

**College of Medicine
Baghdad University**



MICROSOFT WORD 2013

**By Lecturer:
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Introduction

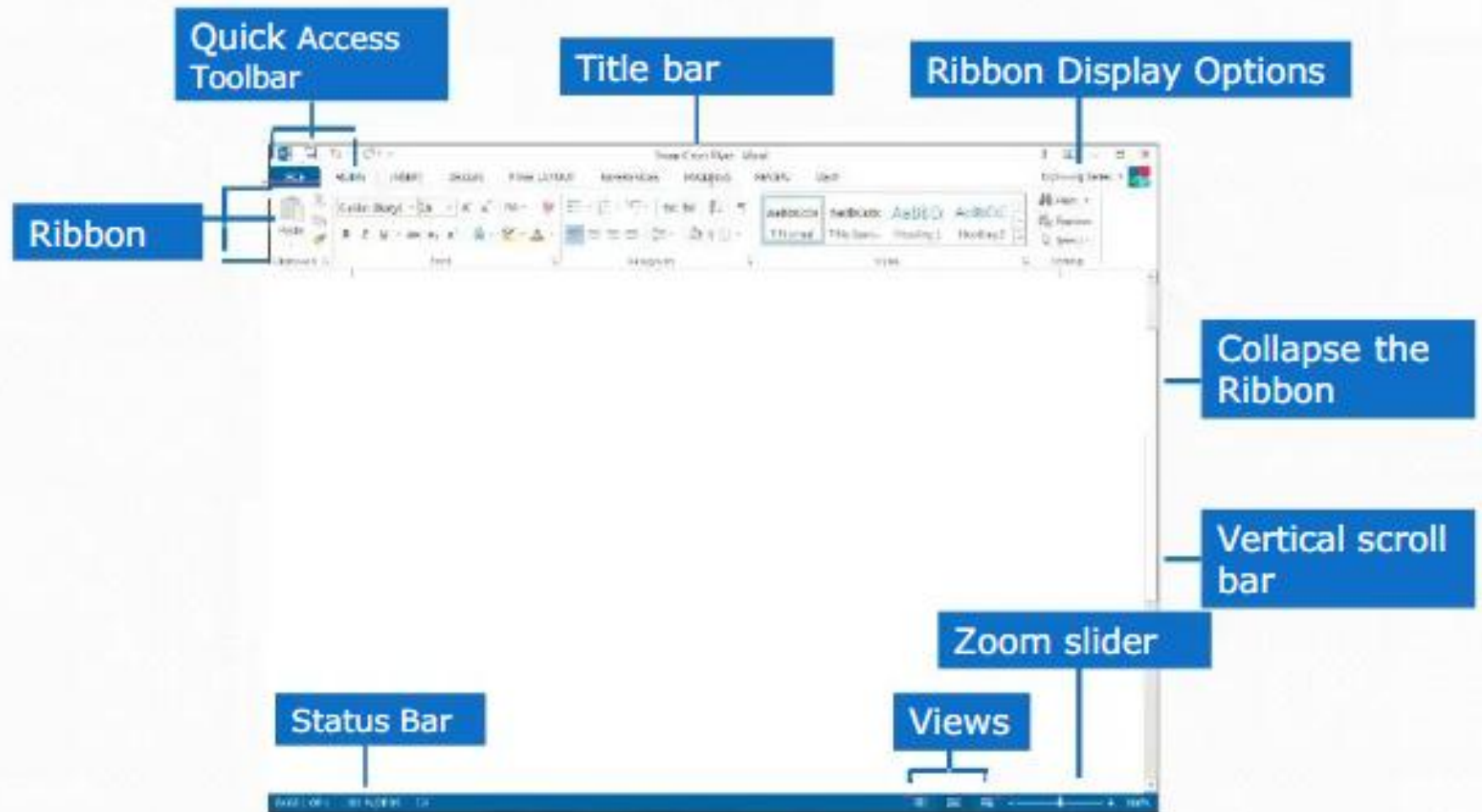
Features and capabilities of word processing

1. WYSIWYG editing
2. Storing documents for later use
3. Erasing and inserting text
4. Searching and replacing words
5. Moving or copying text
6. Wrapping lines and
7. Justifying text
8. Checking and correcting spelling
9. Reviewing style and grammar
10. Creating tables
11. Inserting and editing graphics
12. Tracking changes

