



**Republic of Iraq
Ministry of Higher
Education
and scientific Research**



**University of Diyala
College of Engineering
Chemical Department
First Stage**

Microsoft Word 2007

Assistant Lecturer

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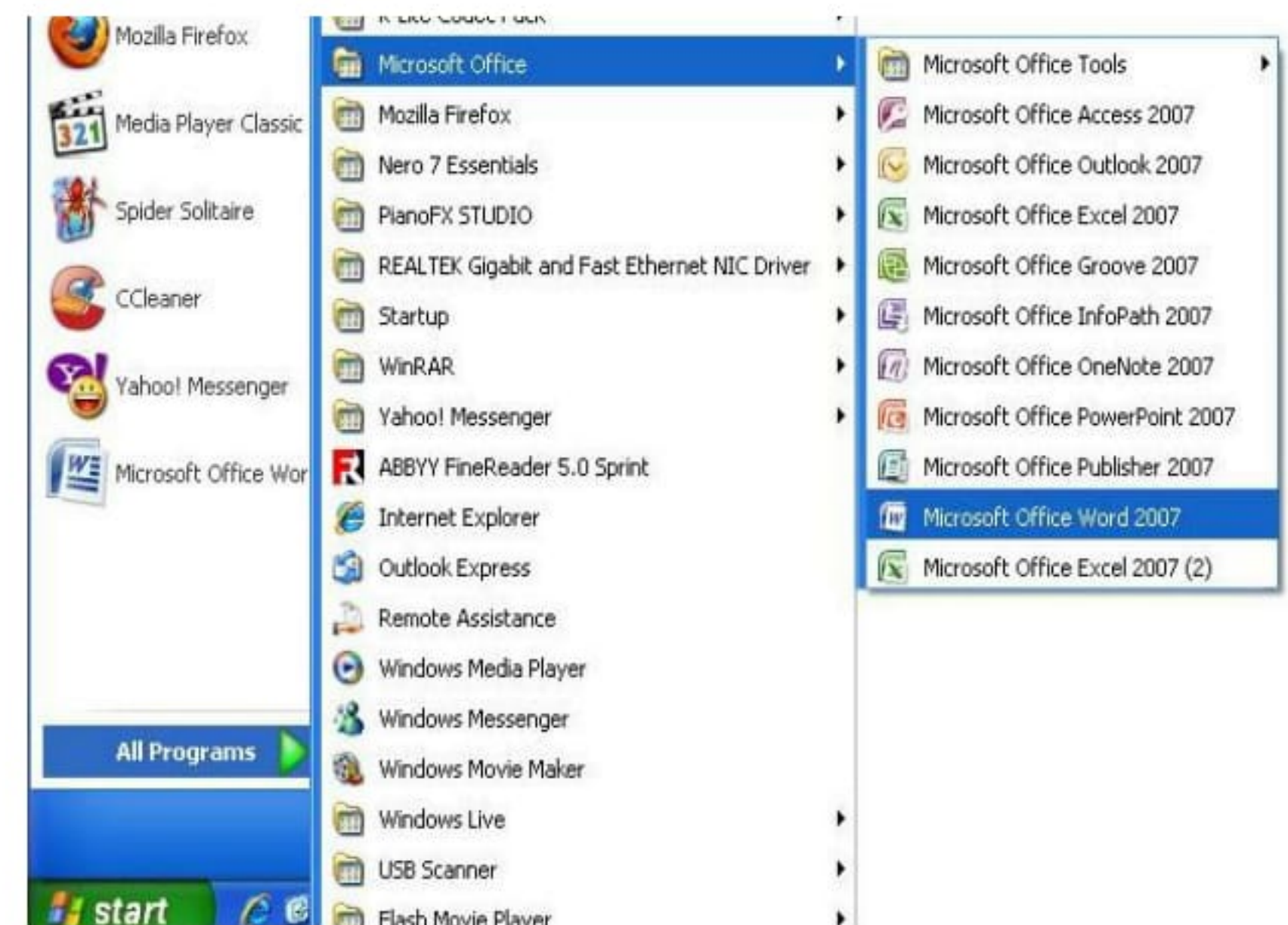


A word processor, "Word 2007"

Is one of the most common and widely used programs to ease, which makes dealing with a very simple calculator. Is the office software that are used in text editing and printing of books and documents, this program is included with a range of office software

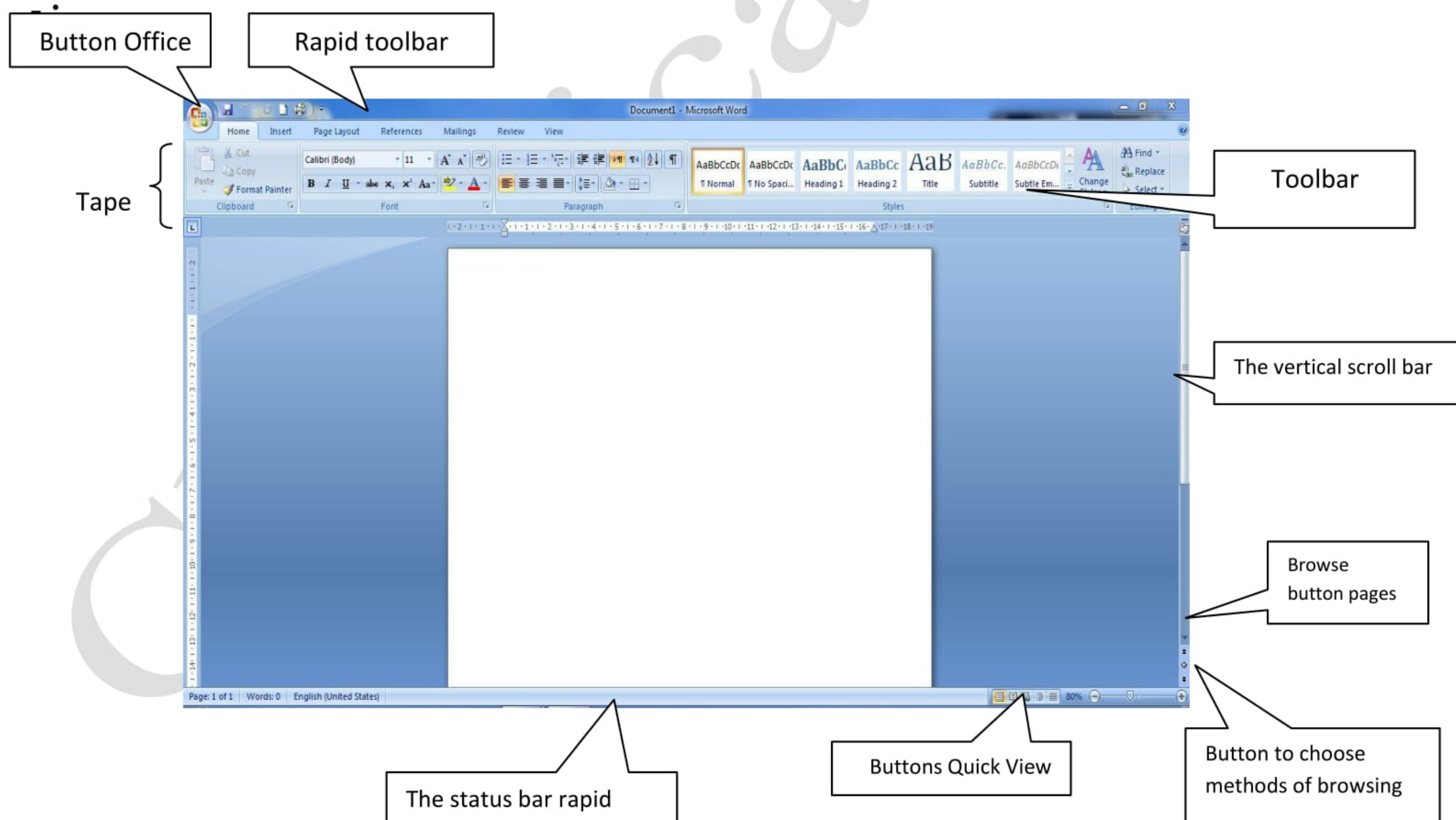
Start work in "Word 2007 "

- The first thing you need to do is run the program and run the program follow the following steps
- Start key is pressed from the taskbar
- Appearance of the Start menu click on All Programs
All programs Emergence of the list of programs click on the folder Microsoft Office Microsoft office
- Choose from the sub-menu program Roses Word 2007



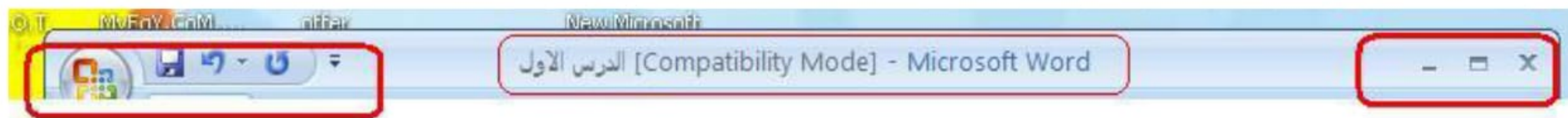
The main screen of the program


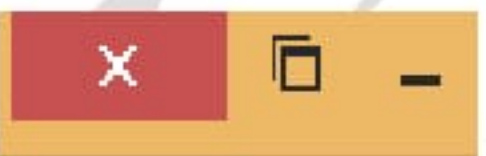
When you run the program following the opening screen appears:-





Address Bar



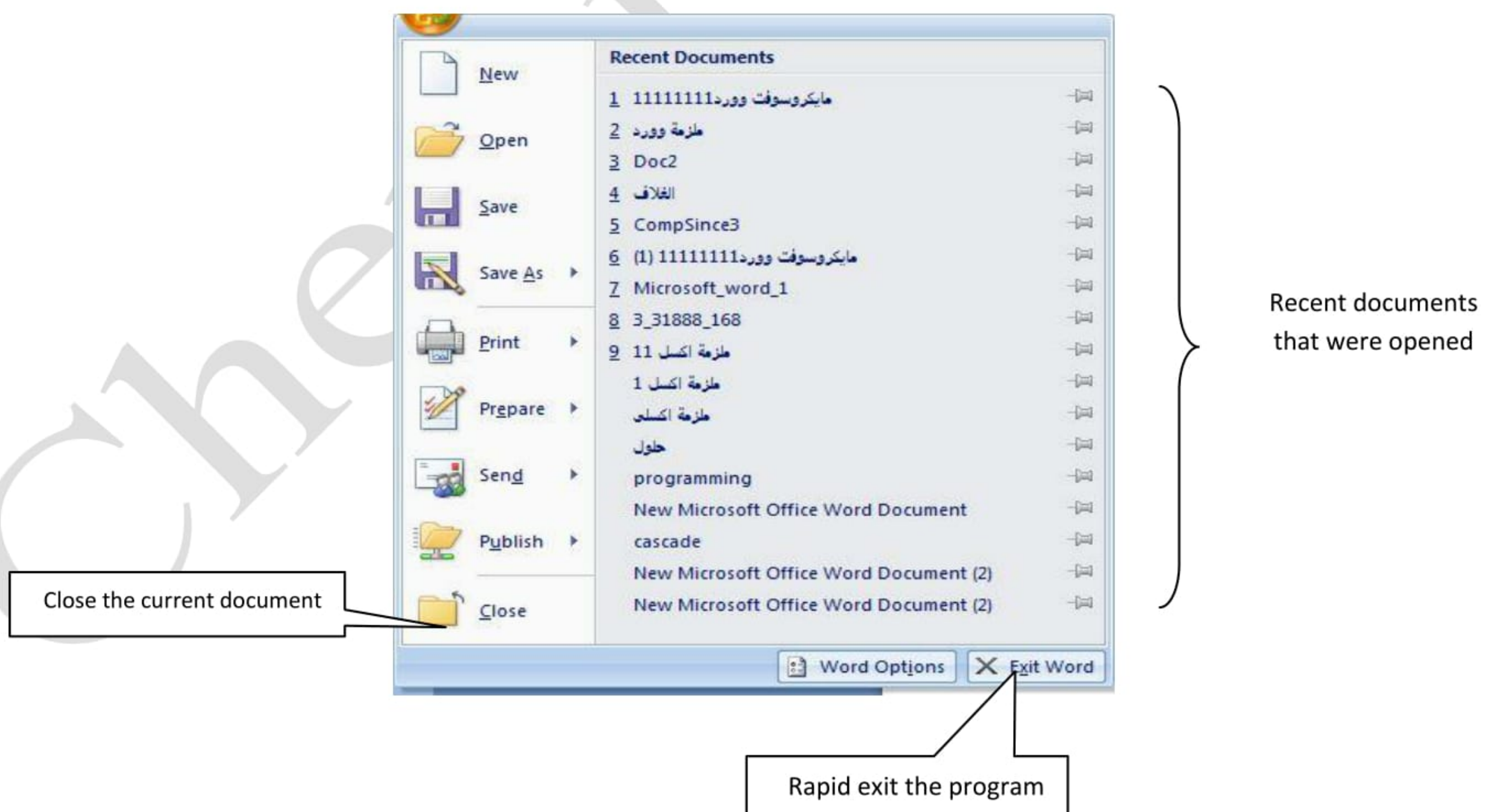
- Address bar consists of:-
- program code named Microsoft word
- name of the document, for example, the first lesson
- tape on the right keys are located restoration and conservation, and undo toolbar button and Rapid Office , which contains a total of commands such as Save and Save As, and open a new file etc .
- In the north of the tape no keys zoom in and zoom out and close the program 

