subject : computer

stage : first

course : second



Microsoft Word
The First Lecturer

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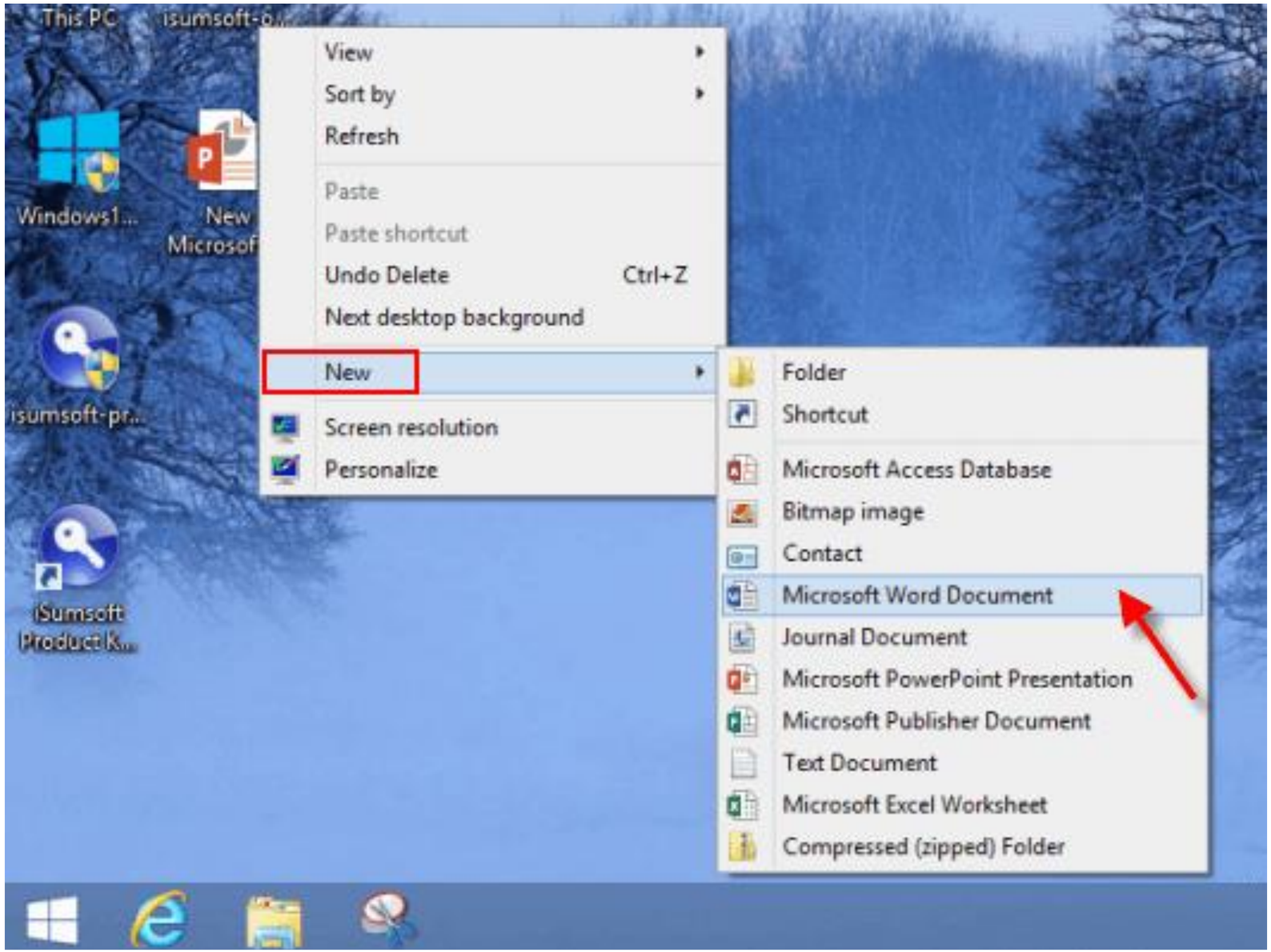
2024

