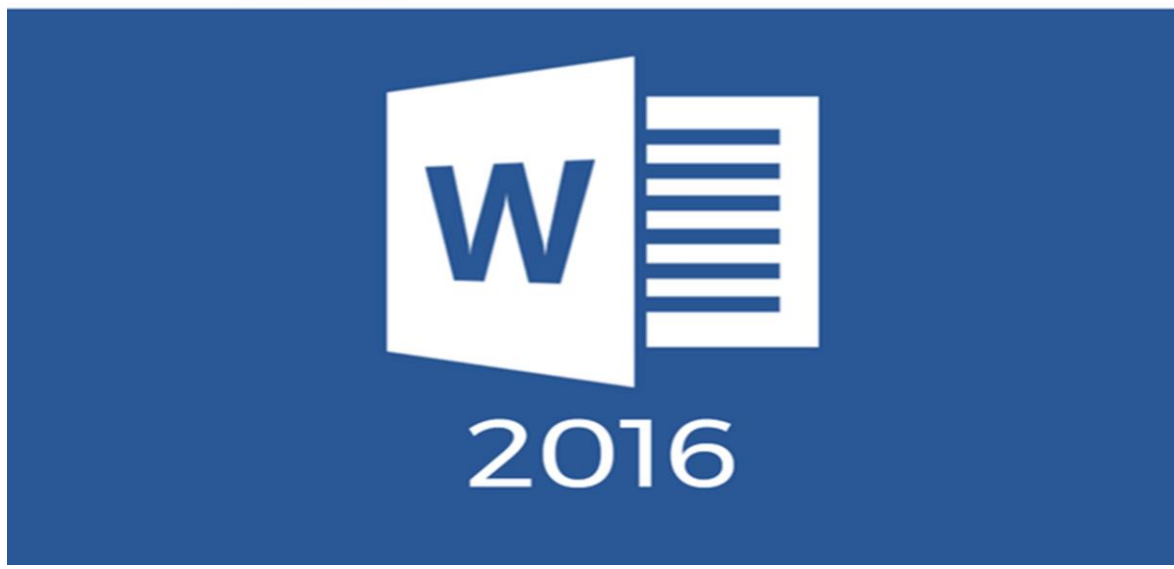




# Computer Skills 1



Part 2

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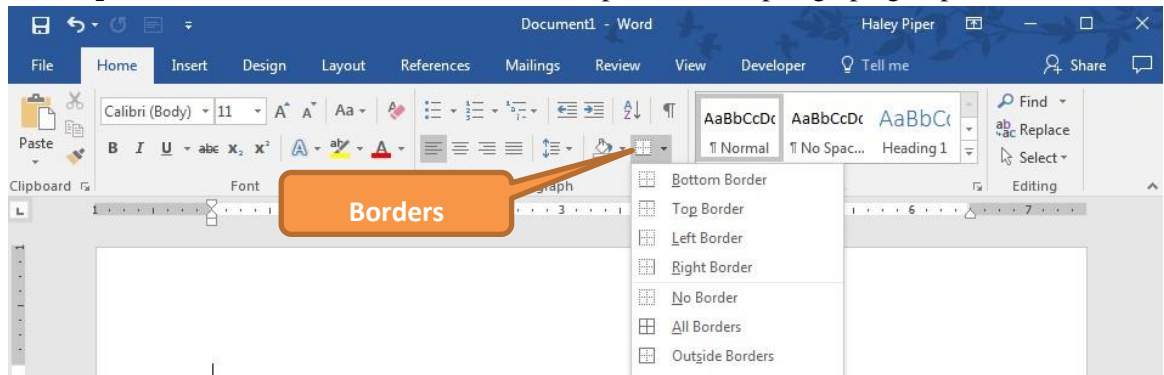
**Assist. Lec. Dina Hassan**

**Dr. Faiza Almarsoomi**

## 1. Borders and Shading

### To add a border to text/paragraph

- **Step 1:** Select the paragraph you want to format.
- **Step 2:** In the Home tab click the Borders dropdown in the paragraph group.



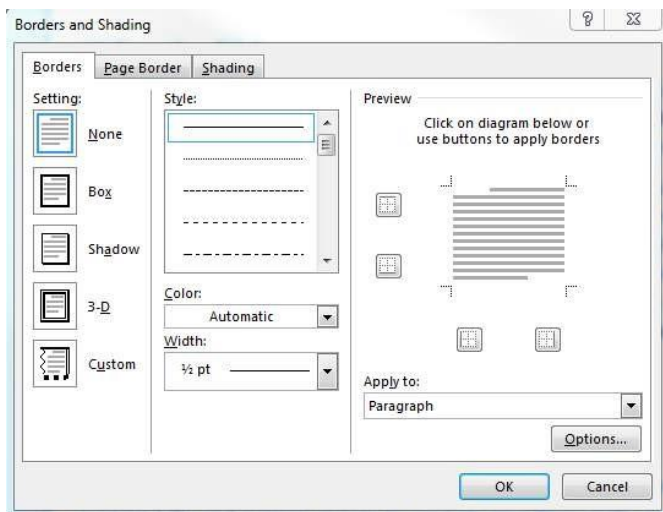
- **Step 3:** Hover the mouse over the options to see a preview and click on the border of your choice.

### To add Shading to text/paragraph

- **Step 1:** Select the paragraph you want to format.
- **Step 2:** In the Home tab click the Borders dropdown in the paragraph group.
- **Step 3:** Select Borders and Shading at the bottom of the drop-down box.
- **Step 4:** A Borders and Shading dialog box will launch. The dialog box will have three tabs borders, page border, and shading.
- **Step 5:** Select the Shading tab. From here you can choose a color and shading style. Then click OK.



In the dialog box the **Borders** tab allows you to customize the style, color and width of a border for your chosen paragraph or sentence. The **Page Border** tab allows you to customize the style, color, width, and art of a border for a single page or an entire document. The **Shading** tab allows you customize the color and style of shading to your chosen paragraph or sentence.



## 1. Insert Tab Basic

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

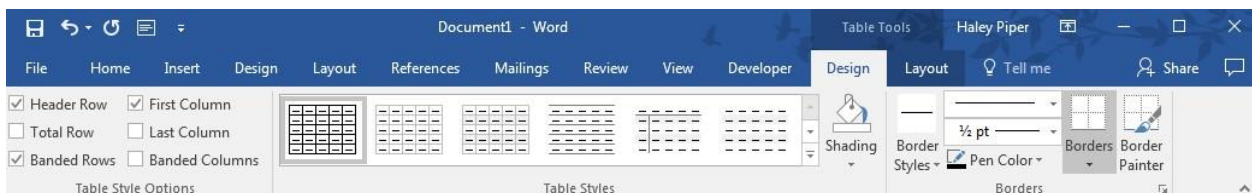
From the Insert tab, you will be working with pictures, shapes, and charts, as well as headers and footers.

### 1) Creating Tables

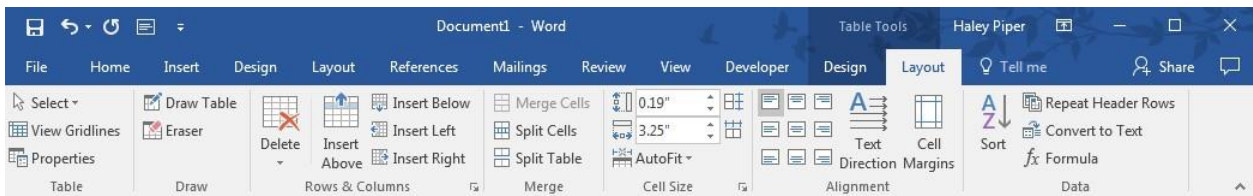
A table is a structure of vertical columns and horizontal rows with a cell at every intersection. Each cell can contain text or graphics

Once you are working in a table, two contextual tabs will appear called **Table Tools ( Design and Layout)**. The ribbons for both these tabs are featured below. *Table Tools Design Tab*

The **Design** tab includes table formatting, cell and table borders, arranging the table on the page, and the size of the table.

