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Application software & word processing

Software suite: is a collection of 2 or more software programs that are bundled and sold together. Each component generally provides different but related functionality.

For example: MS office, adobe graphics suite, Corel graphic suite

MS office 2016 → 1- is the latest release of MS office suites

2- most widely used

Word processing overview: is a phrase used to describe using of computer to create, edit and print documents. It is the most common of all computer application. To perform you need: computer, program called word processer and printer. The major advantage is that you can make changes without retyping the entire documents.

Word processing = word processor.

And it’s provide some features:

– spell checker

– find& replace

– formatting

– word wrap

– headers& footers

Popular word processor: MS word 2016 , Apple’s pages , Corel’s WordPerfect

# Word 2016

Word allows you to create various type of professional docs such as letters, flyers, brochures, manuals, CVs and more.

To open a blank document in the word 2016, press ESC key.

## User interface of word 2016:

1. Quick access toolbar: it provides the easy access to the commands the you use frequently. It has the save, undo& repeat commands. And you can add or remove commands to it by clicking on the customize arrow button.
2. Dialog box launcher: it displays the associated dialog box or pane.
3. Ribbon display options: it allows you to show or hide the ribbon. And it’s has 3 options: auto-hide ribbon, show tabs, show tabs and commands.
   1. Auto-hide ribbon: this option hide the ribbon and maximize the workspace. You need to click the top of screen to view the ribbon.
   2. Show tabs: this option show ribbon tabs only. You need to click on the tab to reveal the ribbon’s commands for that tabs.
   3. Show tabs and commands: this option always show ribbon tabs and commands
4. Work area (workspace) : the white area in the middle of the word 2016 user interface. This represent the actual page where you type text, edit or format a doc.
5. The insertion point(cursor): is the blinking vertical line in the work area. It indicates the current active place in the doc where you can insert text, images and more.
6. Rules: it helps you to view and adjust the position of the contents in the doc.
7. The status bar: it display the information about the current doc such as the total number of pages, the current page number, total number of words, current proofing language and proofing status.
8. View button: 3 view buttons are: read mode, print layout, web layout on the right side of the status bar allows you so easily switch between the doc views.
9. Zoom slider and buttons: allows you to easily adjust the zoom level of the doc contents as per your convenience.
10. Toolbar: it shows when you move your mouse over most commands, it provide a brief description about that command. Equivalent keyboard shortcuts are also displayed. If applicable.
11. Ribbon: almost all the commands are compiled together in a form of ribbon, in order to help you word efficiently.
    1. Tabs: at the top of the ribbon a set of tabs, clicking a tab displays an associated set of commands.
       1. Groups: related commands of a ribbon tab are organized in groups.
          1. Every group has a 1 or more of commands.

**Using access keys**: access keys are set of keyboard shortcuts used to access the tabs and commands. First, you need to press the ALT key to activate the access keys. This will display the little labels and badges for all the tabs. Second, press the key to activate a particular tab, the budges for the commands on the tab appear. Then, press ALT key once again to hide the access keys.

## New features of word 2016:

* Tell me box: it allows you to do the things quickly and efficiently, keeping you free from remembering and location the commands in various tabs & ribbons. It gives you related commands as well.
* Smart lookup: it allows you to get the definitions, Wikipedia articles, and top related searches from web about any word or phrase in your doc. This bringing the research directly in to word 2016. Also it gives you the contextual result that are relevant for the use of the selected word or pharse in the doc.

**Create a new doc**: file → new → blank document.

Templates: a template is a pre-designed document that can be used to create similar new document.

Entering text: spacebar key: used to leave a space between each word.

Word wrap: if the last word can’t fit on a line, it will jump with the cursor to the to the next line. This feature is known is word wrap. And this allows you to type in continuously without bothering about the end of lines.

Enter key: press the enter key when you want to end the current paragraph and start with a new one.

Tab key: allows you to leave some blank space and enter the text away in a line instead of pressing.

To select text: you can use either mouse or keyboard.

* To select a single word, double click on it.
* To select a paragraph, position the mouse pointer in the paragraph and click 3 times.
* To select the entire doc, use the keyboard shortcut ctrl+A.
* to deselect text, click anywhere outside the selected area or use the arrow keys.

To delete text: you can use the delete or the backspace.

