UNIVERSITY OF ANBAR

كلية: الآداب

القسم او الفرع: قسم اللغة الإنجليزيــة

المرحلة: الثانيــة

أستاذ المادة: أحمد وليد خليل الناصـر

اسم المادة باللغة العربية: الحاسبات

اسم المادة باللغة الإنكليزية: Computers

اسم المحاضرة السادسـة عشر باللغة العربية: مايكروسوفت وورد ٢٠١٠

اسم المحاضرة السادسـة عشر باللغة الإنكليزية: Microsoft Word 2010

مايكروسوفت وورد / بالإنجليزية(Microsoft Word) :

هو أحد البرامج الموفرة ضمن حزمة أوفيس MS-Office وهو مخصــــص لمعالجة الكلمات بحيث يتيح إدخال الكلمات بصـــيغة إلكترونية على وثائق افتراضية ومن ثم معالجتها وإخراجها بالشكل المطلوب حســب حاجة المســتخدم , بحيث يمكن طباعتها بصـورة ورقية أو إبقائها على صيغتها الإلكترونية، وهو من أهم البرامج التي أنتجتها شركة مايكروسوفت الأمريكية لمعالجة النصوص .

خصائص الوورد

١. كتابة النصوص بلغات متعددة (العربية والأجنبية)

٢. التدقيق الإملائي والنحوي

٣. إعداد الكتابة مثل ضبط الهوامش واتجاه الورقة وحجم الورق وخيارات الطباعة وعمل صفحات متعددة وهوامش معكوسة

٤. تنفيذ نمط أو تنسيق على المستند مثل: محاذاة نص، حجم الخط، نوع الخط، لون النص، لون خلفية وغيرها

٥. إدراج: صور، أشكال تلقائية، تخطيط بياني، تخطيط هيكلي، نص مرسوم وغيرها

٦. إنشاء جداول وتنسيقها وعمل فرز على البيانات واستخدام بعض صيغ المعادلات والدوال داخل هذه الجداول

٧. البحث والاستبدال لبعض النصوص داخل المستند بلغات مختلفة

٨. تأمين المستند عن طريق عمل حماية له وحفظه بكلمة مرور حتى لا يمكن لأي مستخدم فتحه

٩. حفظ المستند كصفحة ويب أو حفظه كقالب لحين استخدامه لأكثر من مستند.

١٠.فتح مستند سبق حفظه والتعديل فيه ثم حفظه مرة أخرى بنفس الاسم أو حفظه باسم آخر

١١.معاينة المستند قبل الطباعة

١٢.التعرف على خصائص ملف المستند مثل: اسم الملف وتاريخ الإنشاء وتاريخ التعديل

١٣.إدراج فهرس المحتويات وفهرس الرسومات التوضيحية

١٤.إدراج المراجع وإدارتها..

Keyboard Shortcuts

1	**F1**	Help – Universal in every program window
2	**F2**	Rename selected file
3	**Alt+E**	Edit options
4	**Ctrl+N**	Create new blank document
5	**Ctrl+O**	Open a file
6	**Ctrl+A**	Select all text
7	**Ctrl+B**	**Bold** selected text
8	**Ctrl+I**	*Italics* selected text (atilt)
9	**Ctrl+U**	<u>Underlined</u> selected text
10	**Ctrl+F**	open the **Find** window
11	**Ctrl+S**	Save current document file
12	**Ctrl+X**	Cut selected text
13	**Ctrl+C**	Copy selected text
14	**Ctrl+V**	Paste selected (previously-cut) text
15	**Ctrl+Z**	Undo last action
16	**Ctrl+Y**	Redo last action
17	**Ctrl+P**	Print the current document
18	**Home**	Moves the cursor to the **start** of the line
19	**End**	Moves the cursor to the **end** of the line
20	**Caps Lock**	Change the typing to **uppercase** letters

Microsoft – Word 2010

- ➢ **Introduction of MS-Word 2010**
- ➢ **Insert Objects in MS-Word 2010**
- ➢ **More Options in MS-Word 2010**

Lecture 1 contains:

- ➢ **Introduction of MS-Word 2010**

1.1 Definition of MS-Word 2010

Microsoft Word 2010: is a word processing program that helps you quickly and efficiently write and format all the business and personal documents you are ever likely to need. It is used primarily to enter, edit, format, save, retrieve and print documents.
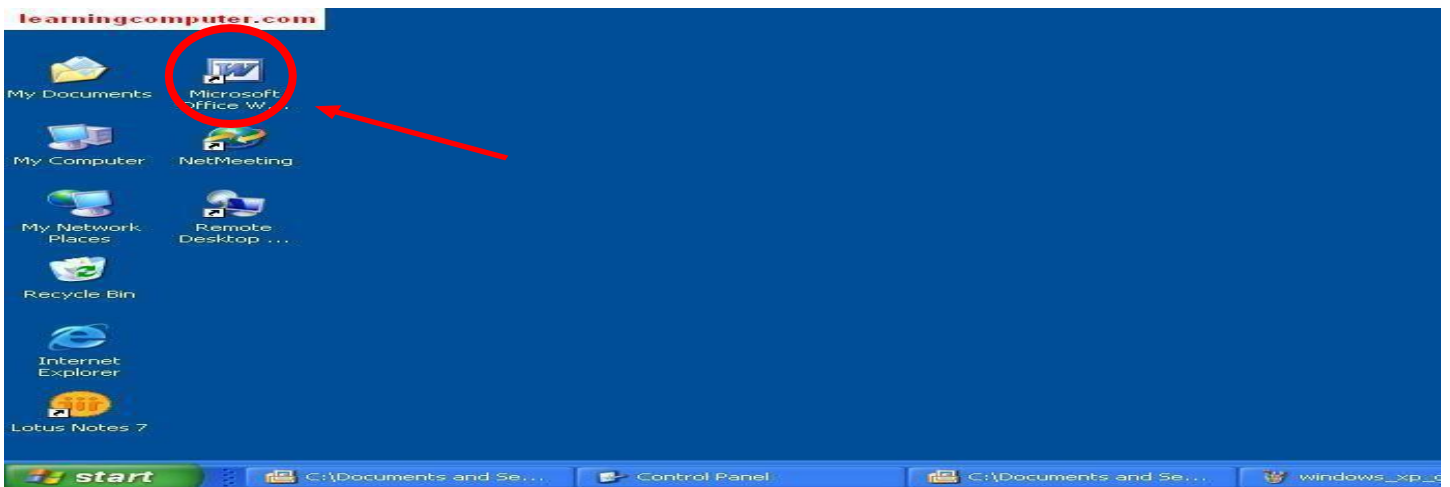
1.2 How to open MS-Word 2010?
A. From start menu

