UNIVERSITY OF ANBAR

الكلية : الطب

القسم او الفرع : فرع علم وظائف الاعضاء (الفسلجة)

المرحلة: الأولى

أستاذ المادة : م. مصطفى عامر عبيد

اسم المادة باللغة العربية : الحاسوب

اسم المادة باللغة الإنكليزية : Computer

اسم المحاضرة التاسعة باللغة العربية:

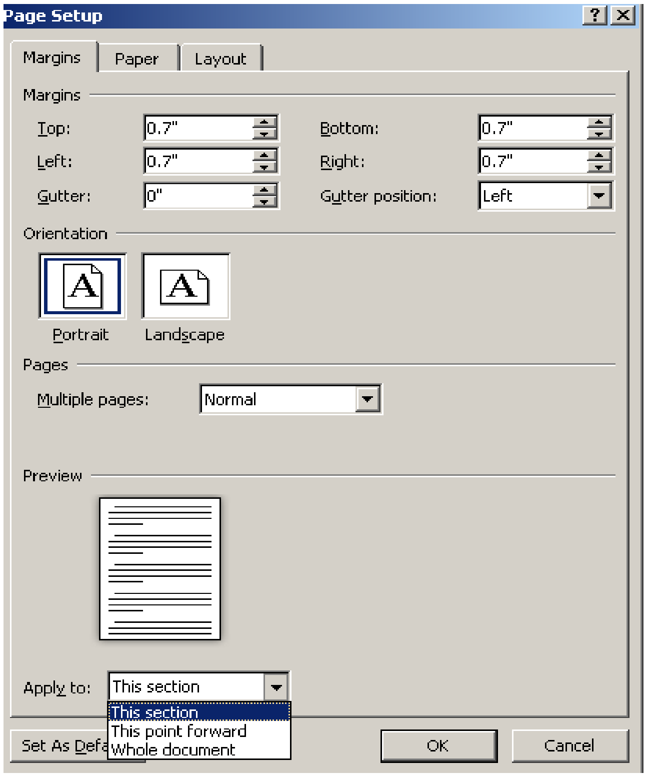
اسم المحاضرة التاسعة باللغة الإنكليزية : word Part Three

Different Page Orientations on Same Document

1. Highlight the pages or paragraphs that you want to change to portrait or landscape orientation.
2. On the **Page Layout** tab, in the **Page Setup** group, click **Margins.**

1. Click **Custom Margins** at the bottom of the drop down menu.
2. A **Page Setup** dialog box will appear.
3. On the **Margins** tab, click **Portrait** or **Landscape**.
4. In the **Apply to** list, click **Selected text** or **This point forward**.

NOTE: If you select some but not all of the text on a page to change to portrait or landscape orientation, Word places the selected text on its own page, and the surrounding text on separate pages.


Page Setup
Margins
Paper
Layout
Orientation
Portrait
Landscape
Pages
Preview
Set As Defa
OK
Cancel

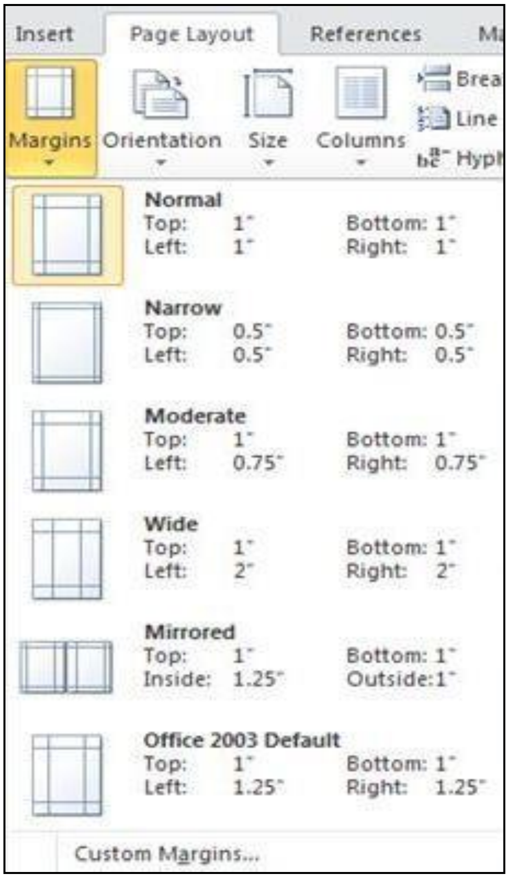
Margins
Top: 0.7"
Bottom: 0.7"
Left: 0.7"
Right: 0.7"
Gutter: 0"
Gutter position: Left
Multiple pages: Normal
Apply to: This section
This section
This point forward
Whole document