Button Office

You can find the Office button in the upper right corner of the software system following Microsoft Office 2007: Word, Excel, PowerPoint, Access, Outlook

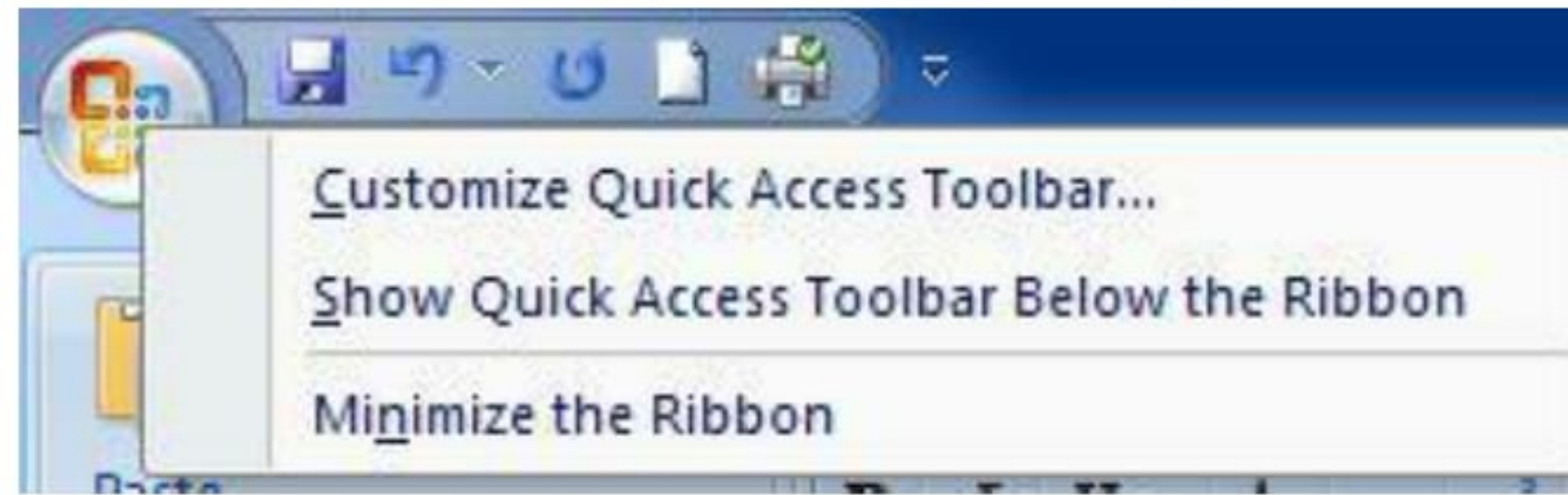
Why do I see when I click a button Office?

1- When you click the Office button, right-left, you'll see the same basic commands available in the File menu in previous versions of Microsoft Office to open the file and save it and print it. As in the figure below:-





When you click the Office button, right-menu will appear. As in the figure below2-




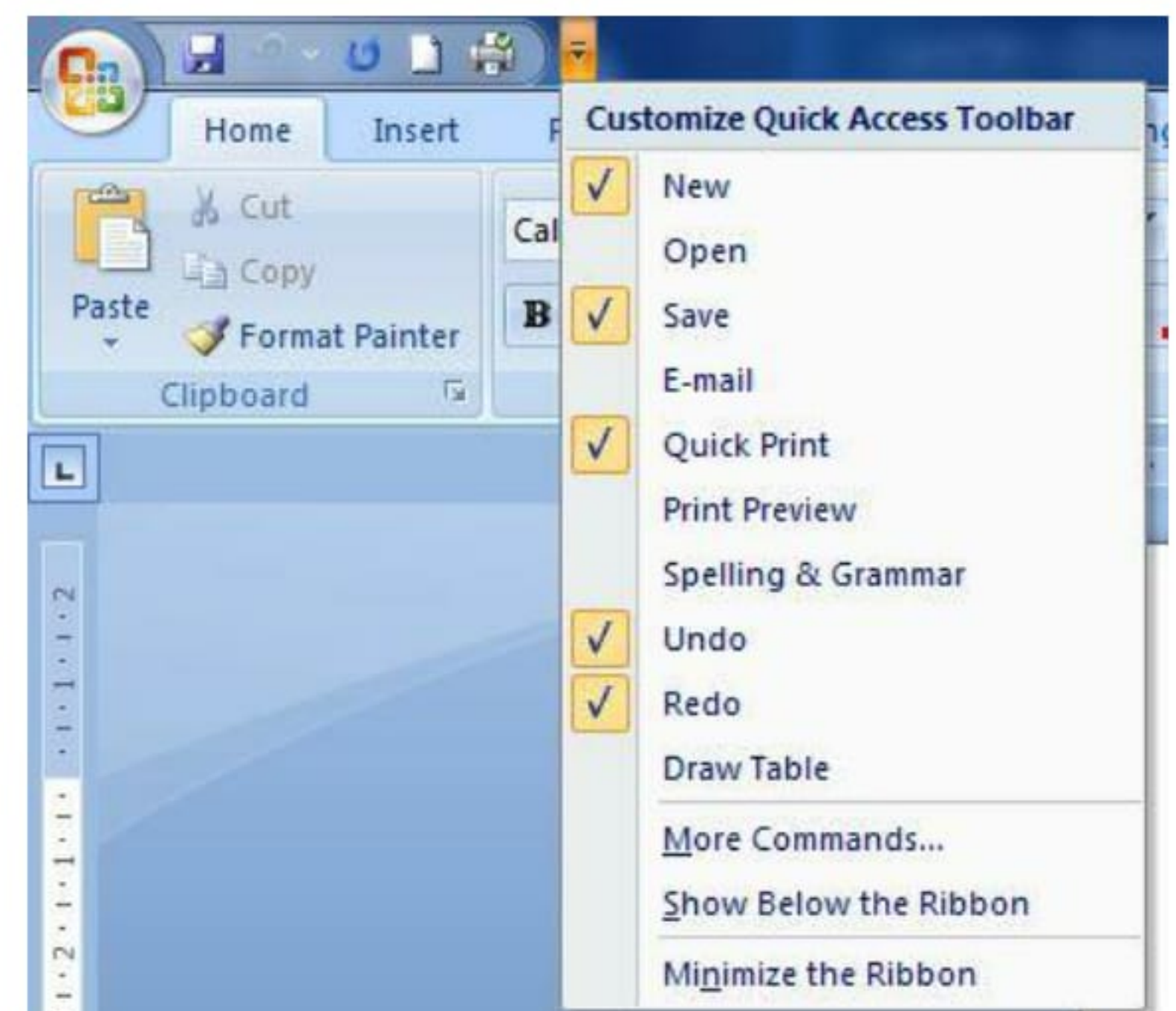
Customize "Quick Access Toolbar"

The "Quick Access Toolbar" is a toolbar can be customized and contains a set of commands independent of the tab currently displayed



You can add buttons represent commands to the "Quick Access Toolbar" as in the figure below.

- Click the Customize button Quick Access Toolbar 
- In the list, click the command you want.
Appears in the commanding Quick Access Toolbar





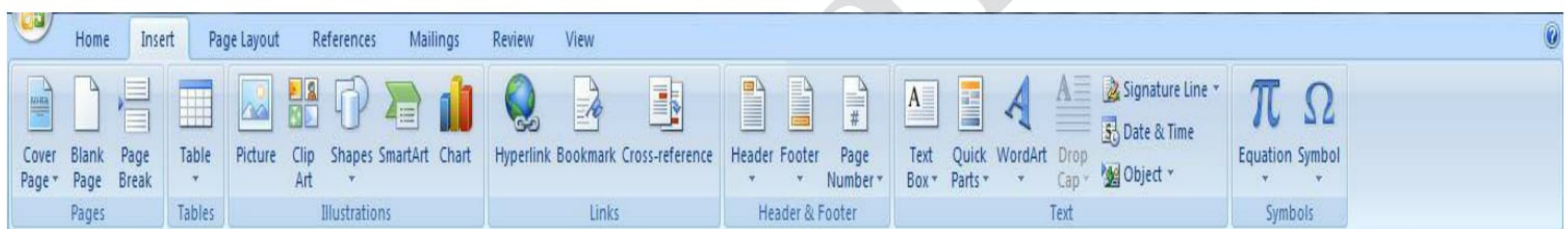
Tab Home



Containing a total of folders which in turn contain a set of commands in the main tab, there are:-

- portfolio (clipboard): - and where all orders copying and pasting and cutting and conservation
- portfolio line (Font): - and where all the orders as a form and format the text type, size and font color and other
- clipboard paragraph (Paragraph): - and contain all orders of coordination and planning of Page
- portfolio Styles (Styles): - where all orders and change patterns of Documents
- portfolio Liberation (Editing): - where orders and search and replace and choice

Tab Insert

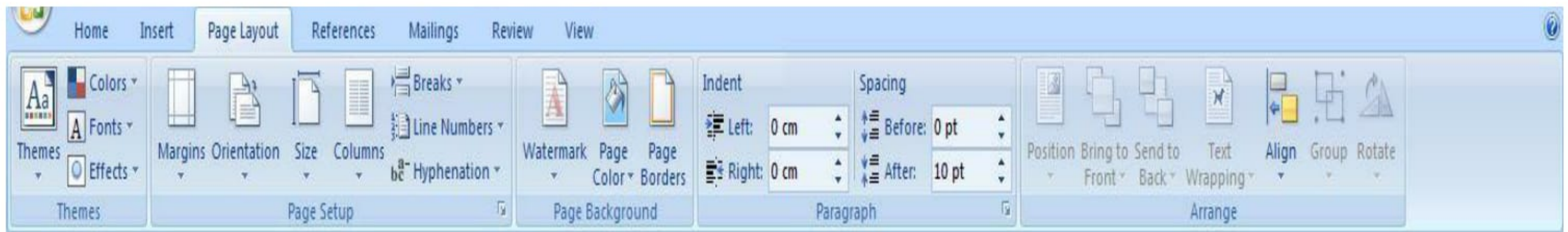


It contains a total of savers in turn contain a set of commands

- portfolio pages (Pages): - And where everything related to the orders page, for example, a cover page or a blank page or breaks between pages
- portfolio tables (Tables): - And where All orders include spreadsheets to word document
- portfolio of illustrations (Illustrations): - And where All orders include images , charts, shapes and cut-outs and other
- portfolio links (Links): - And where orders inclusion of external links from the Web
- portfolio head and appendix (Header & Footer): - And where All orders include a header or appended to the pages of the document and the document as well as a page number
- portfolio text (Text): - And where orders include various texts and various symbols
- portfolio symbols (Symbols): - And where orders inclusion of symbols and equations
- portfolio text (Text): - And where orders include various texts and various symbols
- portfolio symbols (Symbols): - And where orders inclusion of symbols and equations