Start ⟶ All programs ⟶ Microsoft Office ⟶ *Microsoft Office Word 2010*

B. From the shortcut icon on the desktop

C. From the search bar : "write Microsoft Word" in the start menu search
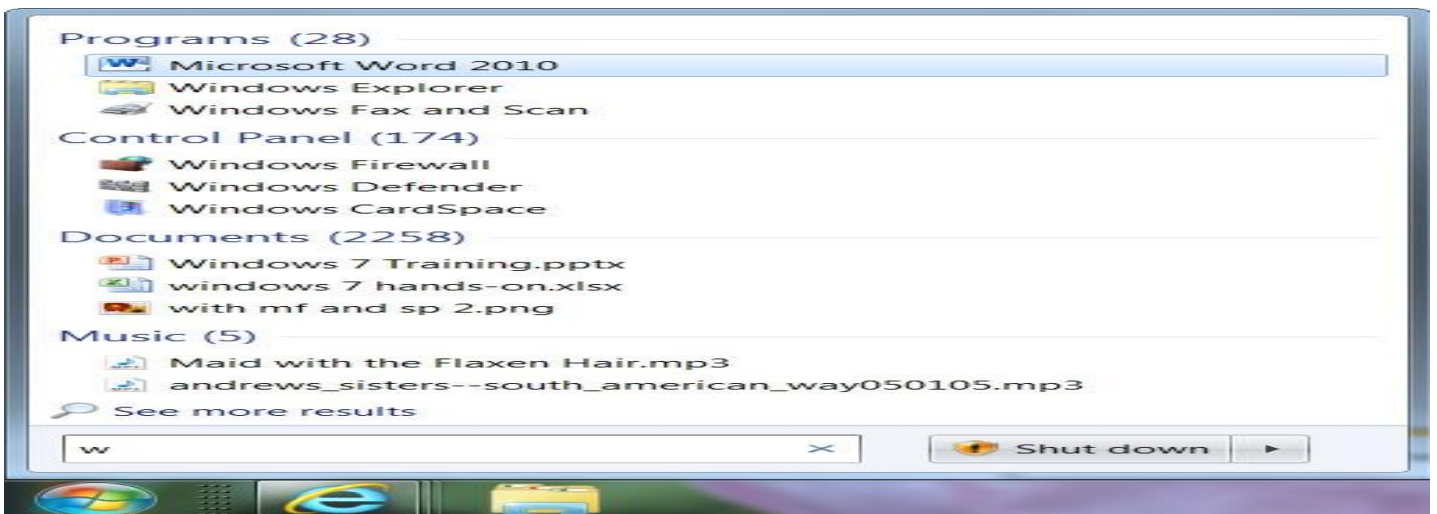
After opening Microsoft Word, you will be taken to a blank document and see the following screen, It's called *MS-Word Home Page* or the Appearance of Microsoft Word.
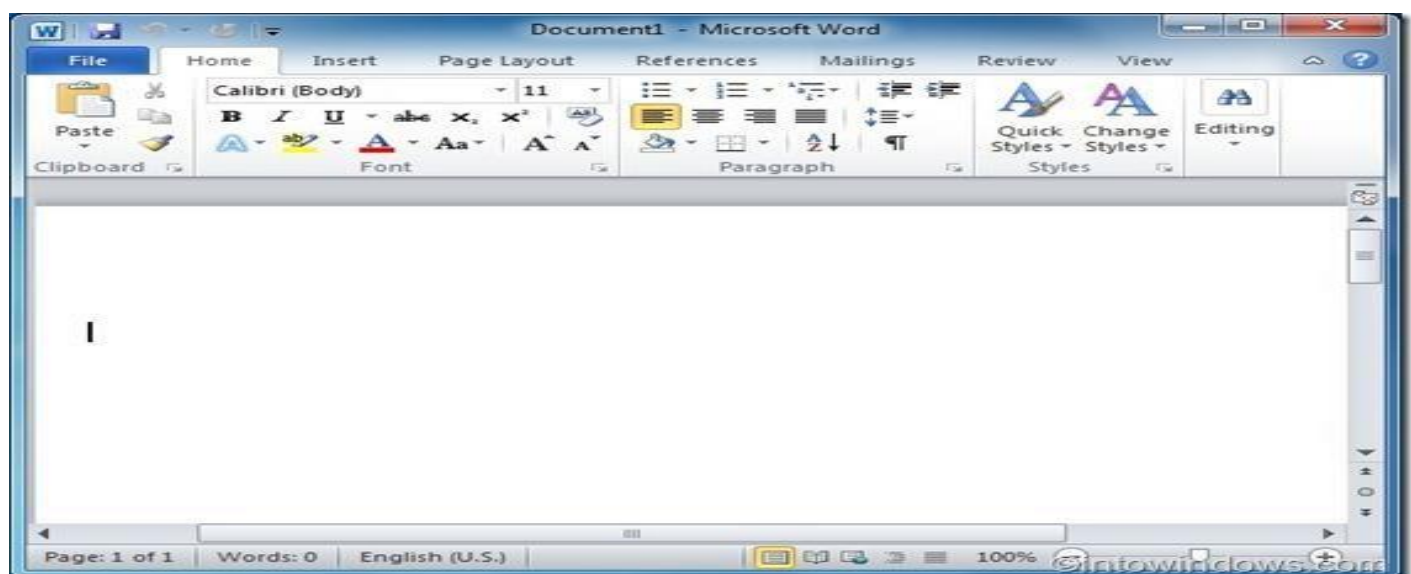
1.3 Appearance of Microsoft Word (Home page)
   Microsoft word 2010 appearance containing:

1.3.1 Title bar

Usually at the top, it's displays the name of the active document, This file is not saved so the name is given (document 1), Files created for the first time are often referred to by this name and file extension (doc,docx).