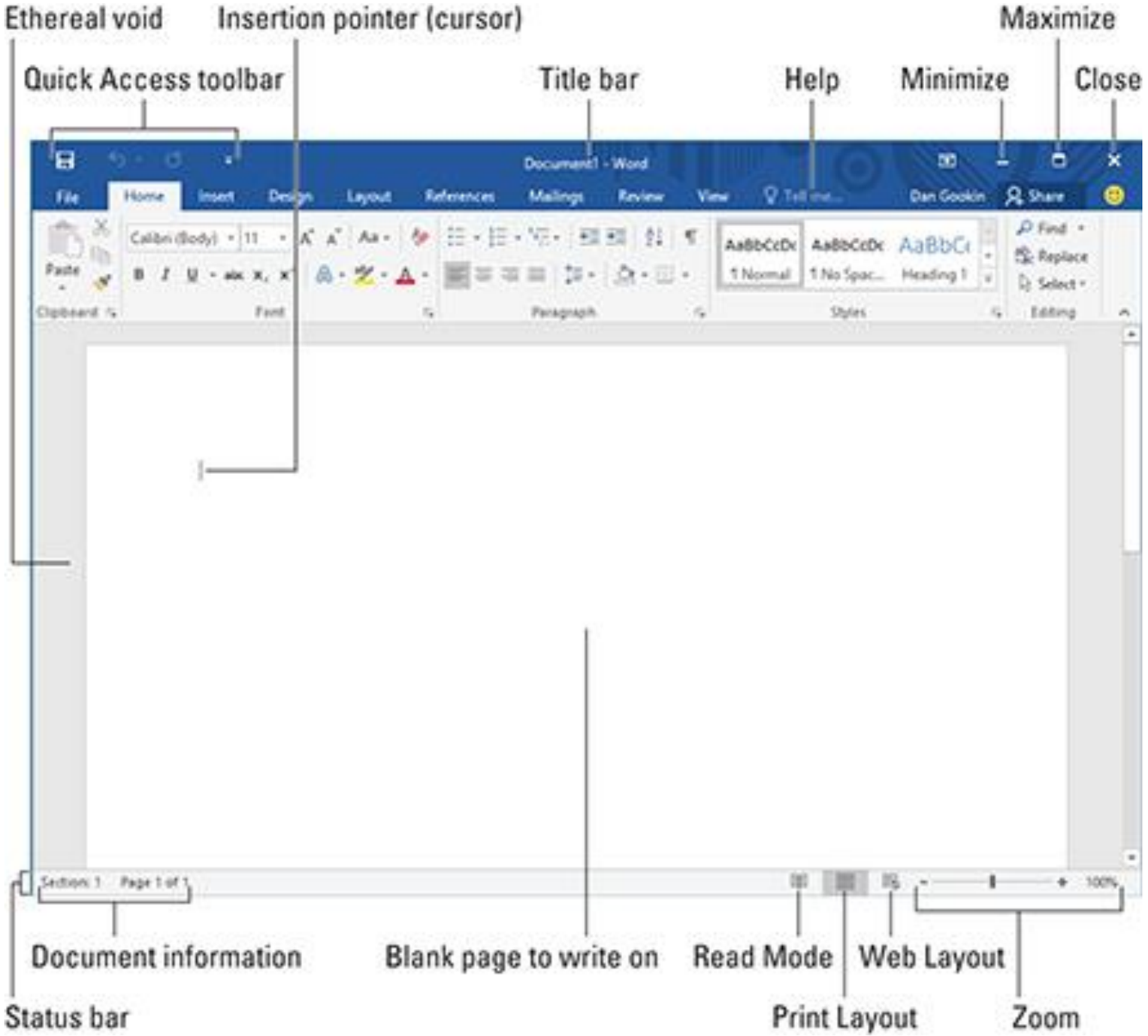
Microsoft Word

is one of the programs of the Microsoft Office package dedicated to word processing, where words are entered electronically on virtual pages within a file called “document” with the possibility of inserting tables, charts, and pictures... These pages are able to be printed and updated while retaining the original file. without effect .



How to open Microsoft Word

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Styles
Editing
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Heading 1
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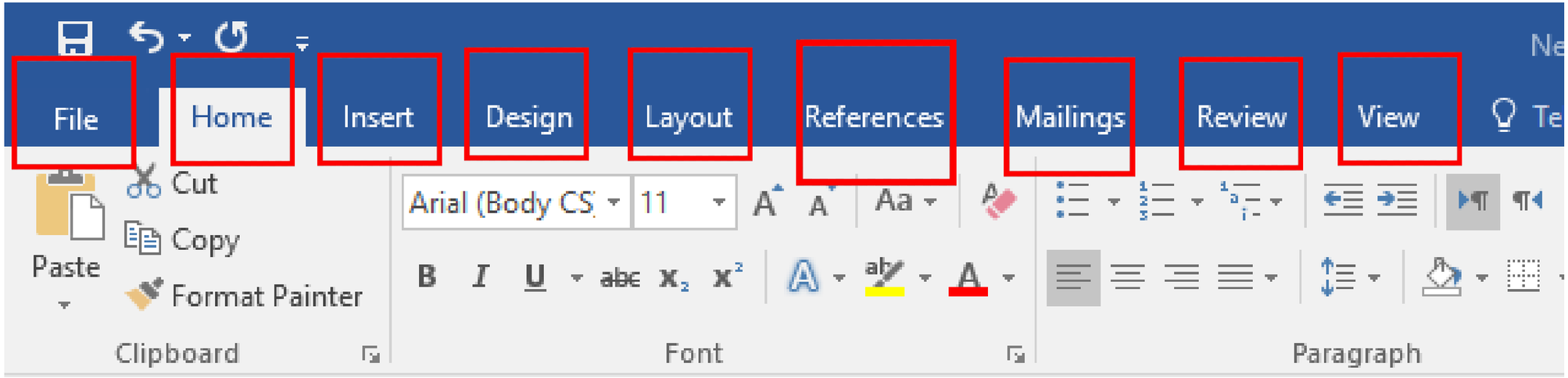
Page 1 of 1
100%
Document information
Blank page to write on
Read Mode
Web Layout
Status bar
Print Layout
Zoom

the main tabs(tool bar) of microsoft word



The Home & File Tabs



2024

The Home Tab Contents

1. Clipboard set:

The clipboard is a temporary storage area that holds recently copied or cut content (text, images, etc.) within your computer's memory. You can use the clipboard to paste the copied or cut content into your document at the desired location.

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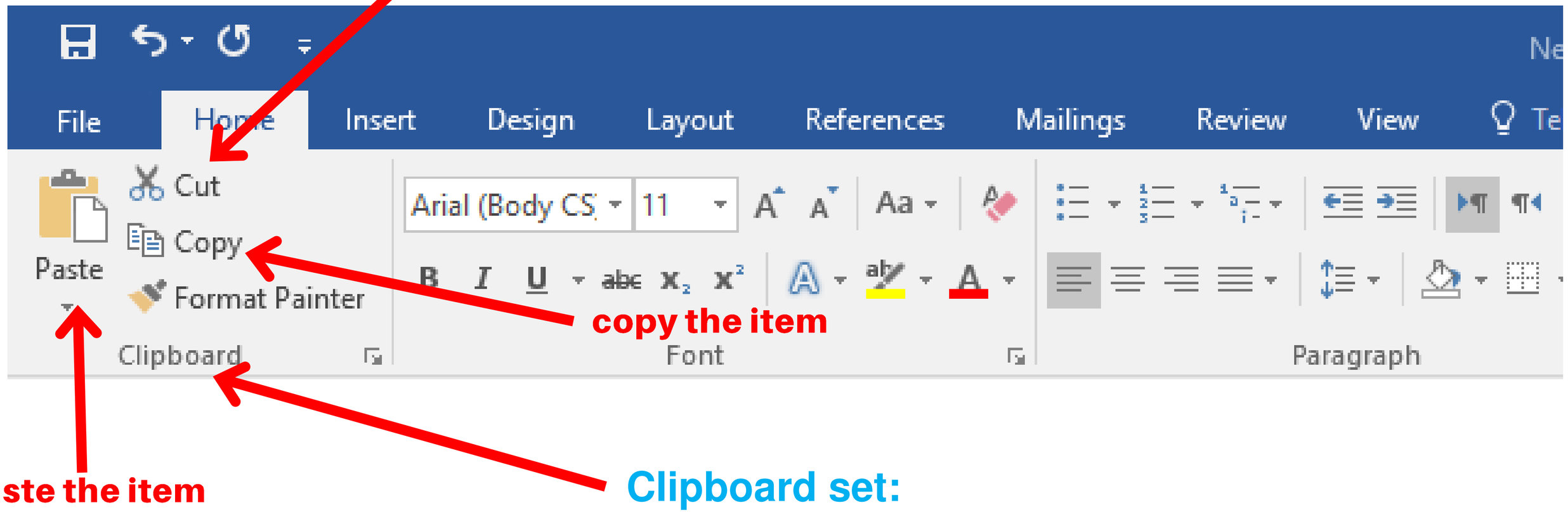