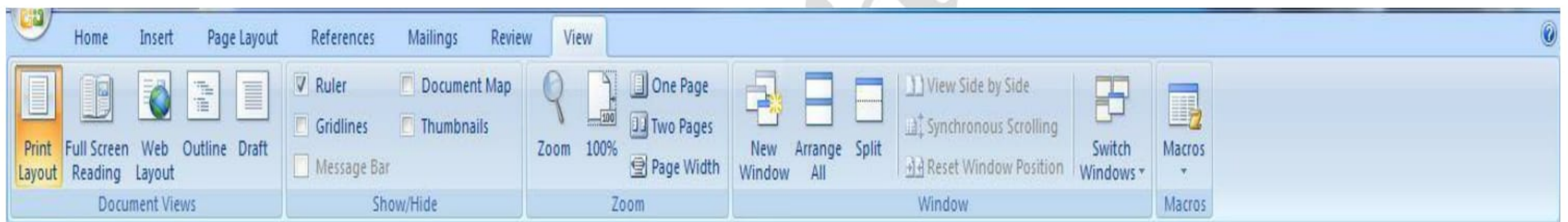
Tab Page Layout



It contains a total of savers in turn contain a set of commands related to orders, a page layout :-

- portfolio features (Themes): - And where orders to adjust and change the features of the page
- portfolio Page Setup (Page Setup): - And where all orders, such as the preparation of the Page Setup margins and arrangement of text and other
- clipboard background Page (Page Background): - And where orders such as color and the background of the page and select the web page borders and watermarks
- portfolio paragraph (Paragraph): - And where orders such as making arrangement paragraph indent and spacing and convergence between the vertebrae and other
- portfolio arrangement (Arrange): - And where all orders arranging objects in Page

Tab View



It contains a total of savers in turn contain a set of commands related to the offer of a

- portfolio view documents (Document Views): - where orders and print layout and detailed drawings and full-screen display and other
- show and hide the Clipboard (Show / Hide): - and where Orders to show and hide some of the details of the page, such as the ruler and grid map and document and other
- portfolio zoom in and out (Zoom): - where orders and zoom in and zoom out page display
- portfolio framework (Window): - And where orders to put the tire changed and rearranged



There at the bottom of the taskbar

- page document or work area
- In part, there is a scroll bar is driven from the bottom up or vice versa
- underneath the scroll bar to the right of Ihl North or vice versa
- It can also navigate between pages using the sliding stocks down
- in the bottom of the page there are buttons showing you the number of pages of the document and the number of words, and as you can navigate between the pages of your document
- sliding zoom in and out at the bottom of a page, which contains scales for negative and positive Thumbnail to enlarge



Write text in the work area

- written document

The cursor is placed inside the document writing and writing in Arabic pressing Alt Shift keys right of the keyboard while typing English pressing Alt Shift keys left of the keyboard. Or through the Language bar, which is in the taskbar or Through toolbar , To change the direction of the writing from left to Yemen or vice versa shall be either through the keyboard B keys Ctrl Alt or through the Home tab in the paragraph button 

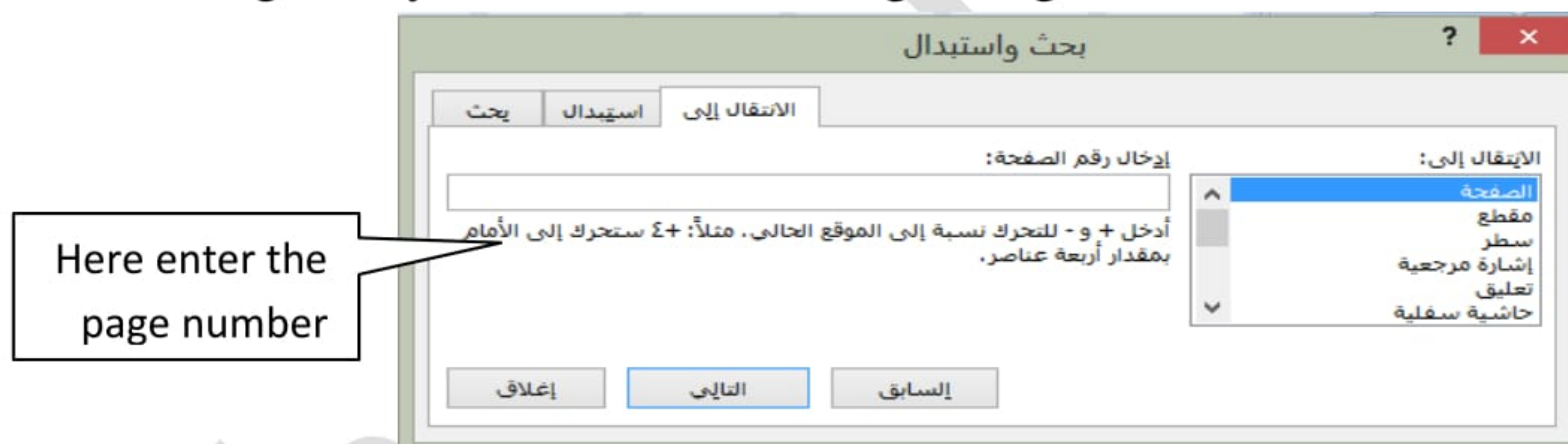
Mobility within the document

We can navigate within the document as follows: -

- pressure on key pg up or pg dn
- using the navigation keys on the keyboard
- pressing the home key to move to the beginning of the document
- can use the scroll bar next to Page to go from the beginning to the end of the page and stop at any place you want, or for the horizontal scroll bar to move to the right or to the North
- You can navigate within the document page by page button located under the status bar or the information in the bottom of the page as in the following figure



Where clicking on it you'll see the following dialogue window



And from which you can select the page that you want to move them or identify the line that you want to move him



Created a new blank document

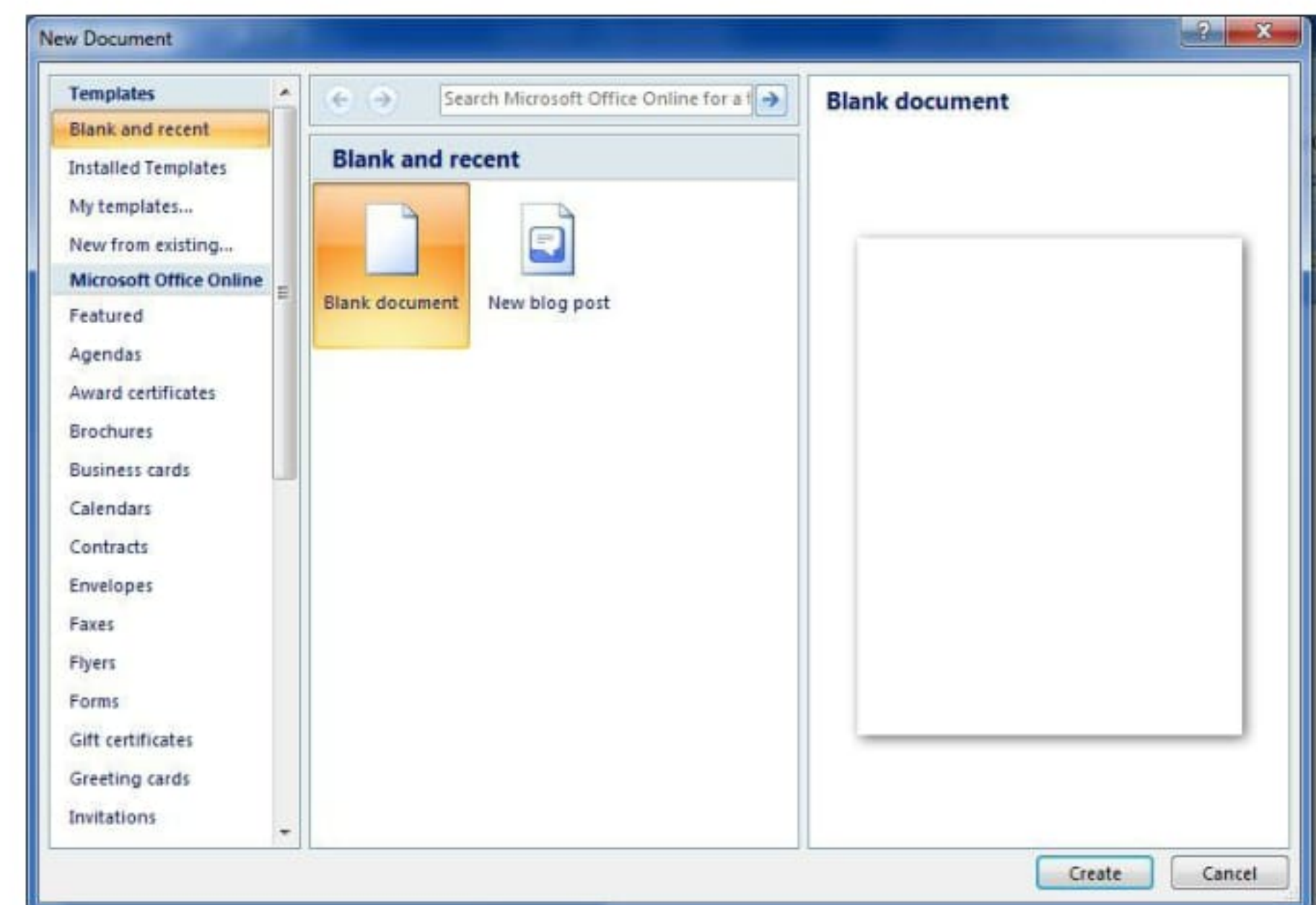
When you run a program that word will start with a blank document and the new document also set up Amkanna




New empty in many ways, as follows

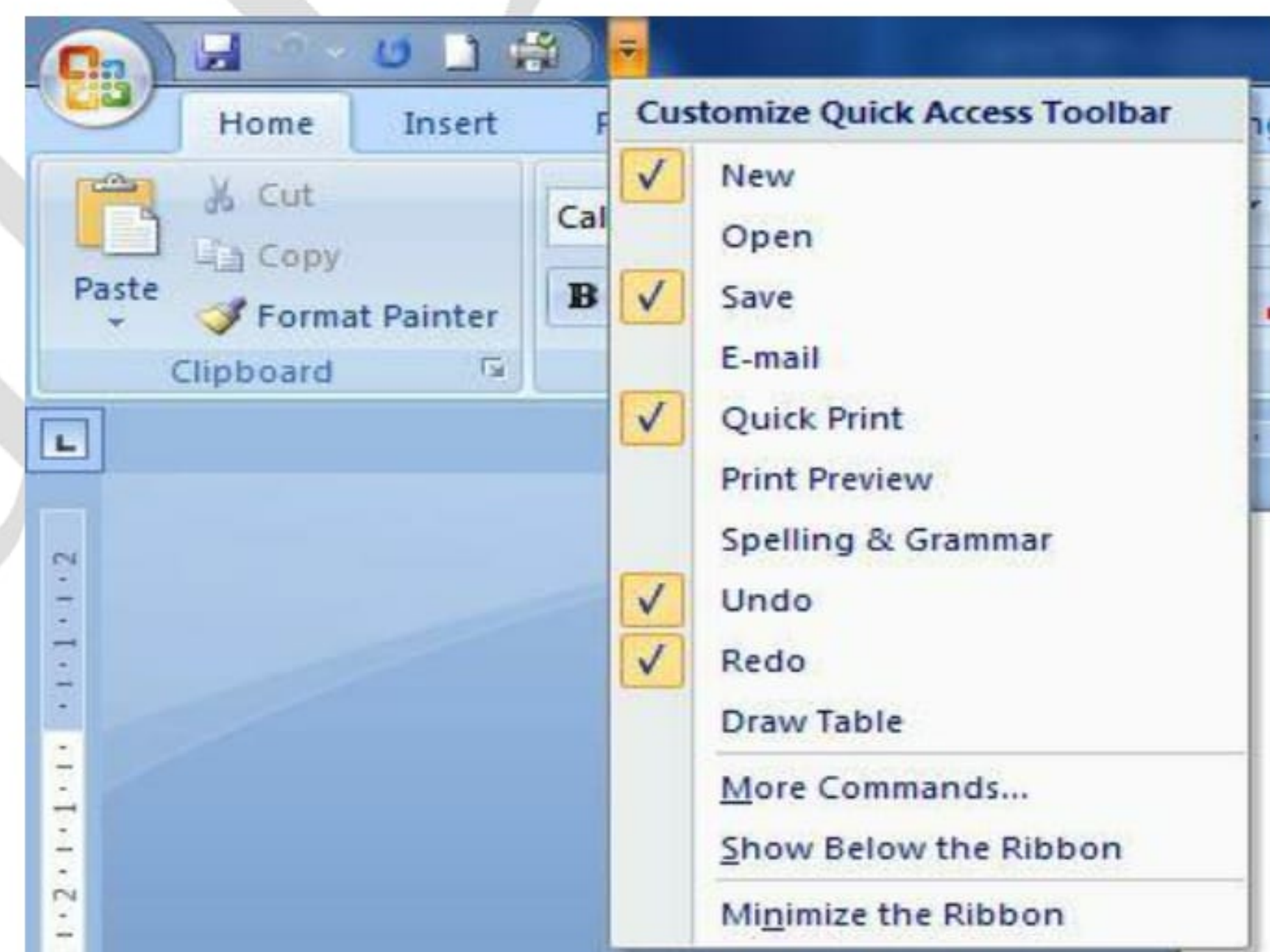
First: - Office of the button to choose it New 

