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# INTRODUCTION TO Computer Information System

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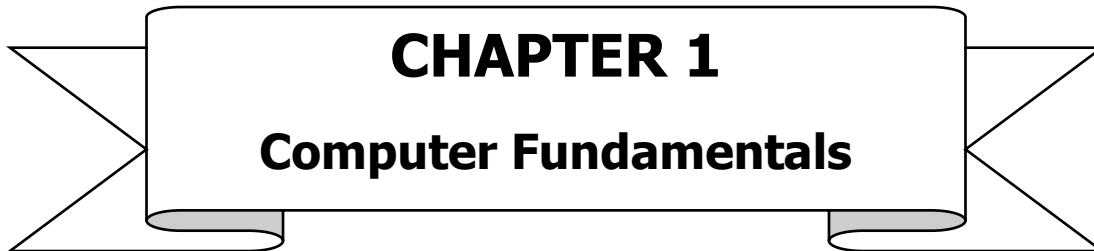
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# **CHAPTER 1**

## **Computer Fundamentals**

**Students are required to understand the make-up of personal computer systems in terms of hardware and software, data storage and memory. Students shall also understand how information networks are used within computing and be aware of the uses of computer-based software applications in everyday life.**

- a) Describe the main functional blocks of a computer system and how they work in sequence to process information.
- b) Hardware:
  - Identify and describe the function of different hardware components such as CPU, storage systems, types of memories like RAM, ROM etc. and common input and output devices.
  - Compare and contrast different types of computers, including network computers, personal computers, laptops and PDAs.
  - Explain the terms Hertz (incl. MHz, GHz) and byte (incl. KB, MB, GB, TB).
- c) Software:
  - Identify and explain the different types of software: operating systems, application software and programming software.
  - Install and uninstall software applications.



d) Working with Computers:

- Identify the requirements for a computer suitable for purchasing for student usage.
- Demonstrate a basic understanding of computer ergonomics (seating, lighting, positioning, ventilation etc.) and explain the common health problems associated with computer usage and ways to avoid them.
- Explain the concept of software copyright.
- Explain the terms shareware, freeware, end-user license agreement.
- Explain the Omani data protection legislation.
- Demonstrate basic keyboard skills.

**Computer system in terms of hardware and software**

**Computer Definition**

An electronic device for the storage and processing of information. A programmable machine that inputs, processes and outputs data.

- A programmable machine that performs high- speed processing of numbers, as well as of text, graphics, symbols, and sound. All computers contain central processing unit that interprets and executes instructions, input devices, such as a keyboard and a mouse, through which data and commands enter the computer.

**Data Storage**

Alternatively referred to as digital storage, storage, storage media, or storage medium, a storage device is any hardware capable of holding information either temporarily or permanently.

Examples of computer storage:





## A. Magnetic storage devices

Magnetic storage is one of the most common types of storage used with computers and is the technology that many computers hard drives use.



## B. Floppy and ZIP

- Also known as: Diskettes
- Floppy Disk Drive (FDD) used to read and write to the Floppy Disk.
- It is composed of a disk of thin, flexible ("floppy") magnetic storage medium encased in a square or rectangular plastic shell.



Many new computers don't have FDD.

## C. Internal Hard disk

- The hard disk drive (HDD) is where permanent information is stored. It is a non-volatile storage device for digital data.
- Documents, databases, spreadsheets, and programs are all stored on the hard disk.
- The capacity of the HDD does not affect the speed at which a program can run, but the HDD speed can affect





#### D. External Hard disk

- Is a type of hard disk drive which is externally connected to a computer by a USB cable.
- Modern external hard drives are compatible with all operating systems.



#### E. Magnetic card

A magnetic card is a rectangular object that contains either a magnetic strip on the outside or a magnetic object within the card that contains data. A magnetic card may contain information about an individual such as available credit on a credit card or pass codes for entering secure buildings.



#### F. USB memory

- USB (Universal Serial Bus)

##### Interface

- It is a non-volatile computer memory.
- The most popular form of portable storage in the world today.
- USB flash drives are removable and rewritable, much smaller than a floppy disk, and lighter with affordable prices.



#### G. Optical Disk (CD and DVD)

- Data is burned onto the surface and written by laser beam.
- Optical disks can store a lot of data.



## Computer memory

In computing, memory refers to the computer hardware devices used to store information for immediate use in a computer; it is synonymous with the term "primary storage". Computer memory operates at a high speed.

Memory is the best storage part for the computer users to save information, programs and etc. The computer memory offers several kinds of storage media, some of them can store data temporarily and some of them can store permanently. Memory consists of instructions and the data saved into computer through Central Processing Unit (CPU).

### Types of Computer Memory

Memory is an internal storage media of computer that has several names such as majorly categorized into two types, Main memory and Secondary memory.

#### A. RAM: (Random Access Memory)

- Usually referred to it as a computer's "memory".
- It is small-sized and light.
- Holds your current work, you **MUST** save your work to a storage device before turning off the power.



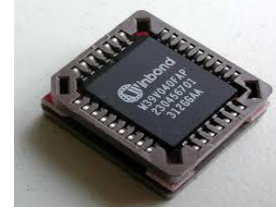
#### B. ROM: (Read only memory)

- Non-Volatile primary storage
- We can only read this memory. We cannot write or delete anything from this memory.
- ROM retains its contents even when the computer is turned off.
- It performs the following functions:





1. Loads the Basic Input Output System (BIOS) which is a startup program used for controlling the input and outputs in the computer.
2. Runs Power on Self-Test (POST), which checks the memory, keyboard, drives, printers, mouse and other attached equipment.
3. Displays messages from manufacturer.
4. Searches for an Operating System (OS). If it finds an OS, then the control would be transferred to that OS and the machine starts working under OS. If no OS is supplied, then the ROM will hang the machine.



### Computer Networks

A computer network is a group of computer systems and other computing hardware devices that are linked together through communication channels to facilitate communication and resource-sharing among a wide range of users. Networks are commonly categorized based on their characteristics.

Networks are used to:

- Facilitate communication via email, video conferencing, instant messaging, etc.
- Enable multiple users to share a single hardware device like a printer or scanner
- Enable file sharing across the network
- Allow for the sharing of software or operating programs on remote systems
- Make information easier to access and maintain among network users

### Types of networks



## 1. Local Area Networks (LAN)



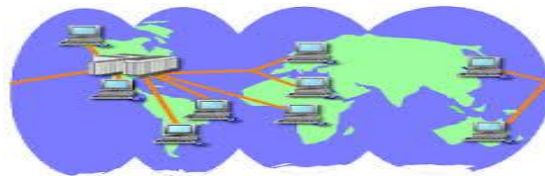
Networking capability to a group of computers in close proximity to each other such as in an office building, a school, or a home. A LAN is useful for sharing resources like files, printers, games or other applications. .

## 2. Wireless LAN (WLAN)



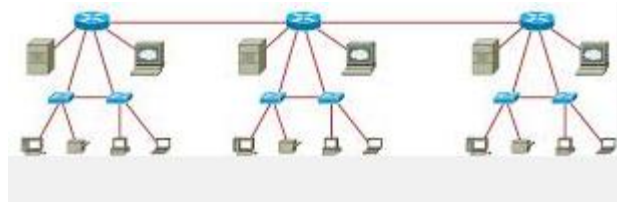
AWLAN provides wireless network communication over short distances using radio or infrared signals instead of traditional network cabling. A WLAN typically extends an existing wired local area network.

## 3. Wide Area Network (WAN)



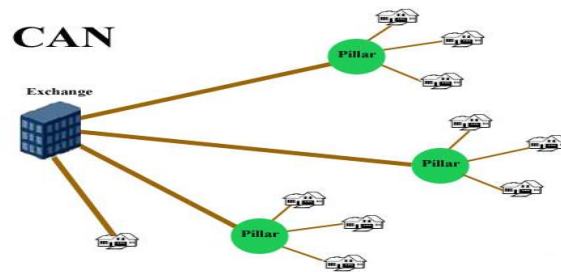
Is a network that links two or more computers or devices using wireless technologies. This diagram illustrates a hypothetical wide area network (WAN) configuration that joins LANs in three metropolitan locations. Wide area networks cover a large geographic area like a city, a country or multiple countries.

#### 4. MAN (Metropolitan Area Network)



(MAN) is a network that interconnects users with computer resources in a geographic area or region larger than that covered by even a large local area network (LAN) but smaller than the area covered by a wide area network (WAN).

#### 5. CAN (Controller Area Network)



A Controller Area Network (CAN bus) is a vehicle bus standard designed to allow microcontrollers and devices to communicate with each other in applications without a host computer.

#### Types of Connection Media

1. Cables
2. Telephone lines
3. Radio waves
4. Satellites
5. Infrared Light beams

#### Advantages of using Network

1. It enhances communication and availability of information.
2. It allows for more convenient resource sharing.
3. It makes file sharing easier.
4. It is highly flexible.



5. It is an inexpensive system.
6. It increases cost efficiency.
7. It boosts storage capacity.

### **Disadvantages of using Network**

1. It lacks independence.
2. It poses security difficulties.
3. It lacks robustness
4. It allows for more presence of computer viruses and malware
5. Its light policing usage promotes negative acts
6. It requires an efficient handler
7. It requires an expensive set-up

### **Computer main functions and system**

The main functions of a computer are to receive, manipulate, display and store data. These basic functions are performed by commands that the computer receives either by a program or a user. The commands that the computer receives are known as raw data. After the raw data is processed by the computer, the data that the computer displays are known as information.

The four basic functions of a computer system are input, processing, output and storage.

A computer can process data, pictures, sound and graphics. They can solve highly complicated problems quickly and accurately. A computer performs basically five major computer operations or functions irrespective of their size and make. These are:

1. Accepts data or instructions by way of input
2. Stores data
3. Can process data as required by the user



4. Gives results in the form of output
5. Controls all operations inside a computer

### **Process information's**

Computers use the brain to process information. For a computer, the brain is the central processing unit (CPU). The CPU is the chip that executes all of the computer's programs. It sits on the motherboard and communicates with all of the other hardware components inside the computer. Nothing can operate without going through the processor first.

In every computer program is a set of instructions. The CPU uses the instructions as a guide to run the programs. To determine what to do with the instructions, the CPU goes through 4 steps to make sure the program runs without errors.

#### **1. Step1: FETCH PHASE**

The first thing that needs to be done is the fetch step. When the user makes a command to open a program, the CPU receives this request and processes it. The CPU then retrieves the desired program by accessing memory for the program's location.

#### **2. Step2: DECODE PHASE**

Decoding is the next phase of the process. When a CPU fetches a program, it doesn't see all of the pretty graphical aspects that we see. All it sees is programming code. This code must be deciphered into a language that the CPU understands.

#### **3. Step3: EXECUTE PHASE**

Next is the execute stage. After finding the numerical order of the instructions in the code, the CPU is now ready to execute them in order. The program is loaded and made ready for the user.

#### **4. Step4: WRITEBACK PHASE**

The write back phase is the final step. During each of the previous steps, the CPU records feedback on the process.



## Hardware

### Hardware definition

Computer hardware is the collection of physical components that constitute a computer system. Computer hardware is the physical parts or components of a computer, such as monitor, keyboard, computer data storage, hard disk drive (HDD), graphic card, sound card, memory (RAM), motherboard, and so on.

### Identify and describe the function

The central processing unit (CPU) is a piece of hardware that carries out the instructions of a computer program. It performs the basic arithmetical, logical, and input/output operations of a computer system. The CPU is like the brains of the computer - every instruction.

### Different hardware components such as CPU

Computers are made of the following basic components:

#### 1. Case with hardware inside:

- A. **Power Supply:** The power supply comes with the case, but this component is mentioned separately since there are various types of power supplies. The one you should get depends on the requirements of your system. This will be discussed in more detail later



- B. **Motherboard:** This is where the core components of your computer reside which are listed below. Also, the support cards for video, sound, networking and more are mounted into this board.



The motherboard contains the following:

- **Microprocessor:** This is the brain of your computer. It performs commands and instructions and controls the operation of the computer.



- **Memory:** The RAM in your system is mounted on the motherboard. This is memory that must be powered on to retain its contents.



The ROM is "built-in" computer memory containing data that normally can only be read.



- **Drive controllers:** The drive controllers control the interface of your system to your hard drives. The controllers let your hard drives work by controlling their operation. On most systems, they are included on the motherboard, however you may add additional controllers for faster or other types of drives.



- C. **Hard disk drive(s):** This is where your files are permanently stored on your computer. Also, normally, your operating system is installed here.



- D. **CD-ROM drive(s):** This is normally a read only drive where files are permanently stored. There are now read/write CD-ROM drives that use special software to allow users to read from and write to these drives.





- E. **Floppy drive(s)**: A floppy is a small disk storage device that today typically has about 1.4 Megabytes of memory capacity.



- F. Other possible file storage devices include DVD devices, Tape backup devices, and some others.



2. **Monitor** - This device which operates like a TV set lets the user see how the computer is responding to their commands.



3. **Keyboard** - This is where the user enters text commands into the computer.



4. **Mouse** - A point and click interface for entering commands which works well in graphical environments.



## **Storage systems**

Storage is the place where data is held in an electromagnetic or optical form for access by a computer processor.

Storage is frequently used to mean the devices and data connected to the computer through input/output operations - that is, hard disk and tape systems and other forms of storage that don't include computer memory and other in-computer storage.

In a more formal usage, storage has been divided into:

1. Primary storage, which holds data in memory (sometimes called random access memory or RAM) and other "built-in" devices such as the processor's L1 cache,
2. Secondary storage, which holds data on hard disks, tapes, and other devices requiring input/output operations.

## **Input and output devices**

An input device can send data to another device, but it cannot receive data from another device. Examples of an input device include a computer keyboard and mouse, which can send data (input) to the computer, but they cannot receive or reproduce information (output) from the computer.

An output device can receive data from another device, but it cannot send data to another device. Examples of an output device include a computer monitor, projector, and speakers, which can receive data (output) from the computer, but they cannot send information (input) to the computer.



An input/output device can send data to another device and also receive data from another device. Examples of an input/output include a computer CD-RW drive and USB flash drive, which can send data (input) to a computer and also receive data (output) from a computer.

### Examples for Input Devices:

A. Keyboard



B. Mouse



C. Scanner



D. Joystick



E. Microphone



F. Web Camera



### Examples for Output Devices

A. Monitor



B. Projector



C. Speakers



D. Printer

E. Plotter

F. Head Speaker



## Types of computers

Different types of computer systems are nowadays available for different purposes according to the user's needs.

We can identify the computer's types based on:

- Their size.
- Their use.
- Networking.

If we identify the computers, types-based size for instance there are:

### 1 – Personal Computers

A. IBM Compatible Computers

B. Apple Computers



### 2- Laptops Computers

A. IBM Compatible Laptop

B. Apple Laptop



### 3 – Palm Computers





## 4 – Hand-held Portable Digital Devices



### Hertz

The hertz (symbol Hz) is the unit of frequency in the International System of Units (SI) and is defined as one cycle per second. It is named for Heinrich Rudolf Hertz, the first person to provide conclusive proof of the existence of electromagnetic waves.

Frequency in words	Frequency in Exponent Form
One Kilohertz	$10^3$
One Megahertz	$10^6$
One Gigahertz	$10^9$ to $10^{12}$ (range)
One Terahertz	$10^{12}$ to $10^{15}$ (range)

## Software

### Software definition

1. Is a program which consists of step-by-step instructions that tell the computer how to do its work.
2. Is a group of programs used to accomplish a variety of tasks which you can use once the operating system has been loaded.
3. A set of instructions for a computer.
4. There are two kinds of software:
  - System software.
  - Application software.

System software is stored in the hard disk drive until needed by the computer.

System software is software that basically allows the parts of a computer to work together.

Without the system software the computer cannot operate as a single unit.





Software examples:

1. Word Processing (Microsoft Word)
2. Spreadsheets (Microsoft Excel)
3. Database (Microsoft Access)
4. Presentations (Microsoft PowerPoint) ...

### **Different types of software**

The table shown some common types of software:

Type	Examples
Operating systems	Dos, Microsoft Windows. Linux. Macintosh
Word processors	Word. Corel WordPerfect
Spreadsheets	Excel. Lotus 1-2-3.
Presentation software	PowerPoint
Database management systems	Access. Oracle.
Photo editors	Photoshop. Fireworks.
Desktop publishing	PageMaker. InDesign.

### **Operation systems**

The most important program that runs on a computer.

- It is a collection of programs designed to control the computer's interaction and communication with the user.
- Operating systems perform basic tasks, such as:
- Receiving input from the input devices,
- Sending output to the output devices,





Programming software is a program or set of programs which helps the software developers by assisting them in creating, debugging and maintaining other programs and applications.

Also Programming software is a software which helps the programmer in developing other software. Compilers, assemblers, debuggers,

Programming software is also known as programming tool or software development tool.

### **Install and uninstall software applications**

#### **Install programs on Windows 10 from CD or DVD**

If installation doesn't start automatically, browse the disc to find the program setup file, usually called Setup.exe or Install.exe. Open the file to start installation.

Insert the disc into your PC, and then follow the instructions on your screen. You might be asked for an admin password.

If install doesn't start automatically, check your AutoPlay settings.

In Search, enter AutoPlay settings and select AutoPlay settings.

Make sure AutoPlay is On.

You can also choose Auto play defaults for removable drives and memory cards.



#### **Install programs on Windows 10 from Internet**

You should download and install programs only from trusted publishers and retail websites.



In your web browser, select the link to the program.

Select Save or Save as to download the program. Most antivirus programs like Windows Defender will scan the program for viruses during download.

If you select Save, the program file is saved in your Downloads folder.

Or, if you select Save as, you can choose where to save it, like your desktop.

### **Install programs on Windows 10 from Windows store**

There are two ways to get apps from the Windows Store.

On the Start menu, select the Store tile

On the task bar, select the Store tile

### **Uninstall programs from Windows 10**

The quickest way to get rid of any desktop program or Windows Store app in Windows 10 is to head to the Start menu. This process is similar to how you'd uninstall Store apps from the Start screen in Windows 8.1.



Once the Start menu is open, all you do is find the program you want to get rid of in the All-apps list or the more readily available live tiles. Now right-click it, select Uninstall from the context menu, and follow any uninstall wizards that appear. Done!

## **Working with Computers**

### **Identify the requirements for a computer suitable**

The following lists minimum requirements that allow for network connectivity and other basic functions. If you are planning on purchasing a new computer, please use the recommended configurations.



<b>Laptop Computers</b> Recommended Configurations	
Processor (CPU)	Core i7- or equivalent
Operating System	Windows 10 Professional.
Memory	4 GB RAM
Storage	500 GB internal hard drive
CD-ROM	DVD/CD-RW
Monitor/Display	13" LCD monitor
<b>Desktop Computers</b> Recommended Configurations	
Processor (CPU)	Core i5 - or equivalent
Operating System	Microsoft Windows10 Professional
Memory	8 GB RAM
Storage	512 GB internal Solid-State Drive (SSD) or 1 TB internal HDD
Monitor/Display	24" " LCD monitor
Network Adaptor	802.11ac 2.4/5 GHz wireless adaptor

### Computer ergonomics

Many people spend hours a day in front of a computer without thinking about the impact on their bodies. They physically stress their bodies daily without realizing it by extending their wrists, slouching, sitting without foot support and straining to look at poorly placed monitors.



