subject : computer

stage : first

course : second



Microsoft Word

The Third Lecture

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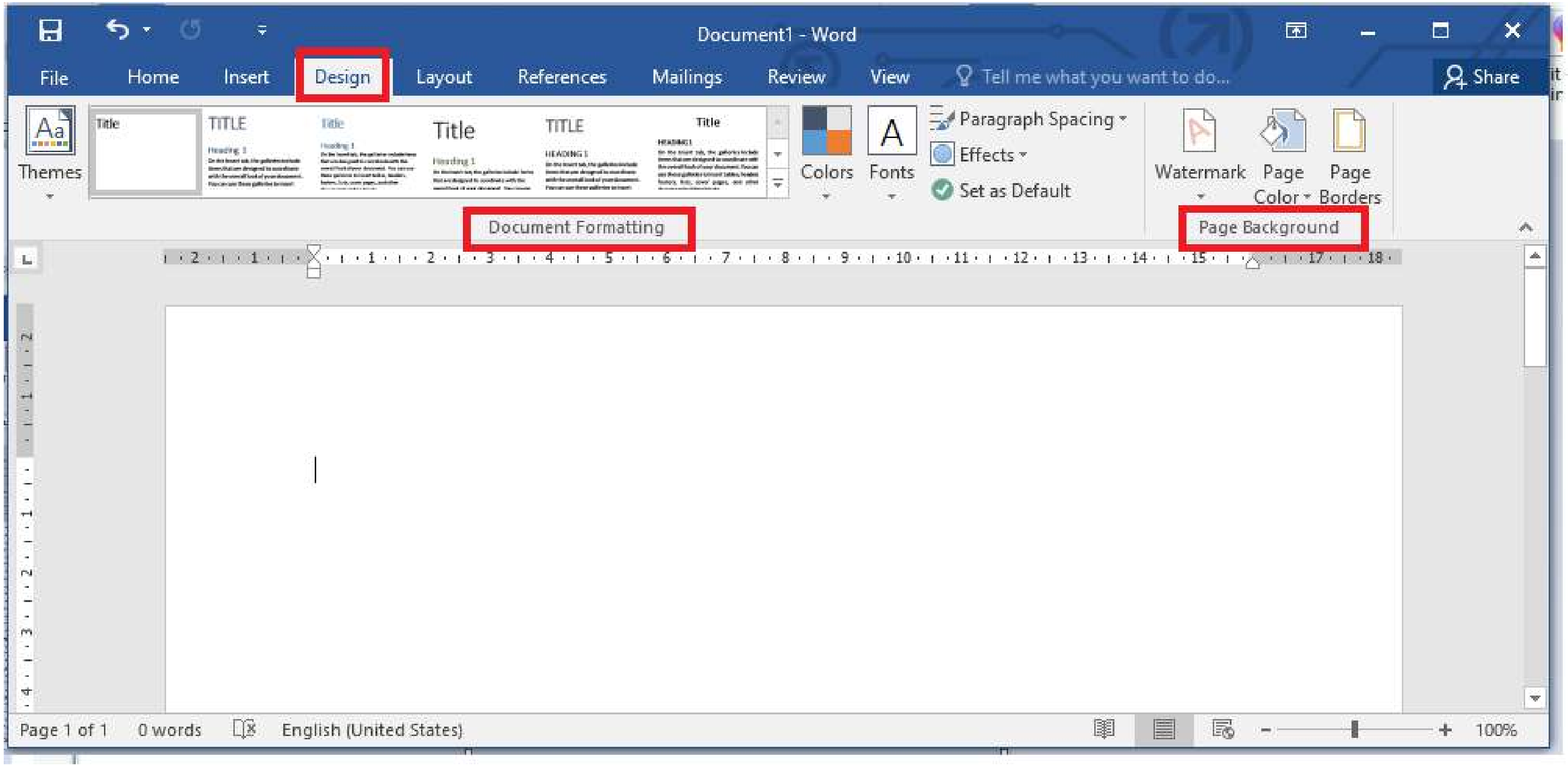
The Design Tab



Design Tab: The Design tab in Word is your one-stop shop for customizing the look and feel of your document. Think of it as the paintbrush and palette for your document. It allows you to apply pre-designed themes or create your own unique style with fonts, colors, and effects. You can also add a background or borders to your pages.

