



University of Baghdad
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Computer basics and office applications

((Part Two))

Microsoft Word 2010



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3rd Lecture

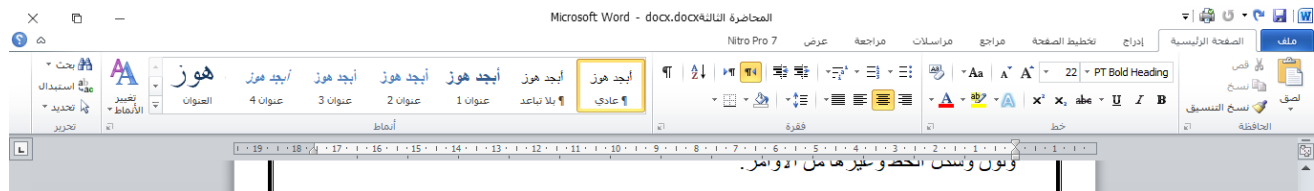
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Introduction

The previous lecture mentioned the first tab, the File tab, and learned about the most important commands in it and the differences between them. This lecture will review the second tab, which is the Home tab, and the commands associated with it.

(3-1) Home Tab:

It is a tab that contains commands related to formatting paragraphs and words in terms of size, color, font style, and other commands. Generally, the commands in the command bar are grouped into sets, each representing several related commands in function.



(3-2) Clipboard Group:

- 1- Copy: Used to copy text to the clipboard while preserving the original text.
- 2- Cut: Used to copy text to the clipboard while deleting the original text.
- 3- Paste: Used to paste the copied or cut text in a specific location.
- 4- Format painter: Used to copy the formatting of a specific text or word and apply it to another text or word.



(3-3) Fonts Group:

- 1- Font type: It is a drop-down menu that contains a set of fonts in Arabic or English language. It allows selecting the font type used in writing.
- 2- Font size: It is a drop-down menu that contains numbers used to determine the font size used in writing.
- 3- Increase and Decrease Font size: Used to gradually enlarge or reduce the font size.
- 4- Changing letter case: A drop-down menu that contains:
 - Lowercase letters: For writing English letters as lowercase (abcd...).
 - Uppercase letters: For writing English letters in uppercase (ABCD...).
- 5- Bold: **Used to bold the text color.**
- 6- Italic: *Used to tilt the written text.*
- 7- Underline: Used to underline specific text.
- 8- Subscript and superscript: For writing exponents and references like (2₃, Computer Book ¹).
- 9- Text highlight color: **Used to highlight the text with a specific color.**
- 10-Font color: **To change the font color to a specific color.**

(3-4) A paragraph group:

Contains commands related to paragraph formatting, including:

- 1- Bullet List: To add a bullet or symbol at the beginning of each line (*, ●).
- 2- Numbered List: To add numbers or letters for line numbering.
- 3- Alignment: The process of aligning text in one of the following directions:
 - Right alignment.
 - Center alignment.
 - Left alignment.



- Justification. ((A beautiful saying about knowledge: Everything becomes cheaper when it becomes abundant, except for knowledge. If it becomes abundant, its value and price rise... If you are not a book that benefits others, then be a reader who benefits yourself... Life is full of stones, so don't stumble upon them, but rather collect them and build a ladder to success with them)).

4- Sort: It is arranging a set of data alphabetically (in ascending or descending order).

Before sorting:

- Mohammad
- Ahmed
- Abdullah

After sorting:

- Abdullah
- Ahmed
- Mohammad

5- Line and paragraph spacing: Determining the distance between lines of text.

6- Borders: Used to surround a specific text with a boundary on a specific side or all sides.

7- Highlighting: Used to highlight the selected text with a specific color.

(3-5) Style set:

It is a collection of pre-designed formatting options in Microsoft Word that can be applied to the written text in the program.

(3-6) Editing group:

It contains a set of commands, the most important of which are:

1- Find: Search and find any word or text within the document.

2- Replace: Replace and find any word or text within the document.