The location at the top of the window, in the right of the same title bar shows three buttons:

Close **-**
Restore Down -
Minimize -

1.3.2   Quick Access Toolbar

This bar is to the top left of the title bar and contains a set of commands (Save, Redo, Undo). It can be customized with the addition of commands that frequently used by the user. Clicking on this arrow will show a list to add more commands from the commands that we need to use.
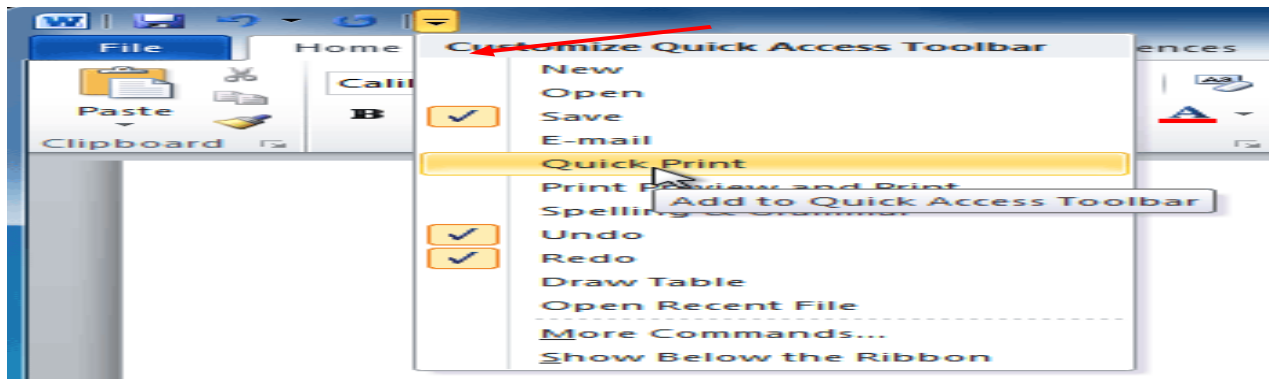
1.3.3   Status bar

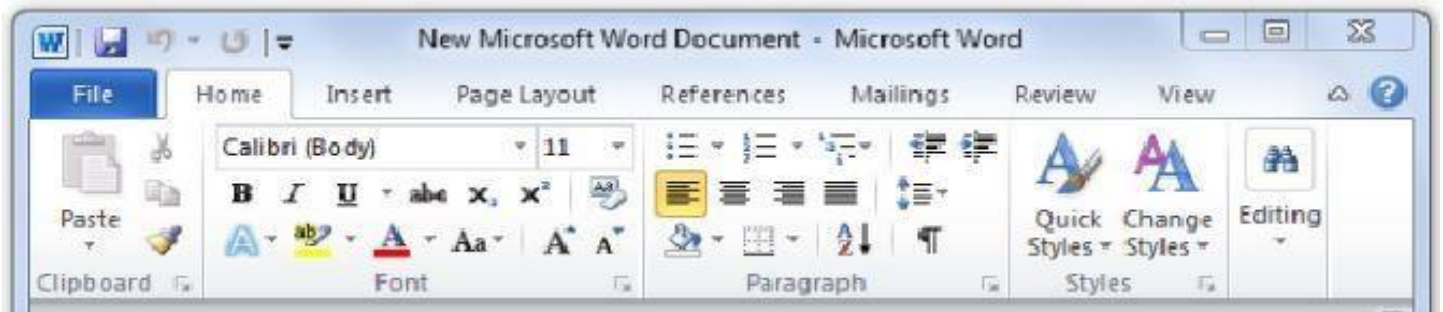Its location is usually at the bottom of the window; it contains:

- Page number in a document

- Number of words in the document

- Language

- View buttons

- Zoom control

Lecture 2 contains:

➢ **Introduction of MS-Word 2010**

1.4 VIEW TAB of MS-Word 2010
1.4.1 Home Tab

The **Home Tab** is about the basics of how a text looks when it is printed or displayed. It gives access to both direct and Style-based formatting. It contains five groups:

1.4.1.1 Clipboard group
The Clipboard is on the far left of the Home Tab, it's the place where information is temporarily stored when you are cutting or copying. It contains some commands like: *paste, cut, copy, and format painter*.
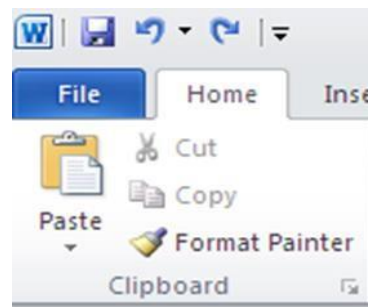
1.4.1.2 Font group
The font group has to do with how characters (letters) look. It is distinguished from the paragraph group, where the formatting handles the entire paragraph.
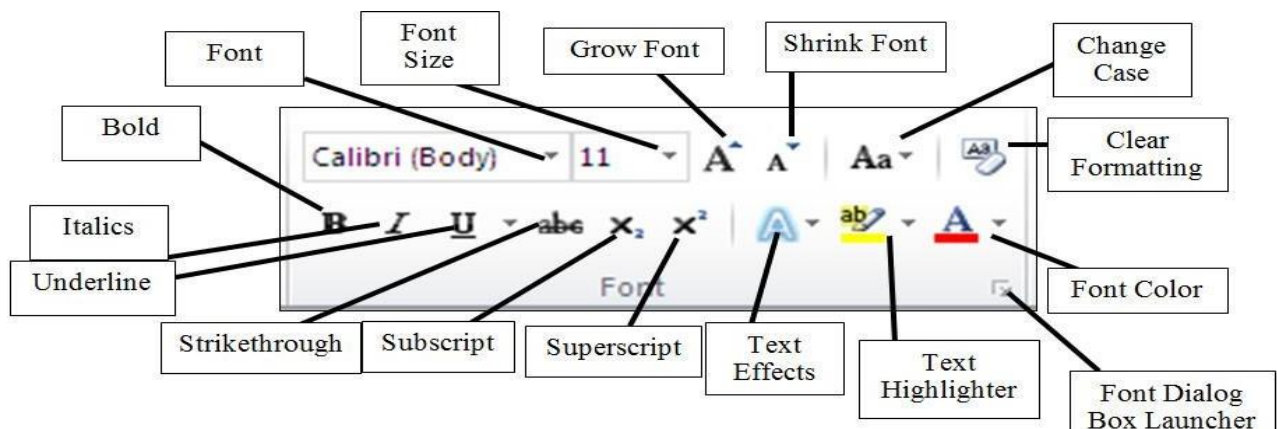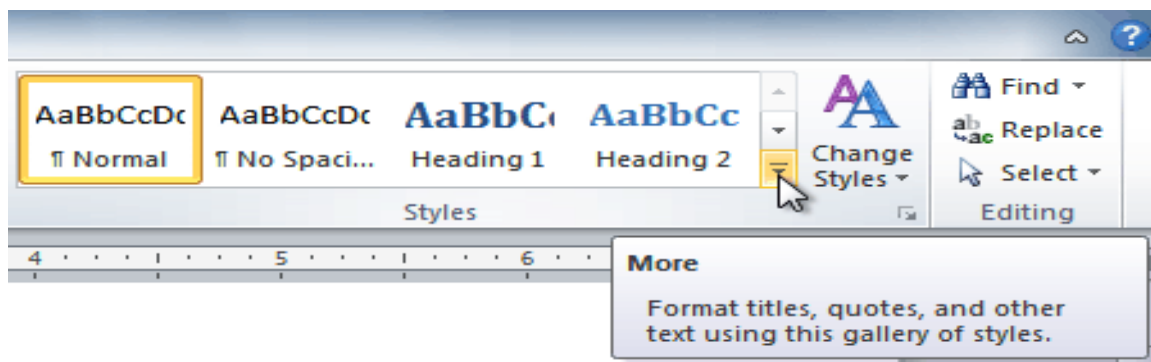
1.4.1.3 Paragraph group
Paragraph group lets you control the appearance of the individual paragraphs.
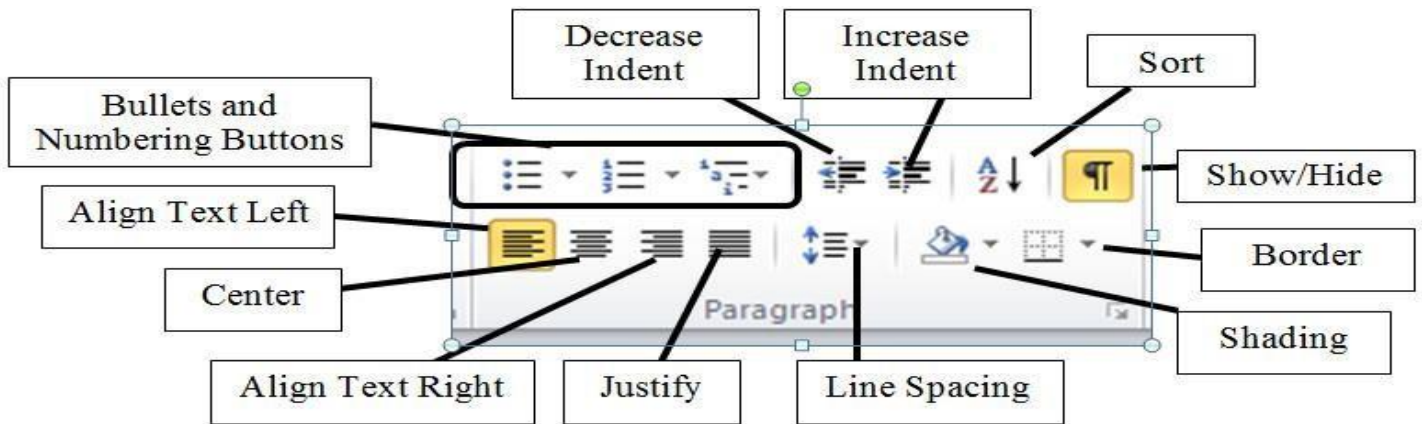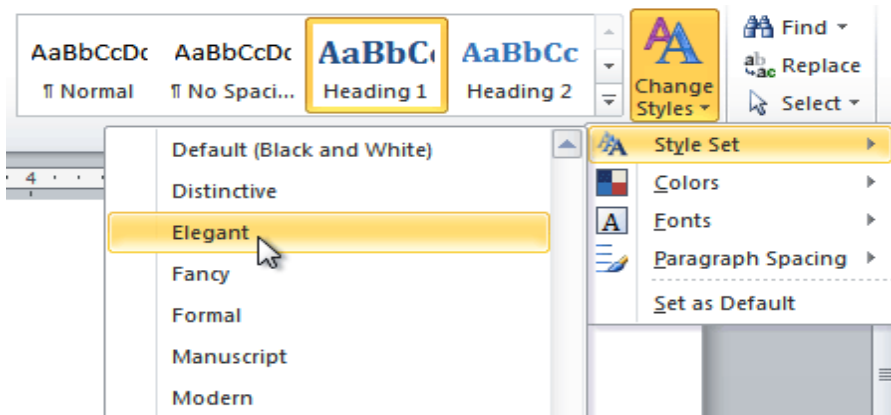