1 - document formatting (themes , color , fonts)

- **Themes: Apply pre-designed combinations of fonts, colors, and graphic styles for a cohesive look.**
- **Colors: Define a custom color palette to match your preference or branding.**
- **Fonts: Select fonts for headings, body text, and other elements, along with their sizes and styles (bold, italic, etc.).**

1 - document formattinf (paragraph spacing , effects , set as default)

- **Paragraph Spacing: Control the space between paragraphs, lines of text, and within paragraphs (before and after text).**

- **Effects: Add visual enhancements like shadows, outlines, or fills to text, shapes, and pictures.**

- **Set as Default: Save your current formatting choices as the default template for new documents.**

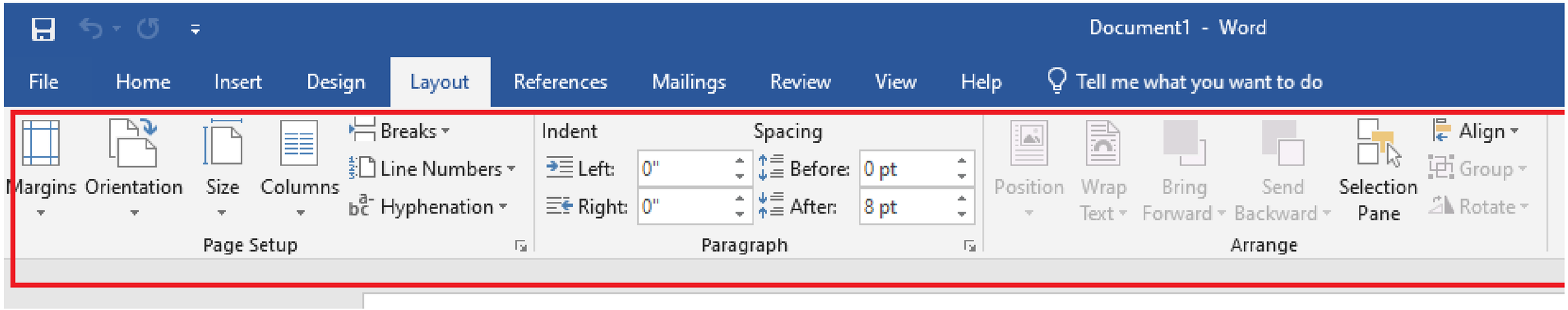
2 - page background (watermark , page color , page border)

- **Watermark: Insert a semi-transparent image or text behind the document content, often for decoration or ownership identification.**

- **Page Color: Fill the background of your pages with a solid color to set a specific mood or tone.**

- **Page Border: Add decorative borders around the edges of your document pages with various styles, colors, and thicknesses.**

The Layout Tab



2. Layout Tab : **The Layout tab in Word is your document's architect. It allows you to control the structure and arrangement of your content on the page, rather than the visual design elements. Imagine it as the blueprint for your document.**

1 - page setup (margins , orientation , size , columns , breaks , line numbers , hyphenation)

- **Margins: Define the spacing between the edge of the page and your document content (top, bottom, left, right).**
- **Orientation: Choose between portrait (vertical) or landscape (horizontal) layout for your pages.**
- **Size: Select the standard paper size (e.g., Letter, A4) or define a custom size for your document.**
- **Columns: Arrange your text into multiple columns per page for a newsletter or formatted layout.**

1 - page setup (breaks , line numbers , hyphenation)

- **Breaks: Insert section breaks to divide your document into different areas with independent formatting or page numbering.**

- **Line Numbers: Add line numbers throughout your document for easy reference. You can choose their starting position and numbering style.**

- **Hyphenation: Control how words are split at the end of lines to improve readability and avoid awkward spacing.**

2 - paragraph (indent (left , right) , spacing (befor , after)

- **Indent (Left, Right): Control how far text is indented from the left or right margin, creating paragraph indents or hanging indents.**
- **Spacing (Before, After): Adjust the space between paragraphs by adding extra space before or after them.**
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3 - arrang (position , warp text , bring forword,send backword)

- **Position: Specify the exact placement of pictures, tables, and text boxes within your document relative to the surrounding text (e.g., in line with text, top and bottom).**

- **Wrap Text: Control how text flows around inserted objects. Choose options like square (tight fit), through (text flows within object), or in front/behind the object.**

- **Bring Forward/Send Backward: Layer objects on top of each other. Bring Forward moves an object one layer closer to the front, while Send Backward moves it one layer back.**

3 - arrang (selection plane , align , group , rotate)

- **Selection Pane: If your document has multiple layers of objects, this helps you select a specific object that might be hidden behind others.**
- **Align: Align text or objects horizontally (left, right, centered) or vertically (top, middle, bottom) relative to the margins or other elements.**
- **Group: Combine multiple objects into a single unit for easier manipulation and formatting as a whole.**
- **Rotate: Rotate pictures, shapes or text boxes to specific angles or flip them horizontally or vertically.**