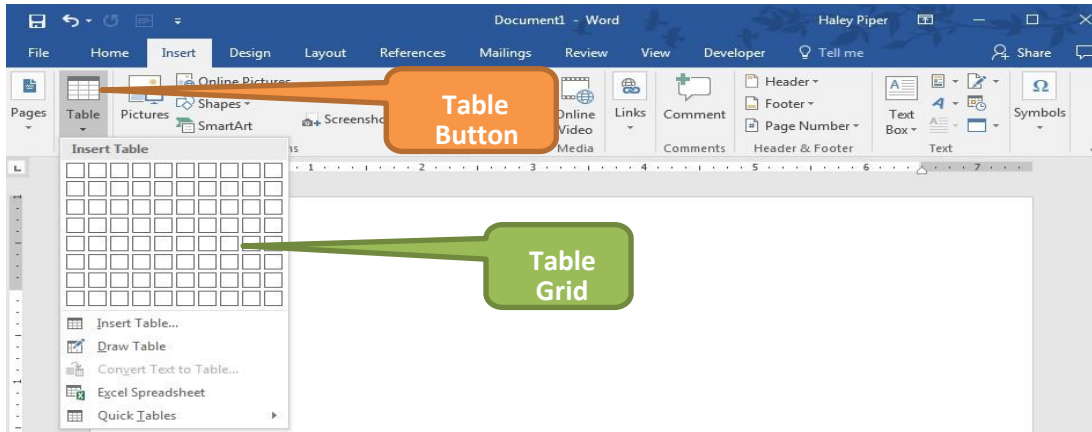


*Table Tools Layout Tab*

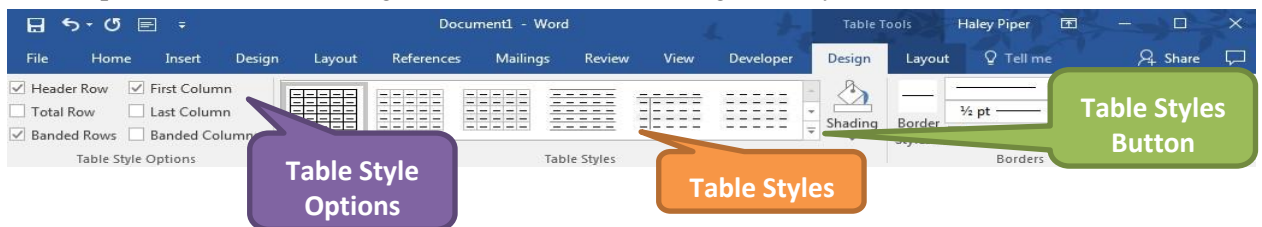


**Create a Table:**

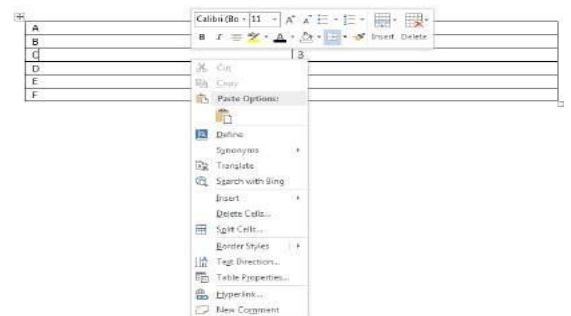
- **Step 1:** From the Insert tab, click the **Table** button. This will display a simple grid shown below. When you move your mouse over the grid cells, it makes a table which appears in the document.



- **Step 2:** Click the square representing the lower-right corner of your table, which will create an actual table in your document and Word goes in table design mode giving lots of options to work, including two contextual tables: design and layout.



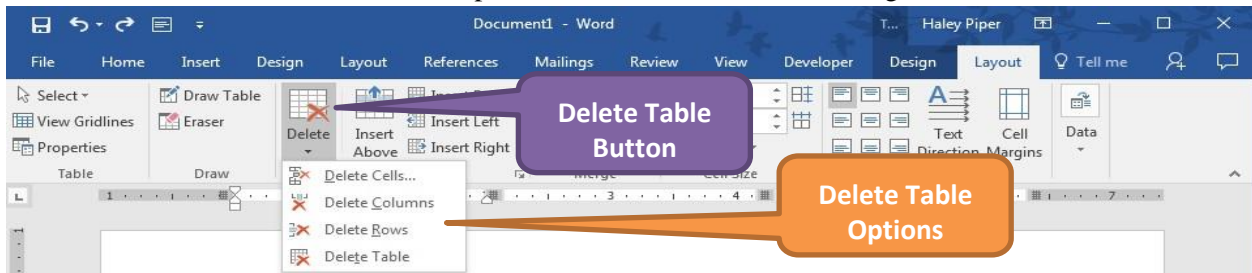
- **Step 3:** This is the optional step if you want to have a fancy table. Click the **Table Styles** button to display a gallery of table styles. When you move your mouse over any of the styles, it shows a real-time preview of your actual table.
- **Step 4:** To select any of the styles, just click over the built-in table style and you will see that selected style has been applied on your table.
- **Step 5:** You can also right click anywhere in the table to receive options to Insert/Delete rows & columns.



**Delete a Table:**

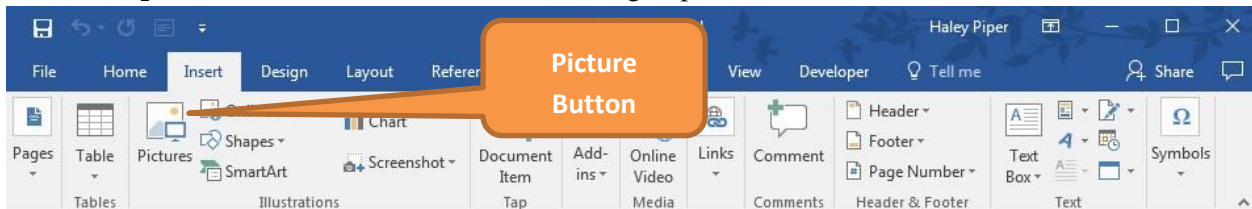
- **Step 1:** Click anywhere in the table you want to delete.

- **Step 2:** Click the **Layout** tab, and click the **Delete Table** option under the **Delete Table Button** to delete the complete table from the document along with its content.



## 2) Inserting a Picture

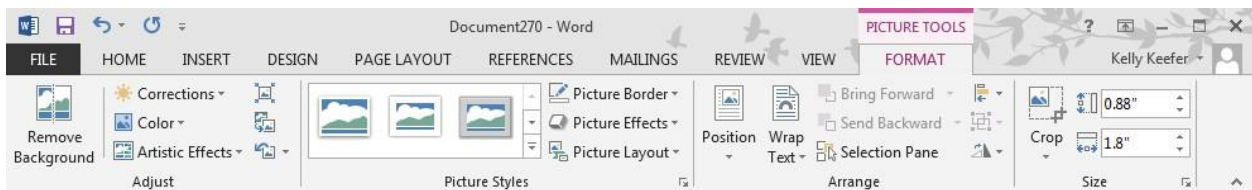
- **Step 1:** Click where you want to insert the picture in your document.
- **Step 2:** On the Insert tab, in the Illustrations group, click the **Picture** button.