Page Margins

Page margins are the blank space around the edges of the page. In general, you insert text and graphics in the printable area inside the margins When you change a document's page margins, you change where text and graphics appear on each page. You can change the page margins either by choosing from one of Word's predefined settings in the Margins gallery or by creating custom margins.

Setting Predefined Page Margins

1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**. The Margins gallery drop down menu will appear.
2. Click the margin type that you want to apply.


Insert
Page Layout
References
Ma
Margins
Orientation
Size
Columns
Brea
Line
Hyph
Custom Margins...

Normal
Top: 1" Bottom: 1"
Left: 1" Right: 1"

Narrow
Top: 0.5" Bottom: 0.5"
Left: 0.5" Right: 0.5"

Moderate
Top: 1" Bottom: 1"
Left: 0.75" Right: 0.75"

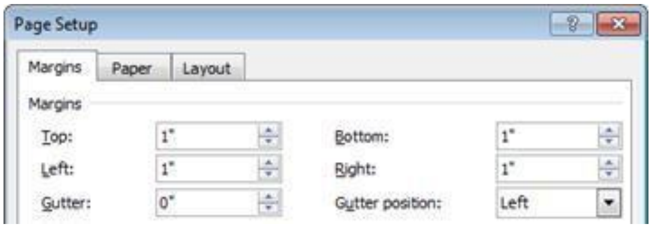
Wide
Top: 1" Bottom: 1"
Left: 2" Right: 2"

Mirrored
Top: 1" Bottom: 1"
Inside: 1.25" Outside: 1"

Office 2003 Default
Top: 1" Bottom: 1"
Left: 1.25" Right: 1.25"

Create Custom Margins

1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.
2. At the bottom of the Margins gallery drop down menu, click **Custom Margins**.
3. The **Page Setup** dialog box will appear.
4. Enter new values for the margins in all or some of the Top, Bottom, Left or Right text boxes.
5. Click **OK**


Page Setup
Margins
Paper
Layout

Margins
Top: 1"
Bottom: 1"
Left: 1"
Right: 1"
Gutter: 0"
Gutter position: Left

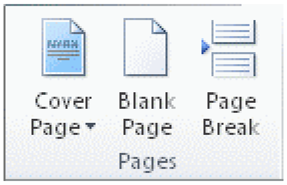
- **NOTE:** Most printers require a minimum width for margin settings, because they can't print all the way to the edge of the page. If you try to set margins that are too narrow, Microsoft Word displays the message **One or more margins are set outside the printable area of the page.**

Page Breaks

Word automatically inserts a page break when you reach the end of a page. If you want the page to break in a different place, you can insert a manual page break.

Inserting a Page Break

1. Click where you want to start a new page.
2. On the **Insert** tab, in the **Pages** group, click **Page Break**.

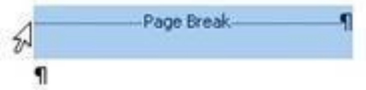

Cover Page
Blank Page
Page Break
Pages

NOTE: You can also insert breaks into your document by going to the **Page Layout** tab, **Page Setup** group and clicking on the **Breaks** command to view a variety of page and section breaks you can insert into your document.

Deleting a Page Break

You cannot delete the page breaks that Word inserts automatically; you can only delete a page break that you insert manually.

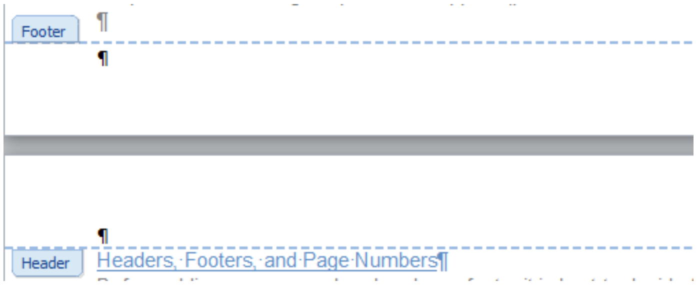
1. Go to the page break you would like to remove.
2. Select the page break by clicking in the margin next to the dotted line.