Opening a Word Document



The Word Interface



Save a Document

Select to save to your SkyDrive account

Select if you plan to save to local storage, such as a flash drive or hard drive

Click to navigate to a folder on the selected storage device or location



Print a document & know the settings

The image shows a print dialog box for a document. On the left is a blue sidebar with navigation icons. The main area is divided into sections: 'Print' with a printer icon and 'Copies' field; 'Printer' with a dropdown menu; 'Settings' with options for 'Print Range', 'Page', 'Collate', 'Print Order', 'Lifted', 'Left Custom Margins Setting', and '1 Page Per Sheet'. A 'Document preview' window on the right shows a page with a large red 'DRAFT' watermark. At the bottom, there are 'Next page' and 'Zoom slider' controls. A blue box labeled 'Previous page' is at the bottom left. Blue callout boxes with white text identify 'Printer', 'Document preview', 'Preview settings', 'Next page', 'Zoom slider', and 'Previous page'.

Print

Printer

Settings

Document preview

Printer

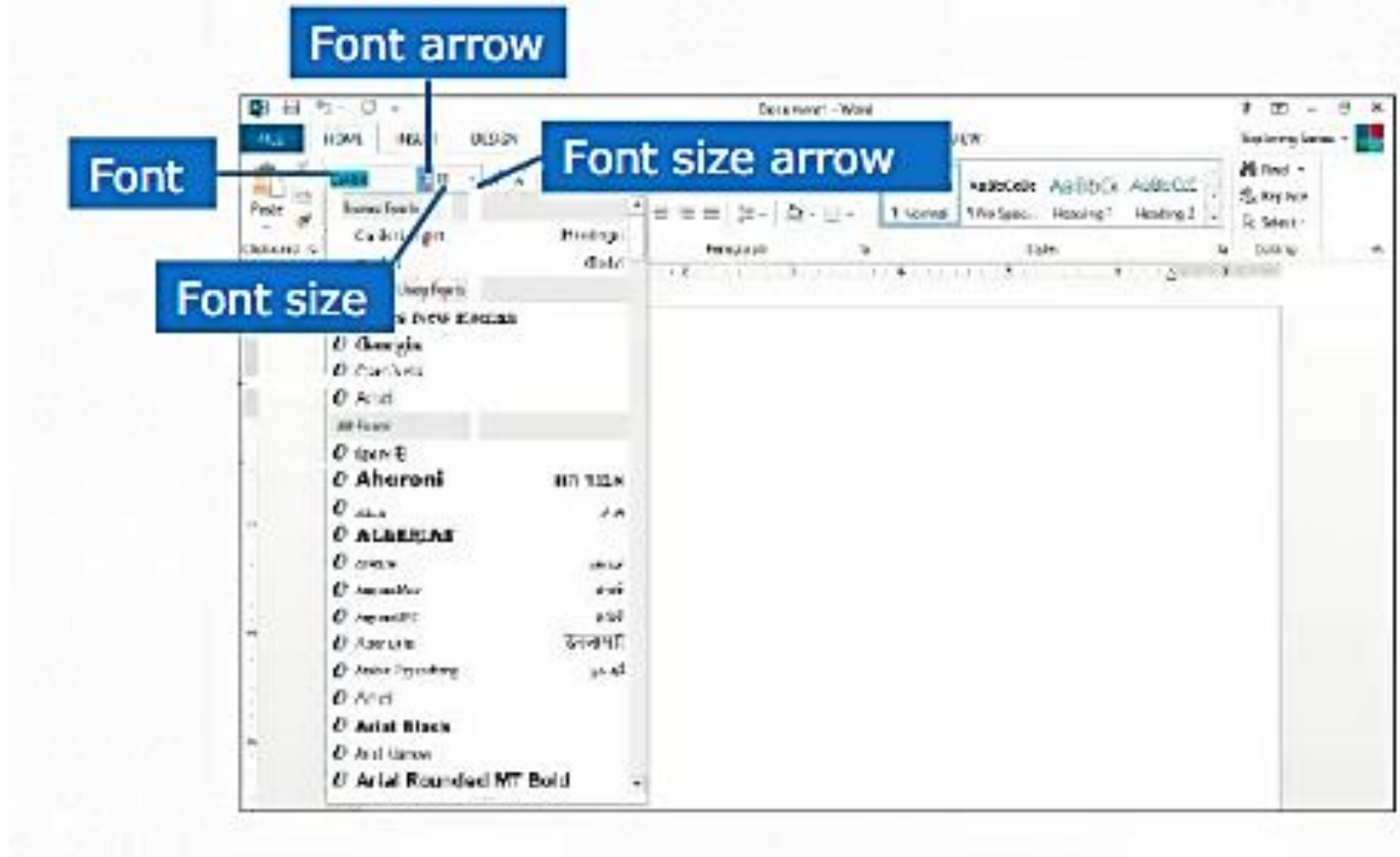
Preview settings

Next page

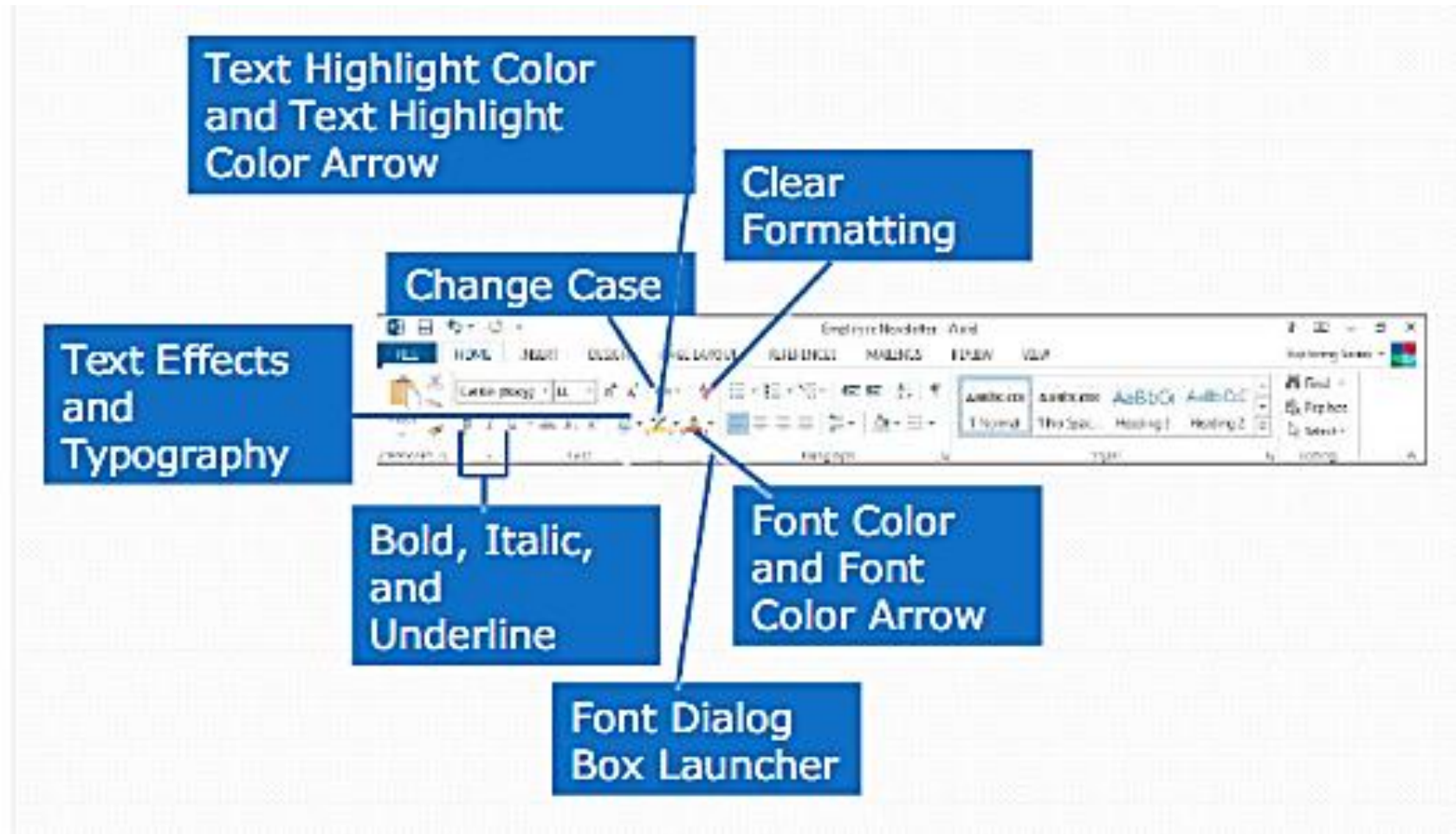
Zoom slider

Previous page

Applying Fonts