1.4.1.4 Styles group
Styles allow you to quickly format major elements in your document, such as headings, titles, and subtitles.

Additionally, you can customize the pre-defined style by clicking on **Style** and then clicking **Change Styles** from the Styles group.

1.4.1.5 Editing group

This group is the last group of home tab. That contains three options. Such as *find, replace, and select*. There are three options which can help you how to change or remove some similar and opposite words immediately in your document. If you want to remove any word and put a new word instead, youcan use this option. Through the replace option we have an option which helps you to go on the particular word or page which you have written.


This group includes three options, but the first option contains again three options. These three options have different specifications that you want from your document

- Find: A word or phrase can be found within your document by using the **Find** command.
- Replace: A word or a phrase can be replaced with another by using the **Replace** command.
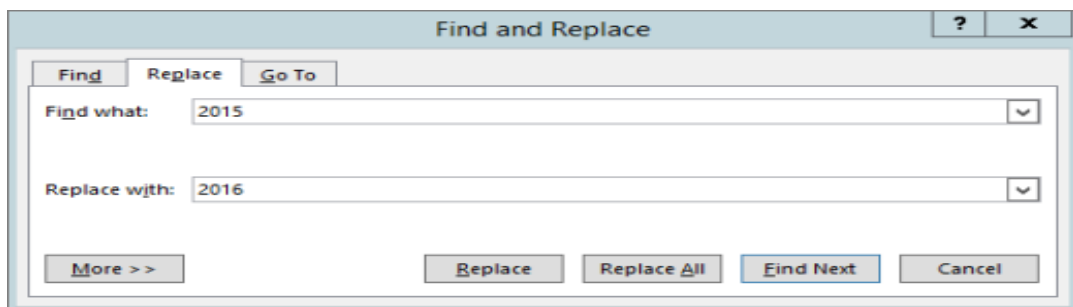
- Go to: Through this option youcan go where you want from the available options. Here you have some new options such as page, section, lines, and some other options, you can select one of them and click next, and if you want to come back click previous to come back.
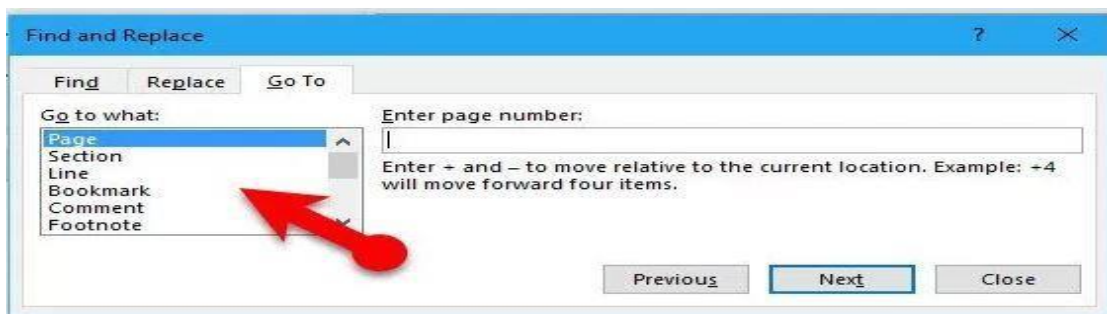
- Select:
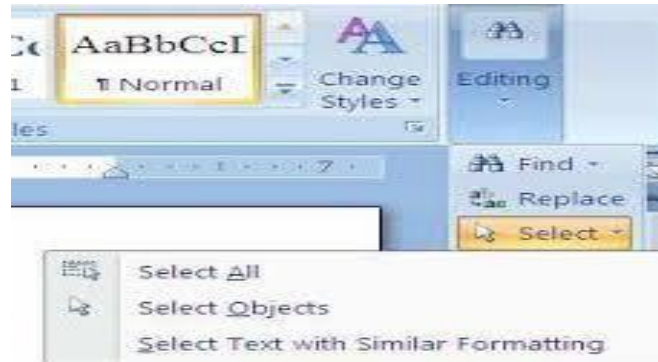
  o To select all of the text in the document, click **Select All**.
  o To select objects that are hidden, stacked, or behind text, click **Select Objects**.
  o To select an object, click when your pointer becomes a selection arrow ⊹ as it moves over an object.
  o To select multiple objects, press and hold **Ctrl** while you click the objects that you want.
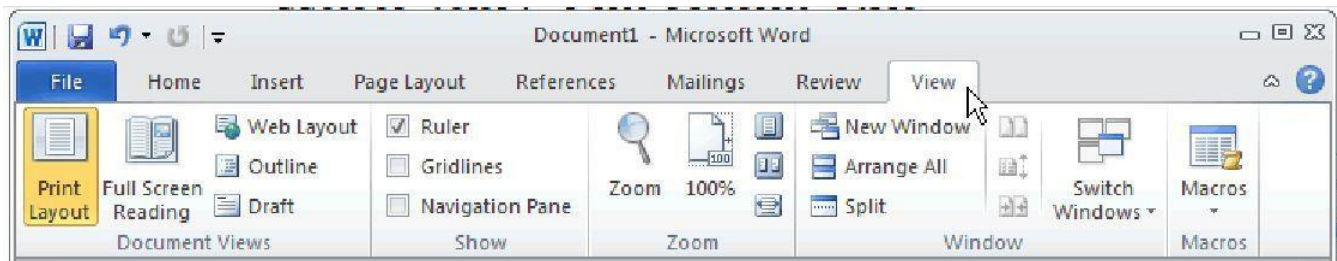 o To select text with similar formatting, click **Select All Text with Similar Formatting**.

Lecture 3 contains:

➢ Introduction of MS-Word 2010

1.4 VIEW TAB of MS-Word 2010

1.4.2 View Tab

This tab is used to view *Word* documents in a variety of ways.