- **Step 3:** Locate the picture that you want to insert. For example, you might have a picture file located in My Documents.
- **Step 4:** Double-click the picture that you want to insert.

### Picture Tools Format Tab

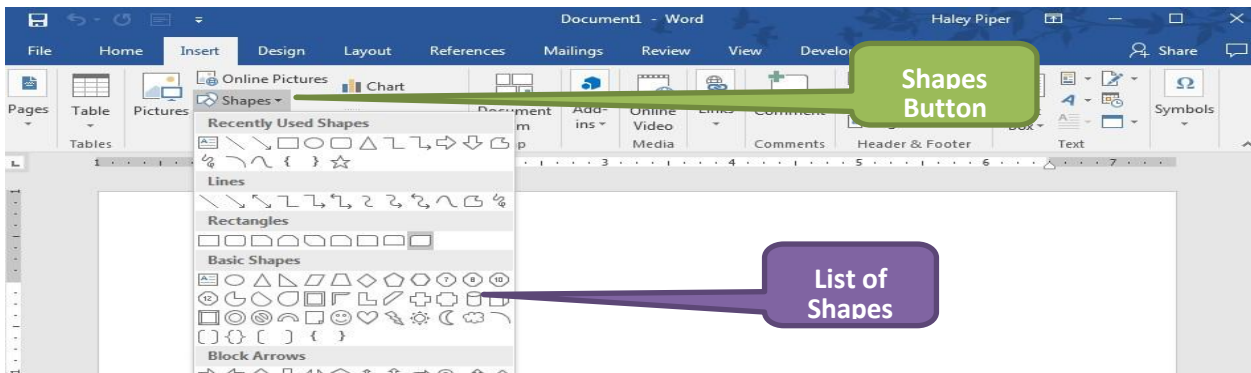
This ribbon is accessible when you are working with pictures and can be viewed once the contextual tab appears. The **Format** tab includes tools for adjusting, adding styles, and arranging pictures.



and the left and right margins.

## 3) Inserting a Shape

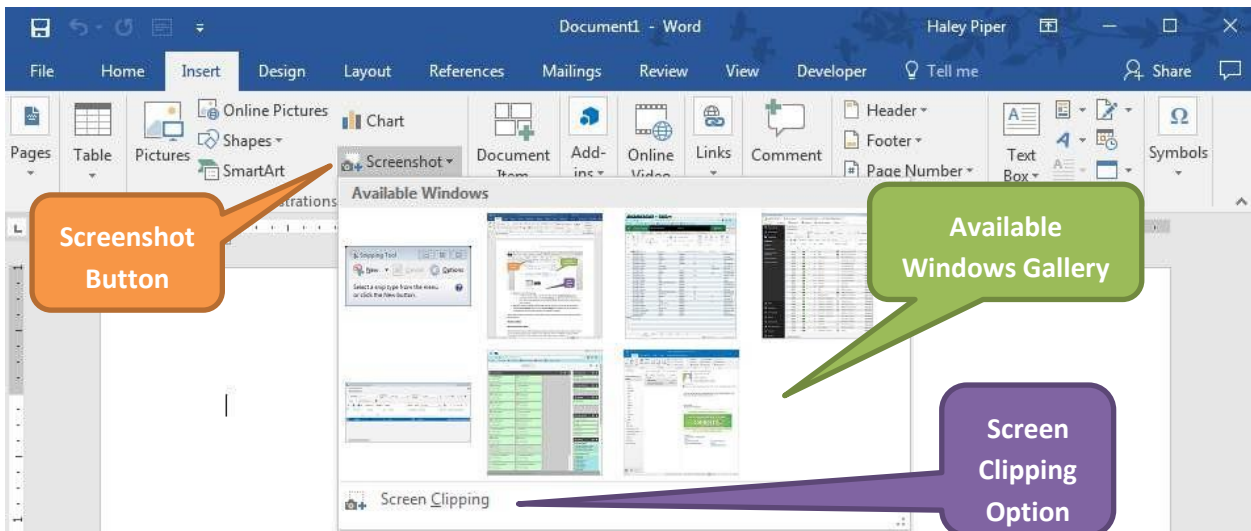
- **Step 1:** On the Insert tab, in the Illustrations group, click Shapes.



- **Step 2:** Click the shape that you want, click anywhere in the document, and then drag to place the shape.
- **Step 3:** To create a perfect square or circle (or constrain the dimensions of other shapes), press and hold SHIFT while you drag.

#### 4) Inserting a Screenshot

- **Step 1:** Click the document that you want to add the screenshot to.
- **Step 2:** On the **Insert** tab, in the Illustrations group, click **Screenshot**. Here, you will find a thumbnail image of every Window open on your computer at that moment.



- **Step 3:** Do one of the following:
  - To add the whole window, click the thumbnail in the **Available Windows** gallery.
  - To add part of the window, click **Screen Clipping**, and when the pointer becomes a cross, press and hold the left mouse button to select the area of your screen that you want to capture.
- **Step 4:** If you have multiple windows open, click the window you want to clip from before clicking **Screen Clipping**. When you click **Screen Clipping**, the program you are working in is minimized and only the window behind it is available for clipping.

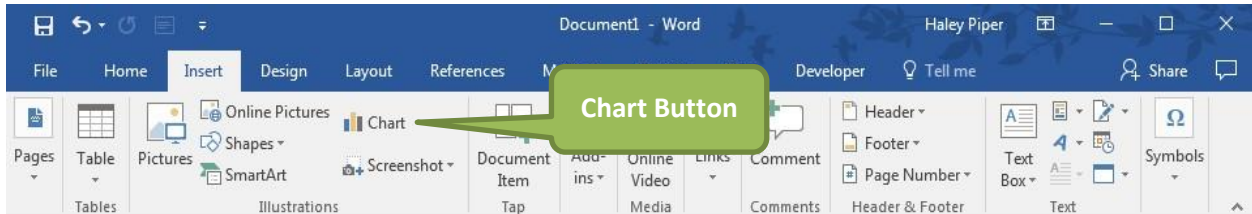
Note: After you add the screenshot, you can use the tools on the Picture Tools tab to edit and enhance the screenshot.

- **Step 3:** Add command to Quick Access Toolbar in Word

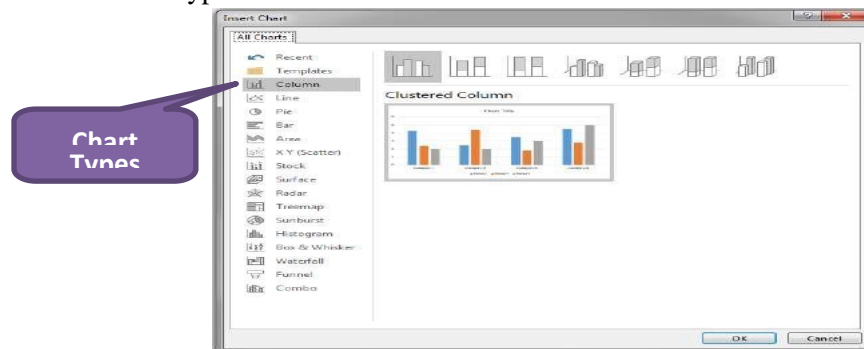
## 5) Creating Charts

You can insert many kinds of data charts and graphs, such as column charts, line graphs, pie charts, bar charts, area graphs, scatter graphs, stock charts, surface charts, doughnut charts, bubble graphs, and radar graphs. Follow these simple steps to create a chart.