Delete key: is used to delete the characters to the right of the cursor.

Backspace key: is used to delete the characters to the left of the cursor.

* If you want to delete a section of text in the doc, select the text and press delete or backspace key.
* If you want to delete a whole word to the right of the cursor, use the keyboard shortcut CNTL+Delete
* If you want to delete a whole word to the left of the cursor, use the keyboard shortcut CNTL+Backspace

Undo and redo option:

* Undo shortcut= ctrl+z
* redo shortcut= ctrl+y

Shortcuts:

* Maximize or restore a selected window CTRL+F10
* Switch to the next window ALT+TAB

scroll bars with navigating:

* vertical scrollbar: this allows you to navigate through the doc in up-down direction.
* horizontal scrollbar: this allows you to navigate through the doc in left-right direction.
* Navigating by using navigating pane: view → show → navigation pane.
* By using go to option: Home → editing → find menu

## File tab

Also knows as backstage view .

Backstage view: shows the save as options to choose the location where you want to save the doc.

A docs in word 2016 is saved with the file extension **.docx** .

We can Save in:

* OneDrive: allows you to save the doc online to OneDrive cloud. You need an active internet connection and a MS OneDrive account.
* This PC: allows you to save the so doc locally on the computer.
* Browse: allows you to choose a folder location manually on the computer.

**CTRL+N** to create a new blank doc **CTRL+W** to close a doc

**CTRL+S** to save a doc **CTRL+P** to print a doc

**CTRL+O** to open a doc **F12 KEY** to save as a doc

## Home tab

Divided into five groups:

1. Clipboard group: group contains the main editing commands such as cut, copy, paste.
   1. Copy.
   2. Cut (move)
   3. Paste
      1. **Keep source formatting**: preserves the style of the original text
      2. **Marge formatting**: changes the formatting so that it matched the text that surrounds it
      3. **Keep text only**: removes all the original formatting from the text.
   4. Format painter : used to cop the formatting applied to a section of text to another section of text. { to select multiple formatting places, double-click the formatting painter command, you can then drag over multiple areas. Press ESCAPE key when done.}
   5. Dialog box launcher for clipboard group: there are some features:
      1. ***Past all***: this button is used to insert the complete content from the clipboard.
      2. ***Clear all***: this button is used to clear all the content from the clipboard.

Moving or Copying text\object using **mouse** is called ***Drag and Drop***.

**To move:** By click the text to select it, hold it by the left mouse (hold it) and drag it to the new place.

**To copy:** By click the text to select it, hold it by the left mouse (hold it) along with the CTRL key and drag it to the new place.