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2. Font set

refers to the style and appearance of the text in your document. It includes characteristics like typeface (e.g., Times New Roman, Arial), size (e.g., 12pt), color, and other text attributes. The Font group allows you to modify these aspects and customize the visual presentation of your text.

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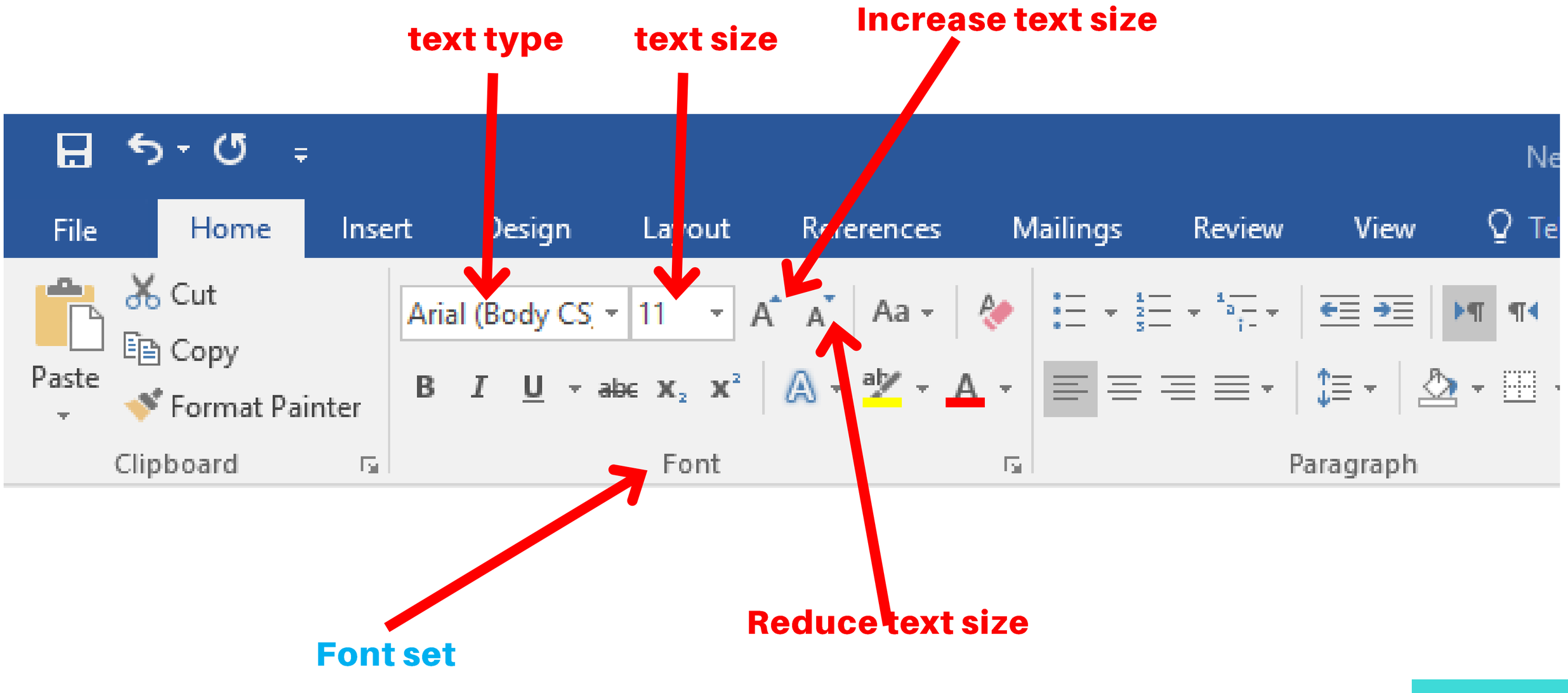