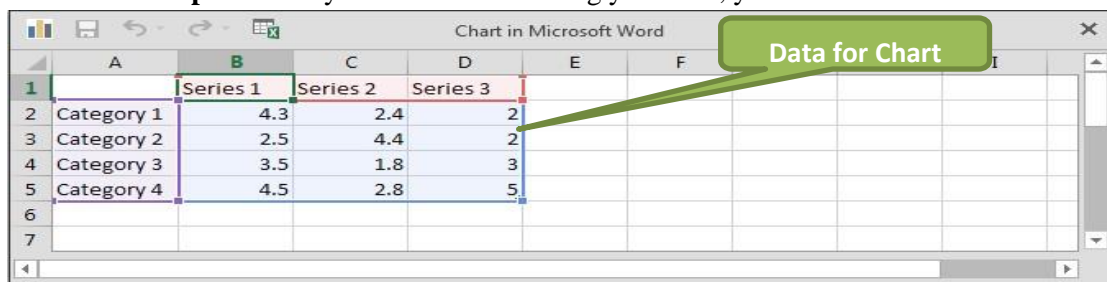
- **Step 1:** On the Insert tab, in the Illustrations group, click Chart.



- **Step 2:** In the Insert Chart dialog box, click the arrows to scroll through the chart types.

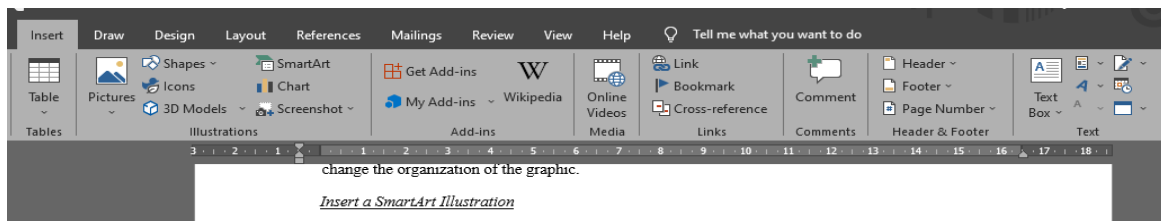


- **Step 3:** Select the type of chart that you want and then click OK.
- **Step 4:** You can choose from many different types of graphs in the Insert Chart dialog box
- **Step 5:** When you rest the mouse pointer over any chart type, a ScreenTip displays its name.
- **Step 6:** Edit the data in Excel 2016.
- **Step 7:** When you are finished editing your data, you can close Excel.

A screenshot of an Excel spreadsheet titled 'Chart in Microsoft Word'. The data is organized into three series: Series 1, Series 2, and Series 3. A green callout box labeled 'Data for Chart' points to the data range. The data is as follows:

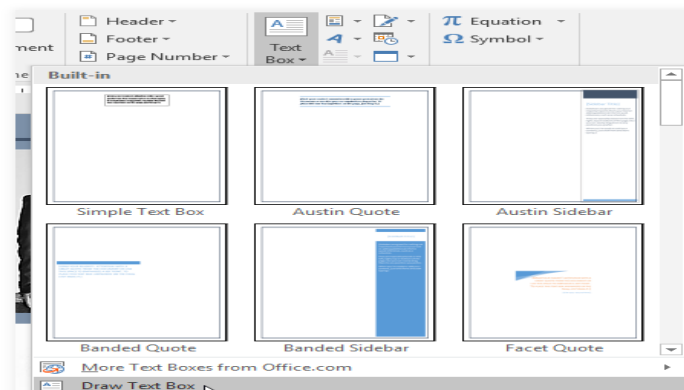
	Series 1	Series 2	Series 3
Category 1	4.3	2.4	2
Category 2	2.5	4.4	2
Category 3	3.5	1.8	3
Category 4	4.5	2.8	5

## 6) Text Box

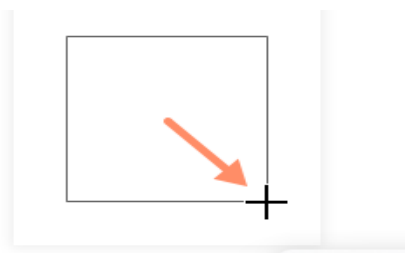


### To insert a text box:

- Select the Insert tab, then click the Text Box command.
- A drop-down menu will appear. Select Draw Text Box.



- Click and drag anywhere on the document to create the text box.



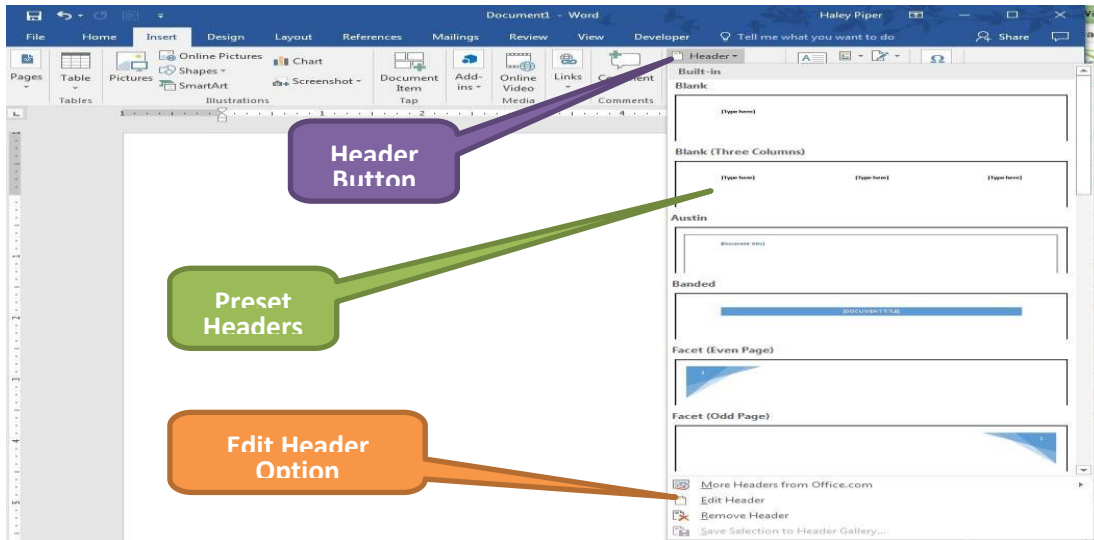
- The insertion point will appear inside the text box. You can now type to create text inside the text box.

## 7) Headers & Footers

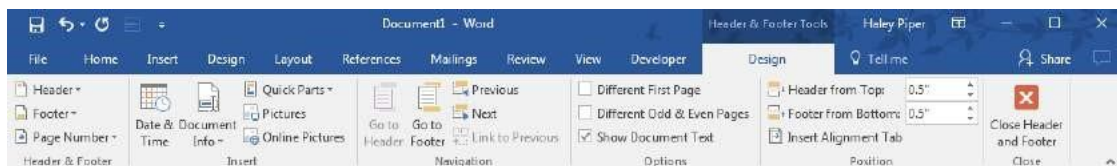
Headers and footers are parts of a document that contain special information such as page numbers and the total number of pages, the document title, company logo, any photo etc. The header appears at the top of every page, and the footer appears at the bottom of every page.

### Add Header and Footer:

- **Step 1:** Click the Insert tab, and click either the **Header** button or the **Footer** button. Assume you are going to add a header, when you click the **Header** button it will display a list of built-in headers from where you can choose any of the headers by simply clicking on it.



