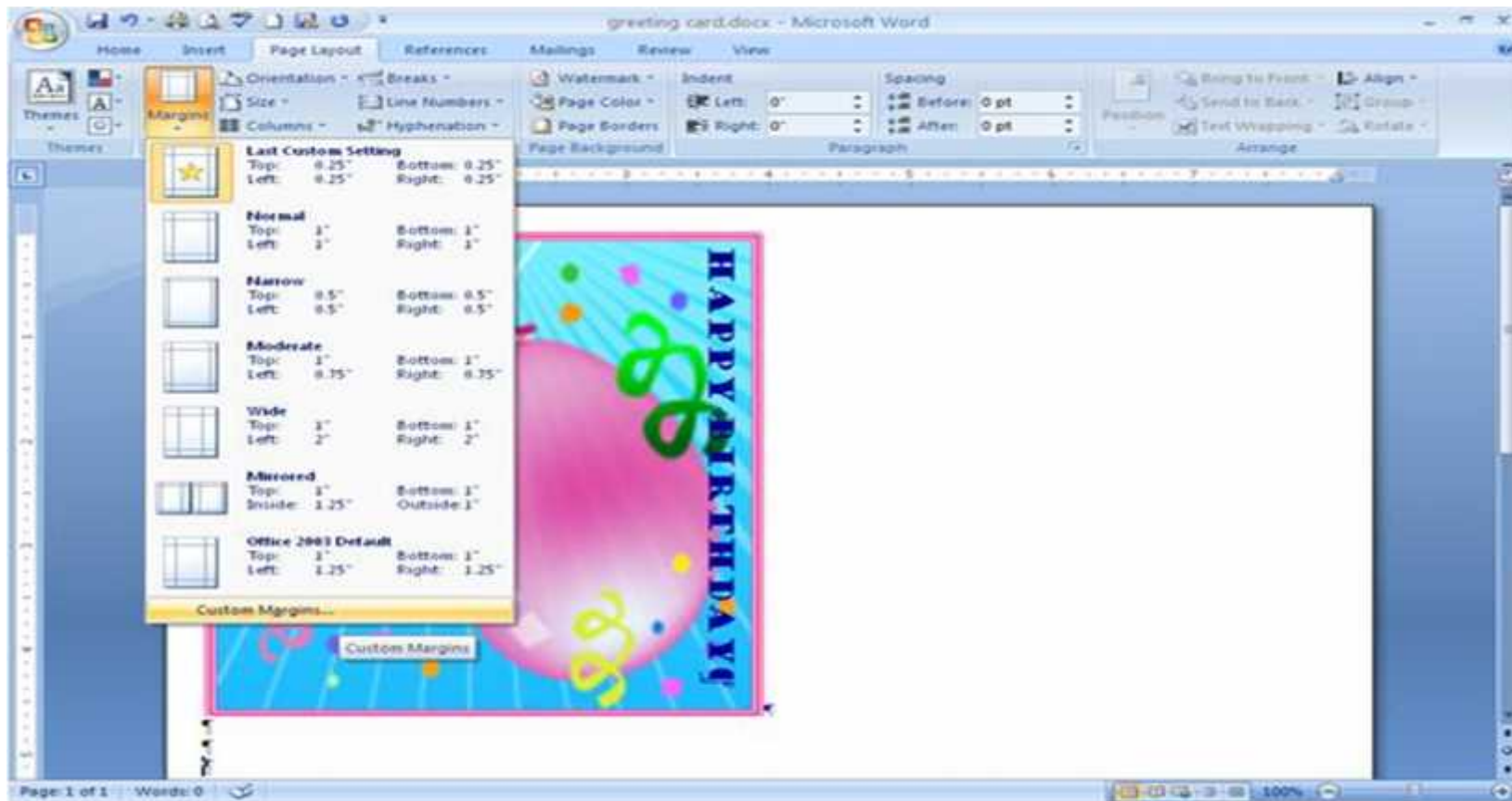
- these main options have secondary options of each one.