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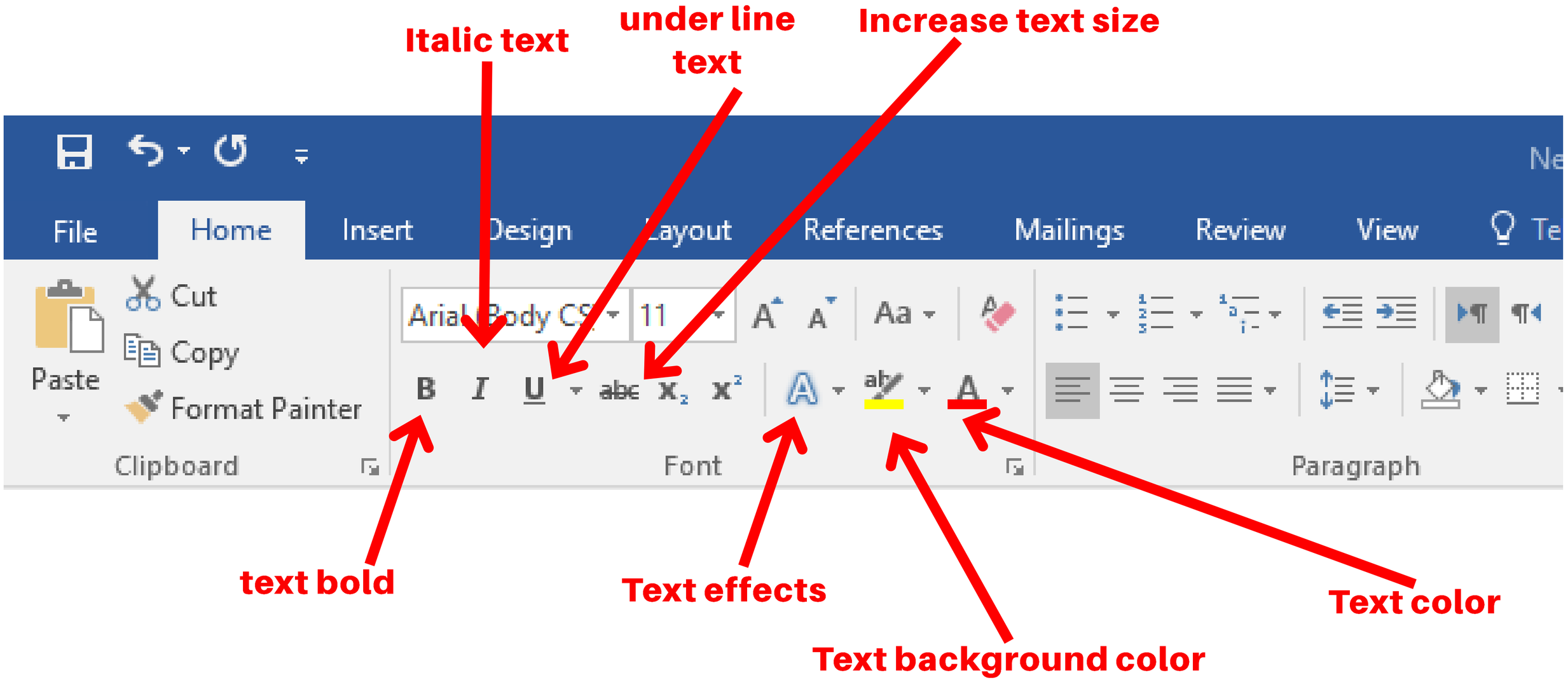

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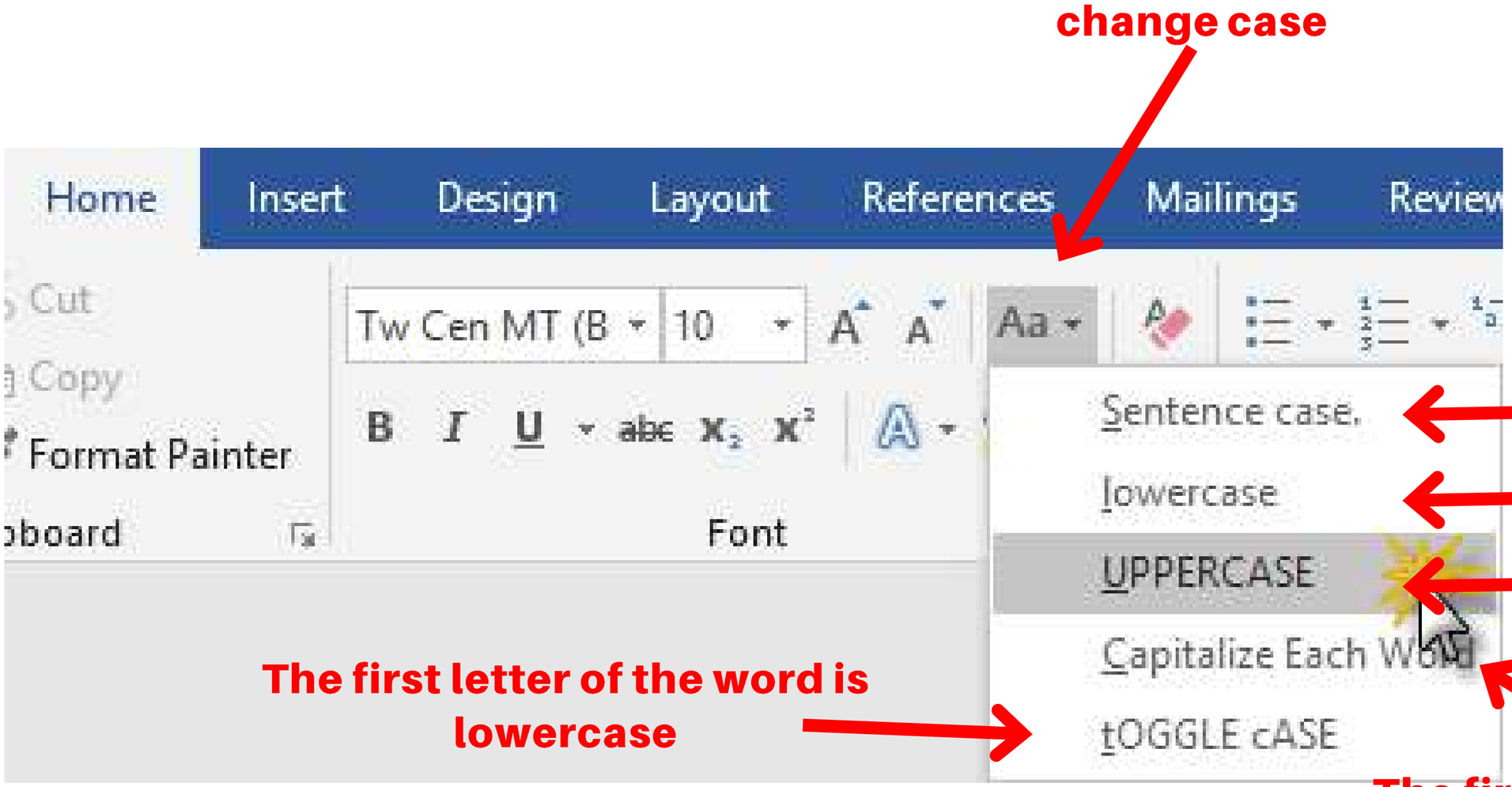