These practices can lead to cumulative trauma disorders or repetitive stress injuries, which create a life-long impact on health. Symptoms may include pain, muscle fatigue, loss of sensation, tingling and reduced performance.



### **Common health problems associated with computer usage and ways to avoid them**

The most common health problems with using a computer:

- 1- Repetitive strain injury
- 2- Back problems
- 3- Eye strain
- 4- Stress

### **Ways to Ensure a User's Wellbeing**

When using a computer, make sure to do the following:

- 1- Take regular breaks for half an hour.
- 2- During the break do some exercises
- 3- Buy the best monitor.
- 4- Use footpad to rest your foot.
- 5- Make sure that the area where you are using the computer is cold and well ventilated.



## Safety when using a computer

When using a computer, make sure to do the following:

1- Ensure power cables are safely secured



2- Ensure that power points are not overloaded



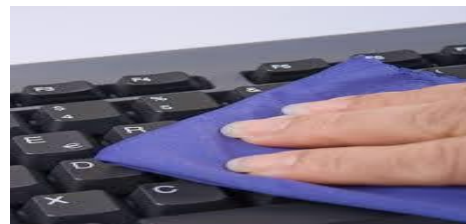
3- Place the computer in a well area



4- Switch your computer on and shut down according to the correct procedures.



5- keep the equipment clean



## Software copyright

Software copyright is the extension of copyright law to machine-readable software. While many of the legal principles and policy debates concerning software copyright have close



parallels in other domains of copyright law, there are a number of distinctive issues that arise with software.

Software copyright is used by Software Developers and proprietary software companies to prevent the unauthorized copying of their software. Free and open-source licenses also rely on copyright law to enforce their terms.

### **Shareware, freeware, end-user license agreement**

Freeware is copyrighted computer software, which is made available for use free of charge, for an unlimited time. Authors of freeware often want to "give something to the community", but also want to retain control of any future development of the software.

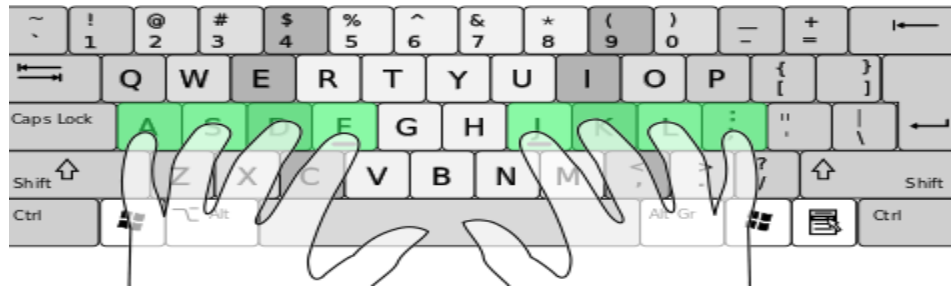
Shareware refers to commercial software that is copyrighted, but which may be copied for others for the purpose of their trying it out with the understanding that they will pay for it if they continue to use it.

An End User License Agreement (EULA) is a legal contract between a software application author or publisher and the user of that application. The EULA, often referred to as the "software license," is similar to a rental agreement; the user agrees to pay for the privilege of using the software and promises the software author or publisher to comply with all restrictions stated in the EULA.

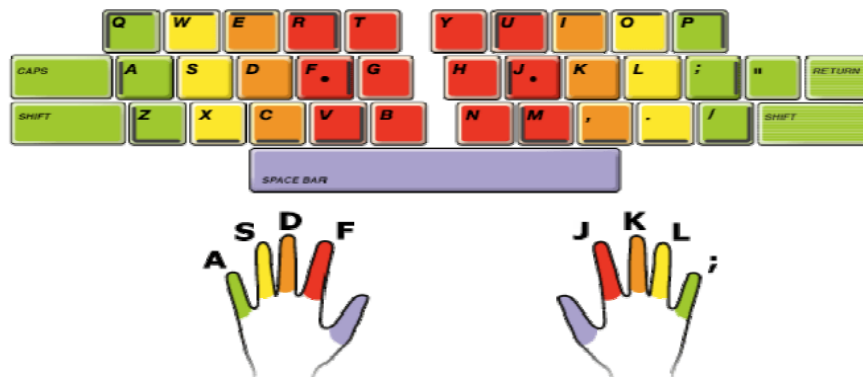
### **Basic keyboard skills**

**1. Keyboard Height:** upper arms should not have to extend very far forward to reach the keyboard or the mouse. The forearms should be approximately parallel to the floor when keying.





**2. Distance from the Keyboard:** one hand-span. Hand-span tells you how far you should sit away from your keyboard. If you sit too far away, you will not be able to reach the keys above home row. If you sit too close, you will not be able to reach the keys below home row.



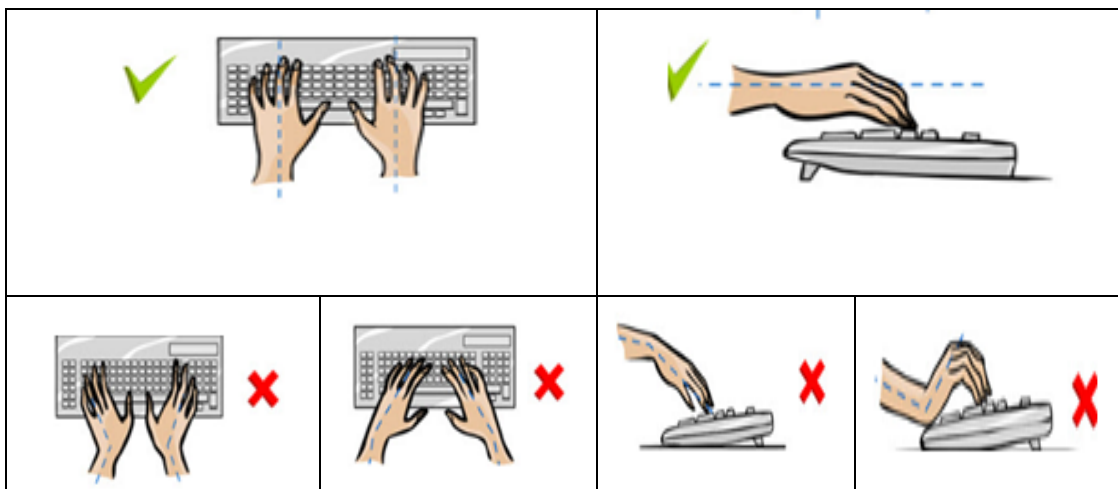
**3. Positioning Yourself:** feet flat on the floor. They help balance your body for keyboarding. Crossing your ankles or knees puts a strain on your spine. Sit up straight to keep your spine straight and comfortable as well as provide balance.



**4. Wrist Position:** slightly curve your fingers as they rest on the home row keys. Don't raise your palms so much that your wrists arch. Maintaining proper wrist position helps avoid fatigue in your hands.

**5. Eyes on Copy:** just like a driver keeps his eyes on the road, you will make fewer mistakes if you learn to keep your eyes on what you want to type.

1. **Fingers Anchored:** rest your fingers on the home row keys. When you reach for a key on the top or bottom row, remember to bring your fingers back to the home row position.



2. **Lighting and Your Eyes:** people tend to stare at the computer screen without blinking. Make sure you blink while at the computer to minimize your risk of dry-eye syndrome. Adjust the height and angle of the monitor (if possible) for comfortable viewing and to reduce screen glare.



## Exercises

### Exercise 1

#### 1. Define each of the following

1. Computer system in terms of hardware and software.
2. Computer storage.
3. Computer memory.
4. Computing Networks.
5. Computer main functions and system
6. Process information's

### Exercise 2

#### Answer below questions:

1. What are the types of networks
2. What are the advantages of using Network



3. What are the disadvantages of using Network
4. What are the steps to process information's
5. What is hardware definition
6. What are the CPU hardware components
7. What is storage system
8. Mention three inputs devices
9. Mention three outputs devices
10. What are the types of computers
11. What is the software definition
12. Mention three types of software's
13. Mention three types of operation systems
14. How you install programs on Windows 10 from CD or DVD
15. How you install programs on Windows 10 from Internet
16. How you install programs on Windows 10 from Windows store
17. How you uninstall programs from Windows 10
18. What are the Common health problems associated with computer usage and ways to avoid them
19. What is the safety when using a computer
20. What is software copyright
21. What are the Basic keyboard skills



### Exercise 3

Complete below table:

Frequency in words	Frequency in Exponent Form
One Kiloherzt	.....
.....	$10^6$
One Gigahertz	$10^9$ to $10^{12}$ (range)
One Terahertz	.....

### Exercise 4

What are the names of the storage media in the table



**Exercise 5****Circle the correct answer**




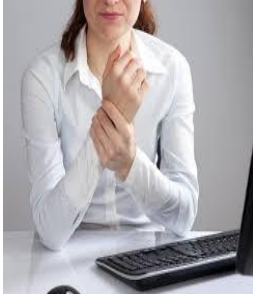
<b>1 – Which on is input device</b>		
A. Microphone	B. Speaker	C. Printer
<b>2- Palm is type of</b>		
A. Memory	B. Hardware	C. Computers
<b>3- Which one is storage unit</b>		
A. RAM	B. ROM	C. DVD
<b>3- Hardware definition:</b>		
A. Collection of physical Computers	B. Collection of physical Parts	C. Collection of physical components
<b>5- Which one is operation system</b>		
A. Unix	B. MS Excel	C. Internet
<b>6- Which one is type of Network</b>		
A. FAN	B. CAN	C. LAN
<b>7- Which one is output device</b>		
A. Speaker	B. Scanner	C. Keyboard
<b>8. Which one is the most common health problems with using a computer</b>		
A. Foot pad	B. Eye strain	C. Heat
<b>9- Which one is safety when using a computer</b>		
A. Use footpad to rest your foot	B. Back problems	C. Ensure power cables are safely secured
<b>10- Which one is type of software</b>		









A. Word	B. Windows	C. Unix
---------	------------	---------

**Exercise 6**

**Match between photos in group (A) and group (B)**

Group (A)		Group (B)
		Speakers
		Motherboard
		ROM
		Projector
		CD drive








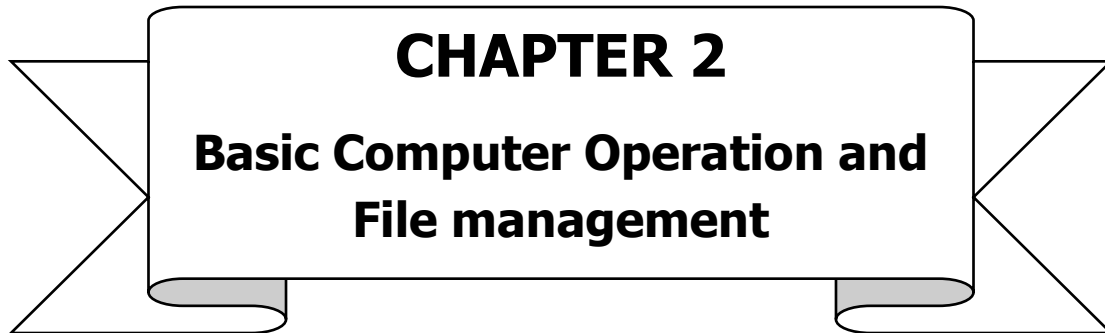
		Scanner
		RAM
		Power supply
		Repetitive strain injury
		Microprocessor
		Back problems



### Exercise 7

Look to the images, then select which one is true fingers



## **CHAPTER 2**

### **Basic Computer Operation and File management**

**Students are required to understand and be familiar with the basic principles of operation of a personal computer system and with basic principles of file management using a computer.**

**In this chapter, students will learn:**

- a) Understand and demonstrate proper Switching-ON and Shutting-OFF of the computer.
- b) Open, modify, save and close files and application programs.
- c) Successfully connect basic peripheral devices (e.g. a printer).
- d) Understand the hierarchical structure of drives, files and folders.
- e) Understand the meaning and types of file extensions.
- f) Understand the different types of menus.
- g) Save documents in any permitted location in different formats.



- h) Explain different types of viruses (including worms, Trojans etc.) and clean viruses and worm-infected systems with appropriate software.
- i) Explain Privacy issues, good passwords and access rights.
- j) Demonstrate formatting of floppy disks and removable media; usage of USB drives, writing files to CD-R/RW media and backing up of data.
- k) Demonstrate Logging on and off a computer network.
- l) Demonstrate how to compress and decompress (zip/unzip) individual files and files in a folder.
- m) Demonstrate good password creation practice.
- n) Demonstrate searching for files and folders.
- o) Demonstrate the use of the built-in help menu.

### **Basic Computer Operation and File management**

An operating system is the most important software that runs on a computer. It manages the computer's memory and processes, as well as all of its software and hardware.

The computer's operating system (OS) manages all of the software and hardware on the computer. Most of the time, there are several different computer programs running at the same time, and they all need access to the computer's central processing unit (CPU), memory, and storage.

The three most common operating systems for personal computers are Microsoft Windows, Mac OS X, and Linux.

Microsoft Windows:



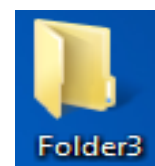
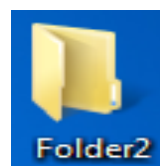
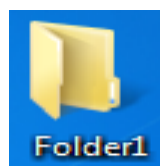
Microsoft created the Windows operating system in the mid-1980s. Over the years, there have been many different versions of Windows, but the most recent ones are Windows 11



### Basic principles of file management using a computer



**Folders:** are storage places for files.



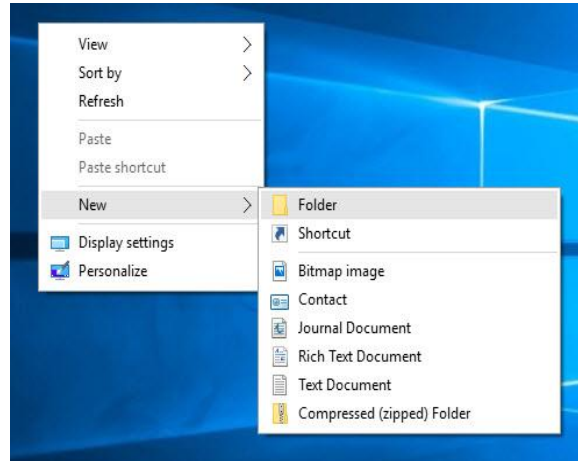
To arrange icons in the desktop, keeps moving the desktop icons and does not let you rearrange them at will, then most probably the Auto-arrange icons option is turned on. To see or change this option, right-click on an empty space of your desktop and move the mouse pointer to highlight the View item on the shortcut menu.

### Create/ Rename/ Copy and Delete folders

**To creating a new folder:**



- Right click a blank area, in the desktop
- Point to New, and then click Folder
- Type the folder name, and then press Enter when you are finished



**To rename folder:**

- Right click on folder
- Rename

**To copy folder:**

- Right click on folder
- Copy
- Right click on blank area
- Paste

**To delete folder:**

- Right click on folder
- Delete

**Switching-ON and Shutting-OFF of the computer**

**To start the computer system :**

1. Press the on/off button on the system unit
2. Turn on the monitor if it does not turn on automatically



3. Wait while the operating system boots

### To turning the computer OFF:

1. **Sleep:** This uses very little power, your PC starts up faster, and you're instantly back to where you left off. You don't have to worry that you'll lose your work because of your battery draining because Windows automatically saves all your work and turns off the PC if the battery is too low.



2. **Shut Down:** to turn the power off completely
3. **Restart:** to restart the computer if an application has not responded, or if you install a new application.

## Files and application programs

### User accounts in computer systems are used:

1. To create an individual work environment for each user: the desktop, folders for saving files, language settings, workspace customization without affecting other users of the same computer
2. To authorize specific actions in the operating system and set permissions of accessing the computer or network resources.

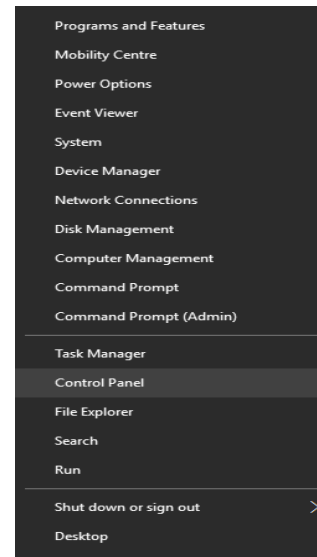
### Control Panel

Is full of specialized tools that are used to change the way windows looks and works.



To run Control Panel in Windows 10, you can simply search the Start Menu for “Control Panel” and it will show right up in the list. You can either click to open it, or you could right-click and Pin to Start or Pin to taskbar for easier access the next time.

Control Panel includes some additional settings that you might use less often, such as customizing the desktop.

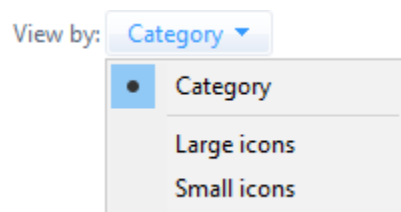


Adjust your computer's settings

View by: Category ▾



You can view control panel in Category, Large icons or small icons

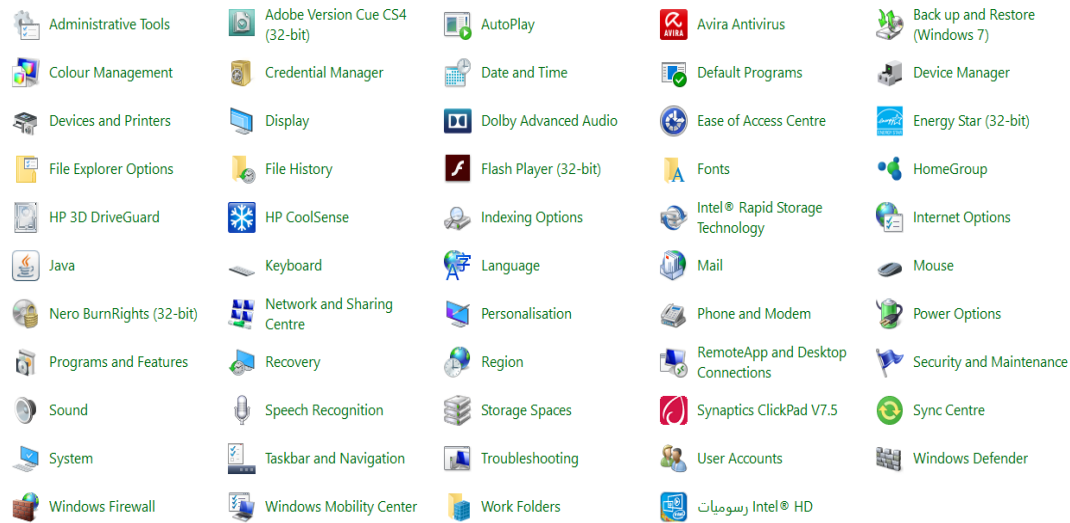


Below shape shown Control panel in large icons view:



Adjust your computer's settings

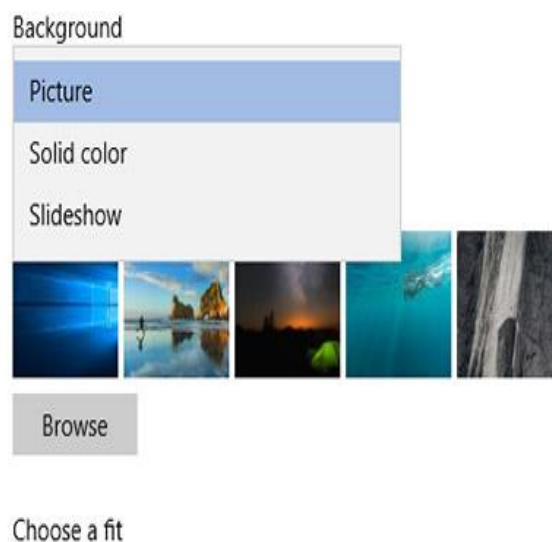
View by: Large icons ▾



## Display

### To change start screen background:

- Settings
- Personalization
- Background
- Select a picture, solid color, or create a slideshow of pictures.