3. Press the DELETE key on your keyboard.

Headers, Footers, and Page Numbers

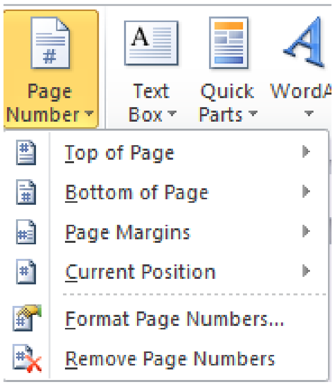
You can add headers, footers and page numbers numerous ways. The simplest way is to double click on the top or bottom of the page and the header and footer area will appear. Enter the text you wish to be displayed at the top or bottom of every page.

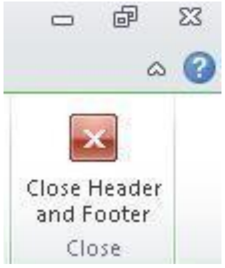

Footer
¶
¶
¶
Header
Headers, Footers, and Page Numbers¶

Add Page Numbers

If you want a page number on each page, you can quickly add a page number from the gallery.

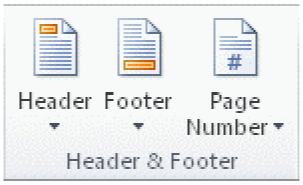
1. On the **Insert** tab, in the **Header & Footer** group, click **Page Number.**
2. Click the page number location that you want.
3. In the gallery, scroll through the options, and then click the page number format that you want.


Page Number
Text Box
Quick Parts
WordA
Top of Page
Bottom of Page
Page Margins
Current Position
Format Page Numbers...
Remove Page Numbers


Close Header and Footer
Close

4. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).

Add Header or Footer

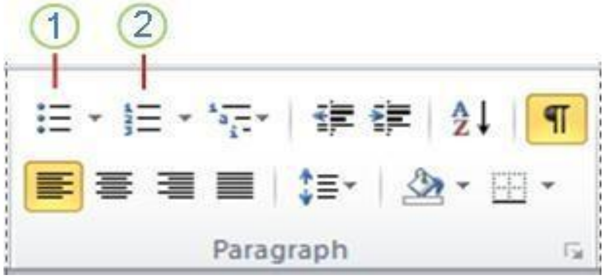


1. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer.**
2. Click the header or footer that you want to add to your document and your header or footer area will open.
3. Type text in the header or footer area.
4. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).

Remove page numbers, headers, and footers

1. Click on the Header, Footer or Page Number Command.
2. A drop down menu will appear.
3. Click Remove at the bottom of the menu.

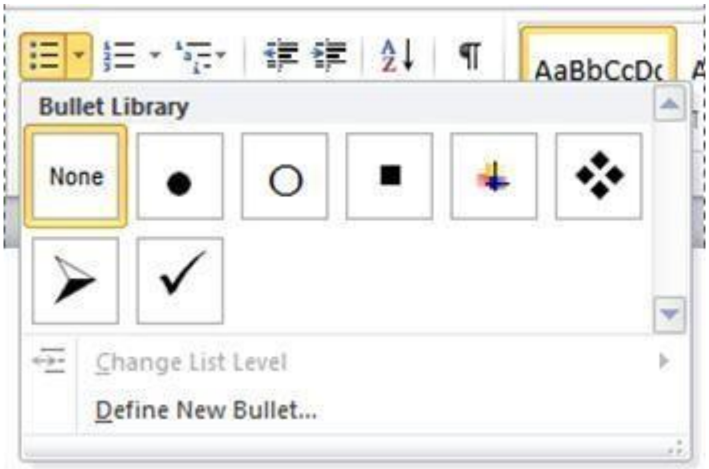
Bulleted or Numbered List



You can quickly add bullets or numbers to existing lines of text, or Word can automatically create lists as you type. By default, if you start a paragraph with an asterisk or a number **1.**, Word recognizes that you are trying to start a bulleted or numbered list. If you don't want your text turned into a list, you can click the **AutoCorrect Options** button that appears.