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# *Margins of Page Setup group*



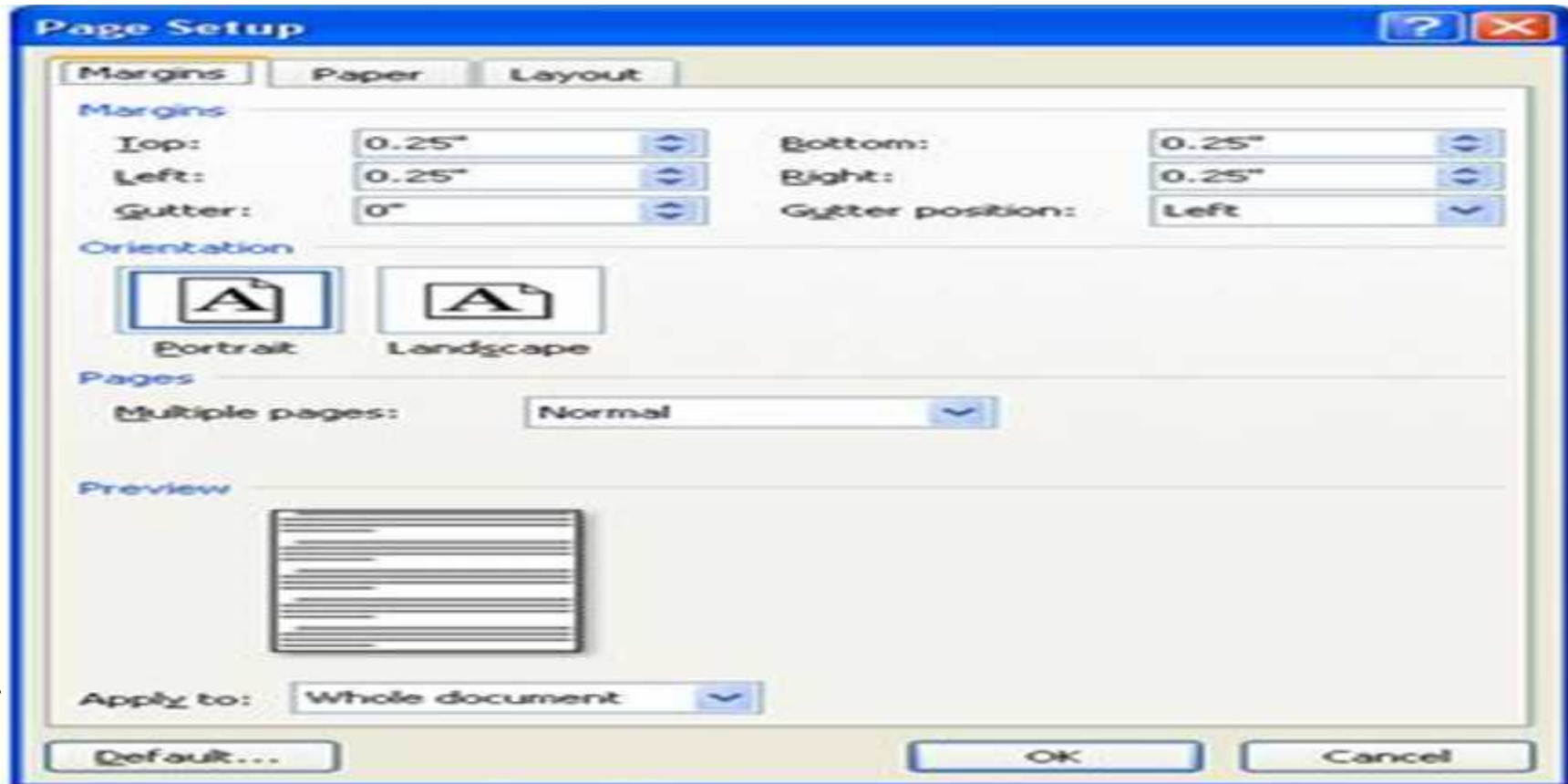
- Click the dropdown arrow under margins. Then click Custom Margin.
- When you are creating a greeting card you don't want large margins. When you fold the greeting card you want a small margin so you don't have a lot of white space around your graphics and text.



# *Margins of Page Setup group*



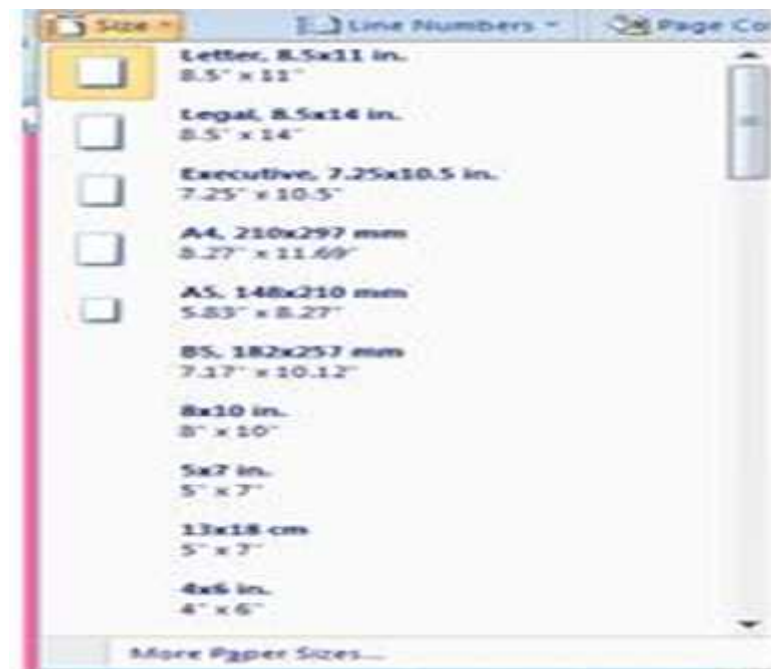
- The Page Setup window opens when you click custom margins. This window give you several options to customize your page but we only want to reduce our margin. Change the top, bottom, right, and left margins to .25  
Once you have done that click OK.