- **Step 2:** Once you select any of the headers, it will be applied to the document in editable mode and the text in your document will appear dimmed, **Header and Footer** buttons appear on the Ribbon and a **Close Header and Footer** button will also appear at the top-right corner.



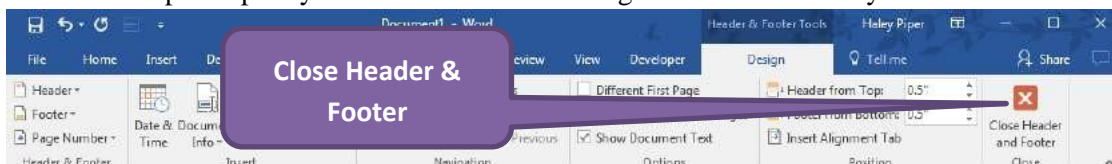
#### Header & Footer Tools Design Ribbon

- **Step 3:** Finally, you can type your information and once you are done, click Close Header and Footer to come out of the header insertion mode.

*Note: You can follow a similar procedure to add the footer in your document.*

#### Edit Header and Footer:

Follow these simple steps if you want to edit the existing header or footer of your document.

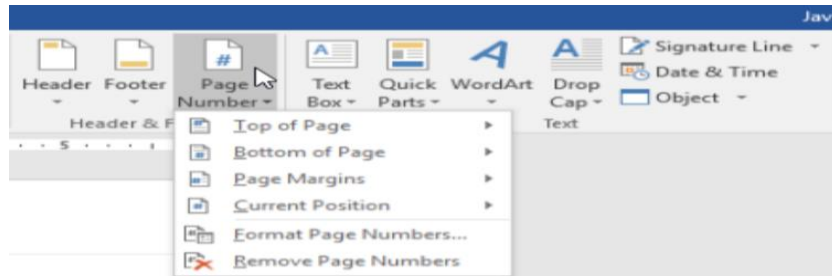


- **Step 1:** Click the Insert tab, and click either the **Header** button or the **Footer** button. Assume you are going to edit the header, so when you click the **Header** button. It will display a list of options including the **Edit Header** option.
- **Step 2:** Just click on it and Word will display an editable header for you as shown below.
- **Step 3:** Now you can edit your document header and once you are done, click **Close Header and Footer** to come out of header edit mode.

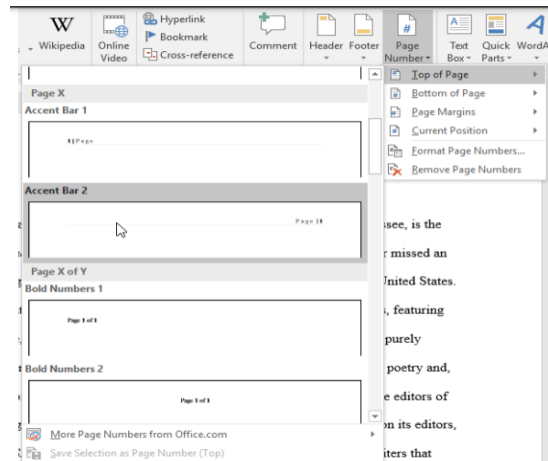
*Note: You can follow a similar procedure to edit the footer of your document.*

## 8) Page Number

- On the Insert tab, click the Page Number command.



- Open the Top of Page, Bottom of Page, or Page Margin menu, depending on where you want the item to be positioned. Then select the desired style of header.

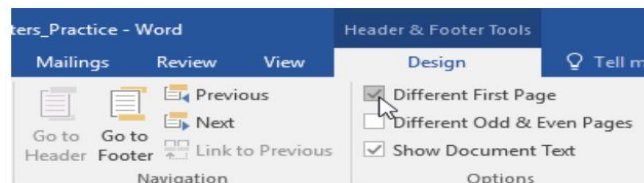


- Page numbering will appear.

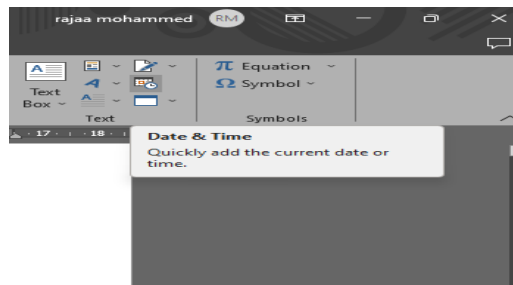
To hide the page number on the first page: In some documents, you may not want the first page to show the page number. You can hide the first-page number without affecting the rest of the pages.

- Double-click the header or footer to unlock it
- From the Design tab, place a checkmark next to Different First Page. The header and footer will disappear from the first page.

If you want, you can type something new in the header or footer, and it will only affect the first page.

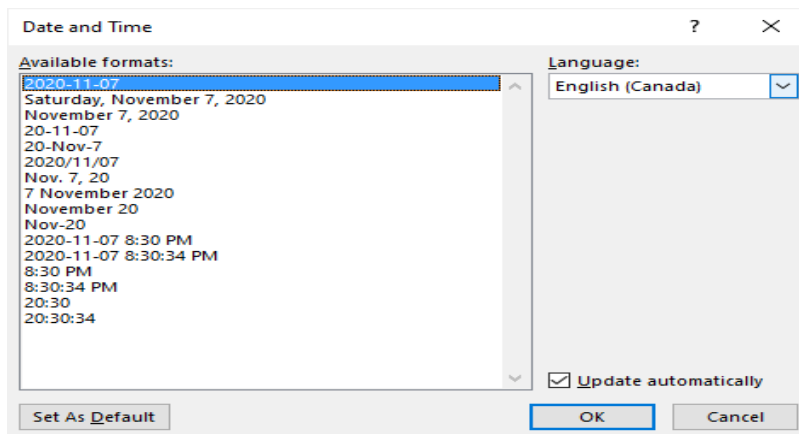


## 9) Date & Time



To insert the current date as a field using the Date & Time command:

- Click in the document where you want to insert the date:
- Click the Insert tab in the Ribbon.
- Select Date & Time in the Text group. The Date and Time dialog box appears.
- Click the date in the format that you want.
- Select the Update automatically check box to insert a dynamic date field.
- Click OK. Word will insert the Date field in a content control.



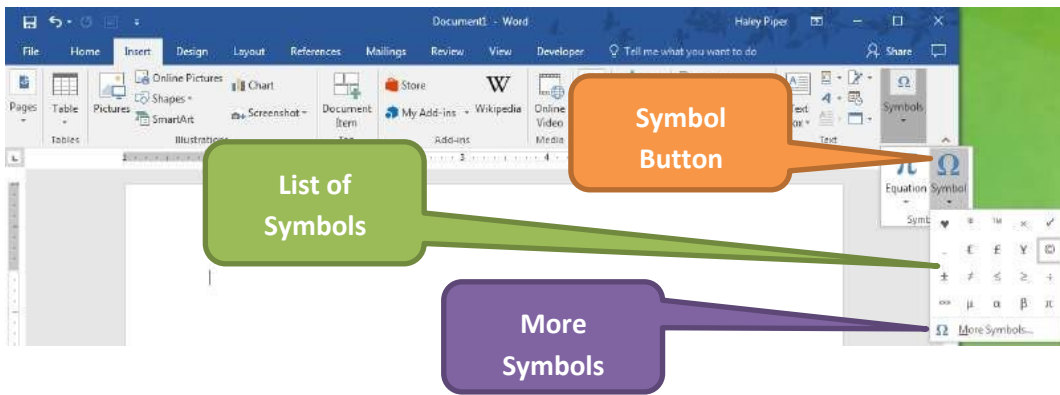
## 10) Using Symbols

You can use the Symbol dialog box to insert symbols, such as  $\frac{1}{4}$  and ©, or special characters, such as a dash (—) or ellipsis (...) that are not on your keyboard, as well as Unicode characters.