1 Bullets Command
2 Numbering Command

Insert Bulleted or Numbered List

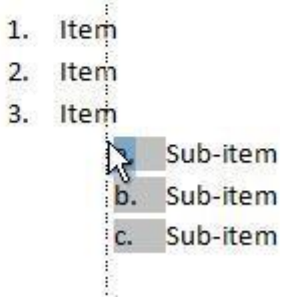


1. Click on the area where you would like your list to appear or highlight the text you would like to be in a list.
2. Go to the **Home** tab, in the **Paragraph** group, click **Bullets** or **Numbering**.
3. A bullet(s) or number(s) will be inserted.

Select Bullets or Numbering Style

1. Select the items that you want to add bullets or numbering to.
2. On the **Home** tab, in the **Paragraph** group, click the arrow next to the **Bullets** or **Numbering** command.
3. Select the bullet or number format you would like to be inserted.

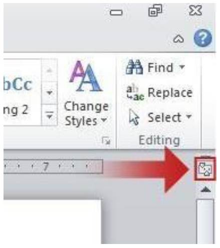
Move a List Left or Right



If you do not like the location of your bullets or numbers you can easily move them to a preferred location.

1. Click a bullet or number in the list to highlight the list.
2. Drag the list to a new location. The entire list moves as you drag. The numbering levels do not change.

Document Ruler



You can use the horizontal and vertical rulers in Word to align text, graphics, tables, and other elements in your document. To view the horizontal ruler across the top of your Word document and the vertical ruler along the left edge of your document, you must be in Print Layout view.

1. To show or hide the horizontal and vertical rulers, click **View Ruler** at the top of the vertical scroll bar.

Tab Stops

Creating tab stops can be helpful when creating a large number of documents such as flyers, table of contents or even when creating a resume. They help you to display and line up information correctly.

Setting Manual Tab Stops

1. Click the tab selector at the left end of the ruler until it displays the type of tab that you want.
2. Then click in the ruler at the top of your page, where you want to set the tab stop.

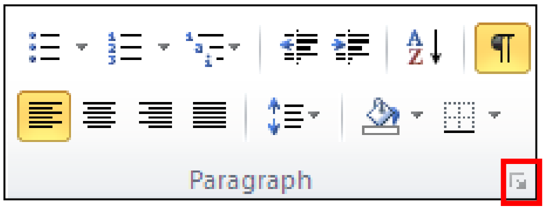
The different types of tab stops found on the ruler are:

- A **Left Tab** stop sets the start position of text that will then run to the right as you type.
- A **Center Tab** stop sets the position of the middle of the text. The text centers on this position as you type.
- A **Right Tab** stop sets the right end of the text. As you type, the text moves to the left.
- A **Decimal Tab** stop aligns numbers around a decimal point. Independent of the number of digits, the decimal point will be in the same position. (You can align numbers around a decimal character only)
- A **Bar Tab** stop doesn't position text. It inserts a vertical bar at the tab position.

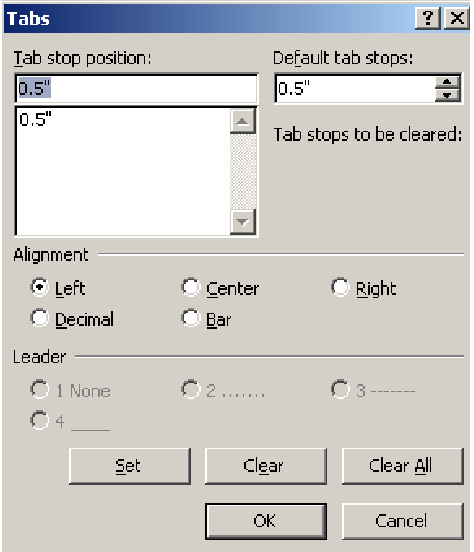
NOTE: You can drag existing tab stops left or right along the ruler to a different position. Just Click and hold on the tab stop on the ruler then drag it to where ever you would like it to be.

Setting Detailed Tab Stops

If you want your tab stops at precise positions that you can't get by clicking the ruler, or if you want to insert a specific character (leader) before the tab, you can use the **Tabs** dialog box.