# Orientation and size of Page Setup group



- The next button in the Page Setup section is Orientation. The Orientation button lets you choose which direction your document either Portrait or Landscape.
- Next is the Size button click the down arrow on the size button to see the menu. This menu lets you select the size of paper you will be printing your document on. Scroll through the options using the scroll bar on the right. If you would like to see more options click the More Pages Sizes and a window will open for you to choose a more custom option.

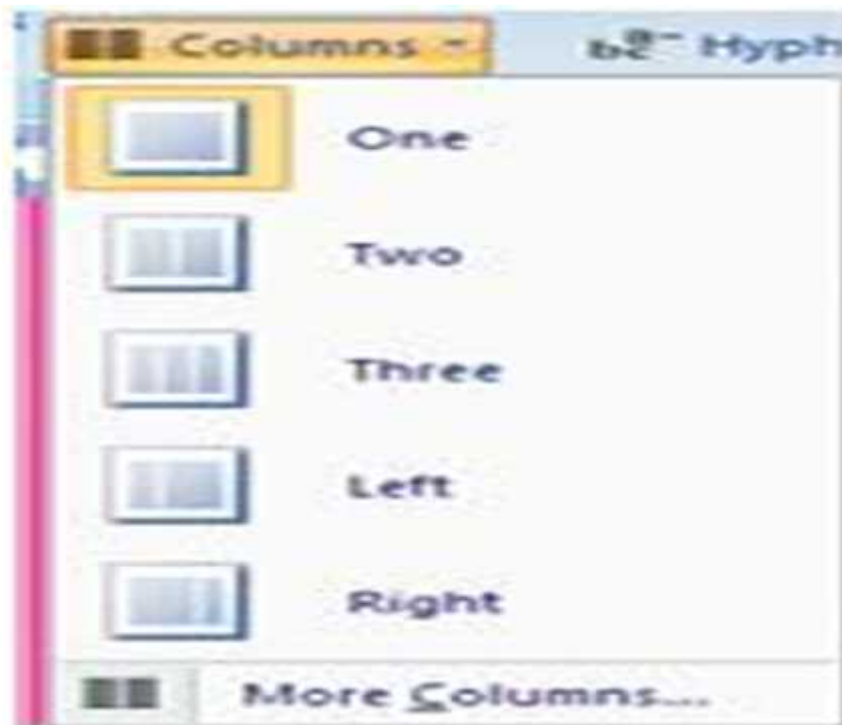




# Columns of Page Setup group



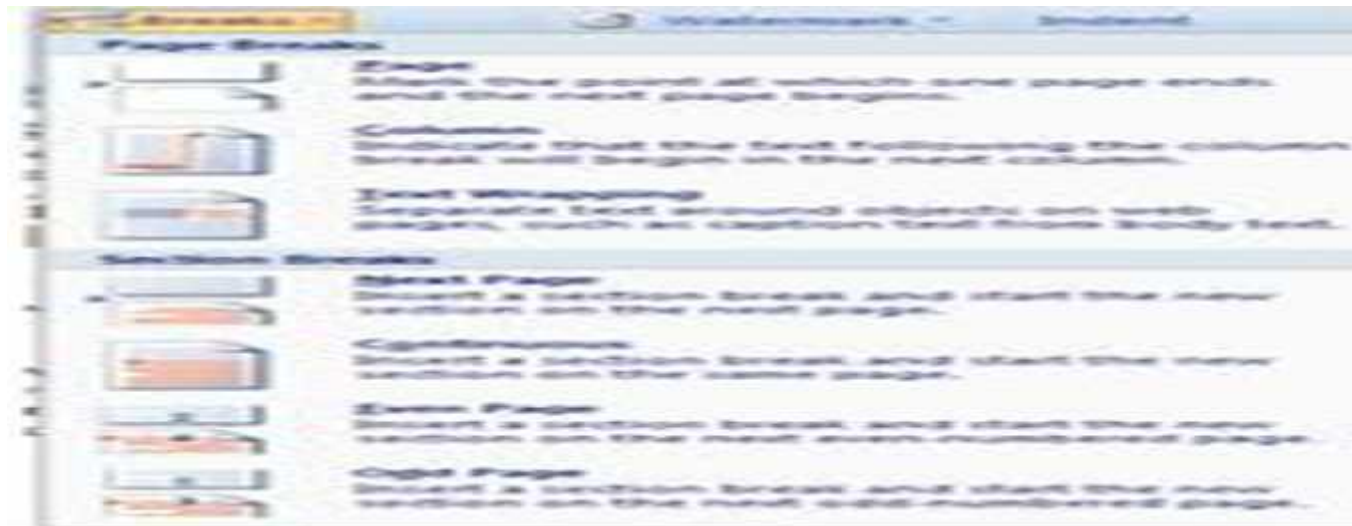
- The Columns button is great for news papers and news letters.