The types of symbols and characters that you can insert depend on the font that you choose. For example, some fonts may include fractions ( $\frac{1}{4}$ ), international characters (Ç, ë), and international monetary symbols (£, ¥). The built-in Symbol font includes arrows, bullets, and scientific symbols. You might also have additional symbol fonts, such as Wingdings, that include decorative symbols.

### Insert a Symbol

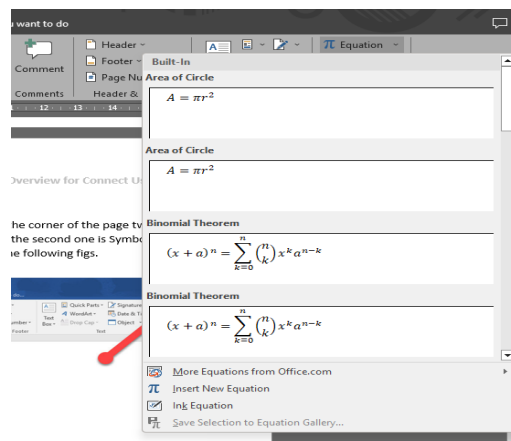
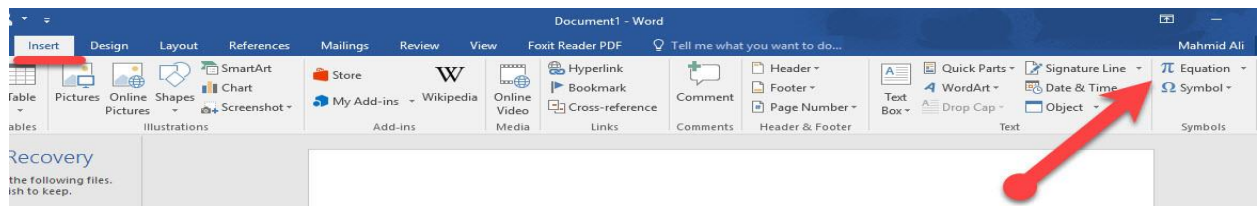
- **Step 1:** Click where you want to insert the symbol.
- **Step 2:** On the Insert tab, in the Symbols group, click **Symbol**.



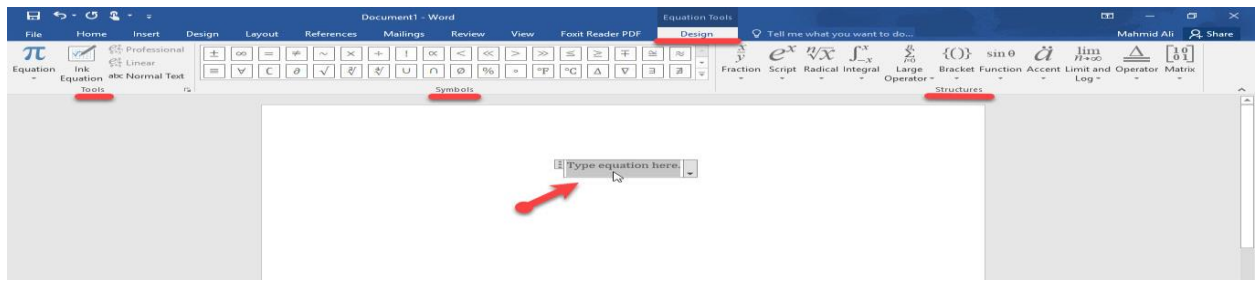
- **Step 3:** Do one of the following:
  - Click the symbol that you want in the drop-down list.
  - If the symbol that you want to insert is not in the list, click **More Symbols**. In the Font box, click the font that you want, click the symbol that you want to insert, and then click Insert.

## 11) **Mathematical Equations in Word 2016**

start opening your Ms. Word and click the Insert tab, then you see the corner of the page two options which you need for your documents. One of them is Equations and the second one is Symbols. When click on Equations the menu of Equations will appear as shown in the following figs.



You can choose an equation from the list that appears. If you choose the option to create a new equation.



## 2.Design Tab

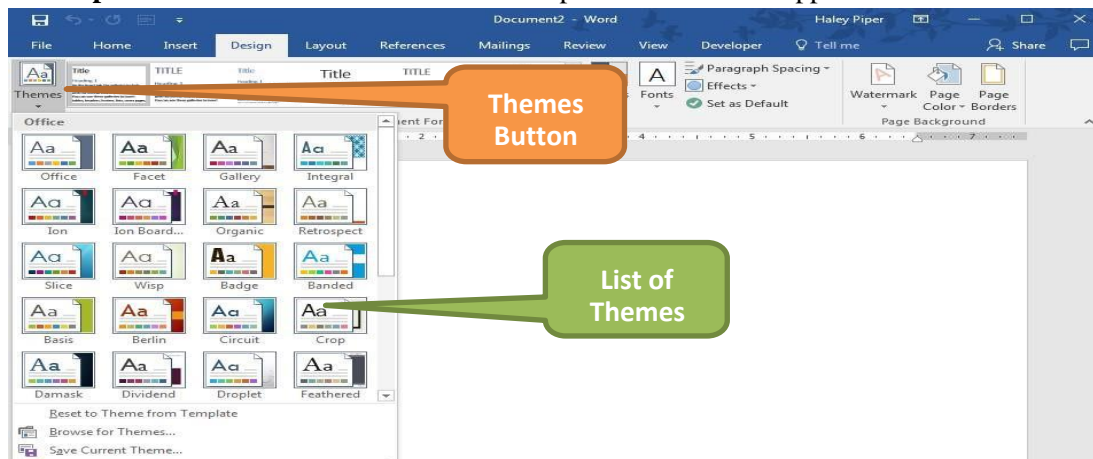
### 1. Using Themes

A theme is a set of colors, fonts and effects that determine the overall look of your document. Themes are a great way to change the tone of your entire document quickly and easily. All documents in Word use a theme. You've already been using a theme, even if you didn't know it: the default Office theme. Every theme, including the Office theme, has its own theme elements:

- **Theme Colors** – The color scheme that will be assigned to the document.
- **Theme Fonts** –The different fonts used throughout the document.
- **Theme Effects** – The style of shapes and graphics assigned throughout the document.

To Change the Theme:

- **Step 1:** Select the Page Layout tab.
- **Step 2:** Click the Themes command. A drop-down menu will appear.