You'll see a new window and then select the ones empty and click New and Created will create a new blank document and as shown in Figure



Secondly, from a toolbar button  quick access select

New command as shown in Figure



To be included within the new Quick Access Toolbar


Click on it to open a new document, as in the figure below



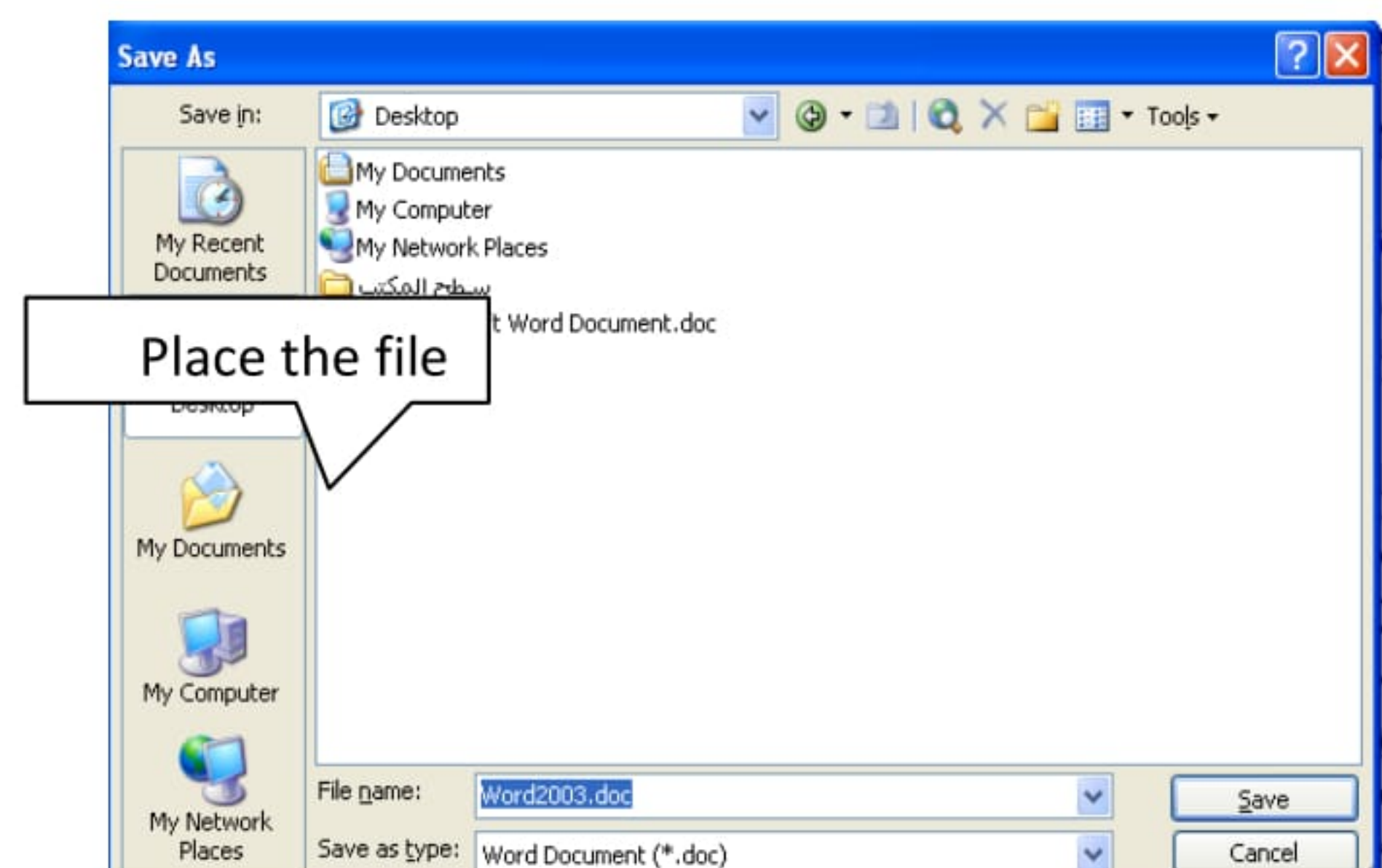
When you click on  a new page will appear

- **save a document for the first time Save**

After you create a document and do procedures we can save it for the first time in several ways as follows

- Office of button  Select it, **save"**
- From Quick Access Toolbar select the command "save"

In both cases the dialog box appears, as shown in Figure and select name and location of the file that document We'll save him. Then save



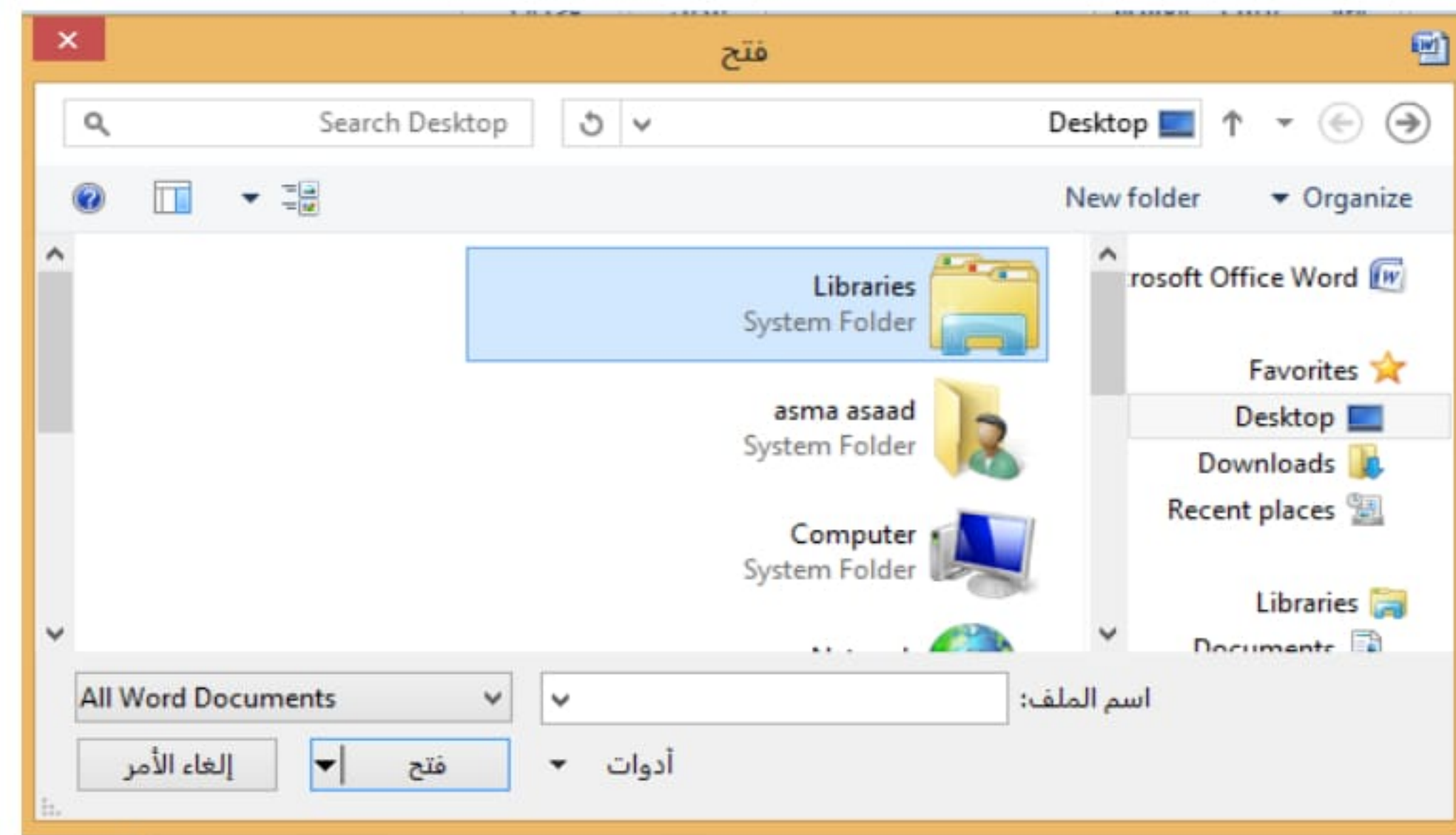



To save the file with the name or in a different format or location different from the Office button
Choose our command "Save As" and follow the same steps as we learned above4

- **open a document**


To open a document that was created earlier in several ways as follows

- Choose from the Office button it "open"
- From Quick Access Toolbar select the command "open"



In both cases the dialog box appears, as shown in Figure and select the document you want to open, and noted that it will last documents that dealt within the Office button  menu where you can choose any document you want to open recent documents from existing and clicking on it directly when it is opened

- **close a document close**

- through Icon closure 
- through Alt +F4 from the keyboard
- pressure right-clicking on the name of the program in the taskbar, then choose the Close command

Upon completion of the working document, you can exit the program

- of the close button in the top of the page
- Office of button  Select the Close command



Format

- modify the text and format

Before making any changes to the text to be identified first.

Identify and select text .