- This feature will break your document up into as many columns as you would like. You can make your selection either before or after typing your articles.
- More Columns give you not only the option of how many columns but the spacing and width of your columns can be adjusted by clicking on the more columns option. This will open the window for you to make adjustments to your columns.



# Breaks of Page Setup group



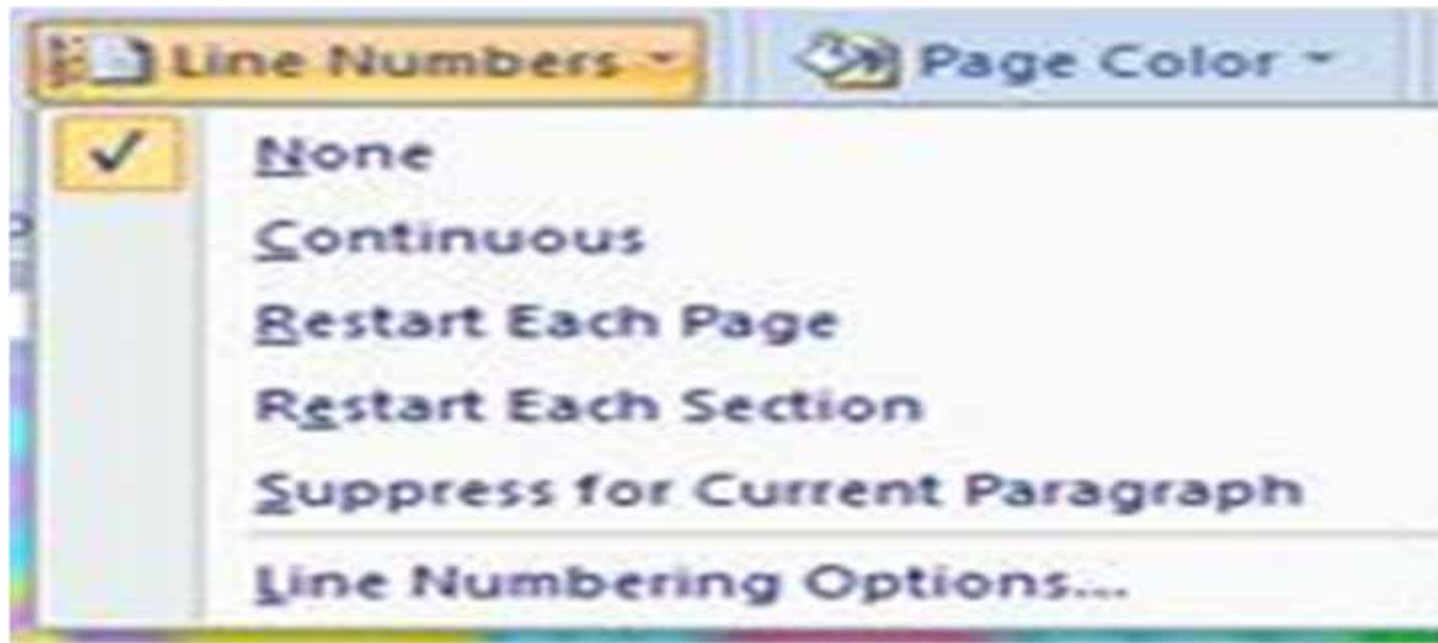
- Click the down arrow on the Breaks button. Breaks gives you the option to format different sections of your document separately.
- You can insert page breaks or section breaks.
- If you would like one page with columns and another without this is the feature you would use by inserting a page break.