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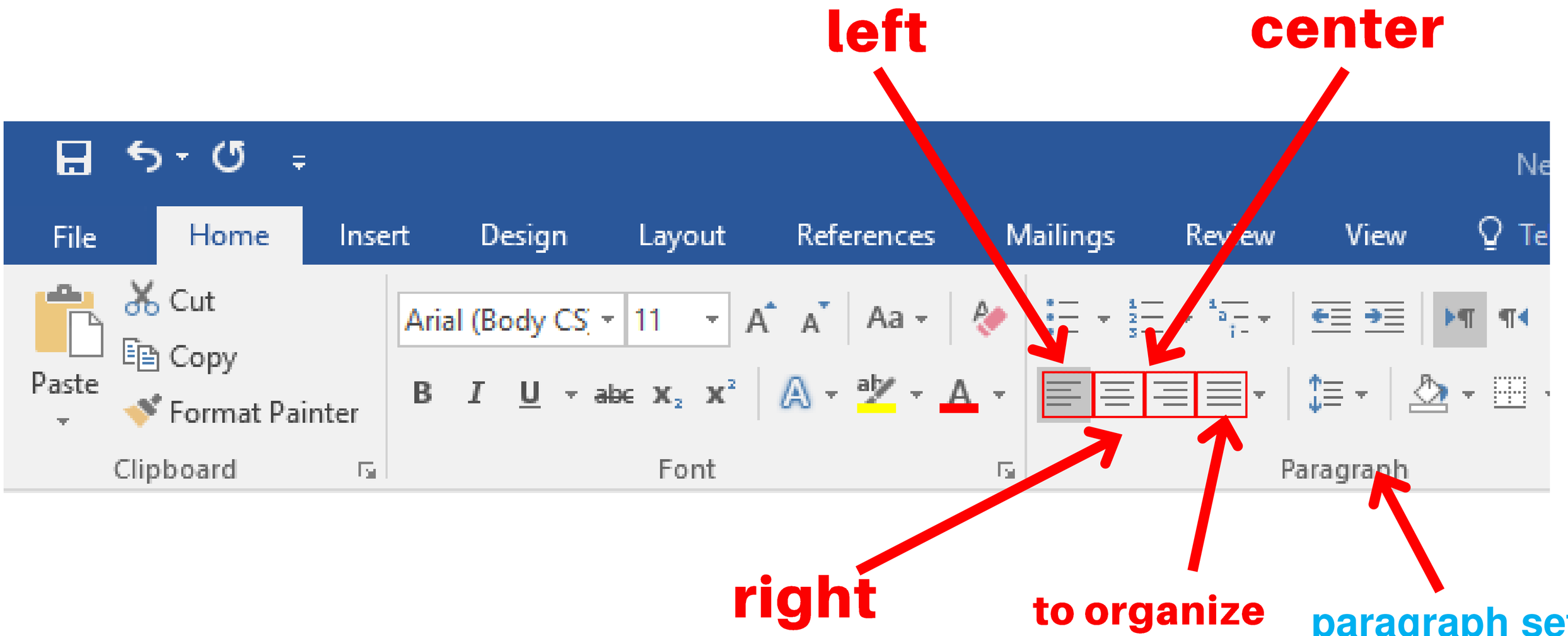
3. Paragraph set :

A paragraph is a defined section of text separated by line breaks. Paragraph formatting controls how paragraphs appear in your document. The Paragraph group in Word 2016 offers options to adjust indentation, spacing, alignment (left, right, center, justified), and add borders or shading.

Text direction



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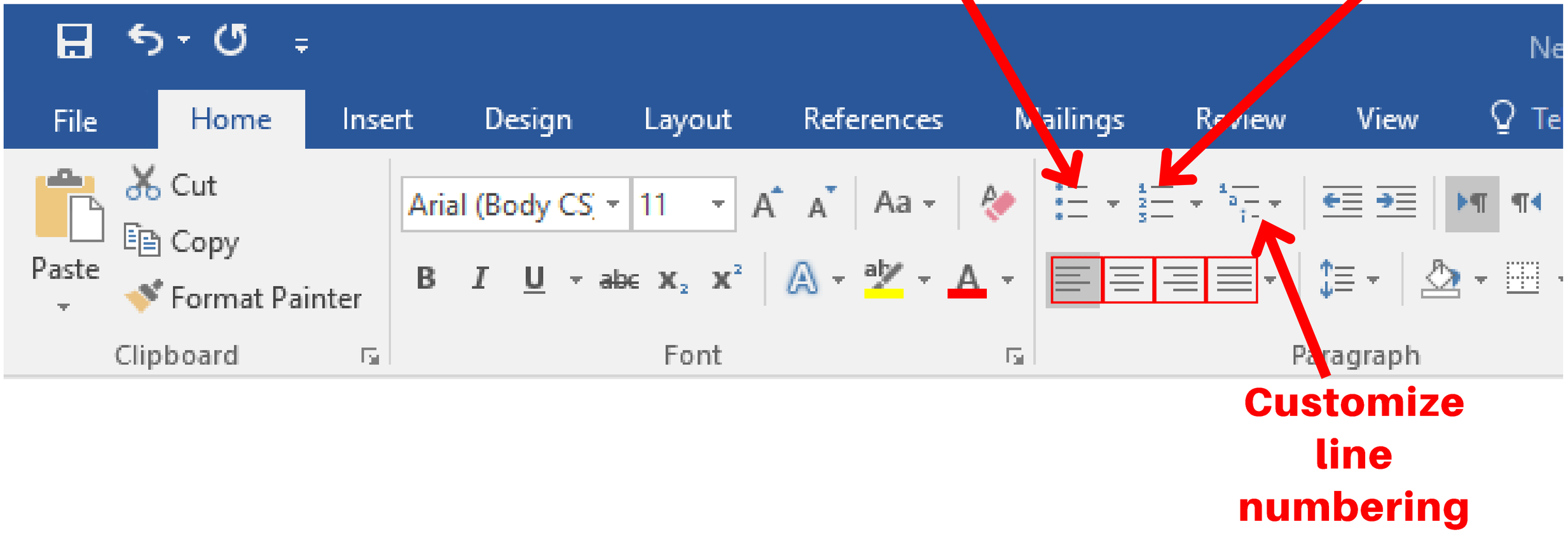