Is determined by the text or a paragraph of text or a phrase or a single word easily and so are a number of ways , namely:

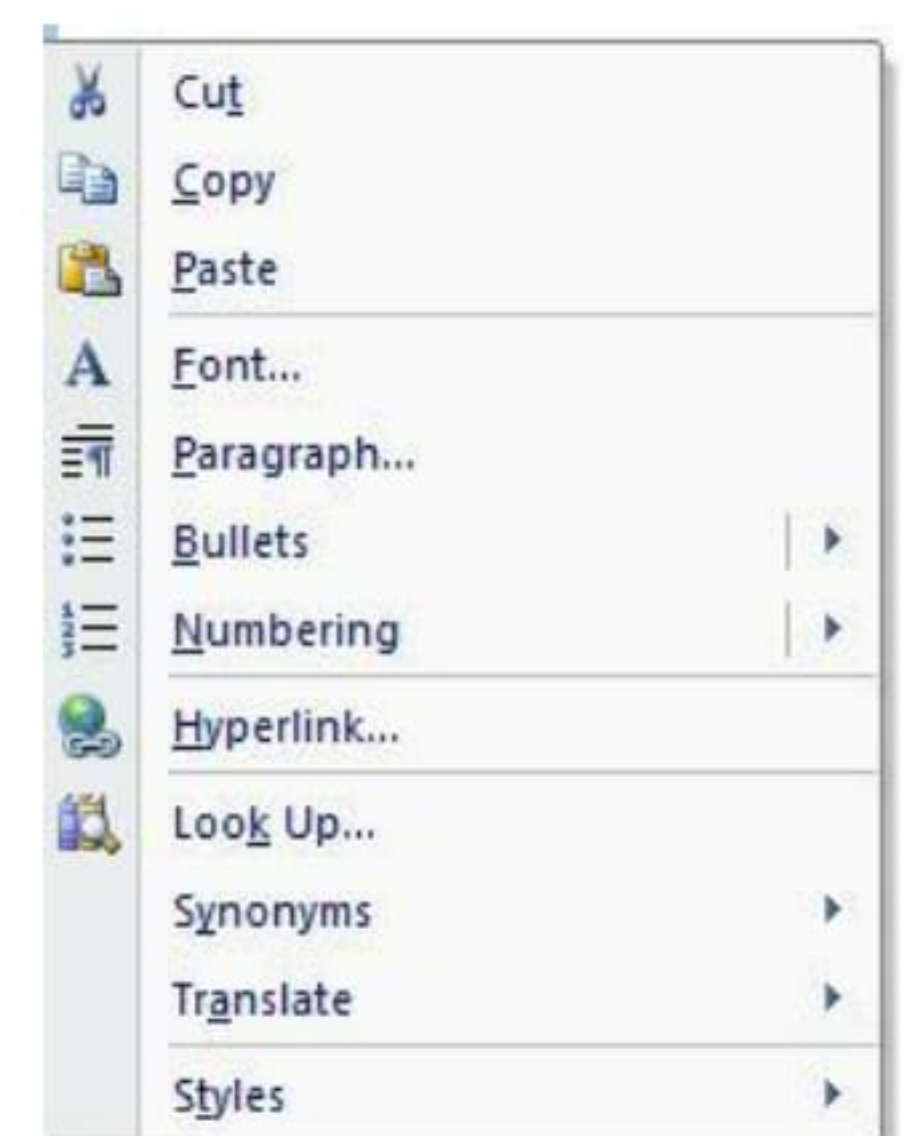
- 1- click on the first word in a sentence or paragraph with the continued pressure on the mouse button and then drag to select the rest of the sentence or paragraph to be selected or identified.
- 2- click on the first word in a sentence or paragraph and then is pressed Shift button on the keyboard is pressed and then again on the last letter in a sentence or paragraph to be identified.
- 3- click on the first word in a sentence and then pressing Shift and drag to the end are part be determined .
- 4- click on the word twice in a row .
- 5- clicking on the sentence three clicks to select them.
- 6- is determined for the entire document is pressed Ctrl+ A

Skills Copy and shear Cut-and-paste

We can copy any text or cropped, or any object in a document and then paste it and put it in another place and be to one of the following ways: -

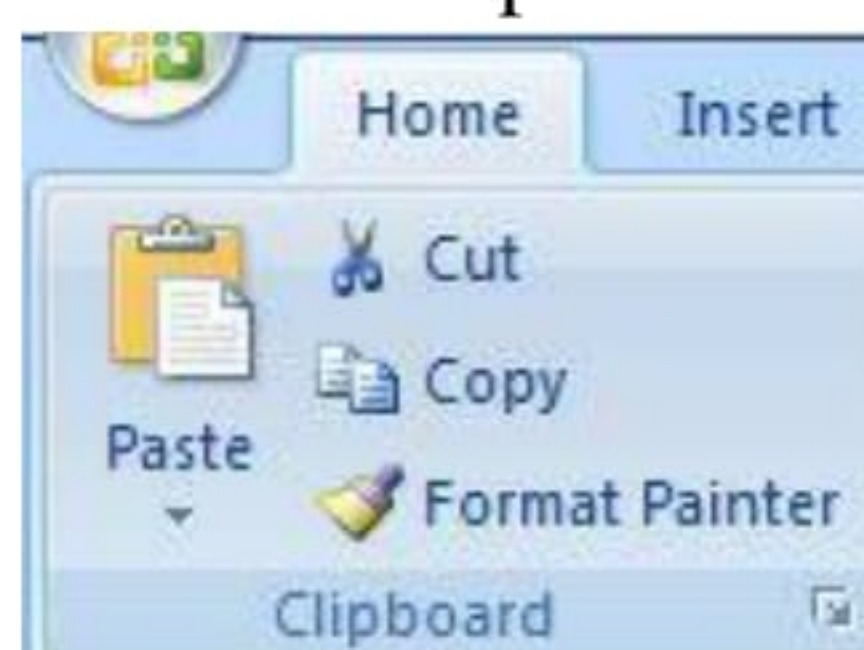
First: -

- Select the text or object you want to push all your right click story appears shortlist as in the figure below
- Select it and then copy or cut from the clipboard
- then place your cursor where you want to paste the text or object and pressure right click shortlist which appears as in Figure and select Paste command paste



Second: -

- Select the text or object you want to cut or copy
- part of clipboard within the Home tab select the Copy command to hold or cut back or cut-and-choose the Paste command to paste the object or text. As in Fig.





Format painter

We can apply formatting to specific text in the text of the latest document to make any formatted text format is similar to the first color, shape, size and other formats To do so follow these steps: -

- Select the text you want to copy formatted
- Select and copy it to the clipboard coordination
- now define the text you want to apply formatting to click it, and it
- Coordination will apply it directly


Clear Formatting

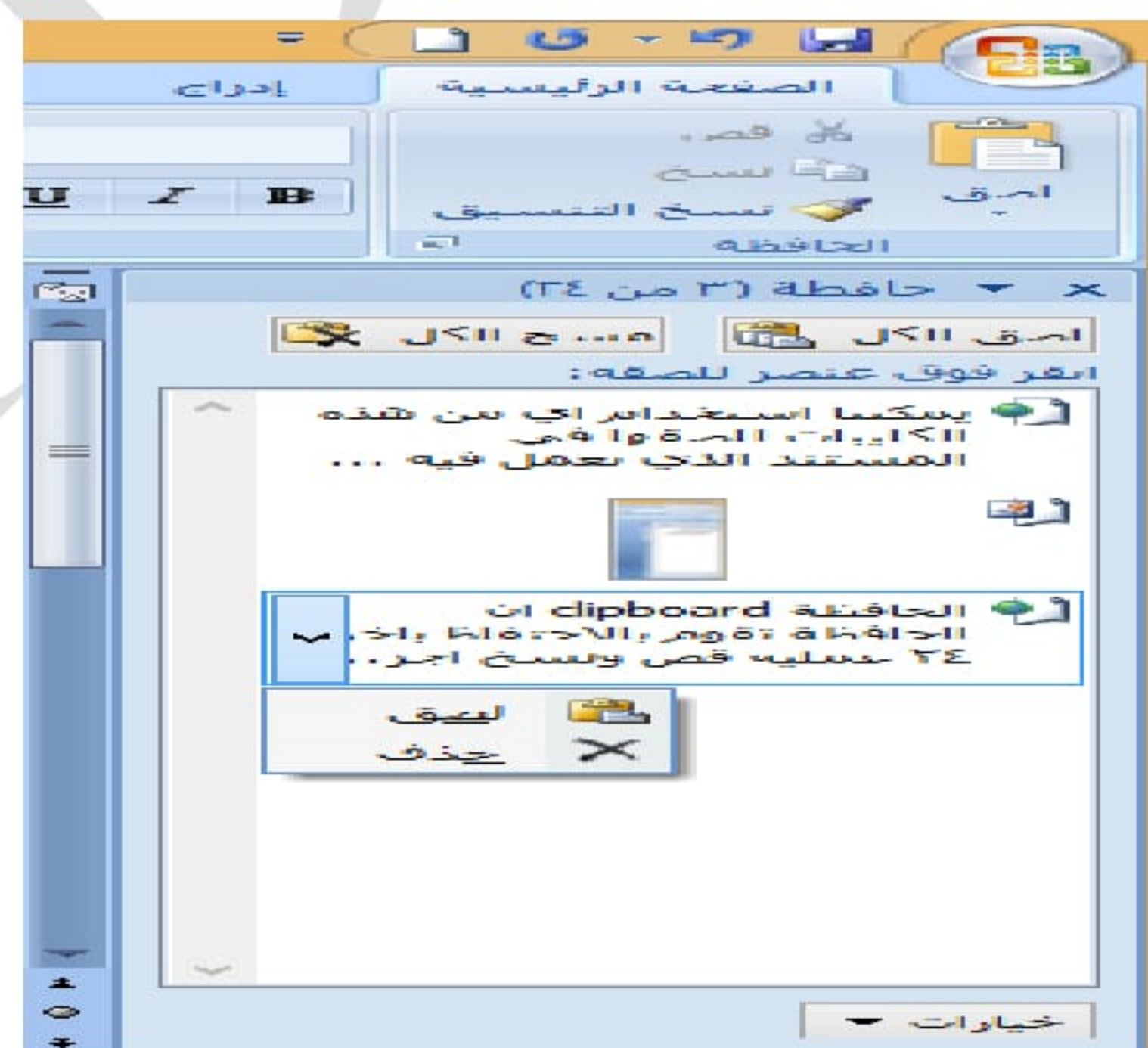
We can scan text formatting text without making any formats To do so follow these steps: -

- Select the text you want to format scanning
- Select it and coordinate survey of "Home Tab" within the group "line"
- Coordination will apply it directly

Office clipboard



Are preservatives that keep the process ČĀÎŇ 24 cut, copy you made recently When clicking on the arrow in the portfolio within the Home tab you'll see the last of cut, copy, and you made that we can restore it or make any process them as in the following figure

- to paste all the contents of the Clipboard, select Paste All command
- to clear all the contents of the clipboard, choose Clear All command
- When you click on the button  next to the contents of the clipboard show a drop-down list (delete, paste), where one can scan the contents of the clipboard or paste it by clicking on one of them. As in Fig.

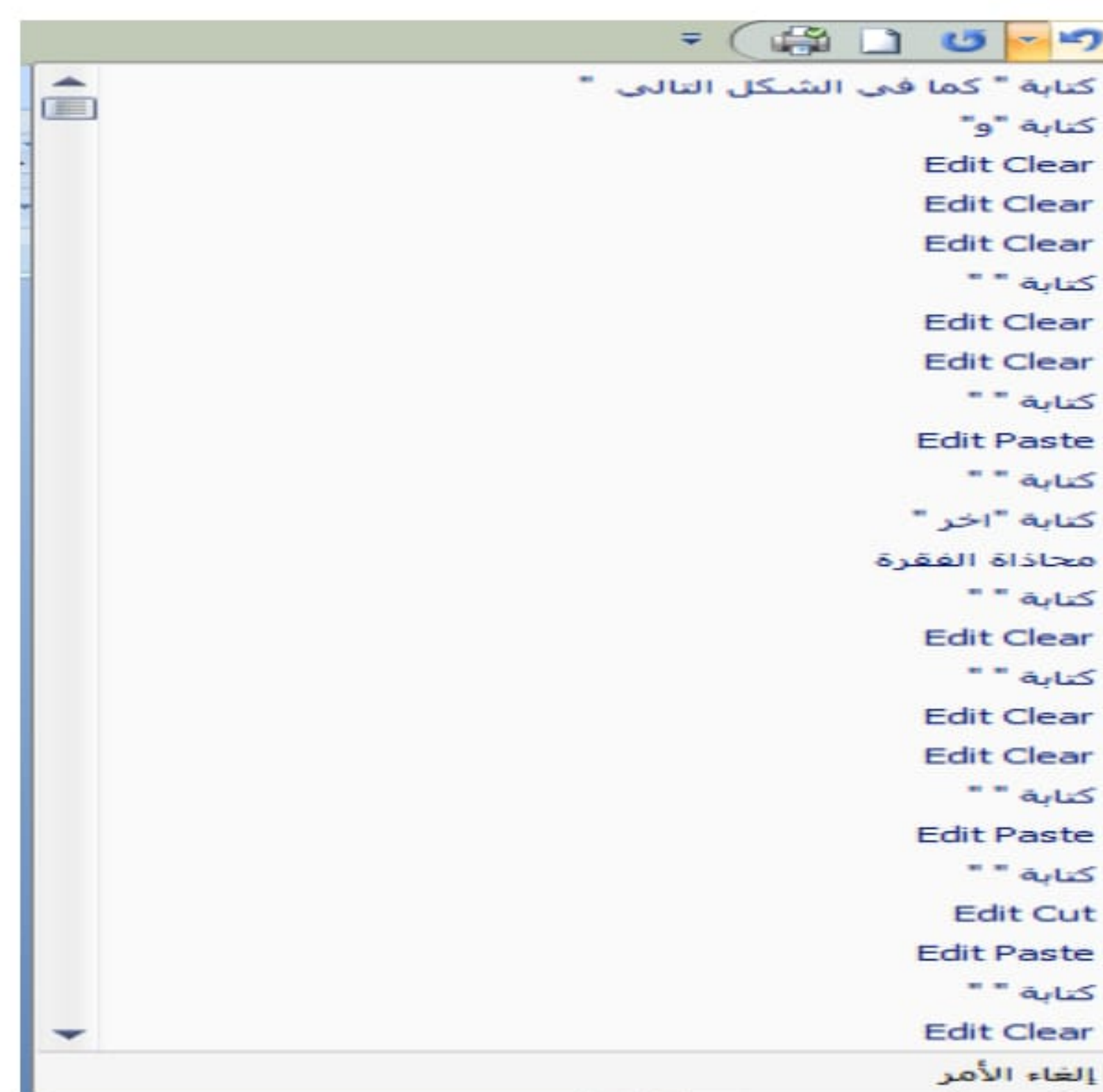


Undo and replay (repetition)

We can undo the last 100 and finished the process as follows:

- clicking the undo button  is undo the last you've made, and clicking on it once again be rolled back for the second operation, and so on until the last process you've made recently, and vice versa can restore operations that retreat by clicking on the button replays  and every time it is re-last labor was undone .