1. Font group: enable you to modify and enhance the appearance of your text.
   1. Font: is a graphical design (typeface) having particular size, weight, and style for a set of characters.
   2. Font style:
      1. Bold, italic, underline.
         1. The **bold** command: used to make text appear thicker. ctrl+B
         2. The *italic* command: used to make the selected text slant to the right. Ctrl+I
         3. The underline command: used to draw a line below text. There are options like double underline, thick underline etc. ctrl+U
      2. Change case.
         1. Sentence case: only the 1st letter of the sentence is capitalized.
         2. lowercase: changes the selected text to small letters.
         3. UPPERCASE: changes the selected text to capial letters.
         4. Capitalize Each Word: makes the 1st letter of each word capital.
         5. tOGGLE cASE: changes the capital letters to small & small to capital.
      3. Text highlight color command: used to make your text pop by highlighting it with a bright color.
      4. Text effects and typography command: used to apply various effects to selected text.
      5. Clear all formatting: removes all formatting from the selection, leaving only the normal, unformatted text.
      6. Strikethrough, subscript, superscript.
         1. ~~Strikethrough~~: used to draw a line through the middle of selected text so that it indicates the text is stocked/cancelled out. Also, you can apply “double strikethrough” from effect option available in font dialog box.
         2. Subscript: used to type letters in very small size, just **below the line** of text. For example H2O.
         3. Superscript: used to type letters in very small size, **just above the line** of text. For example (A+B)3
      7. **Font dialog box** : there is a shortcut to open the **font dialog box** is **CTRL+D**
2. Paragraph group: enable you to format complete paragraphs.
   1. Alignment :refers to the way text is positioned horizontally in a given paragraph.
      1. Align left (CTRL+L): it’s the commonly used for body text and makes the docs easier to read.
      2. centre (CTRL+E) : it gives the docs a formal appearance and is often used for cover pages, quotes, and sometimes heading.
      3. Align right (CTRL+R) : it used for small sections of content, such as text in a header or footer.
      4. Justify (CTRL+J): it gives your doc clean, crisp edges so it looks more polished.
   2. Indentation: determines the distance of the paragraph from either the left or the right margin. **Increase indent** → moves your paragraph father away from the left margin. **Decrease indent** → moves your paragraph closer to the left margin. Or we can use the horizontal ruler just below the ribbon.
   3. Line and paragraph spacing: enables you to choose how much space appears between lines of text or between paragraph. To apply the same spacing to your whole doc, use the **paragraph spacing command** on the **design tab**.
   4. Bullets and numbering: it helps you to create a bulleted or numbered list in your doc.
      1. Bullets: allows you to create a bulleted list
      2. Numbering: allows you to create a numbered list.
   5. Borders: this command is used to add or remove borders from your selection.
   6. Shading: used to change the color behind the selected text, paragraph or table cell.
   7. Paragraph settings dialog box: used to apply a combination of various paragraph formatting effects.
3. Styles group: enable you to apply pre-defined formatting styles.
   1. Style: is pre-defined set of formatting characteristics such as font name, size, color, paragraph alignment and spacing.
4. Editing group: help you to find and replace text as well as select text or objects.
   1. Find (CTRL+F): enables you to search and locate the text or phrase in the whole doc.
   2. Replace : enables you to replace the text or a phrase with another text or phrase in the doc.
   3. Select: to select text or objects in your doc.

## Insert tab

1. Pages group:
   1. Cover page: is the very 1st page of any article or book.
   2. Blank page: is used to add a bank page.
   3. Page break: is used to end the current page at the cursor position and move the cursor to the next page.
2. Tables group: it has one command which is tables
   1. Tables: it contain data or information in the form of rows and columns. Rows → is the horizontal part, columns → is the vertical part. An intersection of a column & a rows is called a cell. ( TAB keys is help you to move to the next cell in the table)
   2. Contextual tabs for table ( design and layout) :it help with marge or spilt or shading your table or even add a boarders.
3. Illustration group:
   1. Pictures: it has a contextual tab called FORMAT has a features as applying artistic effects, crop, wrap, change picture position.

Wrap text: makes it easy to arrange the text around an object, such as a picture or a shape in different way. The default wrapping style is IN LINE WITH TEXT . this places the image in line with your text.

* Square: to wrap text around the border of your image.
* Tight: to wrap text closely around an irregularly shaped picture.
* Through: text can fill in more of the blank space around the image.
* Top and bottom to place the text above and below the image.
* Behind text: to display the text over the image.
* In front of text: to display the image over the text.

Position: helps you to choose where the selected picture appears on the pages.

Format → arrange → position

* 1. Online pictures
  2. Shapes: used to insert ready-made shapes into your doc. And you can change the orientation of a shape using the **rotation handle** at the top.
  3. Smartart: are visual representations of information that communicate your massages or ideas quickly and effectively. And it has 2 contextual tabs named **design** and **format**.
  4. Charts: is a visual representation of data and conveys information in an easy to understand and attractive manners.
  5. Screenshots:

1. Links group: enable you to create bookmarks, links and cross references.
   1. Bookmarks : it enables you to quickly jump to the marked locations within the doc instead of scrolling through many pages of your doc. { a bookmark name must start with a **letter** and **can’t contain spaces**.}
   2. Hyperlink: is a process to create a link in your doc for quick access to **webpages and files**. { the easiest way to delete a hyperlink by right click on the hyperlinked text and select **remove hyperlink**. }
2. Header & footer group: enable you to add a content at the top of bottom of all pages in the doc.
   1. Header & footer: top → header , bottom → footer
   2. Page number: used to insert the page number on every page of your doc at a position if your choice.
3. Text group: enable you to present text in different ways and insert embedded object.
   1. Word art: used to insert decorative text in the doc.
   2. Drop cap effect: is the bigger letter in the beginning of a paragraph.
   3. Data& time: used to quickly add the current data or time to your doc ( there is am update automatically check box in date&time dialog box, it’s automatically updates the data and time when you re-open the doc.
4. Symbols group: you can insert a special symbols such as mathematical operators, currency and other symbols.