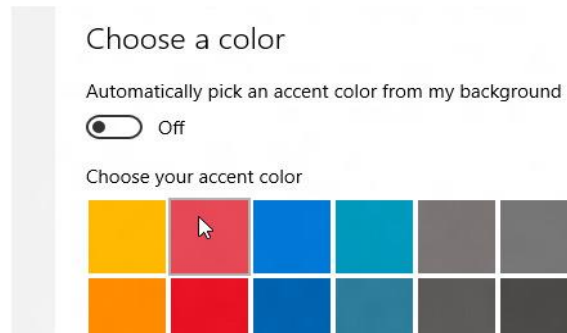






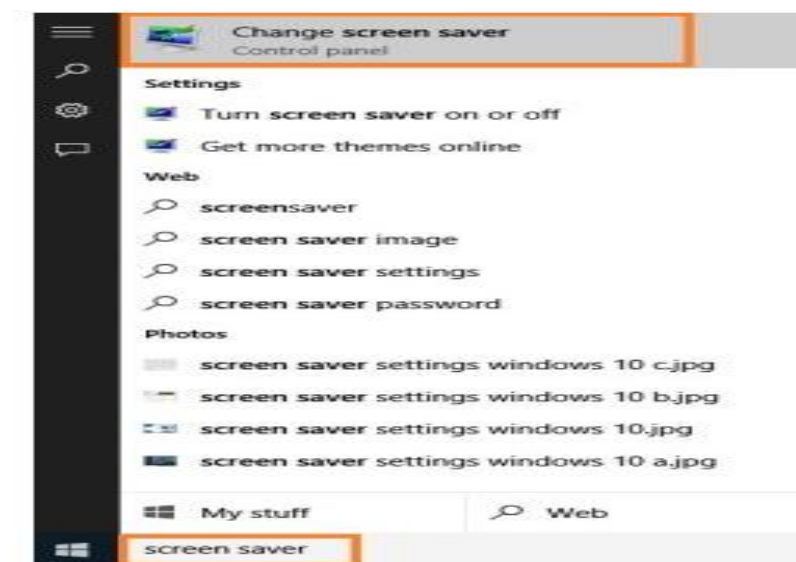
## To Change your desktop colors:

- Settings
- Personalization
- Colors
- Choose your own color, or let Windows pull an accent color from your background.



## Screen Saver

You can get to your screen saver settings directly by typing 'Screen Saver' in the taskbar search box in the lower left corner of your system. Click on 'Change Screen Saver' and it will take you the Screen Saver settings right away where you can adjust the settings according to your own preferences.

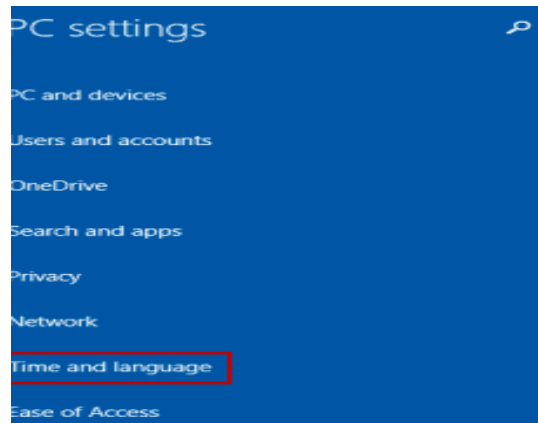




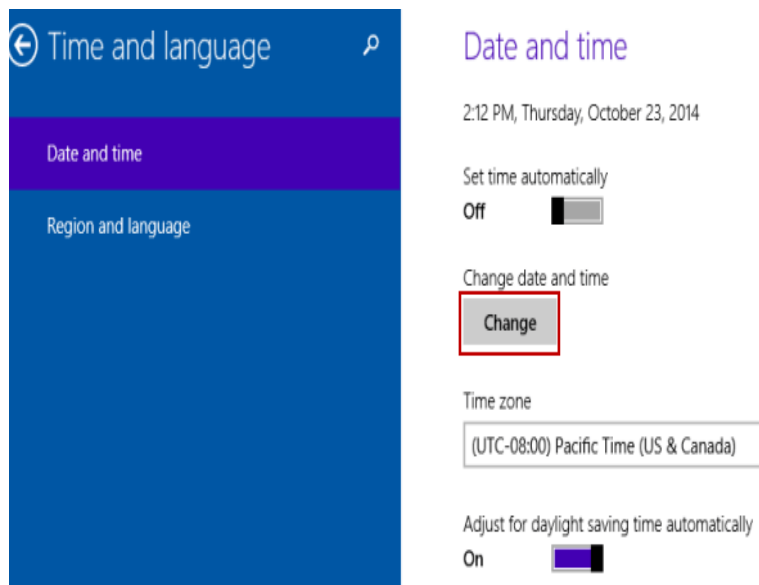
## Date & Time

Steps to Change date and time in Windows 10:

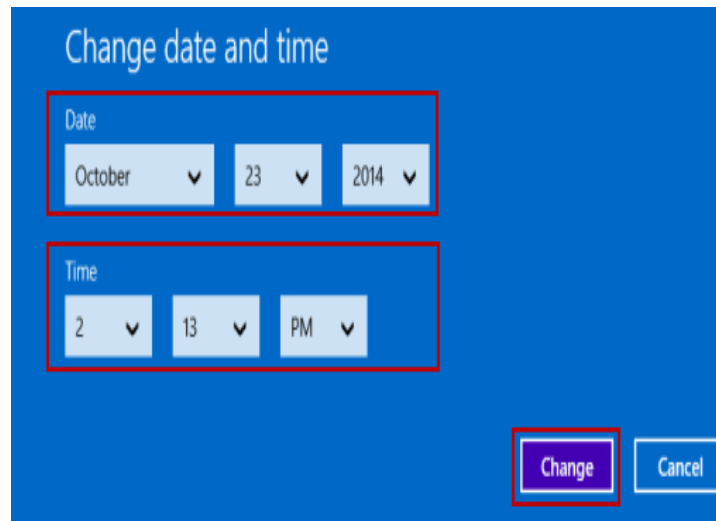
1. Open Time and language from PC settings



2. Click Change on the right to move on.



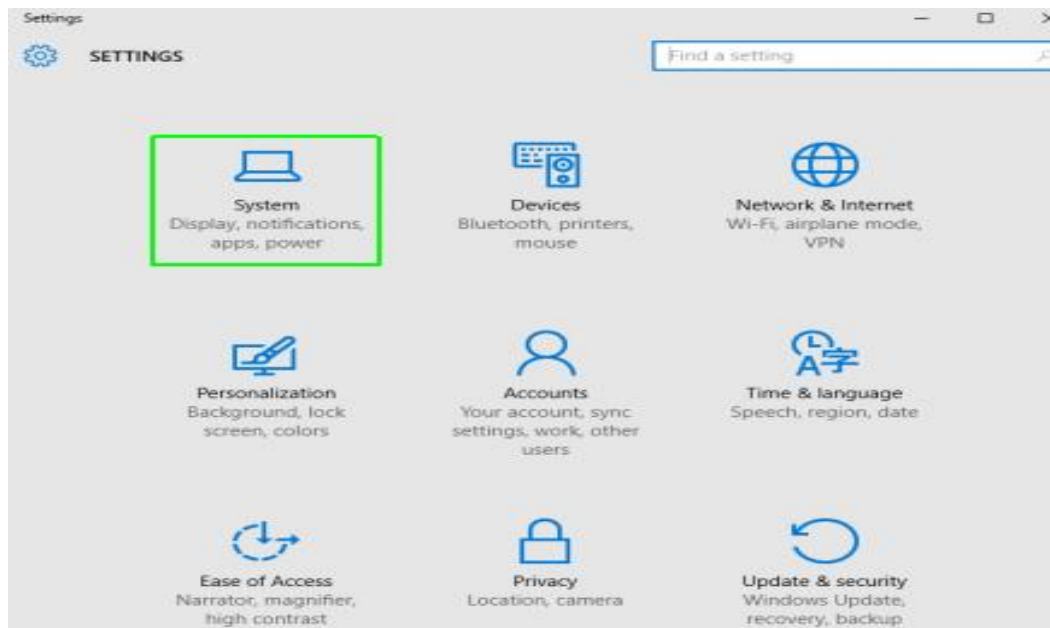
3. Modify date and time and tap Change to bring the changes into effect.
4. Open Time and language from PC settings
5. Click Change on the right to move on.



6. Modify date and time and tap Change to bring the changes into effect.

### Remove apps and programs from Windows 10

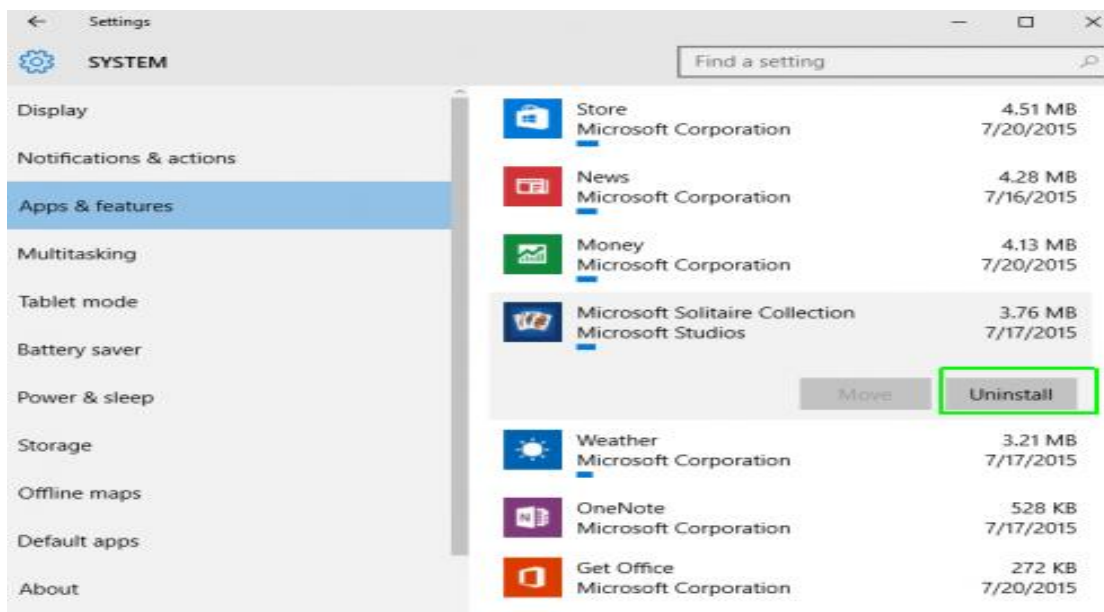
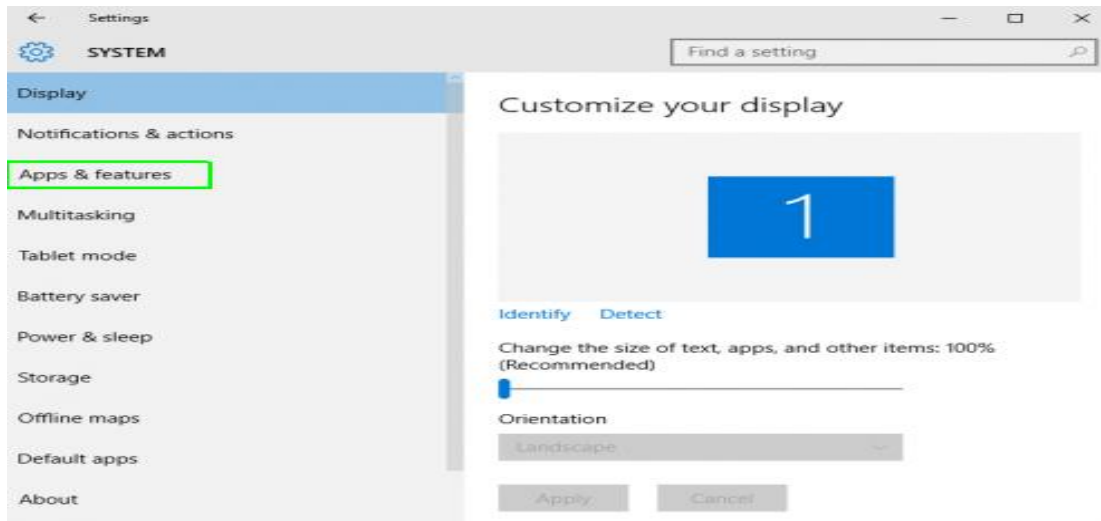
1. Open the Start menu.
2. Click Settings.
3. Click System on the Settings menu.
4. Select Apps & features from the left pane.



5. Select an app you wish to uninstall.



6. Click the Uninstall button that appears. If it is grayed out, this is a system app you cannot remove.



## Install new programs in Windows 10

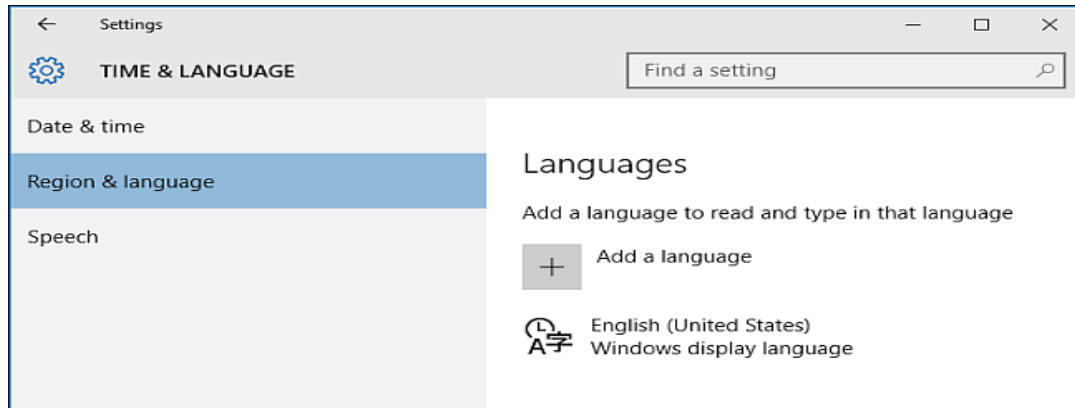
- Insert the disc into your PC, and then follow the instructions on your screen. You might be asked for an admin password.
- If the installation doesn't start automatically, check your AutoPlay settings.
  1. In Search, enter Auto play settings and select AutoPlay settings.



2. Make sure AutoPlay is ON.

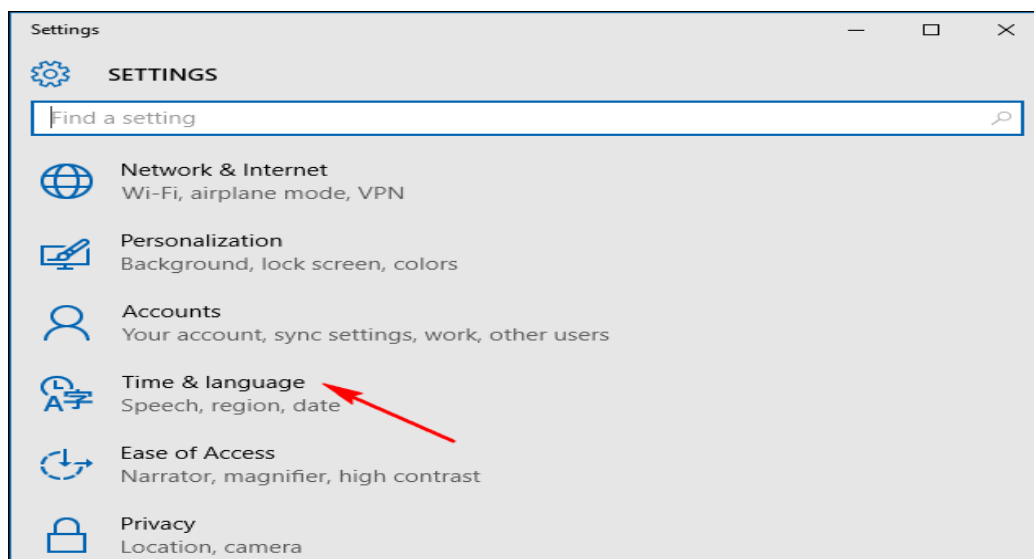
## Region and Language

To change the display language in Windows 10:

