University of Baghdad
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Computer basics and office applications

((Part Two))

Microsoft Word 2010

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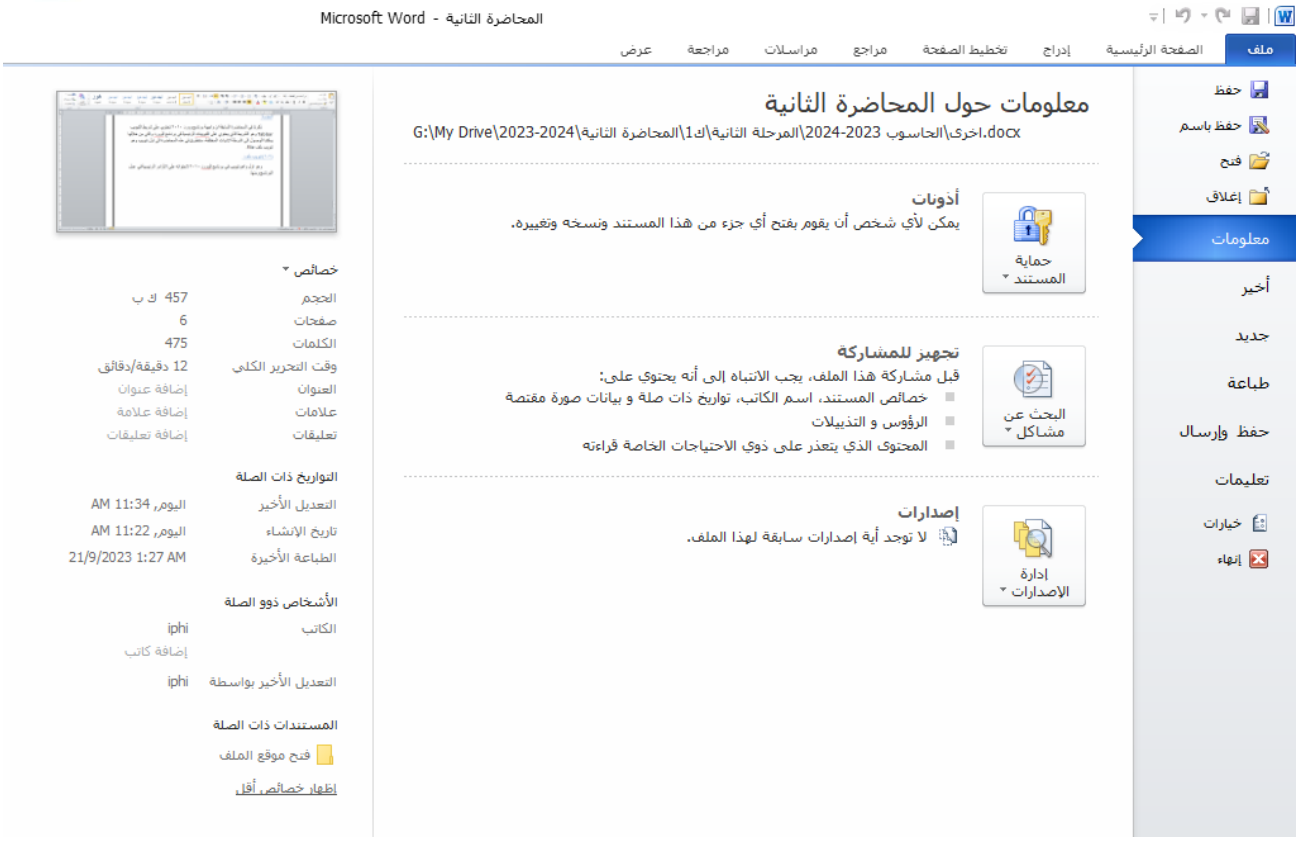
Introduction

The previous lecture mentioned that the interface of the Word 2010 program contains a tab bar, which is the bar that has the main tabs in the Word program and through it we can access the various toolbars. This lecture will discuss the first tab, which is the File tab .

(2-1) File Tab:

It is the first and most important tab in Word 2010 because it contains the main commands in the program's operation, including:

1. Save: This command is used to save the changes made to the document with the same name and folder location.
2. Save as: This command is used to save the changes made to the document in a different name and folder location.
3. Open: It is used to open Word files previously saved on the computer.
4. Close: It is used to close currently opened Word documents while keeping the program open.
5. Info: It includes information or characteristics of the current document, including the number of pages and words, the size of the document, its storage location, the date of the last update and the date of creation. It also includes information about activating the product and creating a password for the document.



6. Recent: This option allows you to view or open documents that have been opened recently, with the ability to know where they are saved.
7. New: Used to open a new blank document.
8. Print: It is used to print the document on paper by the printer.
9. Options: It includes a group of options that control the properties of the document and the program in general, the most important of which are:
   - Control the program interface.
   - Automatic storage and default storage path.
   - The language of displaying the program interface.
   - Units of measurement used.
   - Type of numbering.
10. Exit: It is used to close the Word program permanently.