## *Line numbers of Page Setup group*



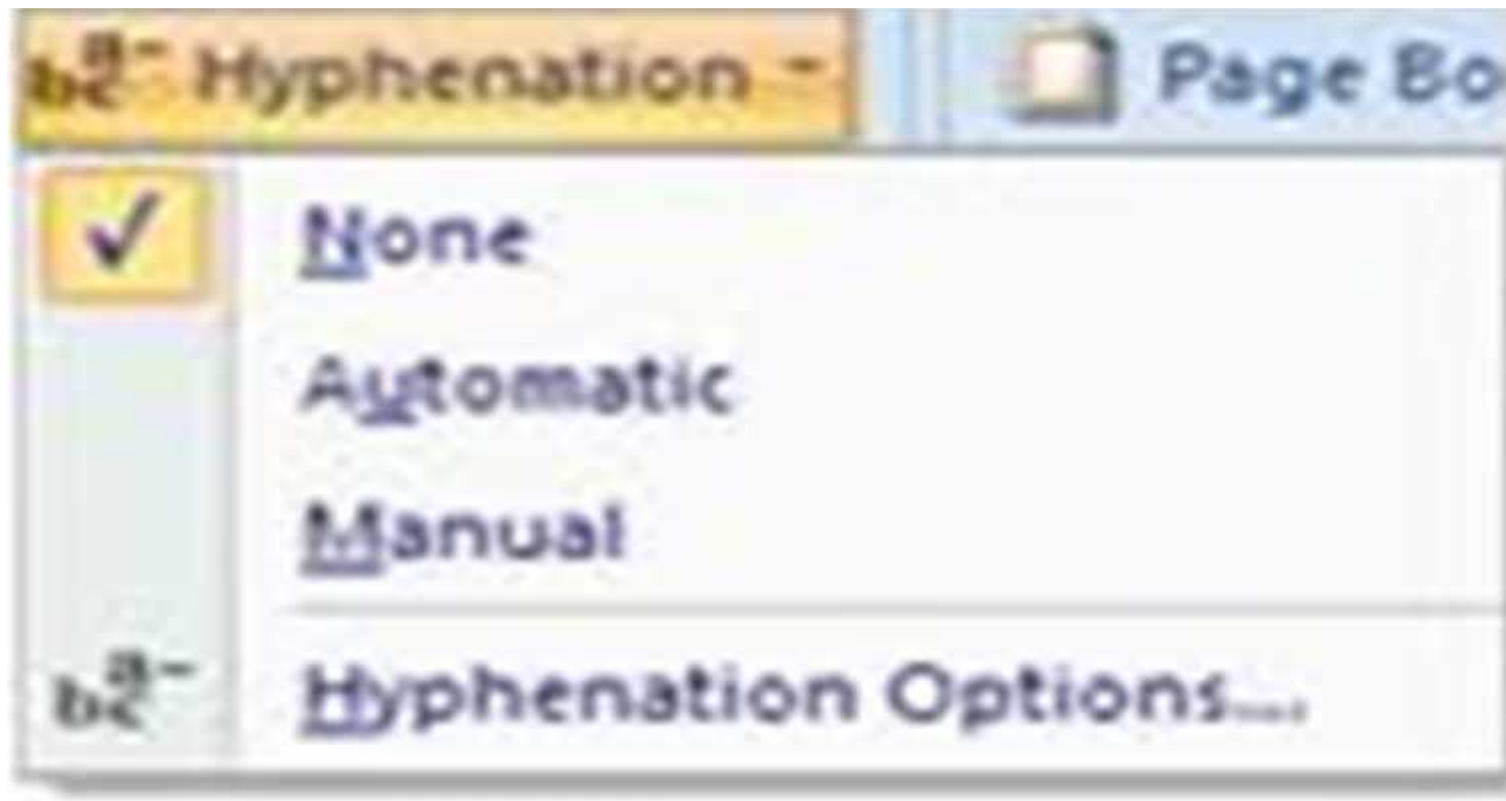
- Next is Line numbers. If you are editing a long document and need to make references or corrections.
- This is a great feature. When you make a selection you will see a line number in the left hand margin of your document.
- You can see in the drop down menu you have several options for the formatting of your line numbers.



## *Columns of Page Setup group*



- The last option is Hyphenation. When you select an option from the dropdown menu it will hyphenate words that are at the edge of your document.
- This can be very useful when typing newsletters in a column format.
- Also, we can see many options in the drop down menu for the formatting of your line numbers



# Questions

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