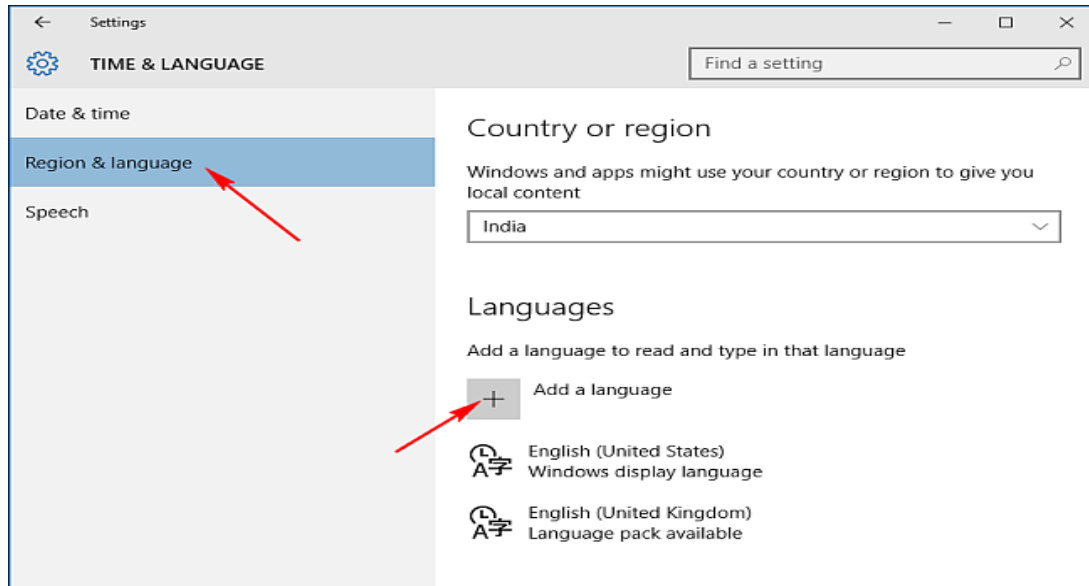


## Install a Language in Windows 10

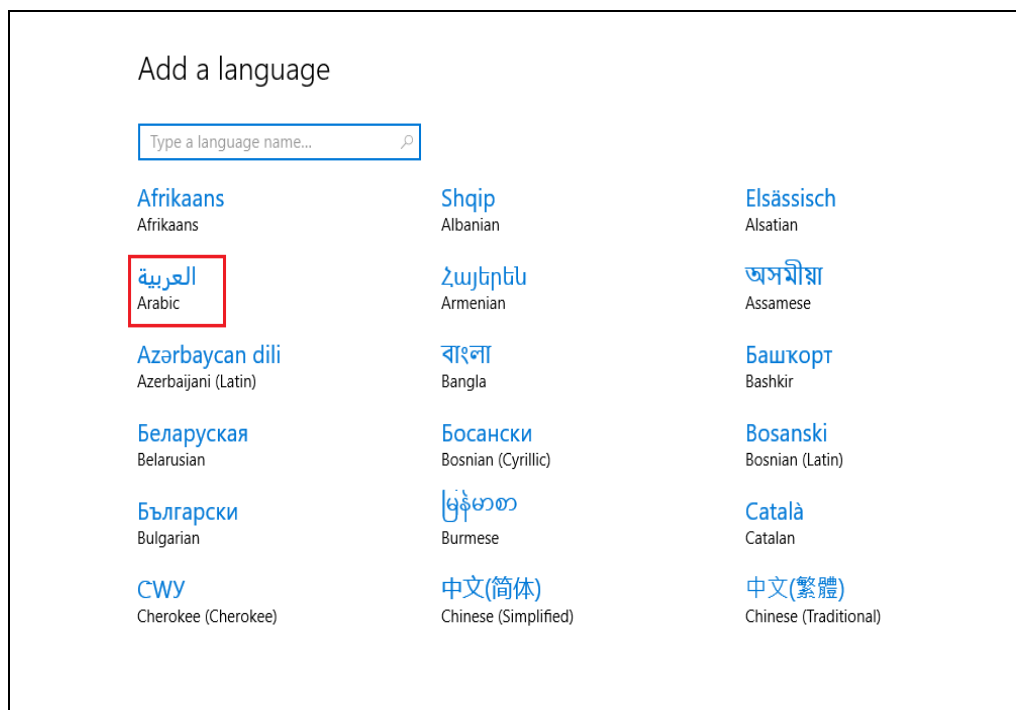
1. Start menu
2. Settings
3. Time & Language



4. Select “Region & language” on the left pane
5. Click “Add a language” on the right pane.



6. A new window will open, offering you languages that are available and can be installed on your computer.
7. Click on the language you want, and it will start downloading.

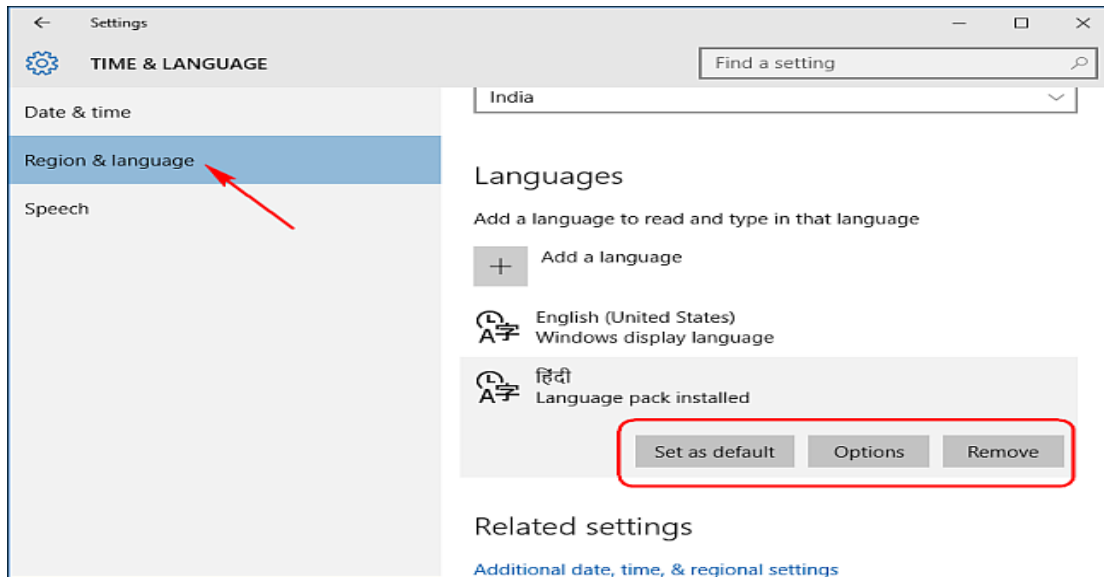


8. Go back to the “Time & Language”
9. Click on the language you just installed.
10. You’ll see three options:



- Set as default
- Options
- Remove

11. Under “Options”, click “Download” to download the language pack and keyboard for that language.



## Disk cleanup

1. To delete temporary files:

- Search for Disk cleanup from the taskbar and select it from the list of results.
- Under Files to delete, select the file types to get rid of. To get a description of the file type, select it.
- Select OK.

2. If you need to free up more space, you can also delete system files:

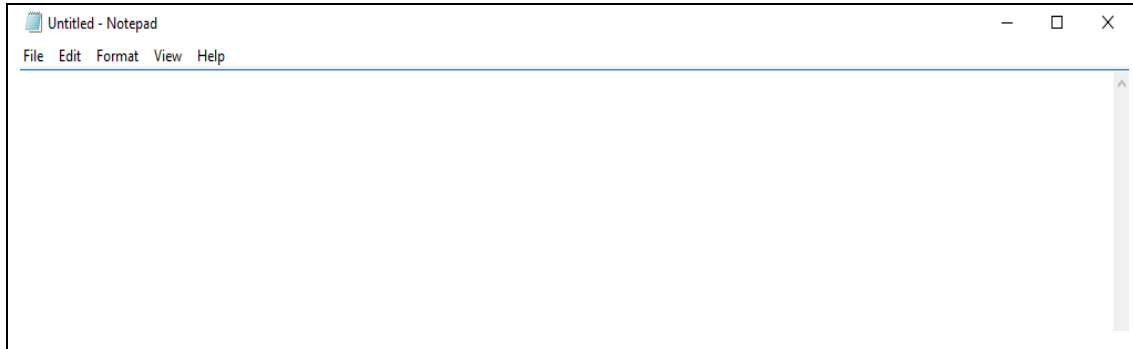
- In Disk cleanup, select Clean up system files.
- Select the file types to get rid of. To get a description of the file type, select it.
- Select OK.



## Notepad and WordPad

Notepad and WordPad are basic text-editing program that you can use to create and edit documents.

### A. Notepad:



Notepad is a text editor, which is a program similar to a word processor but cannot perform any special editing. No embedded codes are inserted into the document. Text files also called: unformatted text files and ASCII (American Standard Code for Information Interchange).

With Notepad, you can:

- Create simple text documents
- Multi-tasking/create/edit batch files
- Print a file

Formatting with Page Setup and Printing in Notepad:

To print a Notepad document, you can locate the document with Explorer or My Computer. Open the file. Print file by using:

- File/Print command from the menu bar.
- Select Print from the shortcut menu that comes up when you right click the file.
- Can also drag and drop to a printer shortcut.

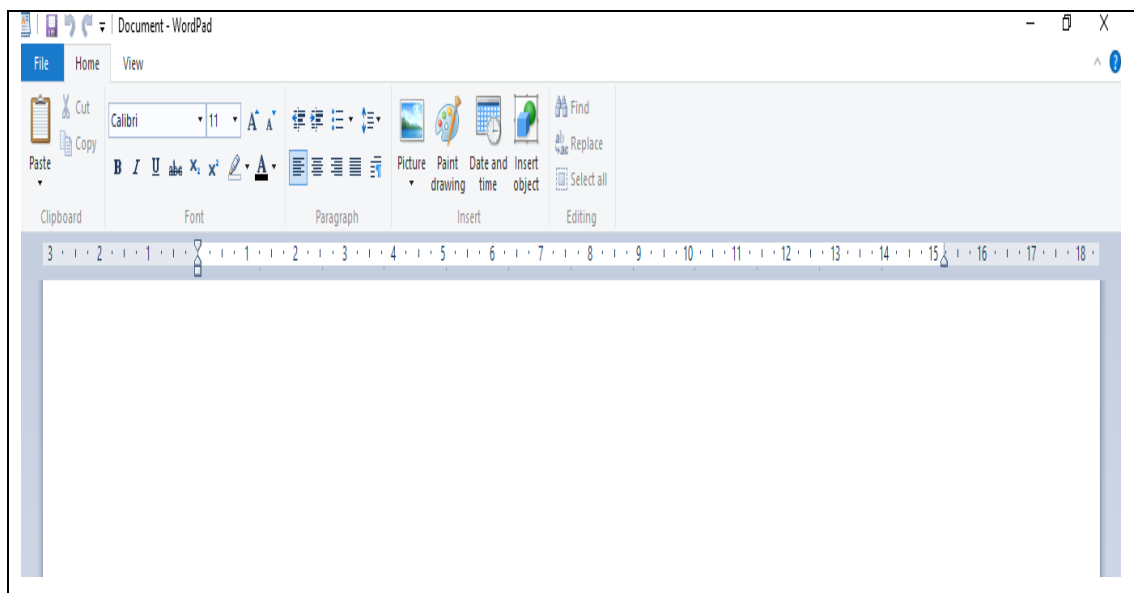
Features of Notepad:





1. Notepad has minimal editing features.
2. Notepad has word wrap which prevents text from running over into the margins and automatically moves text to the next line.
3. Used to create/save/open/edit file.
4. Can create time log.
5. Within Notepad – cut, copy, and paste text.
6. Copy data to Notepad from other files.
7. Copy Notepad text to other word processing text or database document.

## **B. WordPad:**



WordPad allows simple formatting:

- Change fonts.
- Character level formatting.
- Margins can be changed/created.
- Insert bulleted charts/graphic and sound files.






## Printing and Page Setup in WordPad

You can use the same techniques to print a document from WordPad that you used to print a document from Notepad. In WordPad, the only formatting that you can apply to the document (Page Setup) is to alter the margins.

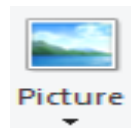
To opening WordPad, Clicking the Start button. In the search box, type WordPad, and then, in the list of results, click WordPad.

Use the following commands to create, open, or save documents:

1. To create a new document - Click the WordPad menu button , and then click New.
2. To open a document - Click the WordPad menu button , and then click Open.
3. To save a document - Click the WordPad menu button , and then click Save.

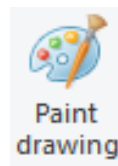
### To insert the picture

1. On the Home tab, in the Insert group, click Picture.
2. Locate the picture that you want to insert, and then click Open.



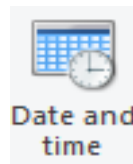
### To insert a drawing

1. On the Home tab, in the Insert group, click Paint drawing.
2. Create the drawing that you want to insert and then close Paint.



### To insert the current date

1. On the Home tab, in the Insert group, click Date and time.
2. Click the format you want, and then click OK.





### To display the ruler

1. Go to the View tab
2. In the Show or hide group, select the Ruler check box.

### To display the status bar

1. Go to the View tab, in the Show or hide group
2. Select the Status bar check box.

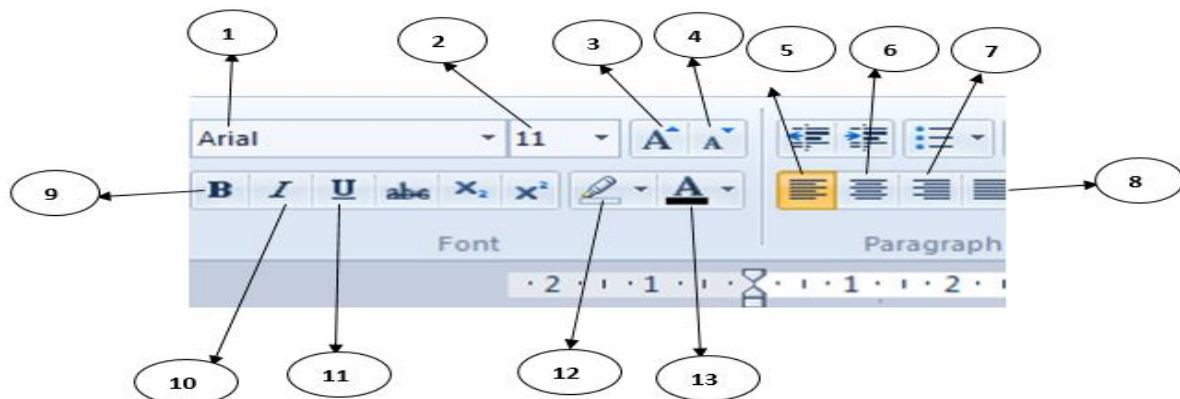
### To change font type

1. size
2. style, and effects such as color:
  - Click the Format menu, then click Font
  - Make the changes you want.

### To change paragraph alignment

1. Click anywhere in the paragraph you want to change.
2. Click the Format menu, and then click Paragraph.
3. Under Alignment, click the alignment you want (Left, Right, or Center).

### Font Formatting in WordPad





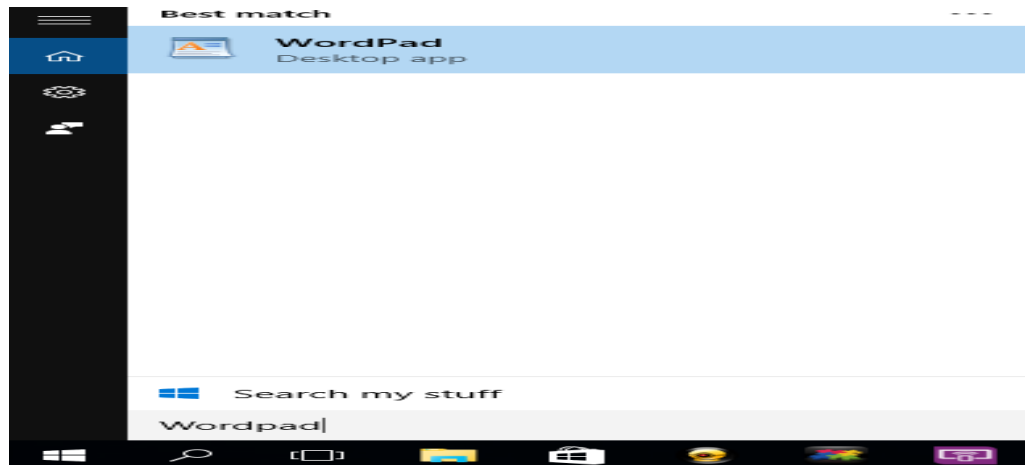
1	Font	Change the font family
2	Font size	Change the font size
3	Grow font	Increase the font size
4	Shrink font	Reduce the font size
5	Align text left	Align text to the left
6	Centre	Centre text
7	Align text right	Align text to the right
8	Justify	Align text to both left and right margins
9	Bold	Change to a heavier font
10	Italic	Change to an italic font
11	Underline	Draw a line below the text
12	Text Highlight Color	Make text look like it was marked with a highlighter pen
13	Text Color	Change the text color

WordPad documents can include rich formatting and graphics, and you can link to or embed objects, such as pictures or other documents.