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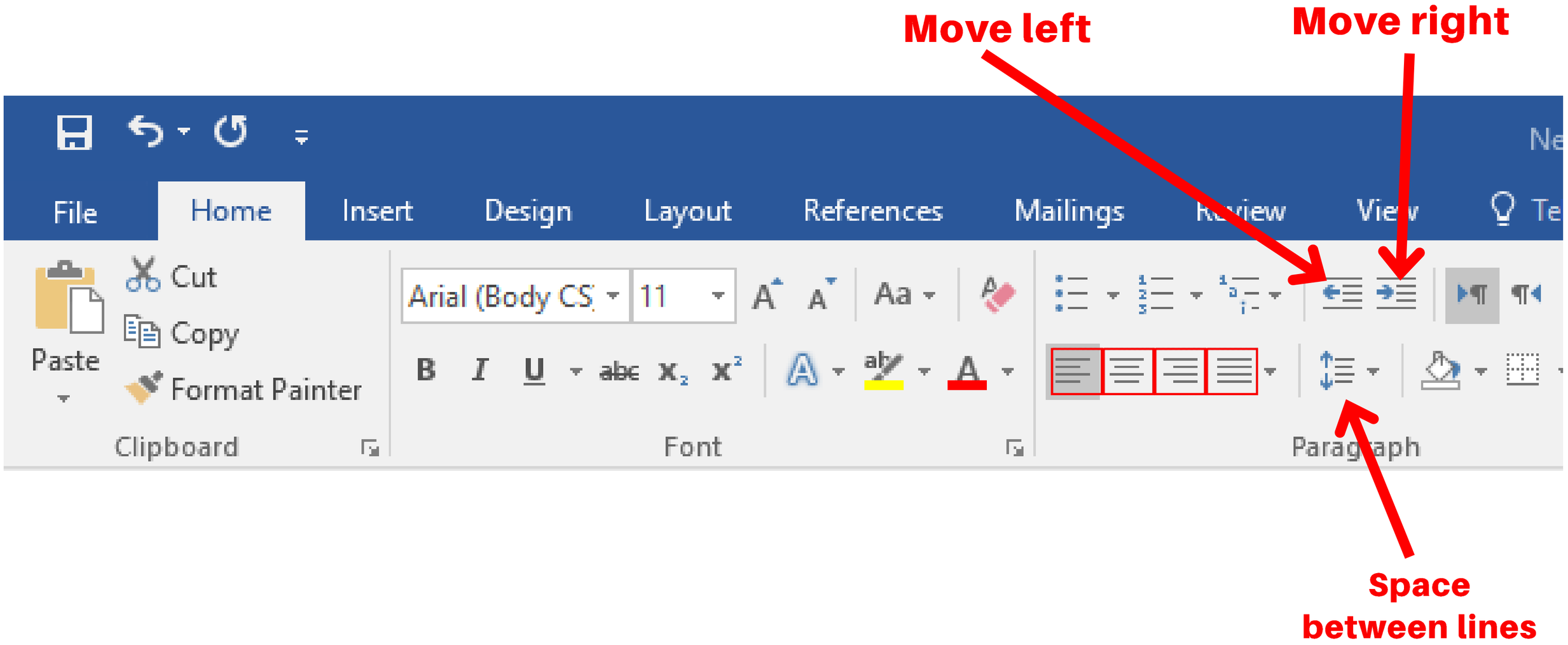

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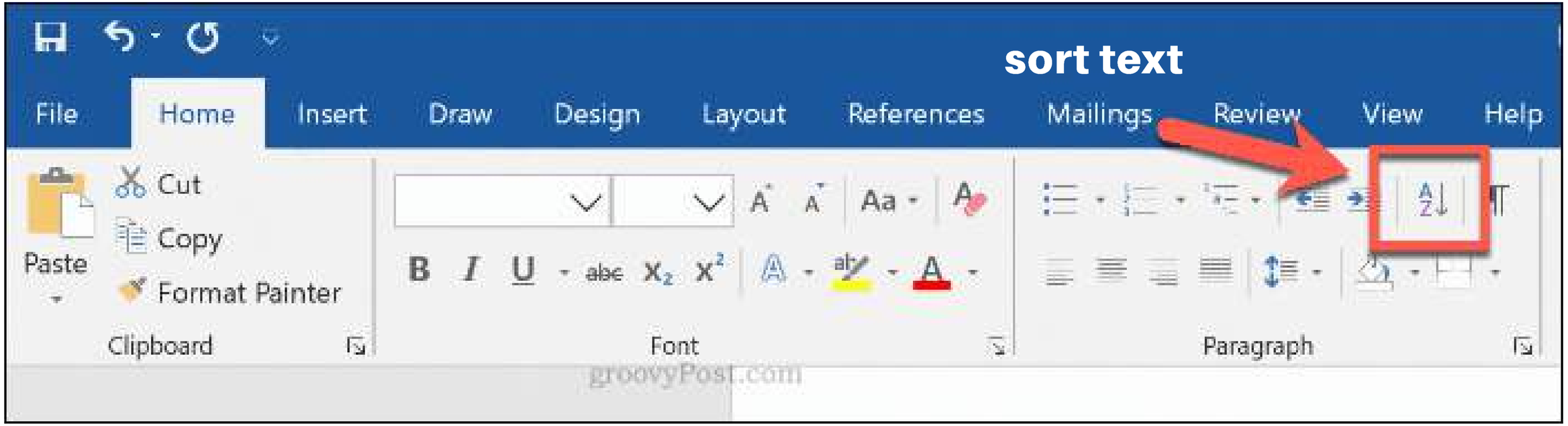