1. Click the **Home** tab, click the **Paragraph Dialog Box Launcher**
2. A **Paragraph** box will appear, click on the **Tabs** button at the bottom left of the dialog box.
3. A **Tabs** dialog box will appear.
4. Under **Tab stop position** area, type the location where you want to set the tab stop. Hit enter.
5. Under **Alignment**, click the type of tab stop that you want. See the table above for an explanation of the different types of tab stops.
6. To add dots with your tab stop, or to add another type of leader, click the option that you want under **Leader**.
7. Click **Set**.
8. Repeat steps 4-5 to add another tab stop, or click **OK**.
9. The **Tabs** dialog box will disappear and you should see your tabs set on the document ruler.



Tab stop position: 0.5"
0.5"
Default tab stops: 0.5"
Alignment
● Left ○ Center ○ Right
○ Decimal ○ Bar
Leader
○ 1 None ○ 2 .... ○ 3 -------
○ 4 ____

Clear Tab Stops

You can clear tab stops in a variety of ways, the simplest is going to the ruler, click and hold on the tab stop and drag in down towards the document. The tab stop will disappear. To quickly clear multiple tab stops and start fresh:

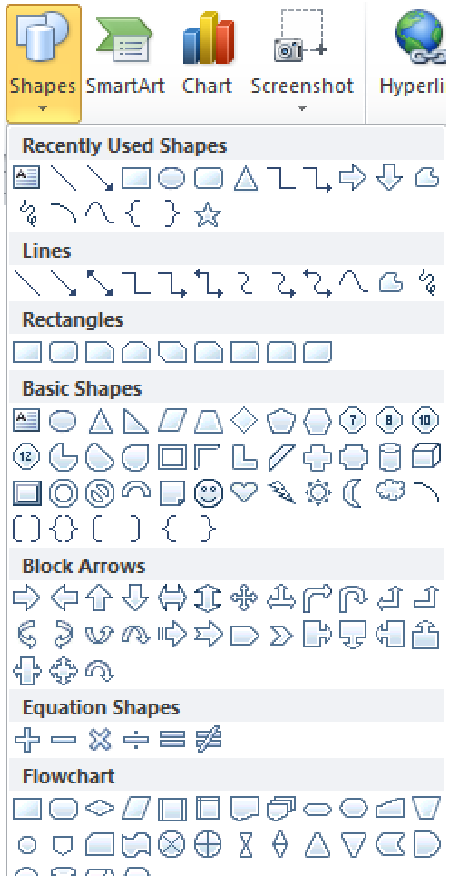
1. Click the **Home** tab, click the **Paragraph Dialog Box Launcher**
2. A **Paragraph** box will appear, click on the **Tabs** button at the bottom left of the dialog box.
3. A **Tabs** dialog box will appear.
4. In the list under **Tab stop position**, click the tab stop position that you want to clear, and then click **Clear**. To remove the spacing from all manual tab stops, click **Clear All**.
5. Click **OK**.

Working with Graphics

Inserting Shapes

You can add one shape to your file or combine multiple shapes to make a drawing or a more complex shape. Available shapes include lines, basic geometric shapes, arrows, equation shapes, flowchart shapes, stars, banners, and callouts. After you add one or more shapes, you can add text, bullets, numbering, and Quick Styles to them.

1. On the **Insert** tab, in the **Illustrations** group, click **Shapes**.
2. A drop down menu will appear, click the shape that you want.
3. Click anywhere in the document, and then drag to place the shape.


Shapes
SmartArt
Chart
Screenshot
Hyperli
Recently Used Shapes
Lines
Rectangles
Basic Shapes
Block Arrows
Equation Shapes
Flowchart

Insert Text to Shapes

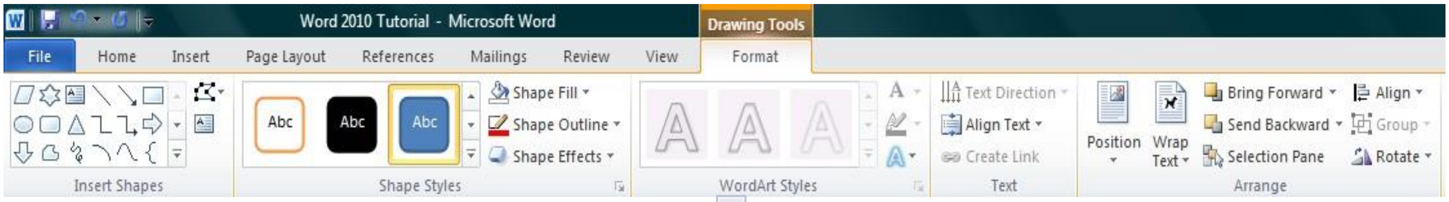
Once you have added a shape, you may want to add text inside the shape. All you have to do is click on the inside of the shape and start typing.