To open notepad or WordPad in MS Windows 10, select one of two ways:

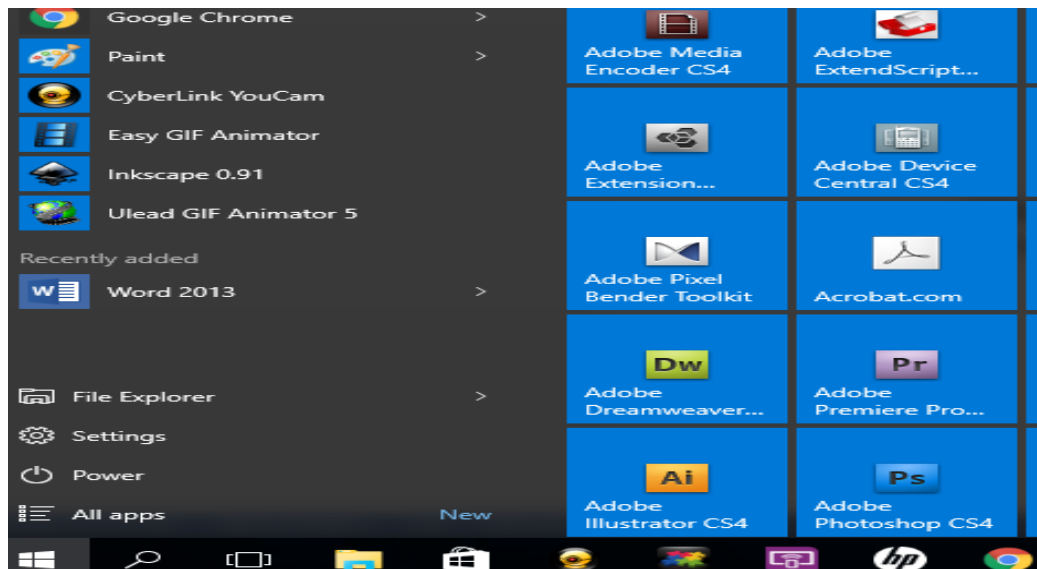
**Way one:**

1. Press Search windows logo from the button, then type WordPad.



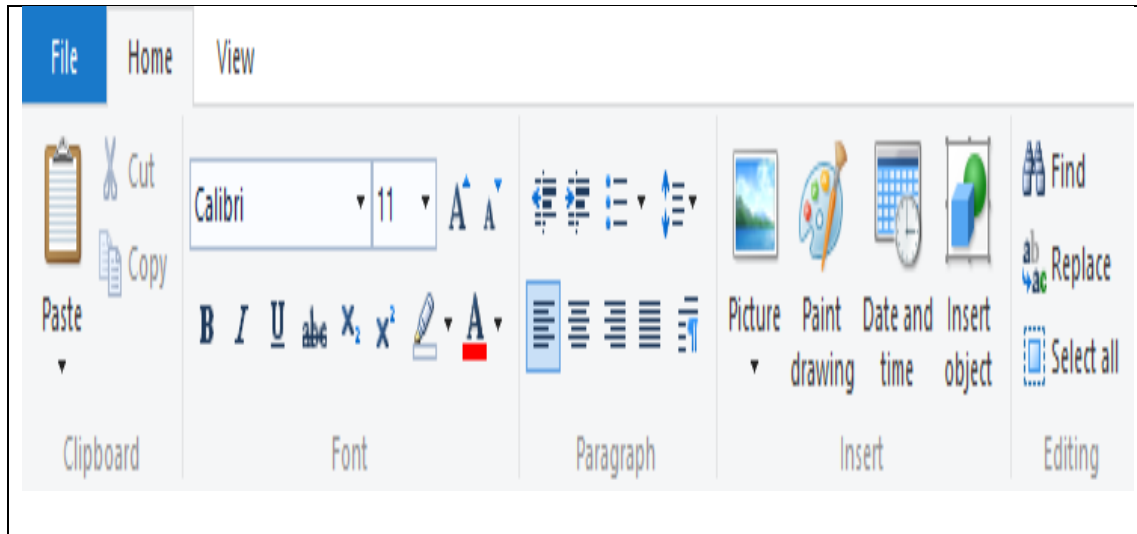
### Way two:

Press Windows start Button, then press WordPad

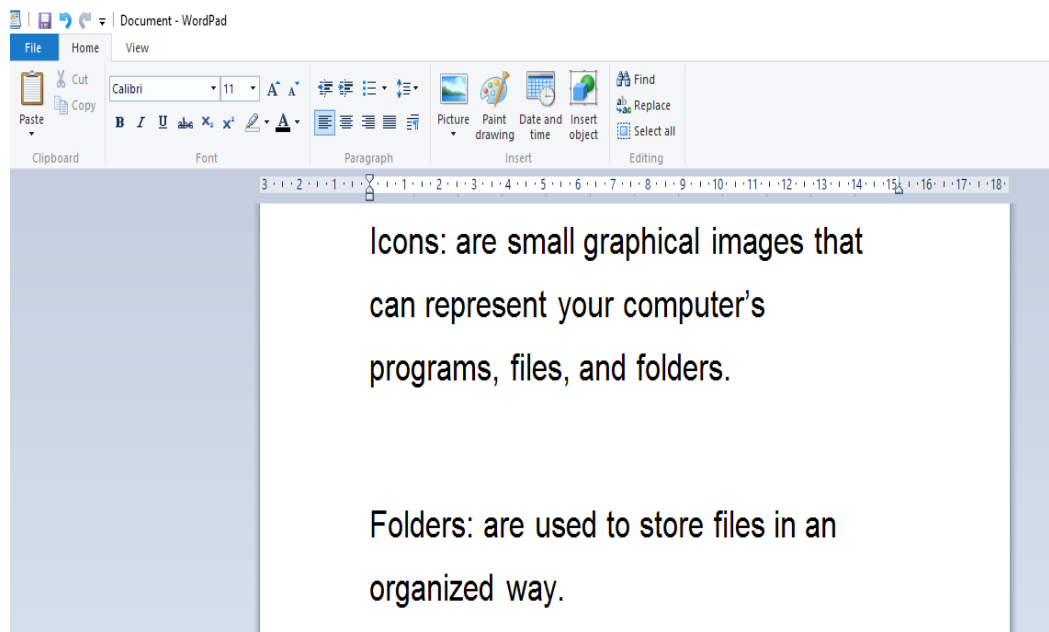


### Home Menu in WordPad

Use Format menu to be formatting the text in your document to looks as well as how it's arranged. You can use the ribbon, located just underneath the title bar to easily change the formatting in your document. For example, you can choose from many different fonts and font sizes, and you can make your text almost any color you want. You can also easily change how your document is aligned.



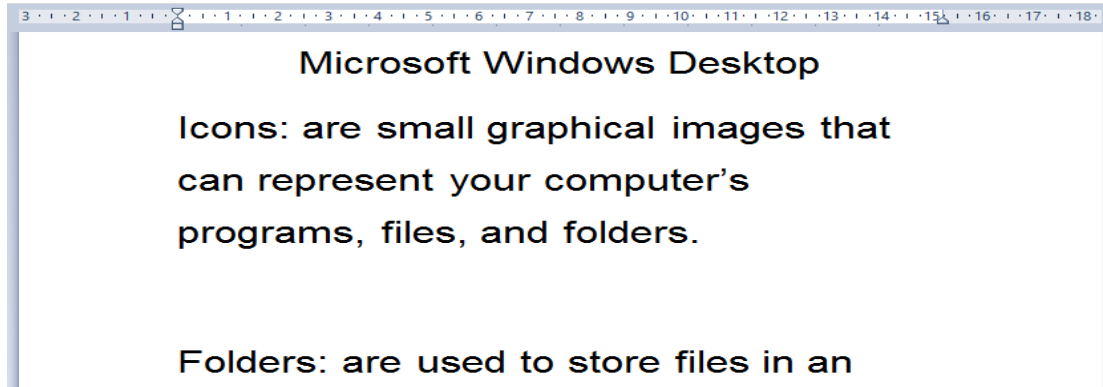
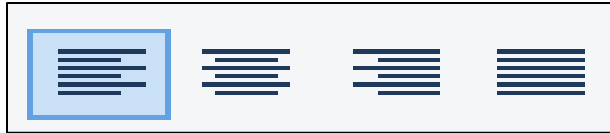
**Example1:** Open WordPad, and type the paragraph below:



**Example2:** to add title before first line, put the pointer before first letter in line1, then press Enter.

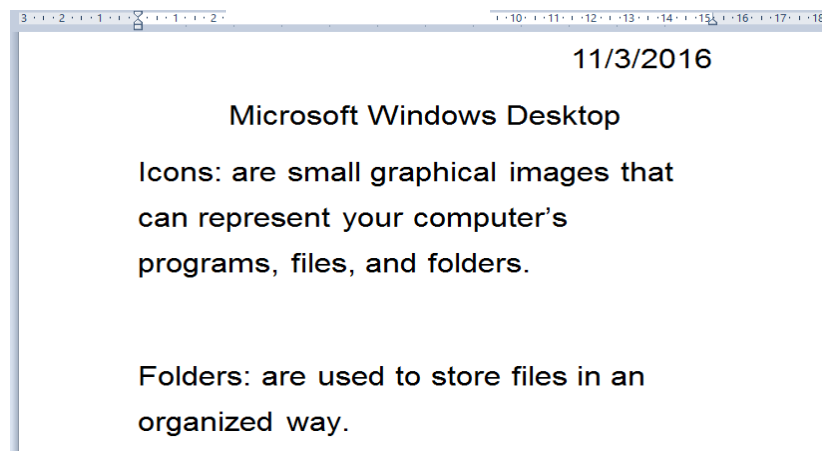
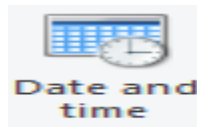
Add the title: Microsoft Windows Desktop

Then press Centre to keep the text in the center of the document.

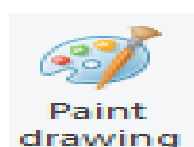


**Example3:** add the current date before the title, on the right side.

1. Add line before the title (look at the example2)
2. Press Date and Time
3. Select current date



**Example4:** use paint drawing tool and draw your name at the end of the file.



11/3/2016

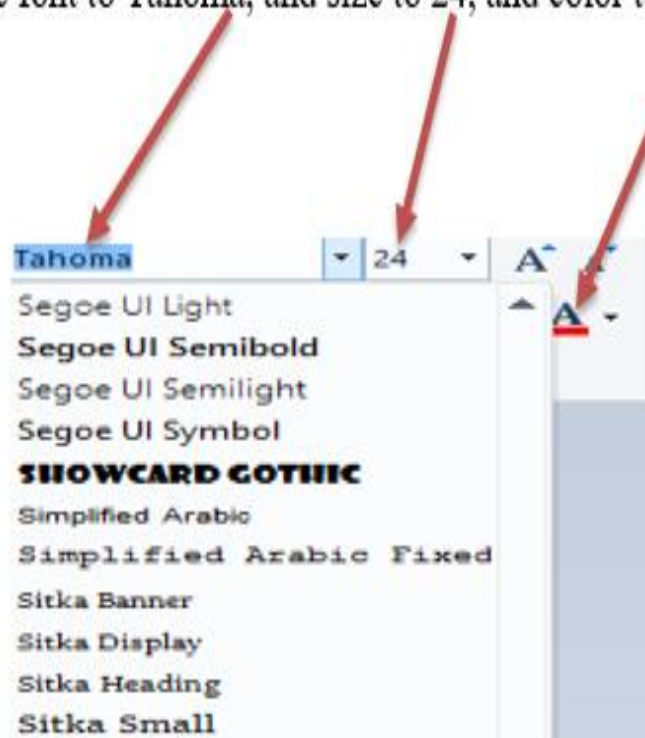
## Microsoft Windows Desktop

Icons: are small graphical images that can represent your computer's programs, files, and folders.

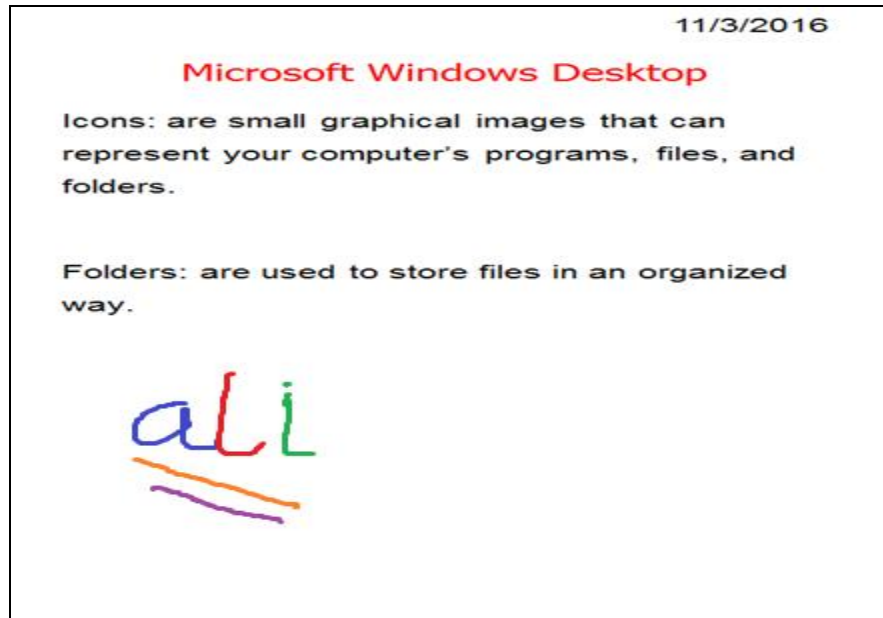
Folders: are used to store files in an organized way.

**Example5:**

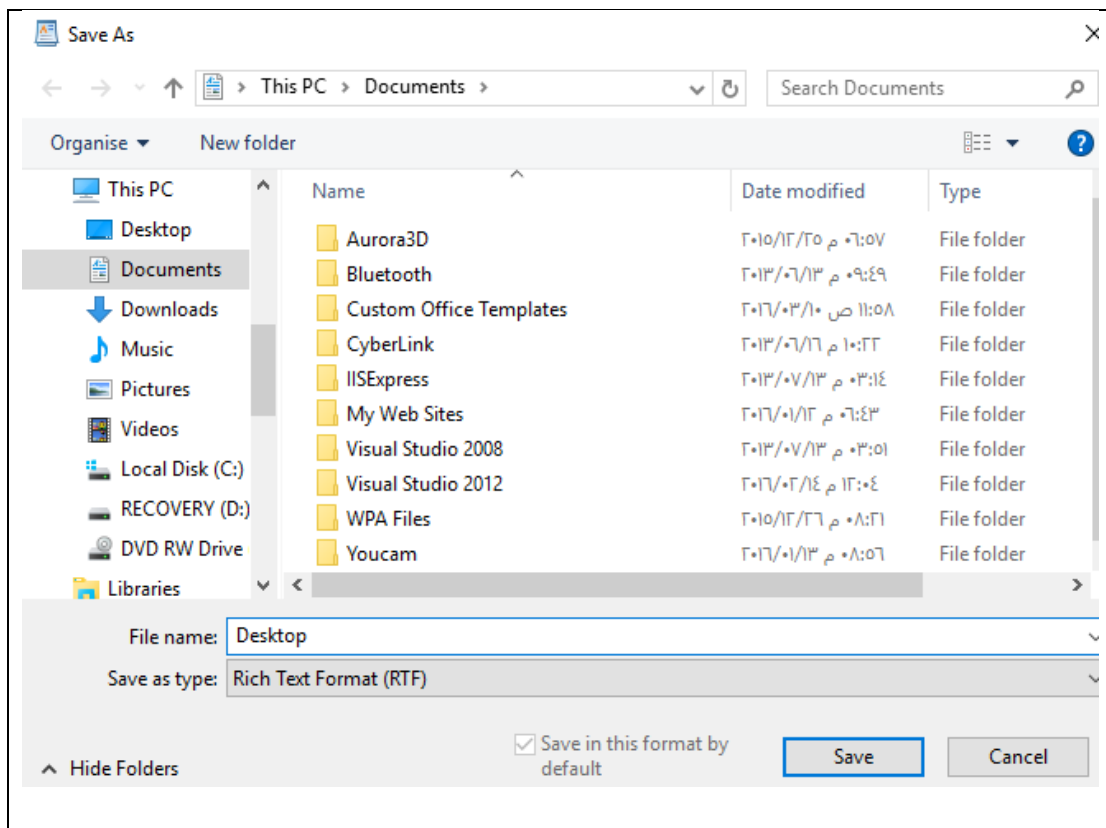
Change the title font to Tahoma, and size to 24, and color to Red







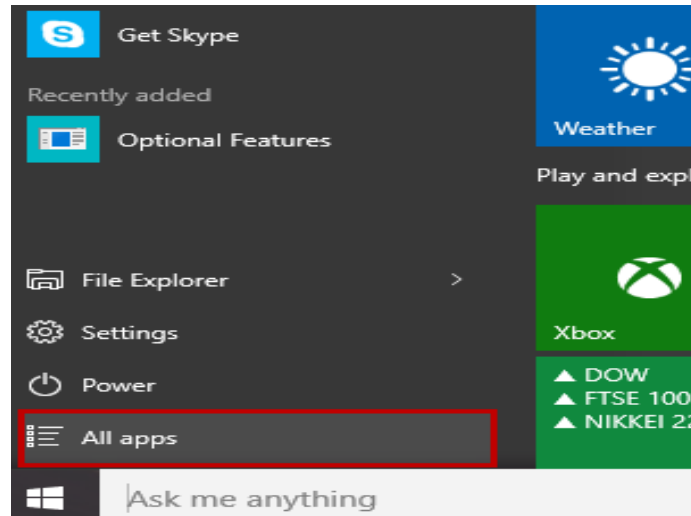
**Example6:** press File Menu, then select Save, then save file in document with name: Desktop



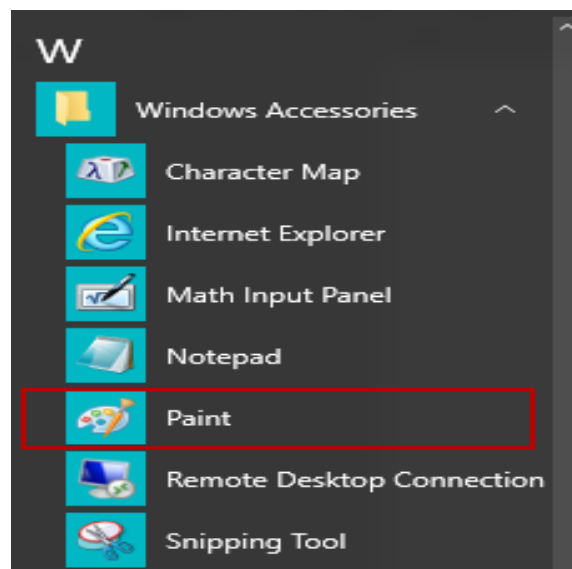


## Paint Brush

In Windows 10, things are a little different. Go to the Start Menu and press all apps.



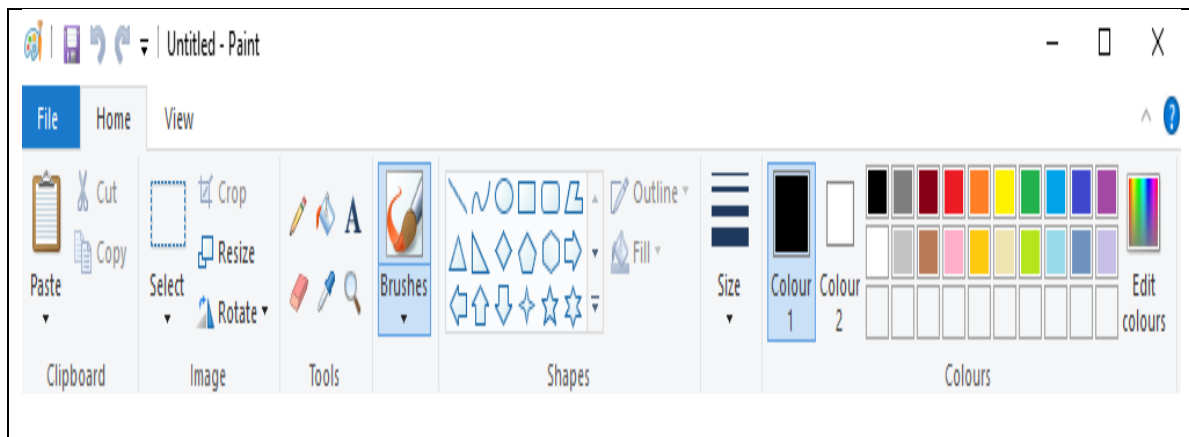
Now, scroll down to the Windows Accessories folder and open it. There you will find the Paint app.











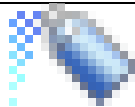


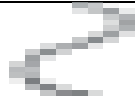

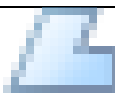
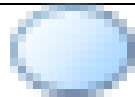

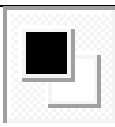
Paint is a feature in Windows 10 that you can use to draw, color, and edit pictures. You can use Paint like a digital sketchpad to make simple pictures, creative projects, or to add text and designs to other pictures, such as those taken with your digital camera on Windows 10.



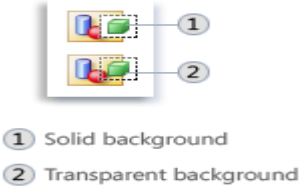

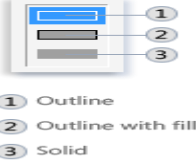
When you start Paint on Windows 10, you'll see an empty window, drawing and painting tools are located in the ribbon at the top of the window.