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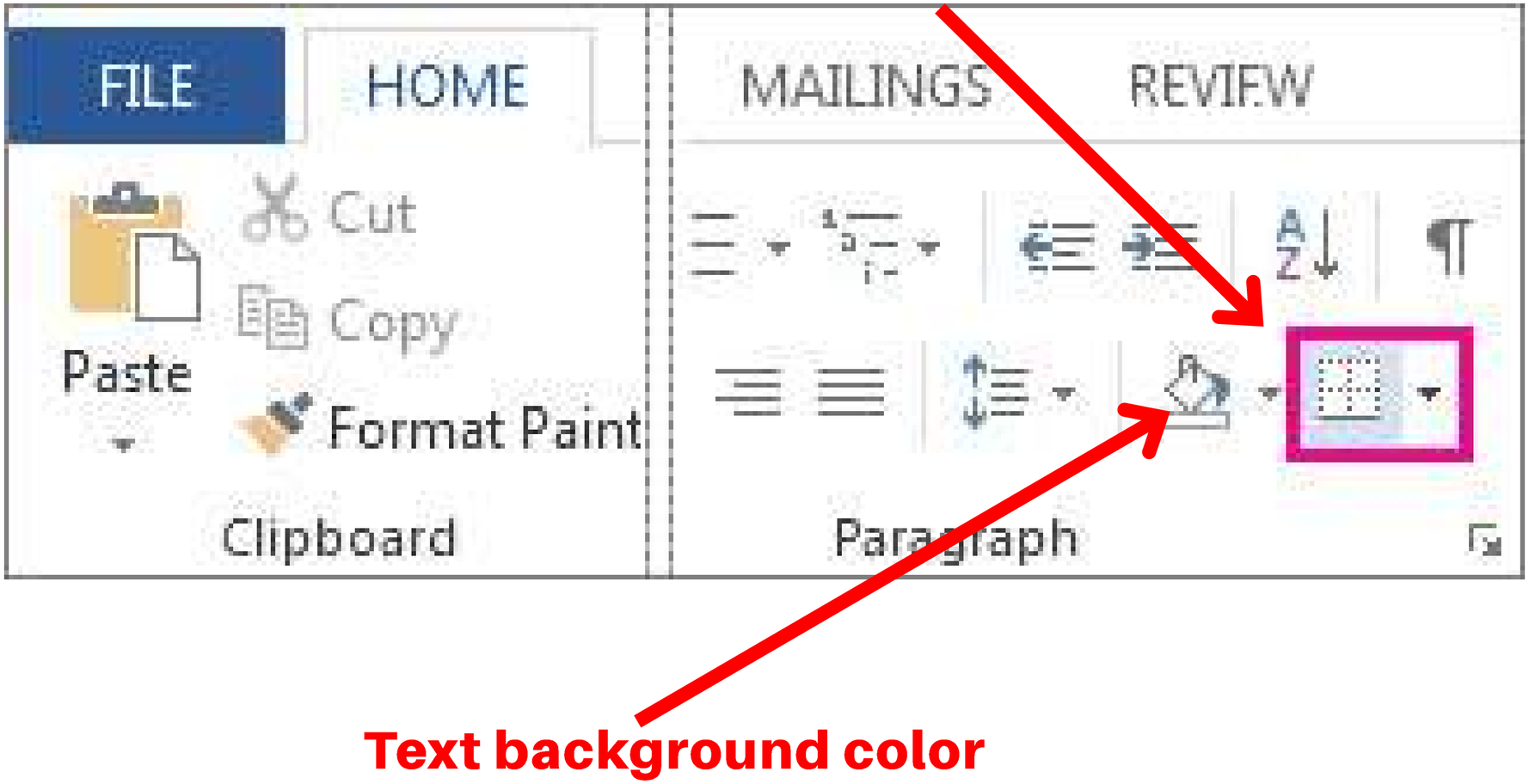

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4. Styles set :

Styles are pre-defined sets of formatting options (font, paragraph, spacing, etc.) that can be applied to text elements (headings, body text, captions, etc.). Using styles ensures consistency throughout your document and simplifies formatting. The Styles group allows you to apply, modify, and create custom styles.