NOTE: The text that you add becomes part of the shape — if you rotate or flip the shape, the text rotates or flips also.

Format Shapes

After you insert a shape a new tab called **Drawing Tools Format** will appear every time you click on the shape.

1. Click the shape that you want to apply a new or different Quick Style to.
2. Go to the **Drawing Tools Format** tab, in the **Shape Styles** group, click the style that you want to be applied.


Word 2010 Tutorial - Microsoft Word
Drawing Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Insert Shapes
Abc
Abc
Abc
Shape Fill
Shape Outline
Shape Effects
Shape Styles
A
A
A
WordArt Styles
Text Direction
Align Text
Create Link
Text
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange

3. To see more Quick Styles, click the **More** button .

The **Drawing Tools Format** Tab also allows you to change the shape fill, outline, effects and select how the text in your document is wrapped around the shape.

Delete Shapes

If you decide you no longer want the shape in your document then click on the shape and then press DELETE.

Inserting Text Boxes

A text box is an object that lets you put and type text anywhere in your file.

1. On the **Insert** tab, in the **Text** group, click **Text Box** and a drop down menu will appear.
2. Click on a text box template or click **Draw Text Box** at the bottom of the drop down menu to draw your own text box.
3. If you elect to draw your own text box you need to click in the document, and then drag to draw the text box the size that you want.
4. To add text to a text box, click inside the text box, and then type or paste text.
    - To format text in the text box, select the text, and then use the formatting options in the **Font** group on the **Home** tab.
    - To position the text box, click it, and then when the pointer becomes a ✥, drag the text box to a new location.

NOTE: If you have problems printing text boxes, make sure that the **Print drawings created in Word** check box is selected. To do this, click the **File** tab, click **Options**, click **Display**, and then under **Printing Options**, select the **Print drawings created in Word** check box.

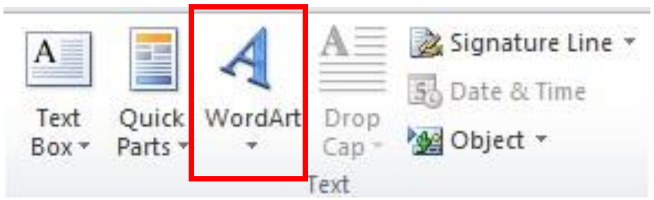
Deleting Text Boxes

To remove a text box just click the border of the text box that you want to delete, and then press DELETE. Make sure that the pointer is not inside the text box, but rather on the border of the text box. If the pointer is not on the border, pressing DELETE will delete the text inside the text box and not the text box.

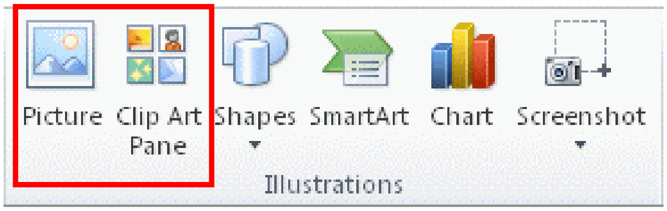
WordArt

WordArt can be used to add special text effects to your document. For example, you can stretch a title, skew text, make text fit a preset shape, or apply a gradient fill. This WordArt becomes an object that you can move or position in your document to add decoration or emphasis. You can modify or add to the text in an existing WordArt object whenever you want. To add WordArt to text in your document, complete the following steps:

1. On the **Insert** tab, in the **Text** group, click **WordArt**,
2. A Drop down menu will appear, click the WordArt style that you want.
3. A Text Box will appear with the words" Enter your text here", Enter your text.



Insert Picture/Clip Art

Pictures and clip art can be inserted or copied into a document from many different sources, including downloaded from a clip art Web site provider, copied from a Web page, or inserted from a folder where you save pictures.