**The view Tab contains five groups:**

1.4.2.1 Document Views group
1.4.2.2 Show group
1.4.2.3 Zoom group
1.4.2.4 Window

1) **Document Views group:** The default view in Microsoft Word 2010 is *Print Layout*, displaying the document as it would be printed. The document view can be changed by selecting one of the other Layout options from the *Document Views* group.
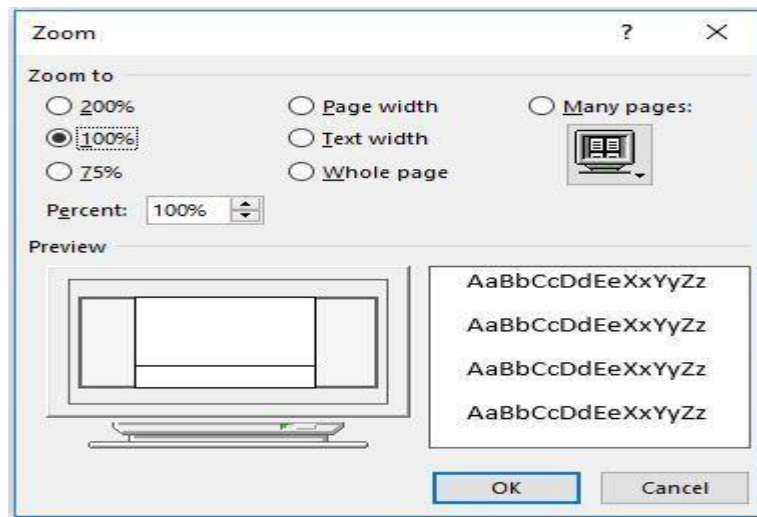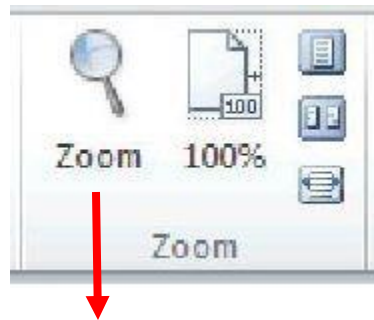
   - Print Layout
   - Full-Screen Reading
   - Web Layout
   - Outline
   - Draft
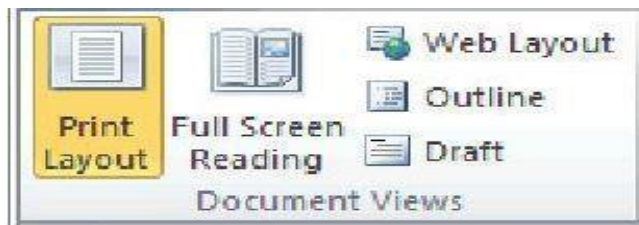
2) **Show group:** The Show/Hide group allows different components of Word to be displayed, including:
   - Ruler
   - Gridlines
   - Navigation pane (document map).

3) Zoom: The Zoom group, lets you increase or decrease the size of view without changing the size of the fonts or rest of the document.


One page: zoom the document so you can see the entire page in the window. *Multiple*

Pages: zoom the document so you can see multiple pages in the window.

Page width: zoom the document so that the width of the page matches the width of the window.

4) Window: This group essentially lets you work on the same document utilizing different views and windows, it contains the options below:
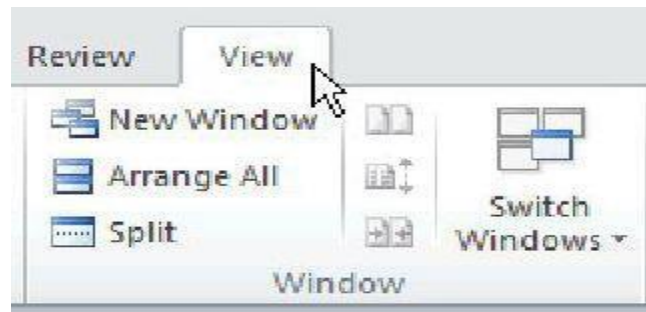
- **New Window,** this opens a new window that shows the document we are currently working in, allowing us to view two parts of the same document at once.
- **Arrange All,** this arranges multiple windows so we can view them at the same time.
- **Split,** this does the same thing as *New Window*, but it fits two views of our document into one window.
- **View Side by Side,** this arranges two windows next to each other.
- **Synchronous Scrolling,** this is used in the case when we scroll in one window in side-by side view, the other window scrolls the same amount, making it easy to compare two documents.
- **Reset Window Position, t**his resets the position of the current window in use.
- **Switch Windows,** it is used to switch between different windows.