Tool	Description
	Use Free-Form Select to select any irregularly shaped part of the picture.
	Use Select to select any square or rectangular part of the picture.
	Use the Eraser to erase areas of your picture.
	Use Fill with Color to fill the entire picture or an enclosed shape with color.
	Use Pick Color to set the current foreground or background color.
	Use the Magnifier to zoom in on a section of your picture.

	Use the Pencil to draw thin, freeform lines or curves.
	Use the Brush to paint thick or shaped freeform lines and curves.
	Use the Airbrush to create an airbrush effect in the picture. the background color, right-click while you drag the pointer.
	Use Text to enter text in the picture.
	Use Line to draw a straight line
	Use Curve to draw a smooth, curved line.
	Use Rectangle to draw rectangular shapes.
	Use Polygon to make a shape with any number of sides.
	Use Ellipse to make ellipses and circles.
	Use Rounded Rectangle to draw rectangular shapes with rounded edges.
	The Color box indicates the current foreground and background colors.

## Options in Paint Brush:

Options	Description
 <p>1 Solid background 2 Transparent background</p>	Choose Solid Background or Transparent Background when you copy and paste part of a picture using the Free-Form Select or the Select tool.
	Choose the desired line thickness when you draw lines and curves.
 <p>1 Outline 2 Outline with fill 3 Solid</p>	Choose the desired fill effect when you draw shapes.

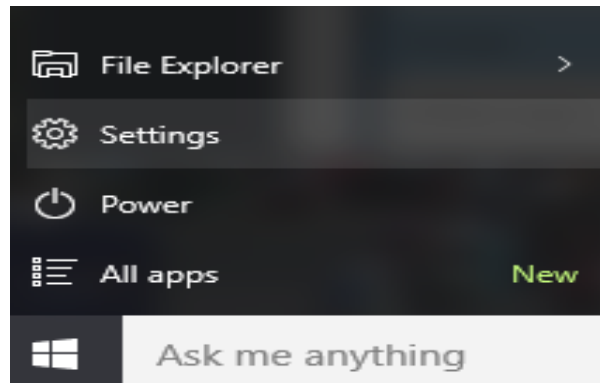
## Connect basic peripheral devices

To find the Devices tab in Windows 10:

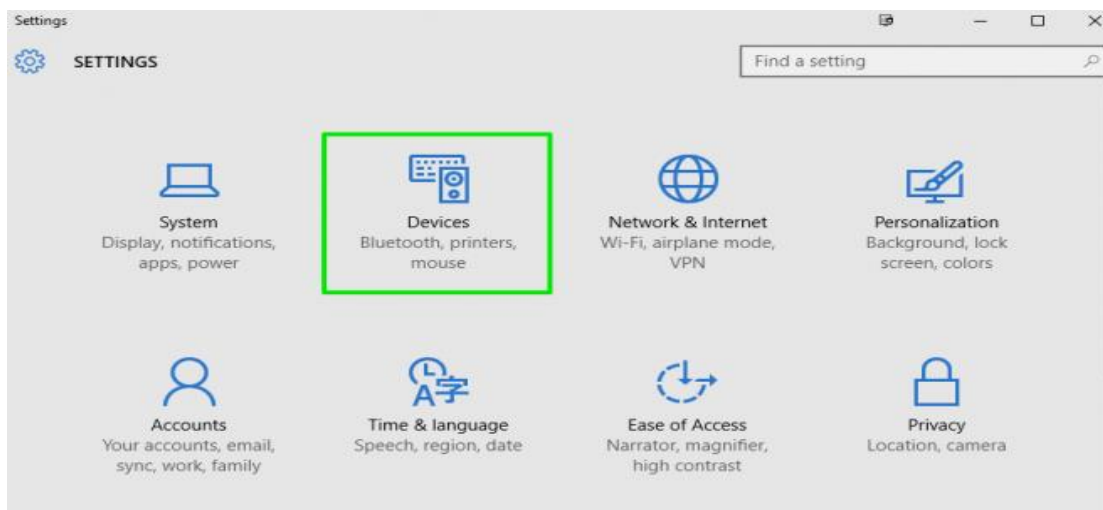
1. Start menu
2. Settings
3. Clicking Settings (above the Power button)
4. Clicking the icon that says Devices.

## Connect Printers & scanners

1. Connect the printer to your computer using the USB cable and turn it on.
2. Open the Settings app from the Start menu.



### 3. Click Devices



### 4. Click Add a printer or scanner.

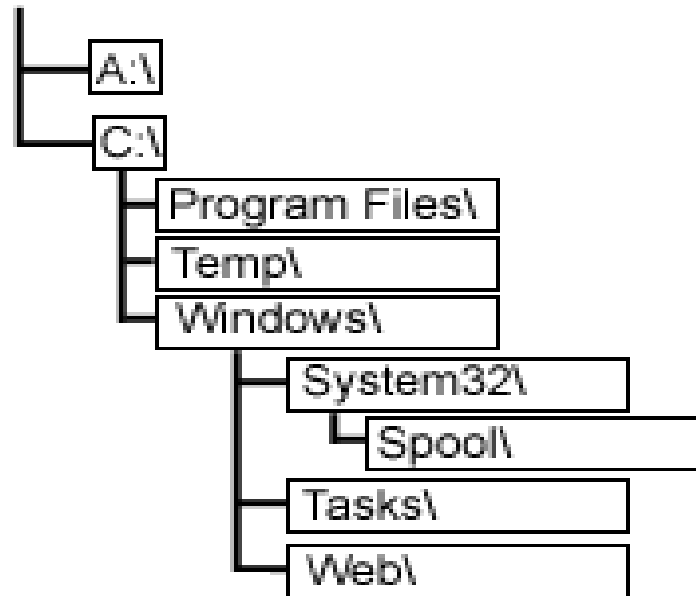
5. Click on the name of the printer and follow the on-screen instructions to finish the installation.

## **Hierarchical structure of drives, files and folders**

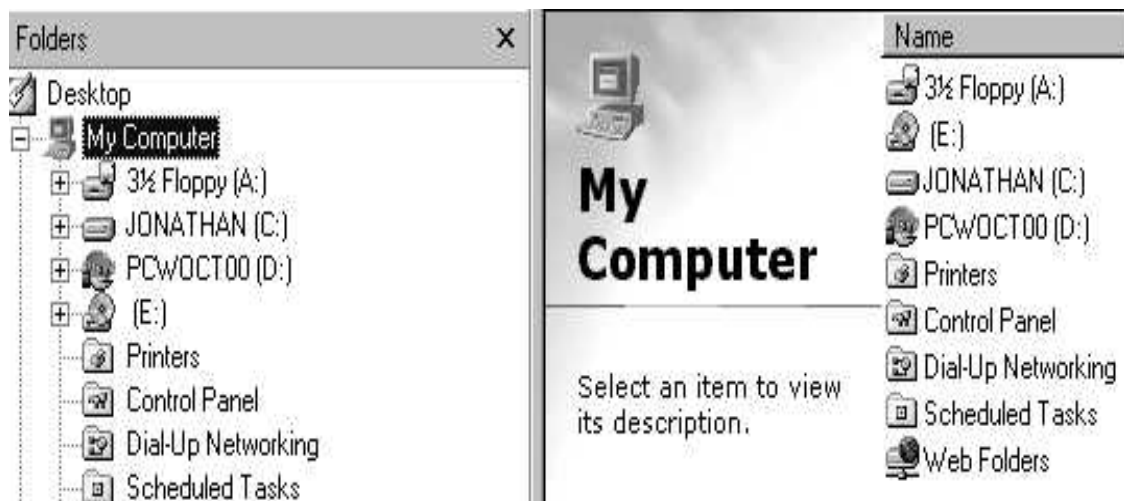
A hierarchical file system is how drives, folders, and files are displayed on an operating system. In a hierarchical file system, the drives, folders, and files are displayed in groups, which allows the user to see only the files they're interested in seeing.



For example, in the picture the Windows directory (Windows\ ) folder hierarchy that contains the System32, Tasks, and Web folders. Each of these folders could have hundreds of their own files, but unless they are opened the files are not displayed.



To see folder hierarchy in action, right-click the mouse on the Start Menu button in the bottom left-hand corner of the screen (or press Windows Key +E). The plus signs in boxes indicate expandable directories.

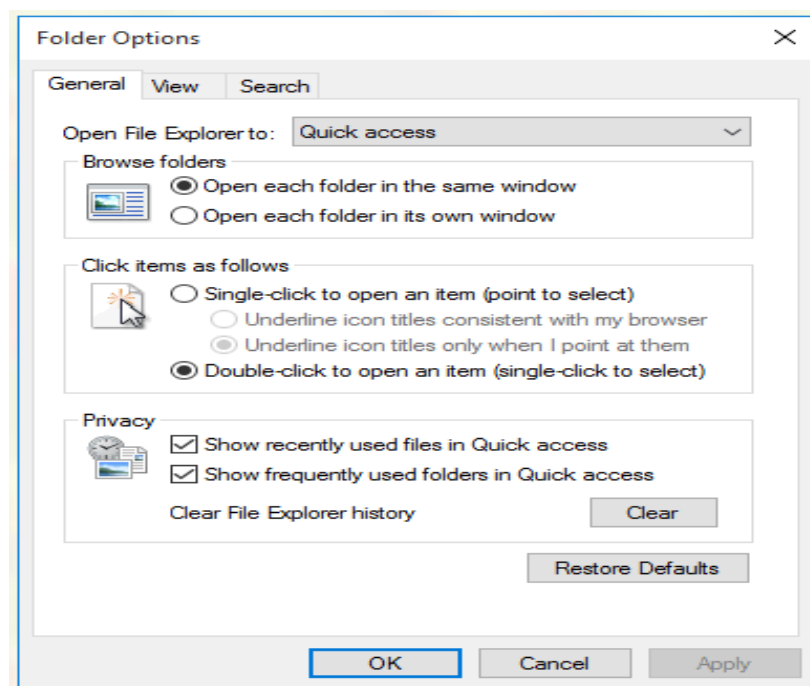
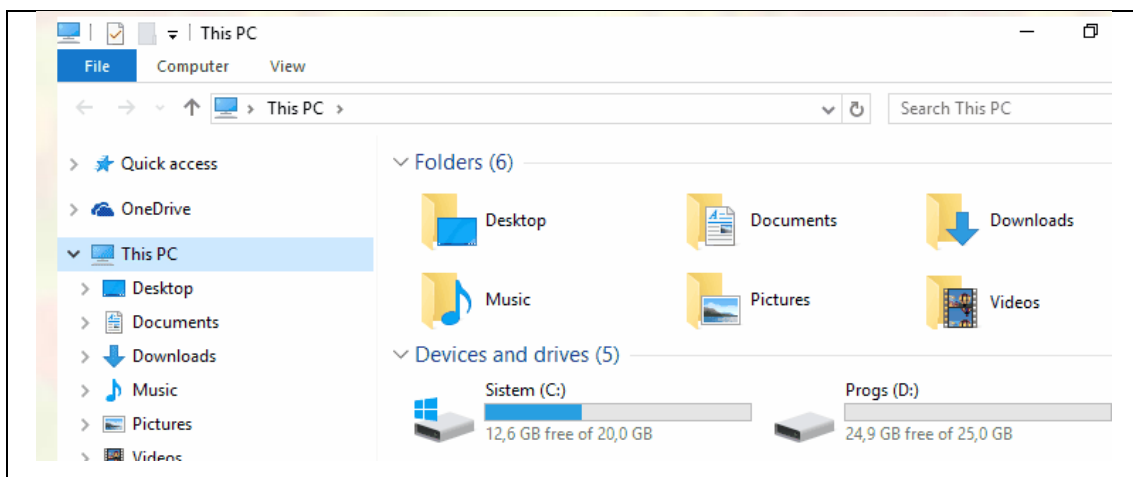




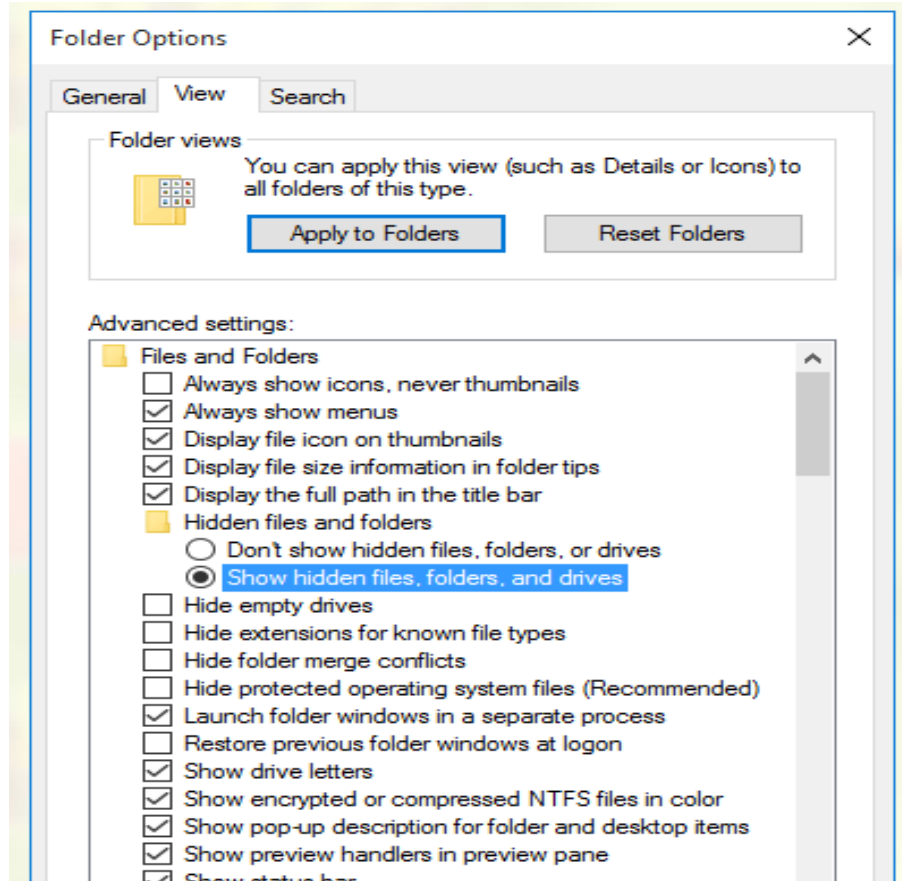
You can expand the directory by clicking on it. This will show you what other subfolders are present. The contents of a selected folder show up in the right-hand screen.

To show the structure of folders and files of the operating system, make all folders and files visible to the 'ordinary' user. Choosing:

1. View
2. Options
3. Change Folder and search options







## File extensions

In Microsoft Windows 10, the file extensions of known file types that are associated with some software installed in your computer, are hidden.

This is due to Microsoft's policy which makes it somewhat easier for common users, but at the same time may also be potentially dangerous due to security reasons.

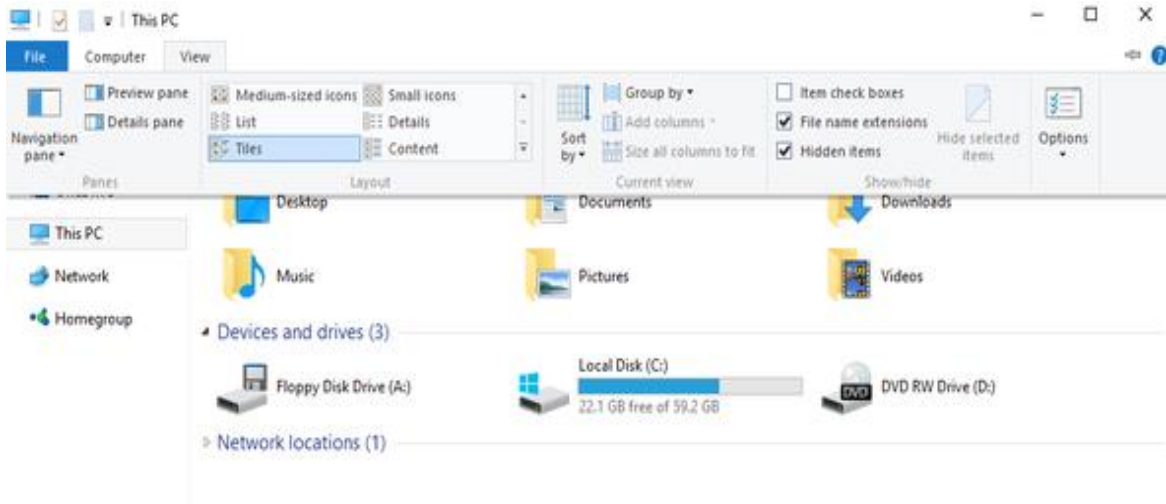
### Show file extensions in Microsoft Windows 10

- Open File Explorer (This PC)
- Click on View option in upper menu to view Ribbon menu
- Check the box next to the File name extensions option.

## Hidden file extensions in Microsoft Windows 10

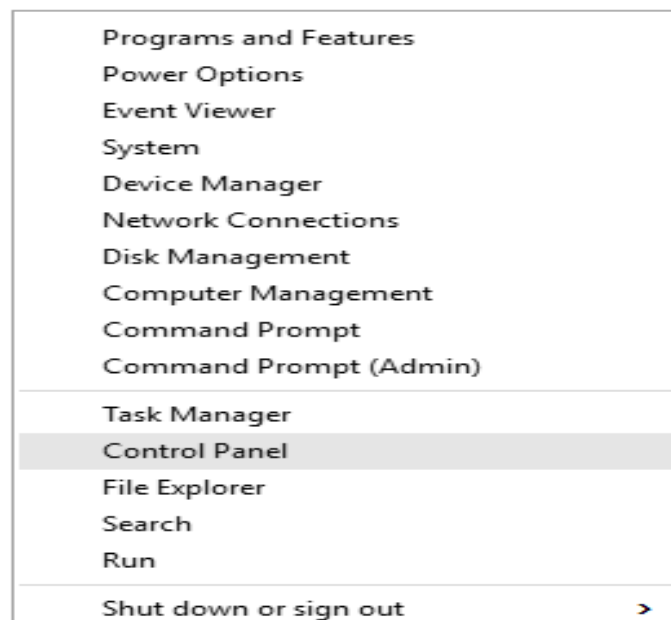
If you also want to view hidden files and folders

- Check the box next to the hidden items option.



