University of Baghdad
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Computer basics and office applications

((Part Two))

Microsoft Word 2010

1ˢᵗ Lecture

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Definition

Introduction

Microsoft Word is one of Microsoft's Office software packages, and it is the most important word processing program used in printing letters, memos, research, and designing and preparing magazines.
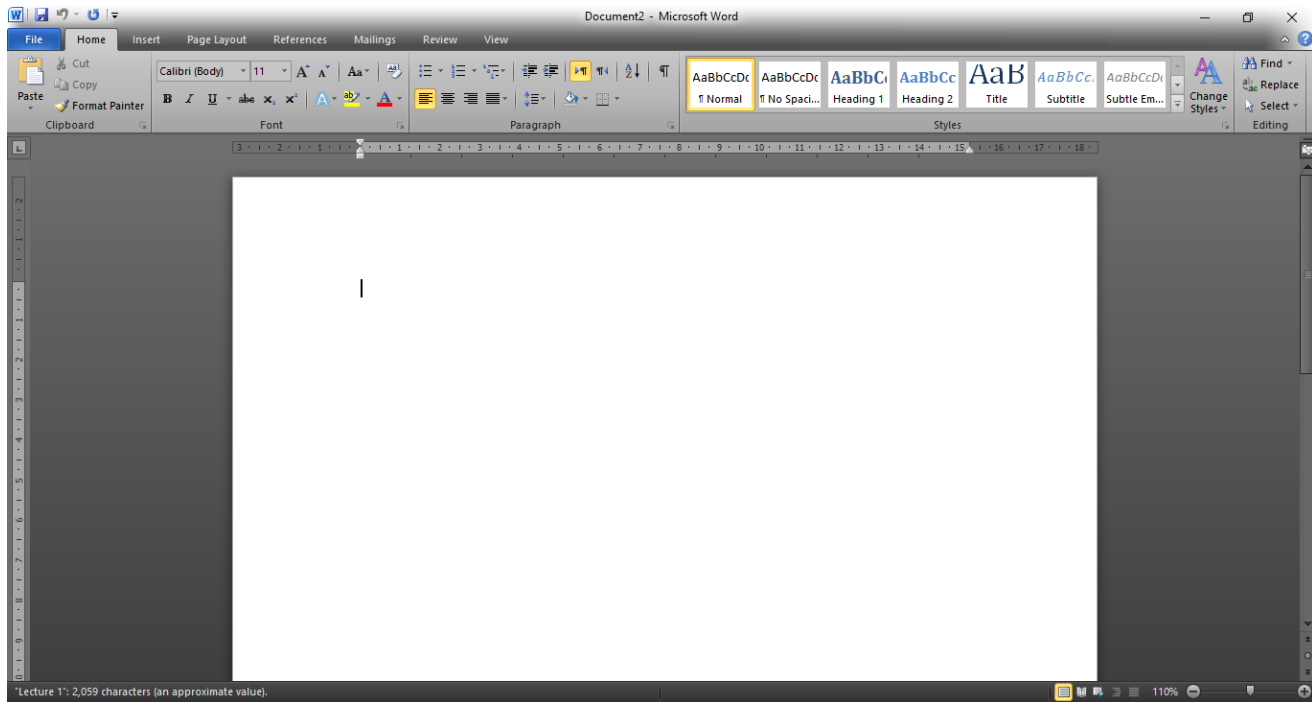
Running Microsoft Word:

The program is run after installation in one of the following ways:

1. From the Start menu.
2. Shortcut to the program on the desktop.
3. Type the word Word in the search bar.

A new document with the default name (Document 1) will appear and ready to work.

Microsoft Word 2010 interface:

The program interface consists of:

1. Title Bar.
2. Quick access toolbar.
3. Close, Maximize, Hide.
4. Tab bar.
5. Tools bar.
6. Scroll bar.
7. Status bar.
8. View and zoom bar.

Title Bar: A bar at the top of the page contains the name of the program, the name of the open file, and its extension (Extension).

Quick access toolbar: A bar containing the most frequently used commands that can be customized according to our need.

Close, Maximize, Hide:

- *Close*: Used to close the program permanently.
- *Zoom*: Enlarge the program window to fill the screen.
- *Hide*: To hide the program window inside the Windows taskbar.

Tab bar: It is the bar that contains the main tabs in the Word program, through which we can access the various toolbars.

   The most important tabs in the program are:
- File.
- Homepage.
- Insert.
- Page Layout.
- View.

Tools Bar: It is also called the Ribbon , contains groups of commands classified according to the function. It is noted that the toolbar is linked to the tabs bar, where the tools change depending on our choice of a specific tab.

Scroll bar: Its located on the side of the window, its function is to move the document up and down or right and left, and has two type:
• Vertical scroll bar.
• Horizontal scroll bar.

Status bar: Displays the status of the document, including the number of pages, the number of words, and the writing language within the document.

View and zoom bar: It is used to change the document display size , display type, and the available display types are:

- Print layout.
- Reading in full screen mode.
- Web layout.
- Detailed outline.
- Draft.