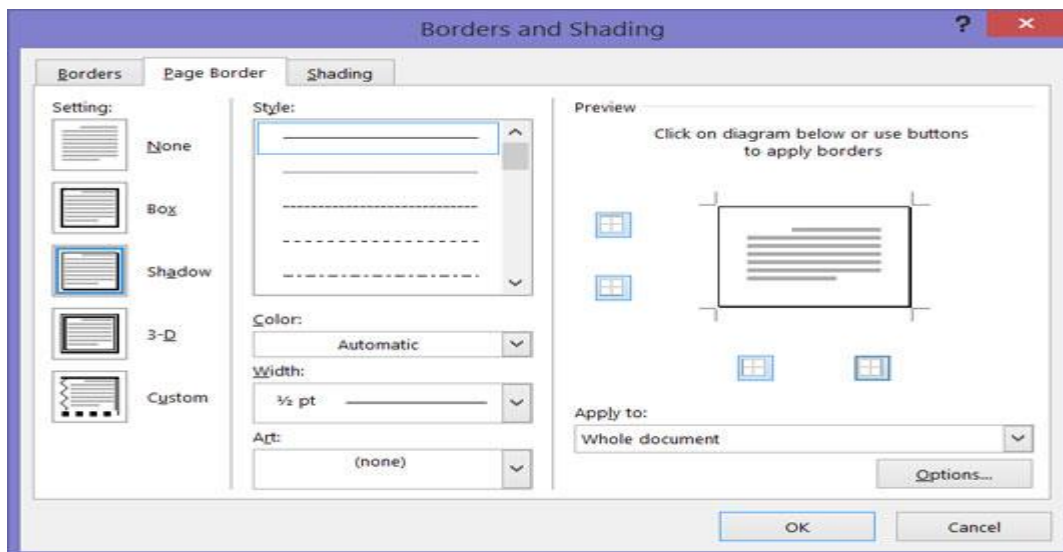


- **Step 3:** Hover the mouse over a theme to see a live preview of it.
- **Step 4:** Select the desired theme.

To Change the Theme Colors:

- **Step 1:** From the Page Layout tab, click the Theme Colors command. A drop-down menu will appear.





- Under Setting, choose which kind of border you want.
- On the Apply To drop-down menu, tell Word which page or pages in the document get borders.
- Select options to construct the border you want and then click OK.

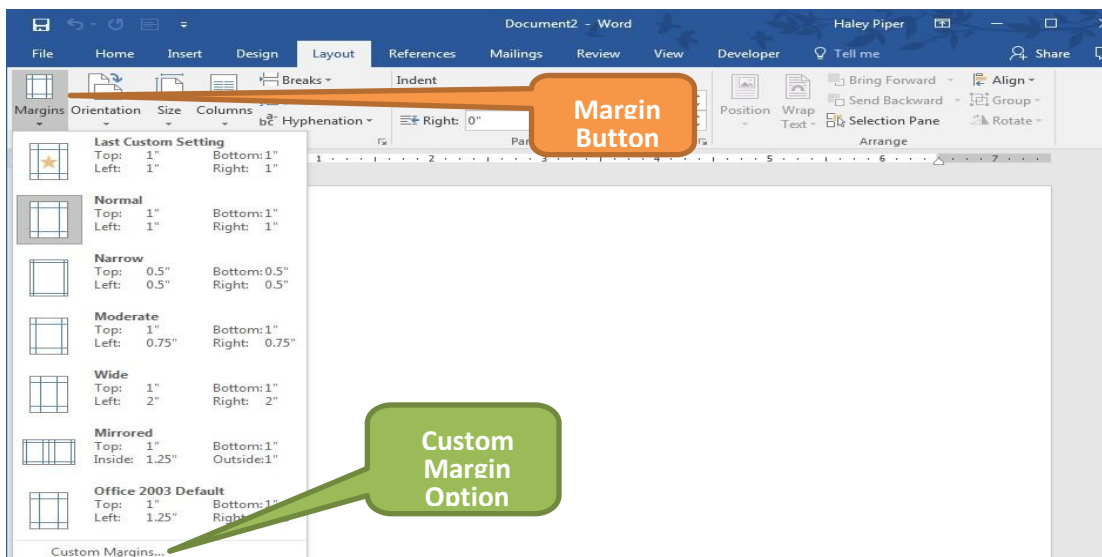
## 3. Page Layout Tab

### 1. Adjust Margins

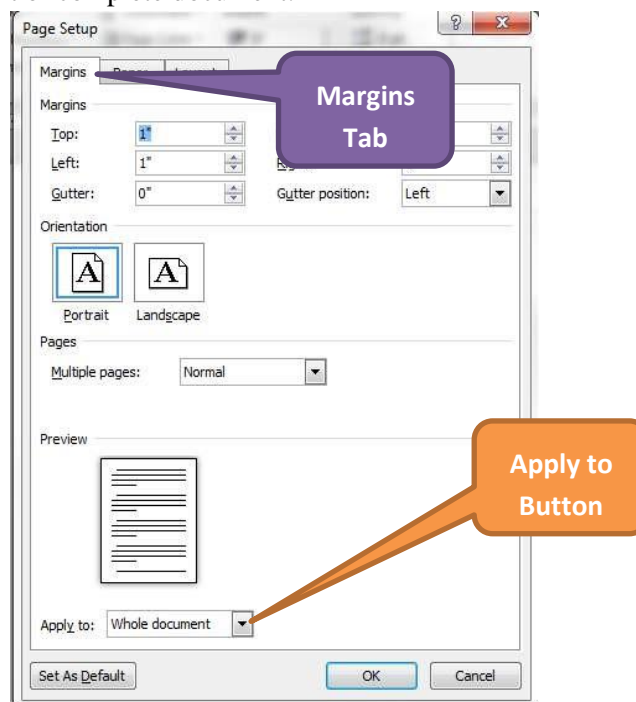
Margins are the space between the edge of the paper and the text. You can adjust the right, left, top, and bottom margins of your document. By default, Word sets all margins left, right, top, and bottom to 1 inch.

Following are the simple steps which will be used to set margins for an opened document.

- **Step 1:** Open the document whose margins you want to set. If you want the margins to apply only to a selected part of a document, select that part now.
- **Step 2:** Click the Page Layout tab, and click **Margins** button in the Page Setup group. This will display a list of options to be selected but you must click the Custom Margins option available at the bottom to set a margin that is not present in the preset list.
- **Step 3:** You can also select any of the predefined margins from the list, but by using the custom margins option you will have more control on all the settings.



- **Step 4:** Next a Page Dialog Box as shown below will be displayed where you can set top, left, right and bottom margins under the **Margins** tab. Select **Apply to:** option to apply the margin on selected text or complete document.



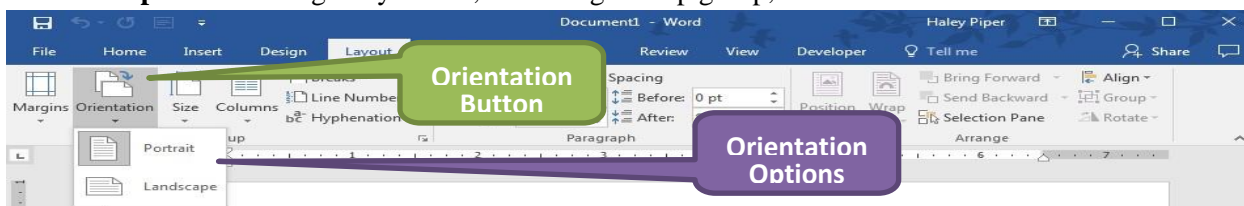
- **Step 5:** If you are going to bind the document and want to add an extra amount of space on one edge for the binding, enter that amount in the Gutter text box, and select the side the gutter is on with the Gutter Position drop-down list option. After setting all the desired values for all the margins, click **OK** button to apply the margins.

## 2. Page Orientation

You can choose either portrait (vertical) or landscape (horizontal) orientation for all or part of your document. When you change the orientation, the galleries of predesigned page and cover page options also change to offer pages that have the orientation that you choose.

### Change the orientation of your entire document

- **Step 1:** On the Page Layout tab, in the Page Setup group, click Orientation.



- **Step 2:** Click Portrait or Landscape.