- We can undo and replay it by clicking on the arrow between the two buttons undone and repatriation and choose any process of irreversible or choose All as in Fig.






Bullets and digital

We can work bulleted or numbered paragraph or any text put any points or numbers before the beginning of the paragraph as follows: -

- Select the text you want to make a bulleted or numbered him
- Choose it bulleted or numbered paragraph of the section within the Home Tab
- Choose any type of bullet or digital you have in your window options and carried out by clicking on the OK
- When the continuation of the writing process will continue after each census are pressuring enter a new paragraph before every census there will be to remove it you can click on the enter again will be removed from the census also new paragraphs.

Hint  : - You can make a bulleted manner instead of the symbol and the choice of the same bullet Choose it (determining the Bullets new) and then select the image or icon you'll see a dialogue window where the number of images or image Choose the appropriate icon and click OK to be applied.

Tables

We can insert a table of the document as follows:

- Insert tab of the CHANGE command table will open a dialogue window as shown in Figure.
- Select from which the number of lines and the number of columns you want for the table and then click OK will create a table in your document, you can fill in the table with information and text and numbers that you want to easily within the same document.



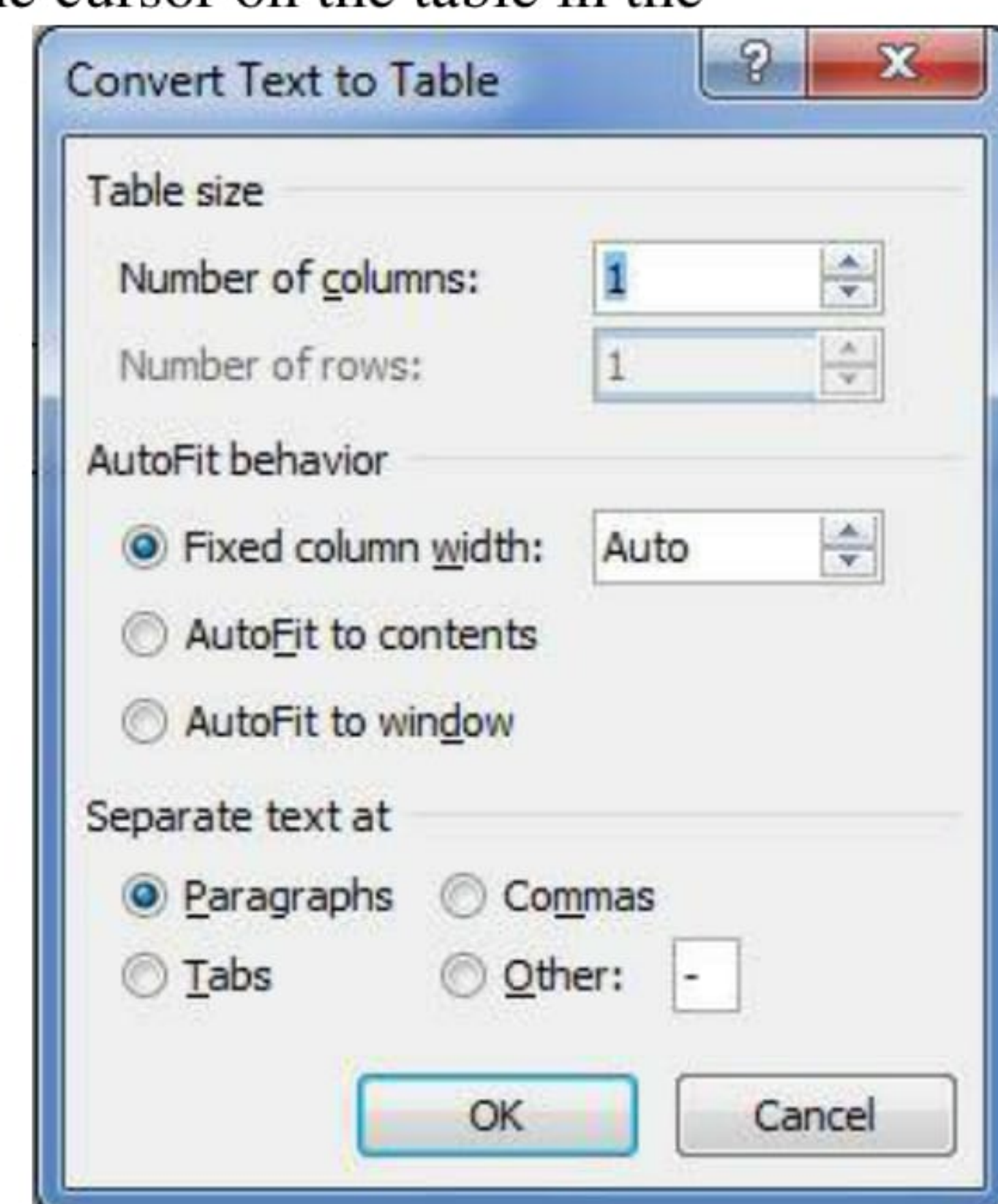
You can draw a table from which and by clicking on it to draw the table as in the figure above, and we set the number of lines and the number of columns and by moving the cursor on the table in the window.

• **Convert Text to Table**

You can convert specific text in a document to a table as follows:

- Select the text you want to convert to a table
- inclusion of Tab
- Choose the command table
- Choose it and then convert the text to table
- dialogue window will appear as in Figure

Select from which the number of columns , as well as select





separate text at the end of paragraph

After completing Click OK will create a table containing the text you selected paragraphs

Of the document

- **insert tables fast**

There are some ready-made tables that can be inserted quickly and easily to any document

- inclusion of Tab
- Choose the command table
- then select the command tables fast appears a window there in the window several models ready for the tables , we can choose any of them by clicking on it will be incorporated directly into the document, now we can make any adjustments to it as a change of values or texts or even formats after the completion click on any vacuum in the document to be installed table as in the following figure .



Page Layout

- **margins Page**

Margin : the empty space outside the printable area of each page in the document , we can determine the page margins of the upper and lower views and aspects of Yemen , left, as follows

- of Tab " page layout " and the group " Page Setup "
- pick up margins
- will show us the Options window and choose which type of margin that we want to identify Distance margin as if the narrow or broad or Aadda or inverse mirror as we can pick it up margins dedicated and determine the value of the top margin and the bottom as well as right and left .



- **page orientation**

To prepare a trend page document , follow these steps : -

- From the Page Layout tab
- Click on Page Setup and choose the direction it
- If you want to select a vertical or horizontal direction

- **set up columns**

We can make the text in the document in the form of columns which made him a pole and one or more To do so, follow these steps

- From the Page Layout tab
- Click on Page Setup, then select the columns it
- window will appear, select choices from which the number of columns you want to make the text in the document, it seems as in Fig.
- You can check through the "More columns" Post an columns and determine the number and type of columns you want to make the text and it seems that from the window of the options that will appear to you.



- **Background Page**

You can use gradients, or patterns, or images, or solid colors, or materials for Alkhlviat.olngar background document, follow these steps: -

- In the Page Layout tab, in the Page Background group, click Page Color.
- Do one of the following:
- click the color that you want within the colors or features standard colors.
- click Fill Effects to change or add special effects, such as gradients, materials or inscriptions, as in the following figure,



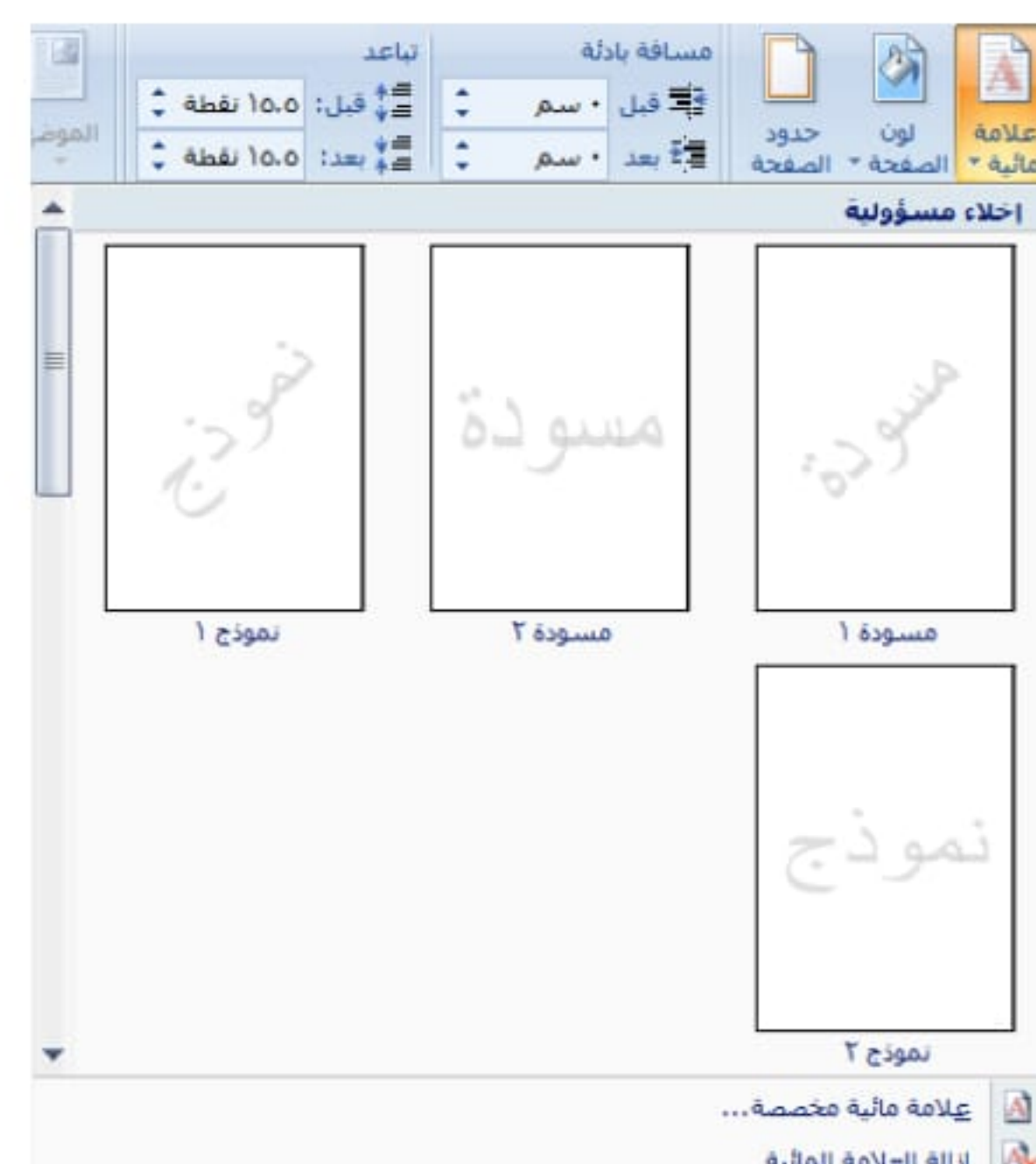
- **Remove background**

- In the Page Layout tab, in the Page Background group, click Page Color.
- click None color as in Fig.