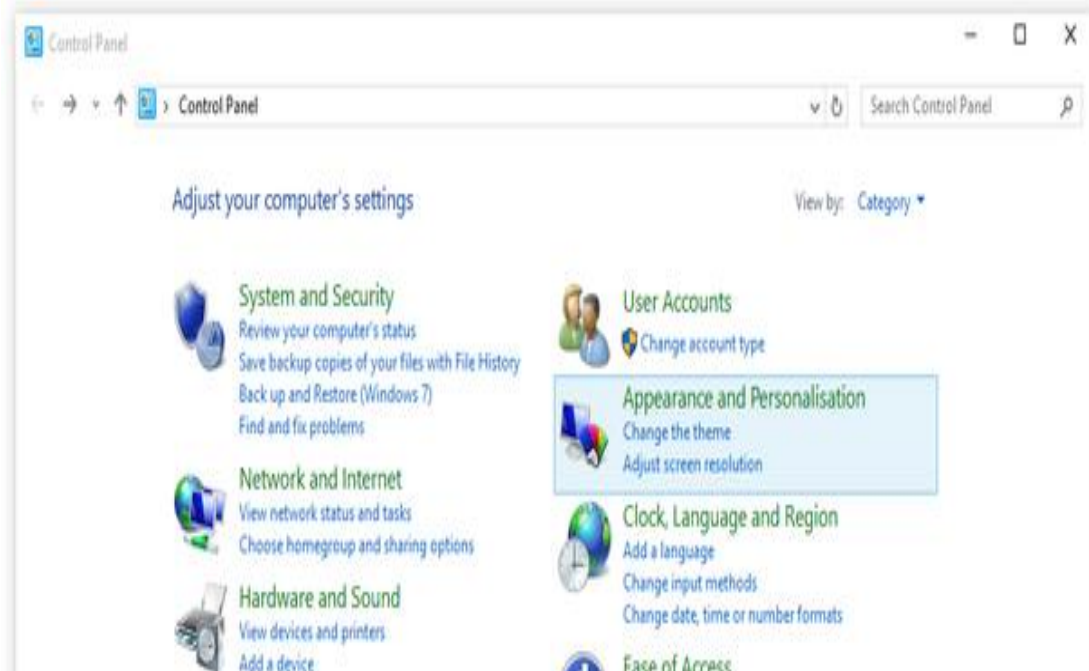
## Another way to view file extensions in Microsoft Windows 10

- Open Desktop Control Panel, for example by click by right mouse button on Start button in the left down corner
- Select Control Panel option.

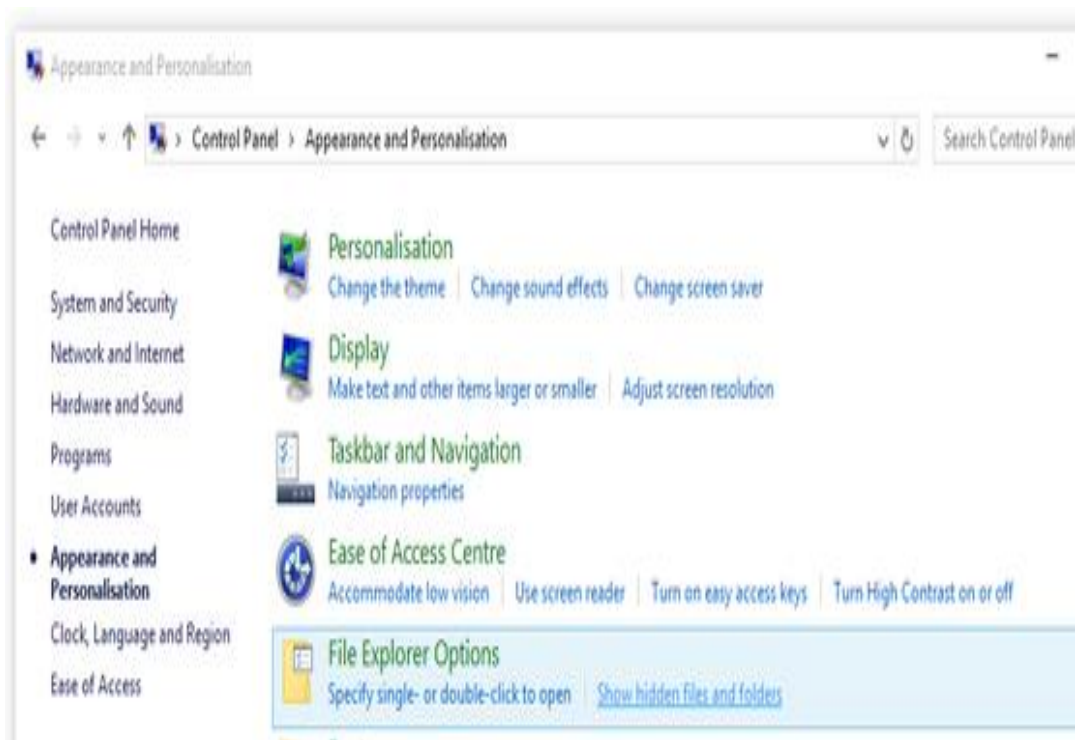




- Click on Appearance and Personalization option.

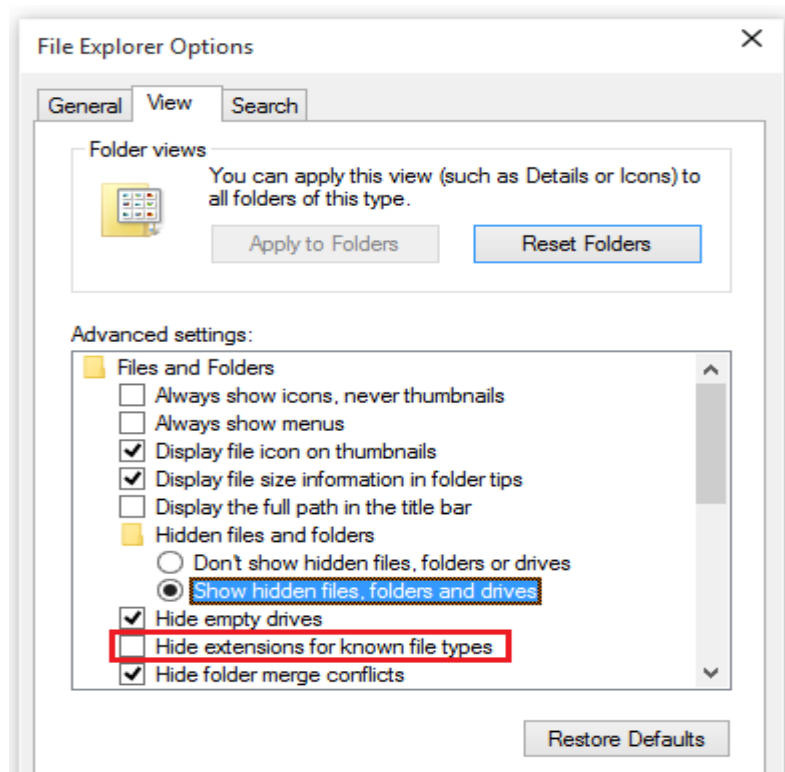


- Click on Show hidden files and folders option in File Explorer Options group.





- Select Show hidden files, folders and drives options  
And uncheck Hide extensions for known file type's box
- Apply and OK



- After the changes are saved, you will be able to see the all file extensions in your Microsoft Windows 10 operating system.

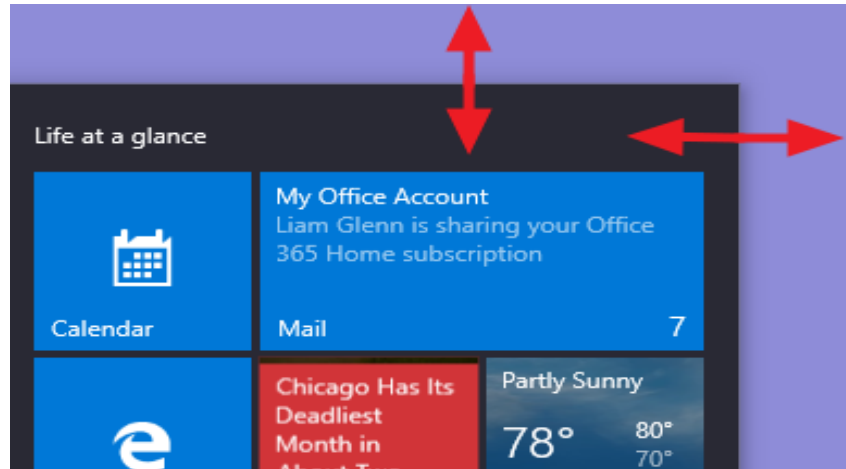
## Types of menus

The new version of Windows forces you to use apps, which take up a huge part of the menu. What's more, the truly necessary folders and applications are virtually inaccessible.

Windows 10 finally brought back the start menu, and it's more customizable than ever. Here's a quick rundown of all the different ways that you can make the Start menu your own.

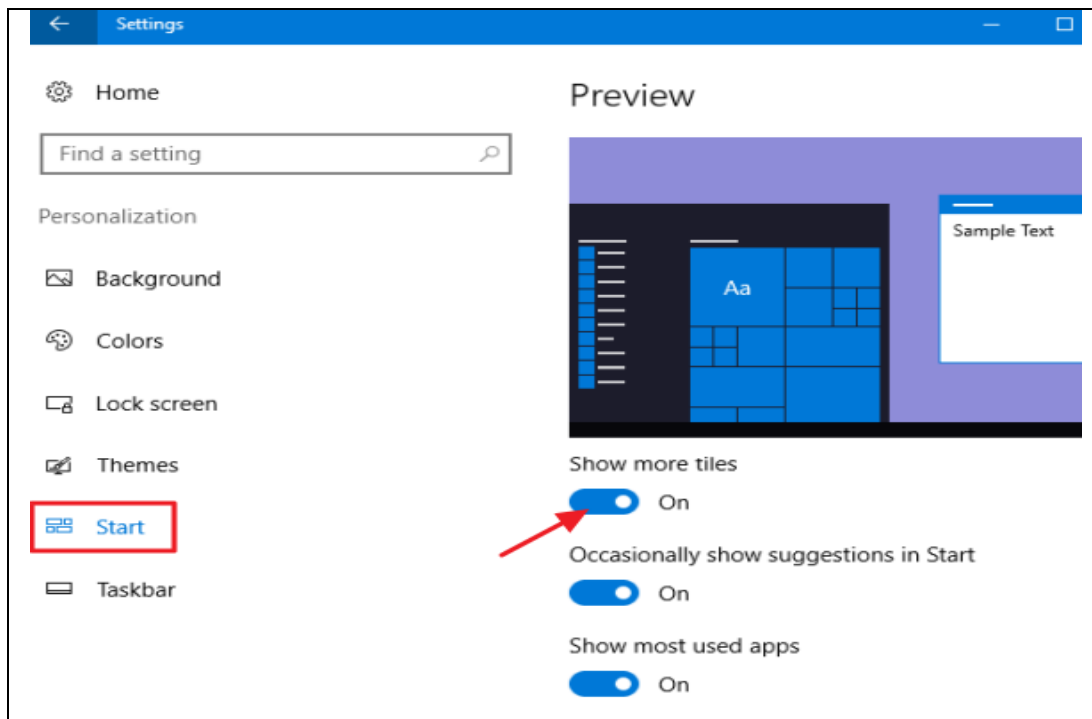
## Resize the Start Menu

You can quickly resize the Start menu by simply dragging the top or right edge of the menu with your mouse.



## Show a few extra tiles in each column

- Settings
- Personalization
- Start and turn on the “Show more tiles” option.

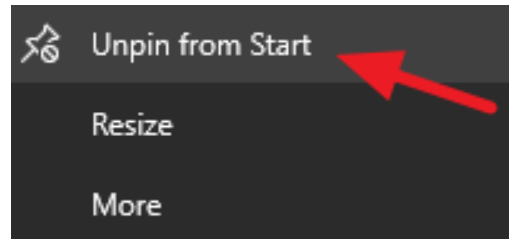




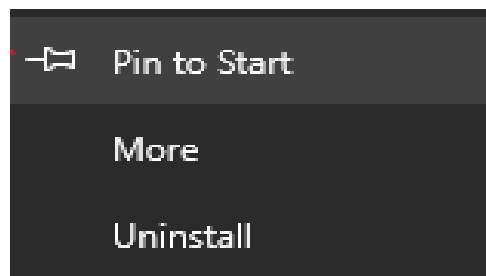
With the “Show more tiles” option on, you can see that the tile column has expanded by the width of one medium-sized tile.

### Pin and Unpin Tiles

You can easily pin and unpin tiles by right-clicking on each one and selecting “Unpin from Start.”

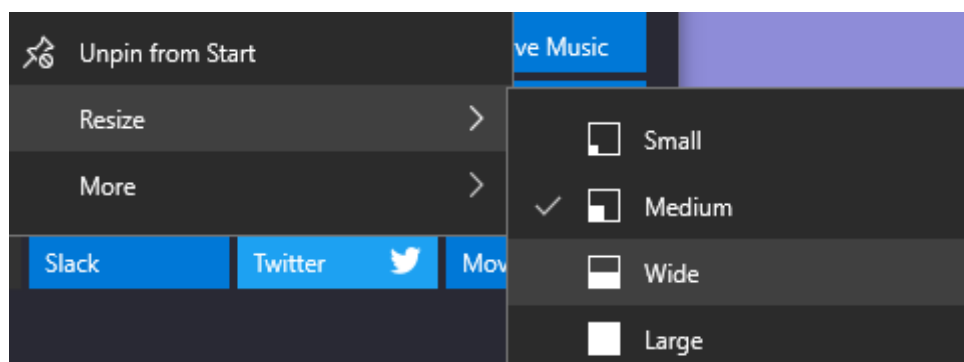


If there’s an app that isn’t pinned, but you want a tile for it, just browse through the list of apps on the left side of the Start menu. When you find what you’re looking for, right-click the app and choose “Pin to Start.”



### Resize Tiles

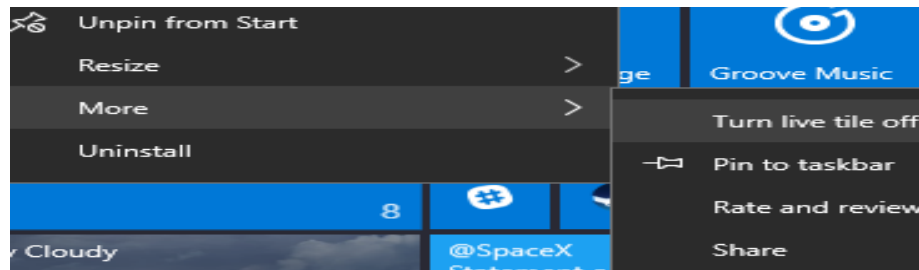
You can change the size of a tile by right-clicking it, pointing to resize, and then picking the size you want.





## Turn Off Live Tile Updates

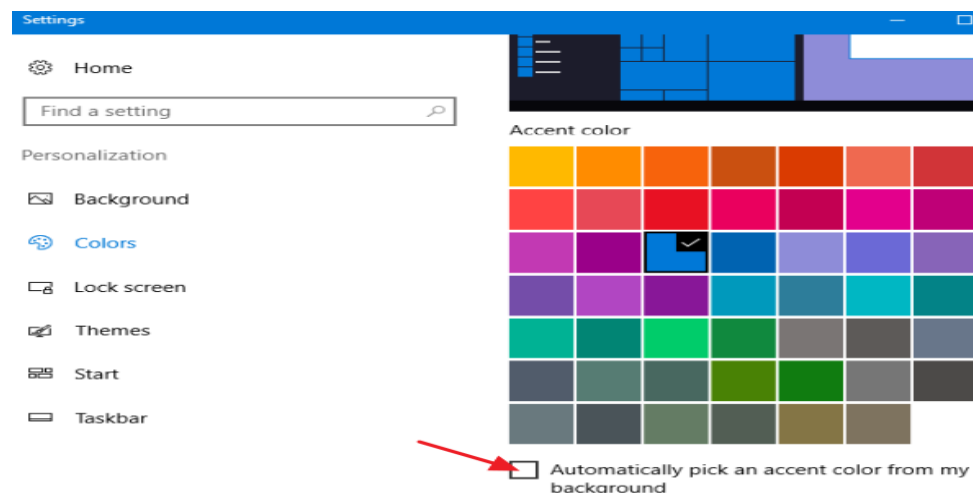
If all those flashing tiles end up annoying you, just right-click on them and choose “Turn live tile off.”



## Change the Start Menu (and Taskbar) Color

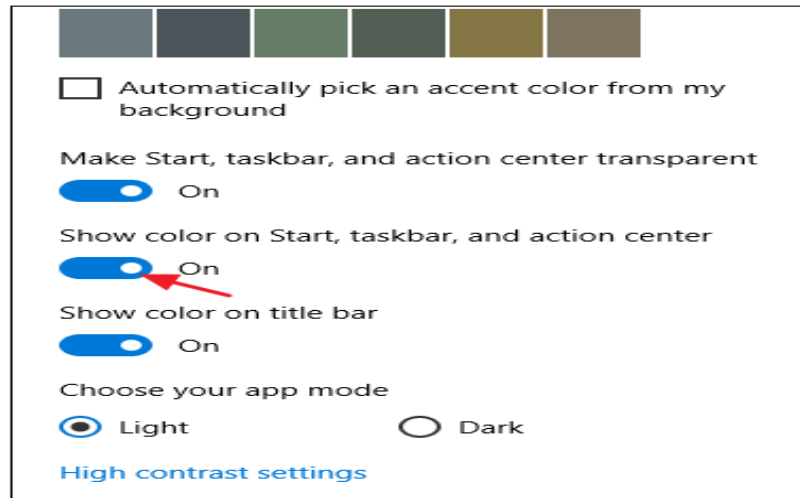
- Settings
- Personalization
- Colors to get started.

Windows lets you pick a single accent color from a small group of colors. That color will show on your Start menu, Taskbar, and Action Center. Just click any color you want to use. You can also let Windows pick an accent color for you based on your current background wallpaper by selecting the option.



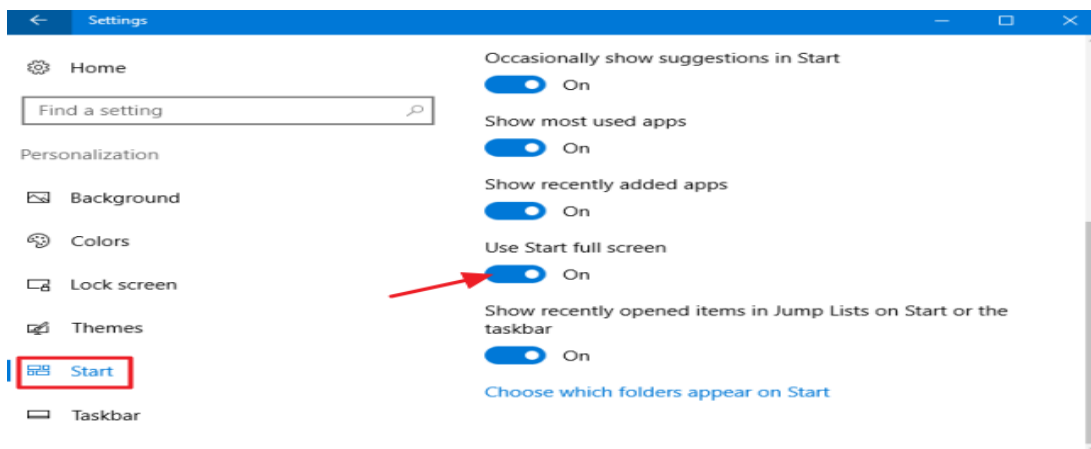


Next, scroll down just a bit and turn on the “Show color on Start, taskbar, and action center” option. Note that you also have options here for making your Start menu, taskbar, and action center transparent and whether you want to show that same accent color on the title bar of app and folder windows.