Changing Text Appearances



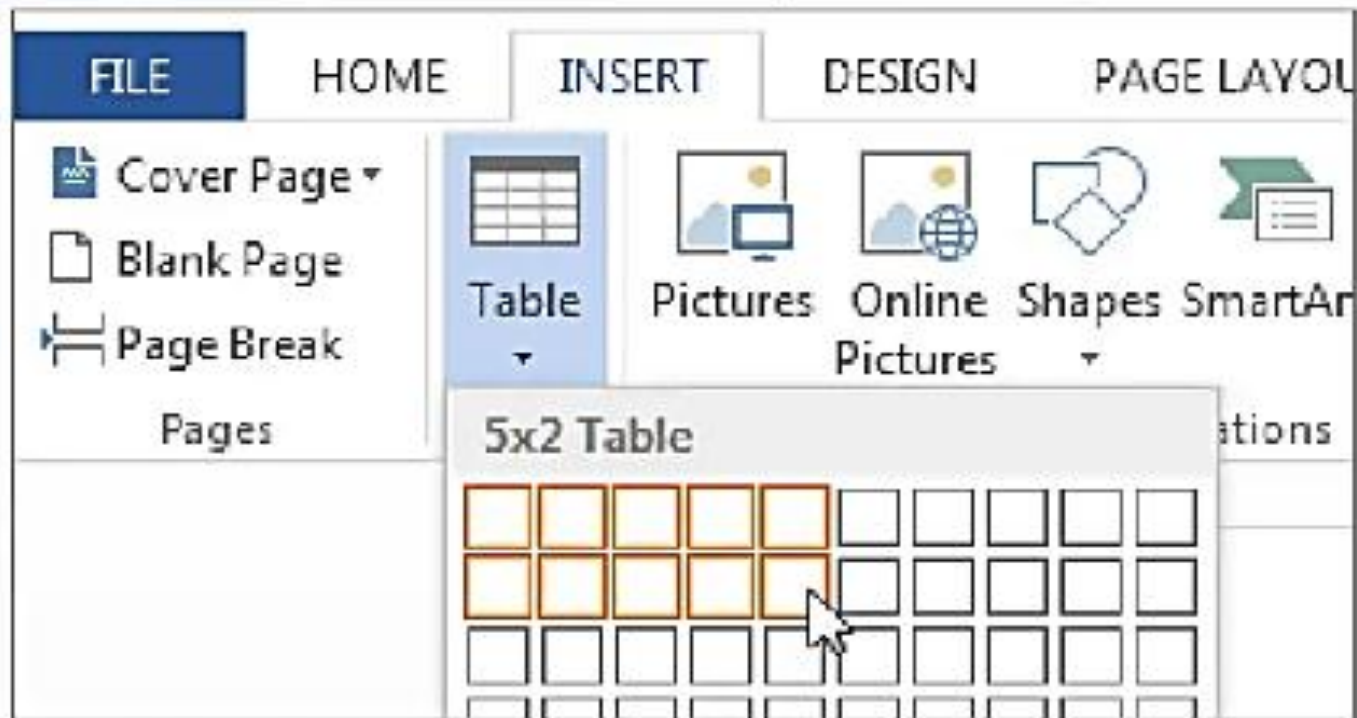
Creating lists

The image shows a Microsoft Word window with several callout boxes pointing to list creation options in the ribbon. The ribbon tabs include FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, and BUILDING BLOCKS. The HOME tab is active, showing the LISTING group with options for Bullets, Numbering, and Multilevel List. Callout boxes are labeled: 'Bullets', 'Bullets arrow', 'Numbering', 'Numbering arrow', 'Multilevel list', 'Bulleted list', 'Numbered list', and 'Multilevel list'. Below the ribbon, three list examples are shown with callouts:

- Bulleted list:** A list with two items: '• Available USB drive' and '• Computer hardware'.
- Numbered list:** A list with two items: '1. Click Grades' and '2. Click the application (Blackboard, Canvas, or Access)'. The second item has a sub-list: 'a. Click the application', 'b. Point to the project', 'c. Click View Feedback', and 'd. Click Summary Report (for a summary of errors)'.
- Multilevel list:** A list with three items: '1. Contact the instructor if you have attempts remaining', '2. Resubmit the project', and '3. Resubmit the project'.

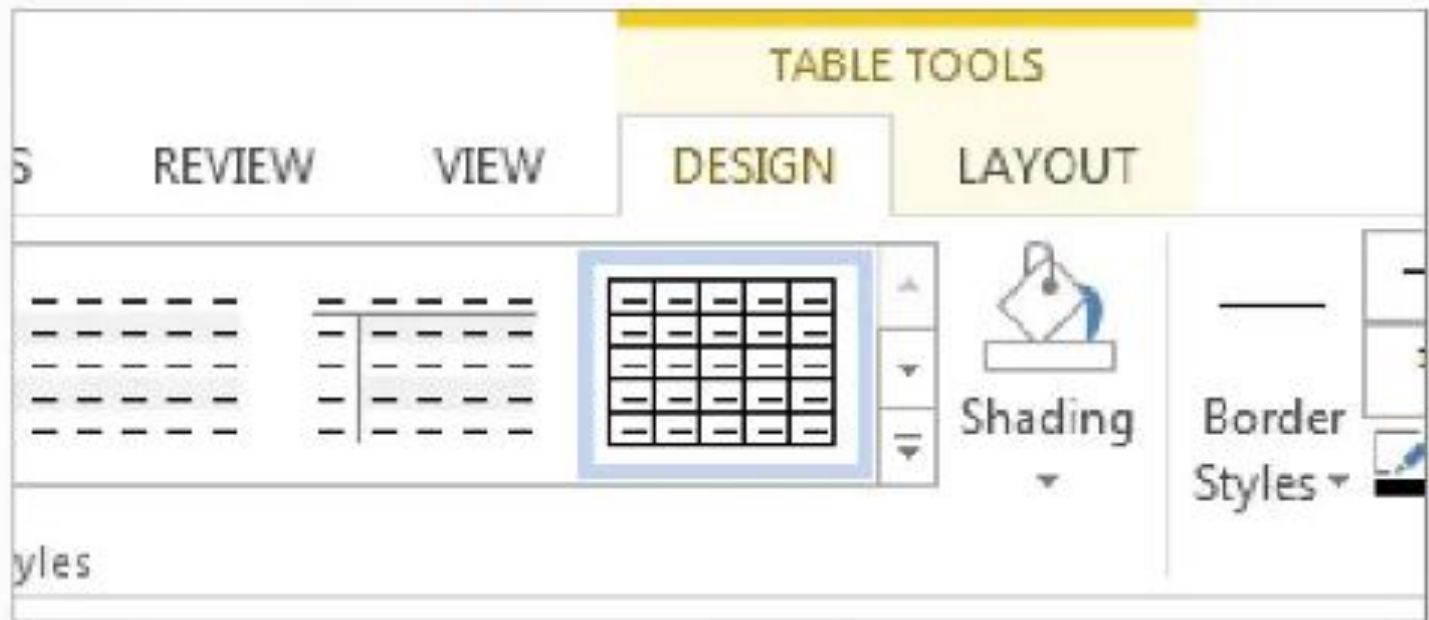
Inserting a Table

- To quickly insert a basic table, click **Insert > Table** and move the cursor over the grid until you highlight the number of columns and rows you want.



Modifying Table

- Click and the table appears in the document.
- If you need to make adjustments, you can add table rows and columns, delete table rows and columns, or merge table cells into one cell.