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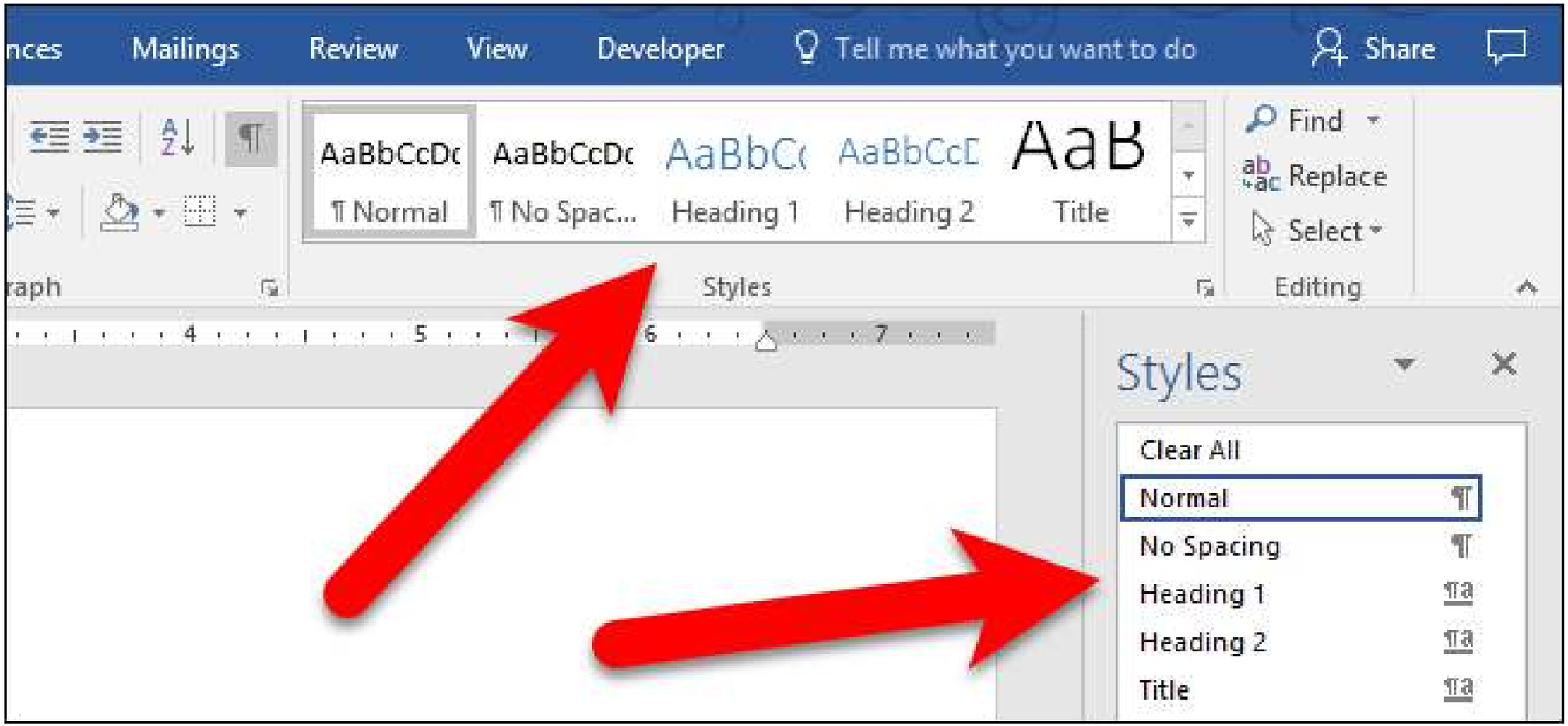

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5. Editing set:

Editing in Word 2016 encompasses a wide range of tools for correcting and modifying your text. This might include
:Finding and replacing: Locate and replace specific text occurrences within the document.
Proofreading: Check for spelling and grammar errors, suggest improvements, and offer stylistic suggestions.
Formatting: Modify text appearance (font, paragraph) as needed.Undo and
redo: Reverse or repeat actions you've taken while editing.Inserting and
deleting: Add or remove text, images, or other elements from the document.

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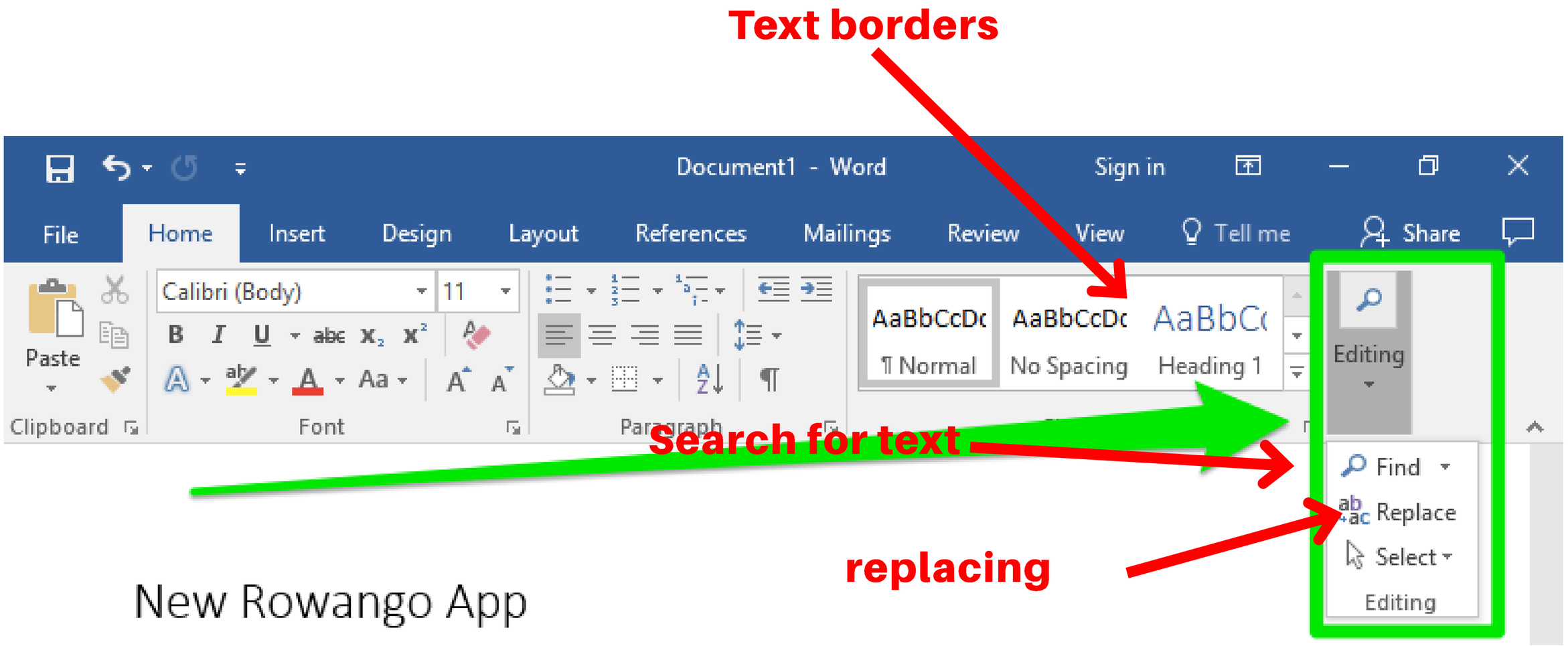

New Rowango App