## Design tab

1. Watermark: enables you to add see-through text, such as “confidential” or “urgent” behind the content on the page.
2. Page color: adds a splash of color to your doc by changing the background color of the page. ( also, it has an option called fill effects. Which opens a dialog box having 4 tabs as gradient, texture, pattern, picture)
3. Page borders: a border draws focus and adds a stylish touch to your docs.

## Layout tab

It allows you to customize the way your doc’s page is set up.

1. Page setup:
   1. Margins: are the blank areas of space around the edge of your doc. This command is used to set the margin sizes for the entire docs or to a section. There are 4 margins: left, right, top, bottom. Gutter is a special margin used for binding purpose.
   2. Orientation: is the direction if a page in the doc. It gives your pages a portrait or a landscape layout.
   3. Size: is used to choose a paper size for your doc. May be A4,A3,letter,legal,etc.
   4. Columns: you can divide the text in your doc into columns. And it used to split your text into 2 or more columns.
   5. Line numbers: display the appropriate number beside each line of text. Viewing the line numbers is sometimes very useful when you want to refer to specific line in docs
   6. Hyphenation: is used to split long words at the end of a line. A hyphen is a symbol like “ – “, which is inserted when a word appears at the end of line and it doesn’t fit in the end.
2. Paragraph
3. Arrange

## References tab

It help researchers & professionals in creating references in the doc.

1. Table of contents: displays the topics of the whole doc in a list format and facilitates easy location of topics. ( you can update it if there are some changes )
2. Footnotes: appear at the bottom of a page and there are a way of citing source of references within the text of a doc.
3. Proofing: allows you to make your doc look perfect and professional.
   1. Spelling & grammar: used to check and remove spelling and grammar error from a doc. And its flags as bellow
      1. Blue wavy underline: this is flagged to show grammar errors, formatting inconsistencies or contextual errors.
      2. Red wavy under line: this is flagged to show the spelling error.
4. Comments: is an additional note or an annotation for some text or phrase in the doc that can be added by an author or a reviewer.
   1. You can use comment navigation to go for pervious and next within the comments.

## View tab

It contain commands that help you to change the view of your doc, adjust zoom level, show or hide user interface elements, and to arrange or work with multiple doc windows.

1. Views:
   1. Read mode: to read or review a doc instead of writing.
   2. Print layout: it is the default view, and it used to work standard docs such as letters, brochures, reports, etc. \* it follow WYSIWYG \* → What You See It What You Get. This mean the display of margins, headers and footers, breaking of paragraphs on pages, etc. matches to the printed output.
   3. Web layout: you can use it to create and edit pages that you intend to publish online.
   4. Outline: allows you to create an outline of a doc and shows the content as a bulleted list. ( **it has a contextual tab outlining appears with various outline tools** )
   5. Draft: is designed to edit and format text quickly. ( some page element such as the boundaries between pages, header and footers, backgrounds, etc. don’t appear in the draft view )
2. Show: allows you to turn on/off features like ruler, gridlines and navigation pane.
   1. Show/hide rulers: the rulers help you to align text, graphics, tables, and other elements in your doc, horizontally or vertically.
   2. Show/hide gridlines: the gridlines give you visual indications when you are formatting your doc. It helps you to properly align shapes and other objects in your doc. Gridlines are for visual reference inly and can’t be printed.
3. Zoom
4. Window
5. Macros

## Other features of word 2016

Word 2016 enables you to convert or save your docs in different file formats.

**Using pdf format**:

Portable document format (PDF): is a platform-independent file format. It enables easy sharing and printing of docs. PDF is a widely accepted file format by many agencies and organizations.

We can use PDF format when you want a file that : ( feature)

* Looks the same on most computers.
* Has a smaller file size.
* Complies with an industry format.

**Creating a template**: a template is a specialized pre-formatted doc. Which can be used to create a similar type of docs.

TO SAVE A FILE AS A TEMPLATE → we use the file extension **.dotx**

**Done ♥**

**جهد شخصي، يرجى فتح الملف في برنامج الوورد للحصول على جميع المميزات. شكراً.**