- **Add watermark**

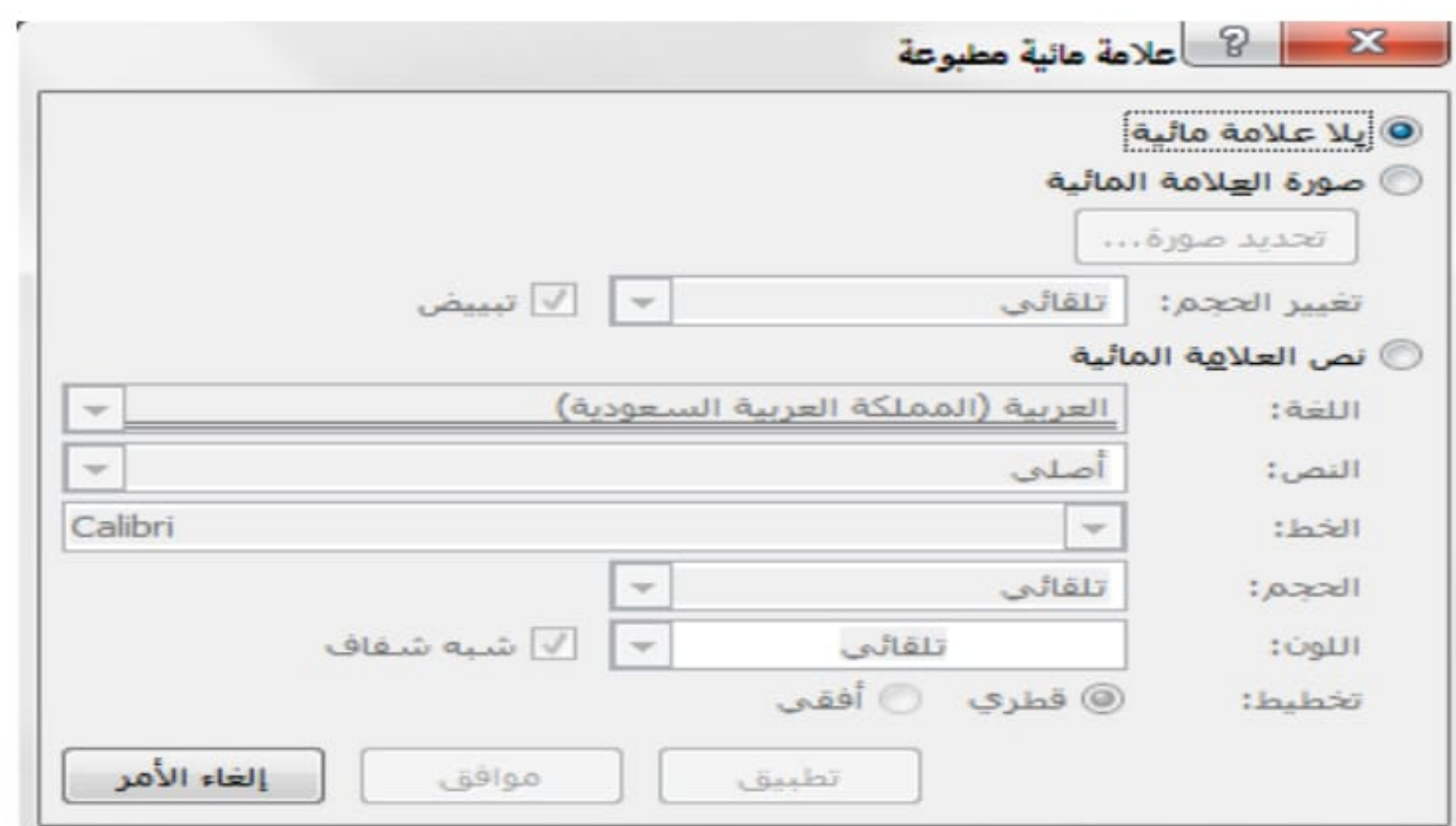
Watermarks is a text or images appear behind the text of the document. They often add suspense element or know the status of the document, such as marked on the document , such as a draft . You can see the watermarks in view " Print Layout " view and " read in full screen mode " or in a printed document .

In the Page Layout tab , in the Page Background group , click Watermark .





- Do one of the following:
- Click the watermark was designed in advance , such as Sri urgent or watermarks in the gallery , as in Fig .
- click a custom watermark , click Text watermark , then select the text as shown in Figure below



• Remove the watermark

Do one of the following:

1- in the Page Layout tab, in the Page Background group, click Watermark.

Click Remove Watermark 

Insert headers and footers

Headers and footers are ways and upper and lower side of the margins on Cefhh.amkink insert text or graphics or change in headers and footers. For example, you can add page numbers or the time and date or a company logo or title of the document or file name or the name of the writer.


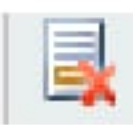
- **insert headers and footers**
- On the Insert tab
- in the group header and footer, click the header or footer. As in Fig.



- menu appears designs design click the header or footer that you want. Is inserted header or footer on each page of the document. Then you can insert text or graphics or change.





- **Remove headers or footers**

- click any part of the document.
- On the Insert tab, in the Group Header and Footer, click the header or footer.
- click Remove header  or footer removed  from the end of the list.
- Are removing the headers and footers of the entire document.





- **edit the header or footer**

If you want to change the header or footer you inserted has to be edited in order to modify it and to do that there are three ways to do it: -

First: -

- On the Insert tab, in the Group Header and Footer, click the header or footer.
- click Edit header  or footer  editing.
- modify or change the header or footer.

Second: -

- Right-click on the header or footer, you inserted it appears  or  editing.
- click Edit header  or footer  editing.
- modify or change the header or footer.

Third: -

- Right-click the left mouse clicks in a row and quickly on the header or footer, you inserted.
- then directly modify or change the header or footer.

Text Box

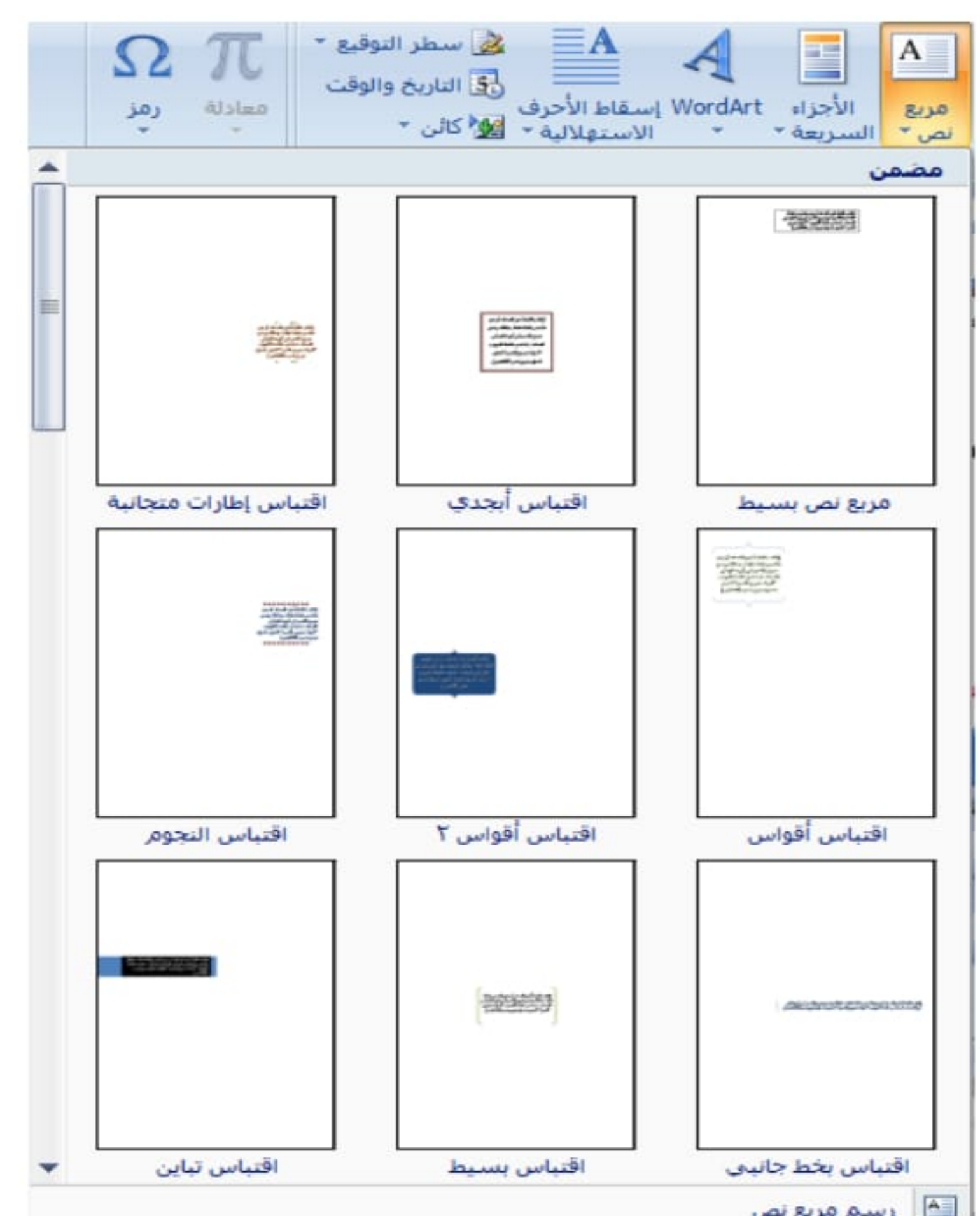
The text box is an object you can add to a document 2007 Microsoft Office system to highlight text or show.

Add a text box

- From the Insert tab, in the Text group, click Text Box.
 - After you click a text box, a drop-down menu appears.
- Make one Alageraúaan.

First: -

- click Draw Text Box.
- Click in the document, and then drag to draw a text box the size that you want.





- To add text to a text box, click inside the text box, and then type or paste text.



Second: -

- click the desired style are applied directly to the document.
- Click inside the text box, and then type or paste text.

To coordinate the text in a text box, use the formatting options in the Font group on the Home tab. To determine the position of the text box, click it, and when the pointer turns into, and drag the text box to a new location. You can change the boundaries of a text box or add or remove fill or effect to a text box.

Delete the text box


- Click the boundaries of the text box you want to delete, then press the Delete

Hint   : If you wish to change multiple text boxes or shapes, click the text box or shape first, then press and hold SHIFT while you click the text boxes or other shapes.

WordArt

The gallery is WordArt text styles which you can add documents to 2007 Microsoft Office system to create textured effects, such as shadowed text or reflex. In, you can also convert existing text to WordArt.

Add WordArt

1. On the Insert tab, in the Text group, click  WordArt
2. menu appears where a set of patterns, click the WordArt style desired.
3. shows the text edit box, enter the text and make Aeltsiqat.
4. Click OK drawers are the WordArt.

  Hint: - The want to change the text in WordArt, double-click the WordArt style you want to change, then type the new text in a text box.