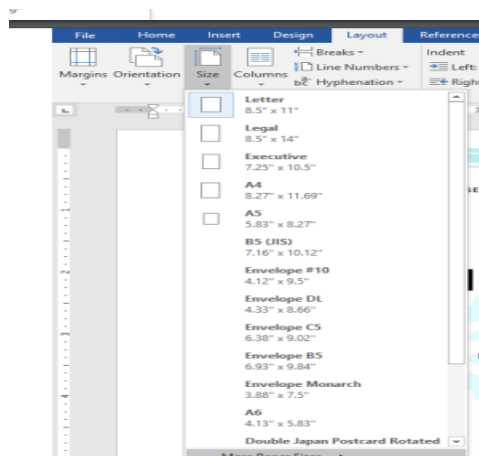
### Use portrait and landscape orientation in the same document

- **Step 1:** Select the pages or paragraphs that you want to change to portrait or landscape orientation.
- **Step 2:** On the Page Layout tab, in the Page Setup group, click Margins.
- **Step 3:** Click Custom Margins.
- **Step 4:** On the Margins tab, click Portrait or Landscape.
- **Step 5:** In the Apply to list, click Selected text.

## 3. Page size

To use a custom page size:

Word also allows you to customize the page size in the Page Setup dialog box. From the Layout tab, click Size. Select More Paper Sizes from the drop-down menu.

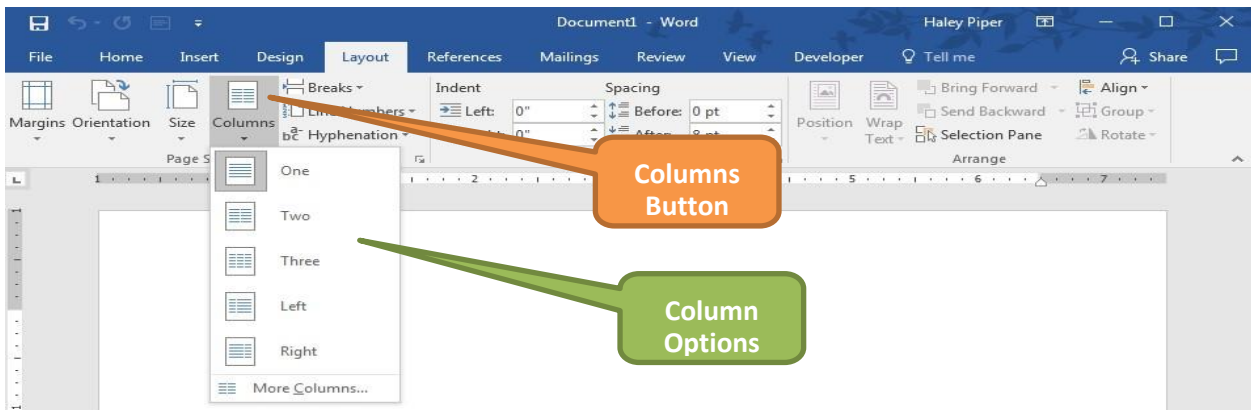


## 4. Using Columns

Columns are used in many types of documents, but are most commonly used in newspapers, magazines, academic journals, and newsletters. In this section, you will learn how to insert columns into a document and create column breaks.

### Adding Columns

- **Step 1:** Select the text you want to format.
- **Step 2:** Click the Page Layout tab.
- **Step 3:** Click the Columns command. A drop-down menu will appear.



- **Step 4:** Select the number of columns you would like to insert. The text will then format into columns.

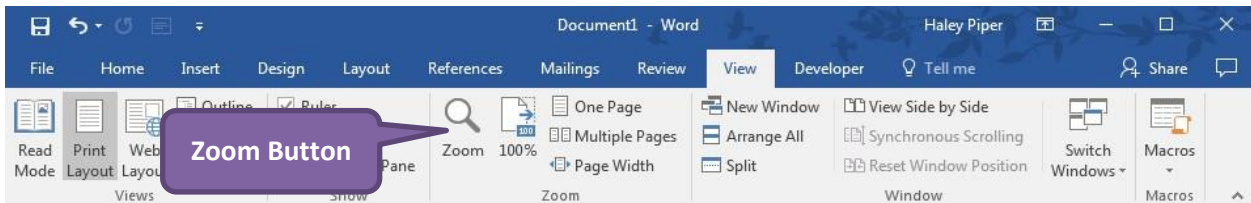
## 4. View Tab

### 1. Zoom In & Out Together

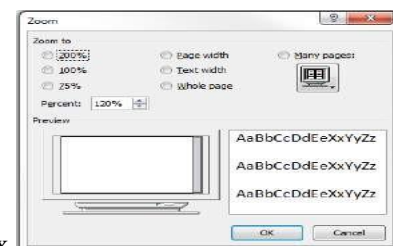
#### Zoom-in & Zoom-out Using View tab

Here is the simple procedure to apply zoom-in or zoom-out operation using view tab:

- **Step 1:** Click the view tab and then click Zoom button which is shown below.



- **Step 2:** When you click Zoom button, a Zoom dialog box will appear as shown below and will display zoom options box to select a value to reduce or increase the size of the document onscreen. By default, it will be 100%, you can select 200% to increase the size of the font or 75% to reduce the size of the font. You can set view at a custom percent as well by entering a value in the given box. You can click the Many pages down arrow and select to display multiple pages.
- **Step 3:** Once you are done with selecting an option, click OK to apply the changes on the document.
- **Step 4:** Try different options available, for example Page Width and Text Width.
- 



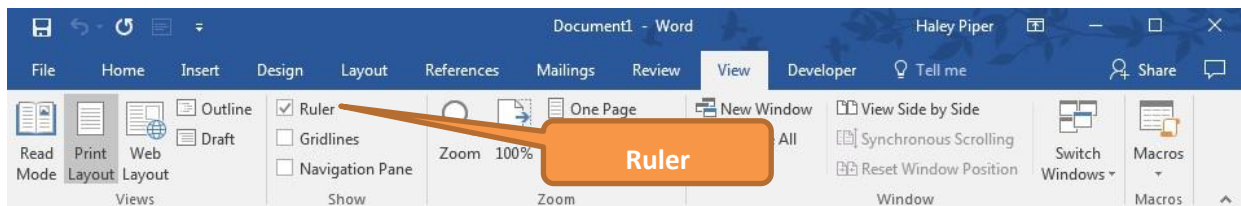
Zoom Options Box

## Zoom-In & Zoom-Out Using (+) and (-) Buttons

Following screen capture shows two buttons Zoom-out which is (-) button and Zoom-in which is (+) button.

- **Step 1:** Click Zoom-out button, you will find that your document size will decrease by 10% each time you click the button. Similar way if you click on Zoom-in button your document size will increase by 10% each time you click the button.
- **Step 2:** Try this simple operation with different values to see the difference. Above screen capture shows 140% zoom-in view of the document.

## 2. Ruler



## 5. Keyboard Shortcuts

There are a bunch of keyboard shortcuts you can use to get around faster. Here are a few that are commonly used.

Action	Keyboard Shortcut
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Move Up/Down a Paragraph	Ctrl + Up/Down Arrow
Bold Text	Ctrl + B
Italic Text	Ctrl + I
Underline Text	Ctrl + U
Save Document	Ctrl + S
Print Document	Ctrl + P
Go to Top/End of Document	Ctrl + Home/End
Select Paragraph	Triple Click Left Mouse Button
Select All of Document	Ctrl + A
Page Break	Ctrl + Enter
Select Text	Shift + Left/Right Arrow