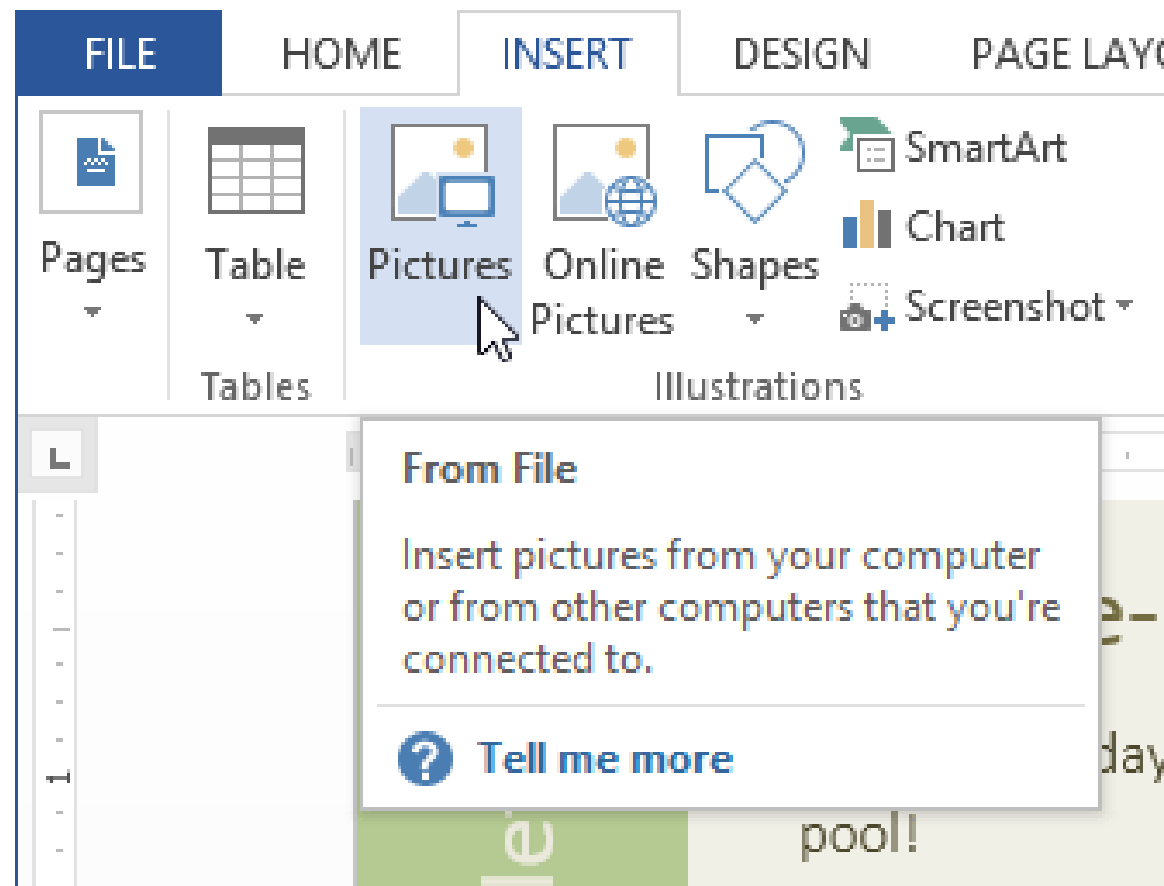
Drawing Shapes

1. Click the **Insert** tab.
2. Click **Shapes** in **Illustrations**.
3. Click (Rectangle) in **Rectangles**.

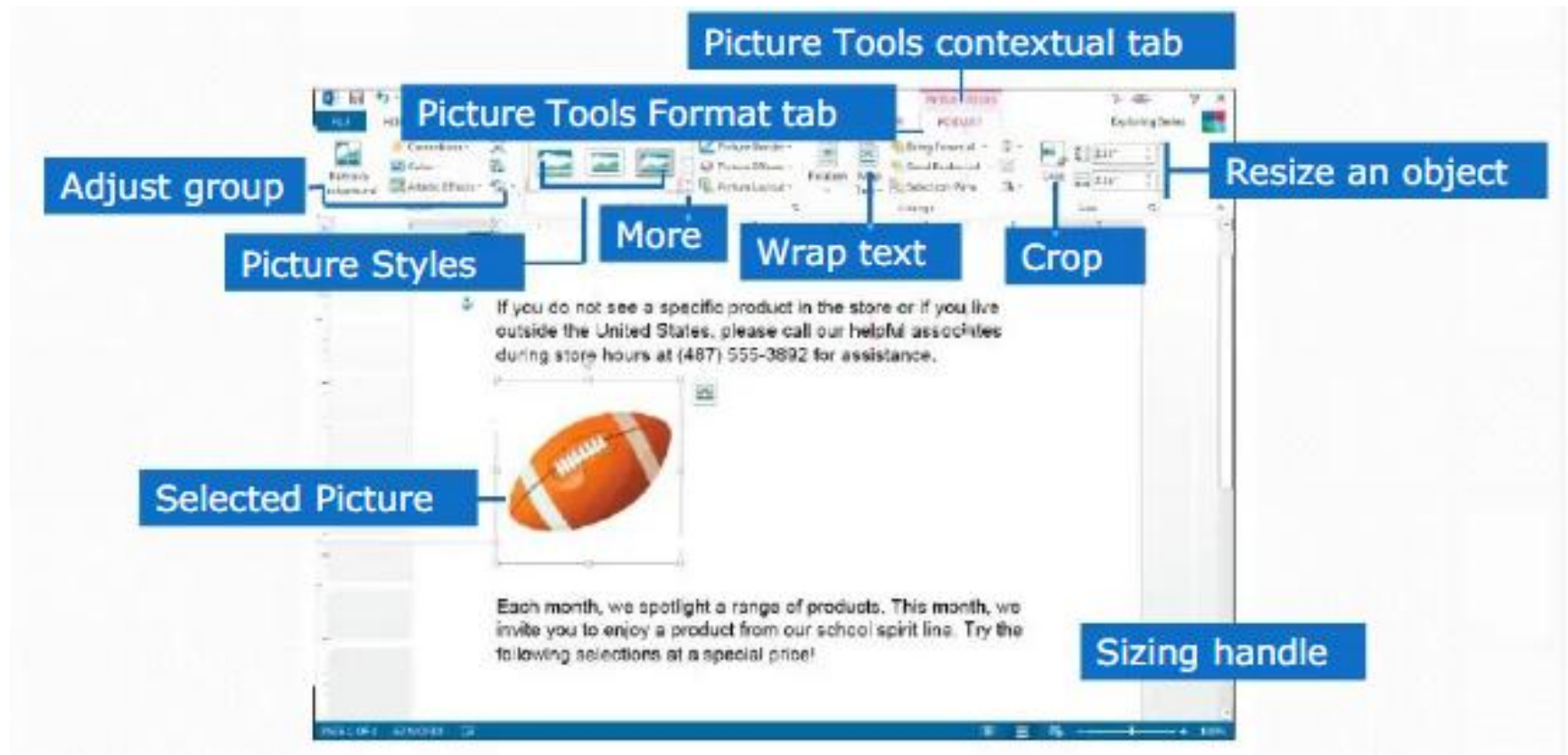


Inserting Pictures

- Select the **Insert** tab on the **Ribbon**, then click the **Pictures** command
- The **Insert Picture** dialog box will appear. Select the desired image file, then click **Insert**.



Formatting Pictures



Inserting Text Boxes

The image shows a screenshot of the Microsoft Word interface. The 'Text Box' gallery is open, displaying various predefined text box styles. A blue callout box labeled 'Text Box' points to the gallery. Another blue callout box labeled 'Predefined text box styles' points to the gallery. A third blue callout box labeled 'Draw Text Box' points to the 'Draw Text Box' option at the bottom of the gallery. The background document is titled 'Specials for September' and contains text about a football game, with a football image. The 'Text Box' gallery includes styles such as 'Simple Text Box', 'Alphabet Grids', 'Alphabet Tables', 'Annual Grids', and 'Annual Tables'. The 'Draw Text Box' option is located at the bottom of the gallery.

Text Box

Predefined text box styles

Draw Text Box

Insert a Header or Footer and Page number

- Select the Insert tab, then click the Header or Footer or Page number command.
- In the menu that appears, select the desired preset header or footer or Page number.