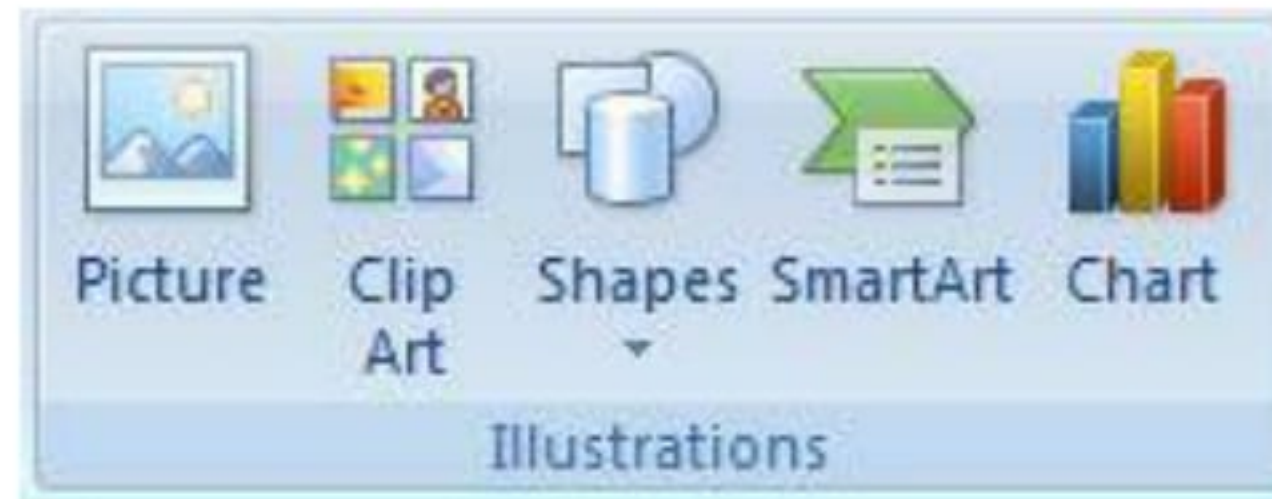
Delete the WordArt

Select the WordArt that you want to remove, and then press DELETE.



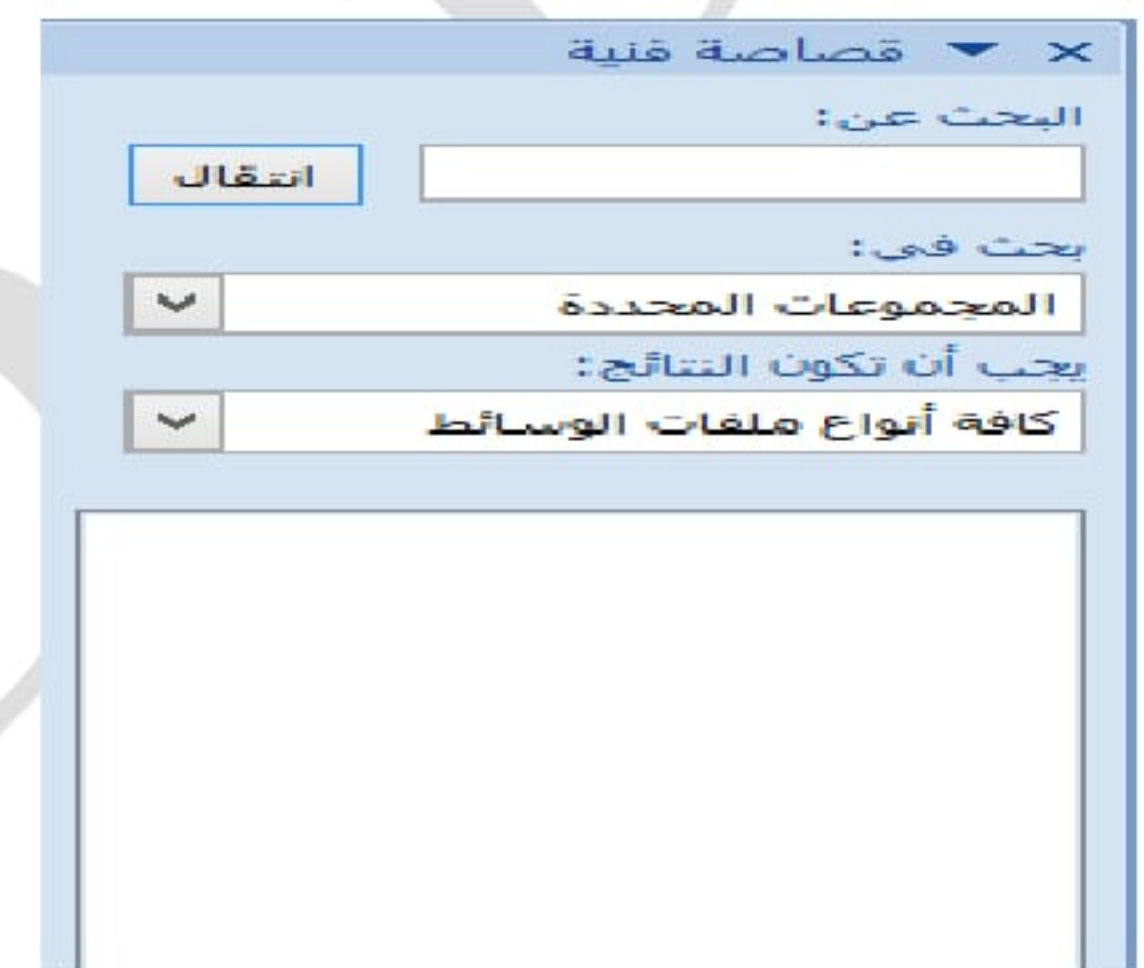
Insert a picture or clip art

Can insert images, clip art or copied into a document from several different sources, including what is being downloaded from the site provider clip art on the Web or copied from a Web page or inserted from a file is saved as Alsour.amkink also change how to put a picture or clip art with text within a document.



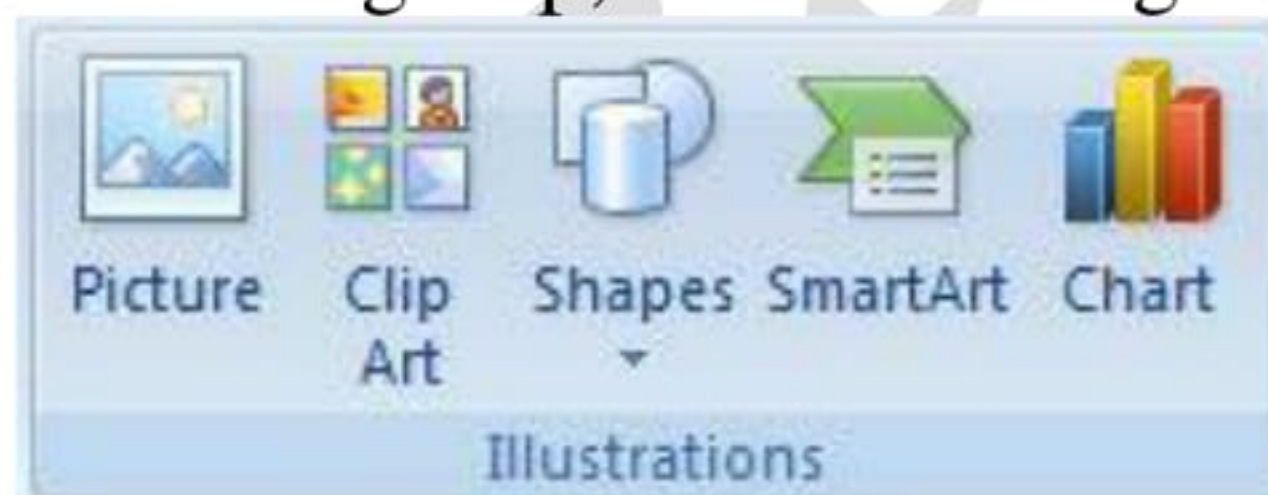
Insert Clip Art

- On the Insert tab, in the Illustrations group, click Clip Art. As in Fig.
- In the task pane clip art, in the Search text box, type the word or phrase that describes the clip art that you want, as in Fig.
- click go.
- in the list of results, click the clip art for inclusion.



Insert Picture From File

- Click where you want to insert the image.
- On the Insert tab, in the Illustrations group, click the image. As in the figure below.



- Locate the picture you want to include.
- Double-click the image you want to include.


Insert page numbers

- On the Insert tab, in the Group Header and Footer, click Page Number. As in Fig.
- Click the top of the page. Bottom of the page or page margins, based on where you want to
- You can choose from different designs for the numbering of pages available in the exhibition.



Preview a page before printing print preview

To review pages and make changes before printing must preview the document To do so, follow these steps: -

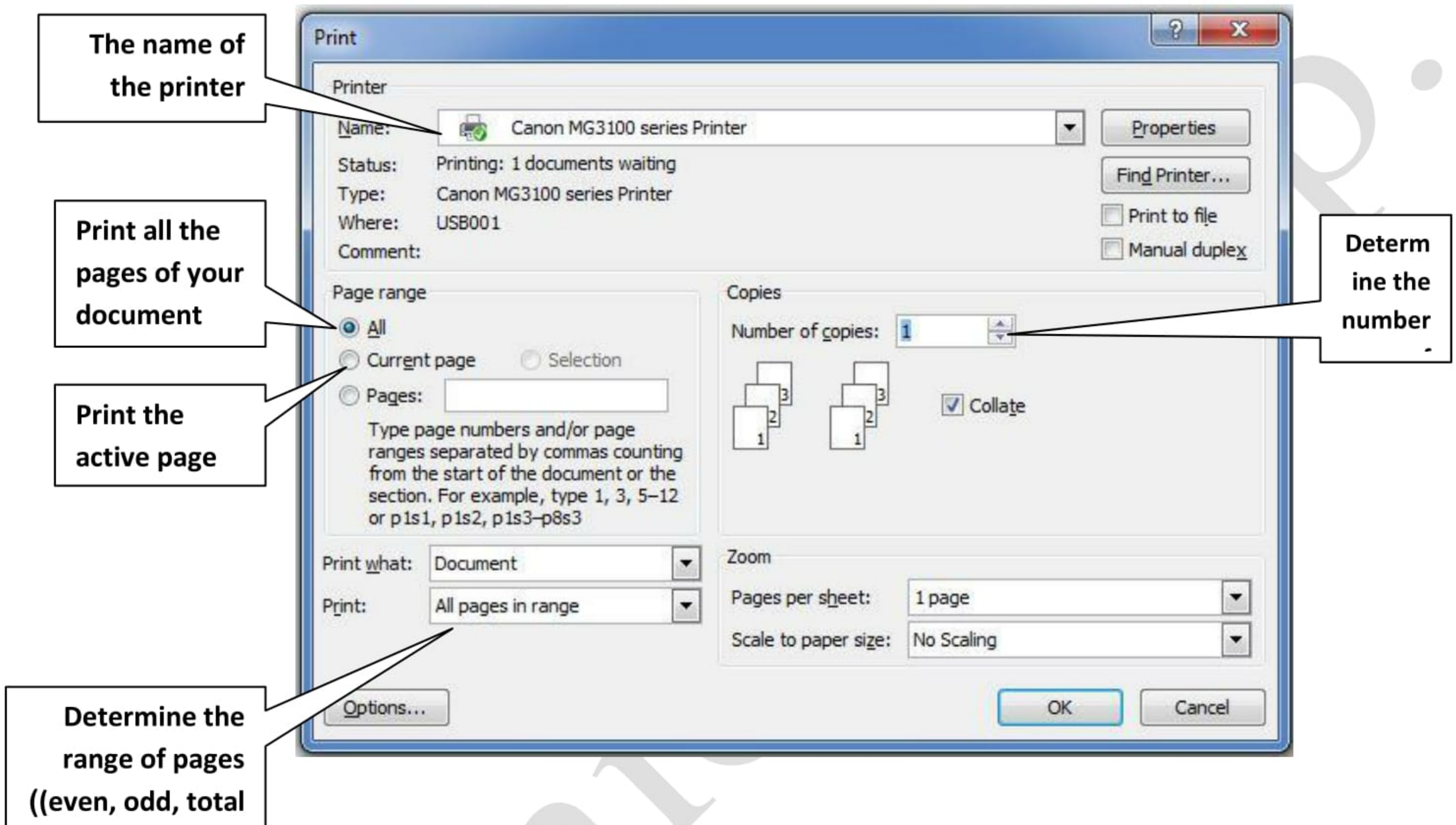
- ☐ click the button Microsoft Office , point to the arrow next to Print, and then click Print Preview.



Print

Click the button Microsoft Office , and then click Print. Or a keyboard shortcut to display the Print dialog box, press CTRL P.

□ When you select this option you will see the Print dialog box, click the options you want, such as page numbers or any pages you want to print. As in the figure below



□ After you're done and when you press the OK

The printer will begin to print your document according to the options you've chosen

Fast printing

Without using the Print dialog box, click the button Microsoft Office , point to the arrow next to Print, and then click Quick Print.