### Use a Full Screen Start Menu

- Settings
- Personalization
- Start. Turn on the “Use Start full screen” option.



Now, whenever you open your Start menu, you will see it in all its full screen glory.





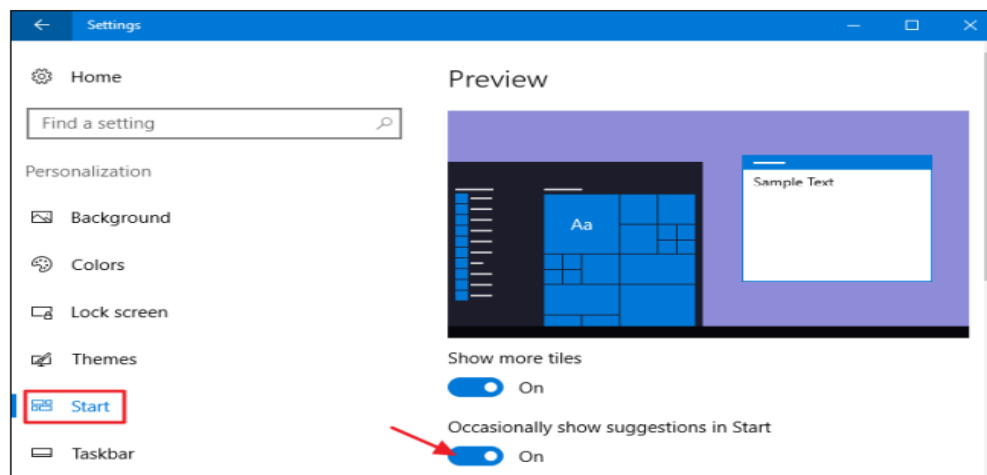
## Remove Suggested Apps from Your App List

As you've used your Start menu, you've probably noticed that occasional suggestions for apps you might want to install appear in your app list.



To get rid of those, all you have to do is head to:

- Settings
- Personalization
- Start and turn off the “Occasionally show suggestions in Start” option.





## Save documents

Saving documents in Windows 10 means sending the work you've just created to a hard drive, flash drive, or disc for safekeeping.

You can save files to any folder, CD, DVD, or even a flash drive.

### Ways to save a file

- Click File on the top menu
- Choose Save
- Save your document in your Documents folder or to your desktop
- Click the Save icon.



Files save to OneDrive by default in Windows 10

Use the OneDrive app settings to change where your files are saved by default.

1. In the Notifications area at the bottom of your Windows screen, right-click the OneDrive icon and click Settings. You might have to click Show hidden icons to find OneDrive.



2. In the Settings box, on the Auto save tab, under Documents and Pictures, click the list at Documents or Pictures and pick the default save location you want.

## Viruses

are software programs which are written with the intention of causing and disruption damage in a computer system.

Viruses spread a computer system through:

- Network
- E-Mail
- Internet
- Storage medias

### Types of viruses

In the computer world more than million virus with deference shapes, but the popular types are:

#### 1. Worms



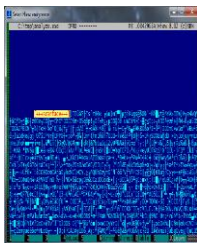
#### 2. Time Bombs



#### 3. Boot Sector



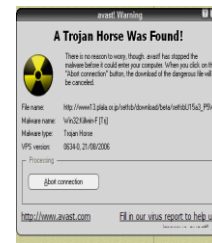
#### 4. File Viruses



#### 5. Macro Viruses



#### 6. Trojan Horse



### Protection against Viruses

1- Use Antiviruses, like (Norton, PC- Killin, McAfee, AVG, ...)



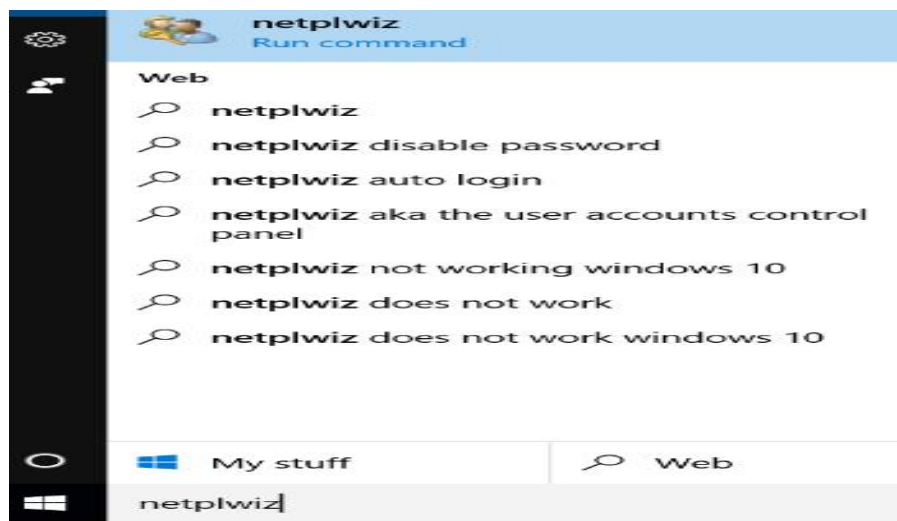
- 2- Do not share commercial software with anyone.
- 3- Always scan the files you download from the Internet.
- 4- Always scan e-mails attachment before you read them.
- 5- Make a read only floppy disk.
- 6- Make back-up copies of important documents or files.

### Passwords and access

The Stored Usernames and Passwords in Windows lets you securely manage usernames and passwords as a part of your profile. It lets you automatically enter saved usernames and passwords for various network resources, servers, websites and applications.

#### Remove the password login from Windows 10

- Type netplwiz in the Start menu search bar, then click the top result to run the command
- Remove the tick from the box next to 'Users must enter a username and password to use this computer' and hit Apply
- Enter your username and password, then re-enter your password. Click Ok
- Click Ok again to save the changes



### **Formatting floppy disks and removable media**

Formatting a volume will destroy any data. Be sure to back up any data you want to save before you begin.

#### **Format floppy disks**

1. Place the new disk into drive A or drive B.
2. In either Windows Explorer or the My Computer window, click the drive's icon with your right mouse button and choose Format from the menu.
3. If you're formatting a high-capacity disk in drive A, select the Full setting under Format type and select Start in the top-right corner.



#### **Format USB Flash Drive**

1. Plug your USB flash drive or memory card into the USB slot of your computer.
2. Open "My Computer" and right click the removable disk drive you have just inserted.
3. Click "Format" on the menu that pops up.
4. A dialogue box named "Format Removable Disk" should appear.
5. A pop-up will inform you that the format action will erase all the data in the flash memory. Make sure you want to erase all data on the disk before you click OK.

#### **Format CD or DVD**

1. Insert the CD or DVD disc, into your computer's CD, DVD, or Blu-ray Disc burner.
2. Open My Computer or Computer
3. In Windows Explorer, press right click the CD, DVD, then select Format



## **Format Hard disk**

1. Open Computer Management by selecting the Start button. Then select Control Panel > System and Security > Administrative Tools, and then double-click Computer Management.
2. In the left pane, under Storage, select Disk Management.
3. Right-click the volume that you want to format, and then select Format.
4. To format the volume with the default settings, in the Format dialog box, select OK, and then select OK again.

### **Logging ON and OFF a computer network**

After your windows computer starts, you will most probably see a Welcome Screen or Lock screen. Here you can click your username and enter your password to log in to Windows.

In Windows 10, Lock Screen appears first., it displays the current time and date, plus notifications from selected Windows Store apps for the user that signed in last. Network and Power status icons are on the right now.

Click or touch anywhere on the screen or press a keyboard key to reveal sign-in screen.

Welcome or sign-in screen displays the last user who signed in to the device. Other available user accounts are listed on the left bottom of the screen. The right side of screen shows interactive icons for regional settings and keyboard layout, network, accessibility and power.

### **Compress and decompress files**

Compressed (Zipped) files take up less storage space and can be transferred to other computers more quickly than uncompressed files. In Windows, you work with zipped files and folders in the same way that you work with uncompressed files and folders.



## To compress a file or folder

1. Locate the file or folder that you want to compress.
2. Press and hold (or right-click) the file or folder, select Send to, and then select Compressed (zipped) folder.
3. A new compressed folder with the same name is created in the same location. To rename it, press and hold (or right-click) the folder, select Rename, and then type the new name.

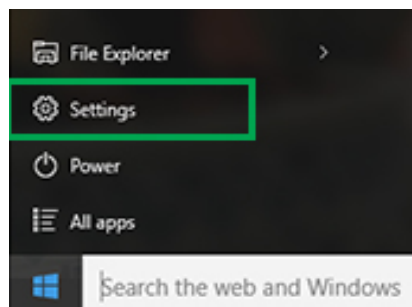
## To decompress (unzip/ extract) files or folders

1. Locate the compressed folder that you want to decompress files or folders from.
2. Do one of the following:
  - To unzip a single file or folder, open the zipped folder, then drag the file or folder from the zipped folder to a new location.
  - To unzip all the contents of the zipped folder, press and hold (or right-click) the folder, select Extract All, and then follow the instructions.

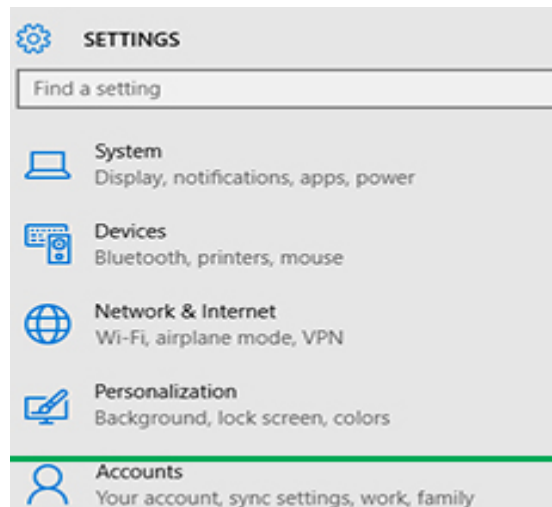
### Creation Password

To Change / Set a Password:

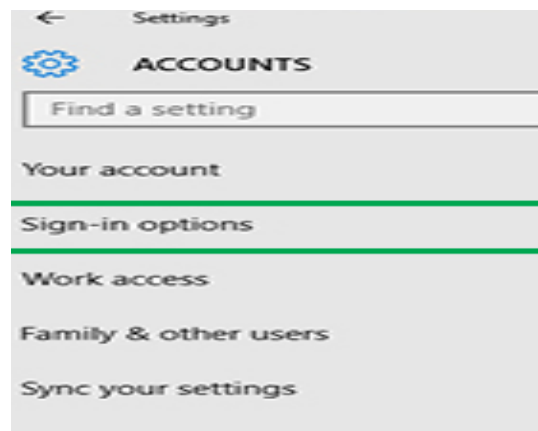
1. Click the Start button
2. Click Settings from the list to the left.



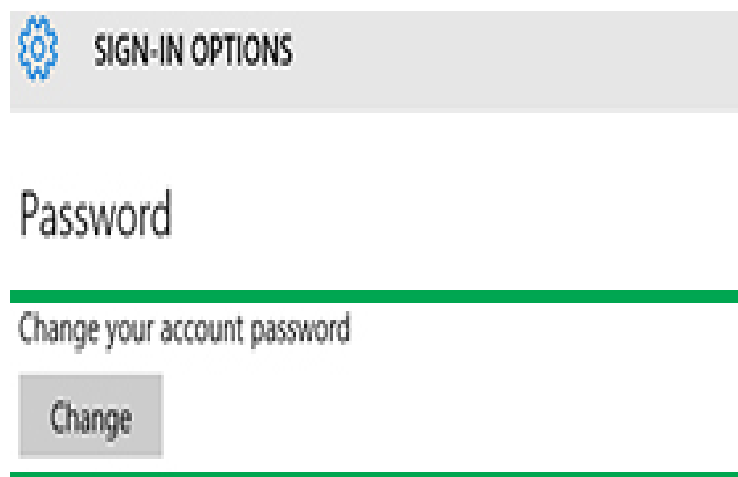
3. Select Accounts.



4. Select Sign-in options from the menu.



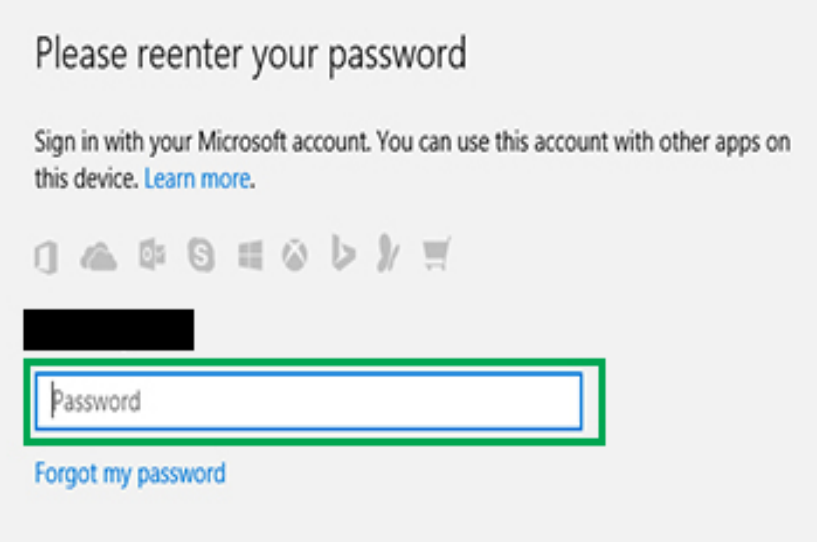
5. Click on Change under Change your account password.







6. In order to change your password, you have to sign in with your current Microsoft account password. Enter your password in the box. Click Sign in.



Please reenter your password

Sign in with your Microsoft account. You can use this account with other apps on this device. [Learn more.](#)

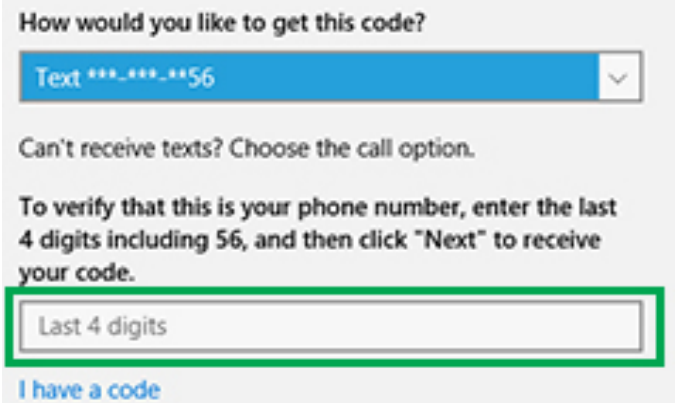
Icons for various services: OneDrive, Office, Skype, Windows, Xbox, Edge, and Store.

Black redaction box

Input field labeled "Password" (highlighted with a green border)

[Forgot my password](#)

7. Microsoft will send you a new code to change your password to the phone number that is associated with your account. Enter the last four digits of your phone number to verify it is the correct number. Press Enter.



How would you like to get this code?

Text \*\*\*-\*\*\*-\*\*56 (dropdown menu)

Can't receive texts? Choose the call option.

To verify that this is your phone number, enter the last 4 digits including 56, and then click "Next" to receive your code.

Input field labeled "Last 4 digits" (highlighted with a green border)

[I have a code](#)

8. You will receive a code on your phone. Enter the code.
9. A new page will direct you to enter your old password and then type in a new password. Reenter the new password. Press Enter.



Change your Microsoft account password

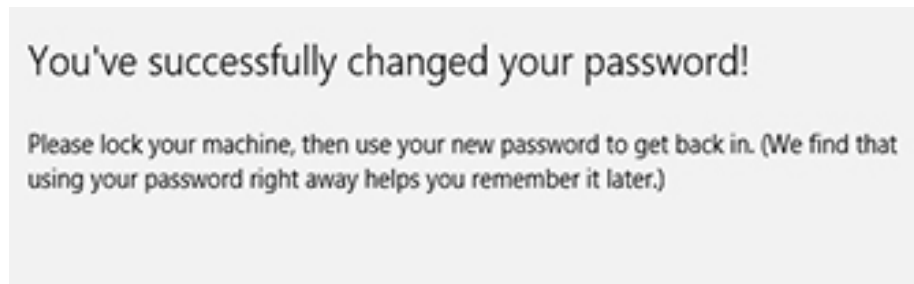
Old password

[Forgot your password?](#)

Create password

Reenter password

If you see this message, then you successfully changed your password!



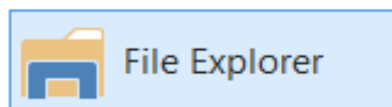
### Searching for files and folders

There are three distinct ways to search files on Windows:

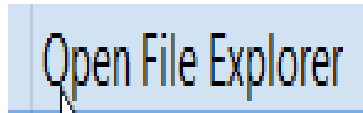
- File Explorer
- Windows 10 methods of searching
- DOS command prompt

#### 1. File Explorer

- a. Windows 10 has moved the File Explorer onto the Start Menu:



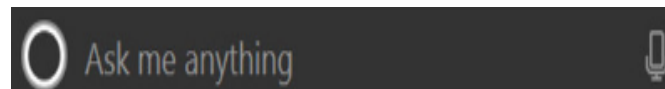
- b. However, you can get to it the same way you did on previous versions of Windows by right-clicking on the Start Menu icon.



- c. You type the name of the file for which you want to search in the search dialogue box at the top right.
- d. When you find the file you want, click Open File Location to see that file in the folder that contains it

## 2. Windows 10 methods of searching

- a. Select the search box on the taskbar, and type what you're looking for. You can also tap or click the microphone icon if you'd rather say it.



- b. After you enter a search term, tap or click my stuff to find results for files, apps, settings, photos, videos, and music across your PC

### Use of built-in help menu

ways to open help menu in Windows 10:

- Press F1 when on the desktop: Press the F1 key from within Windows or any desktop program.
- Start menu: Click the Start button and click the Get Started title.
- Question mark: If you spot a little blue question mark icon near a window's top-right corner, pounce on it with a quick click.

App menu: Click the three little lines in an app's upper-left corner, choose Settings from the drop-down menu, and then click the Help button, if available, on the pane that appears along the app's right edge.



## Exercises

### Exercise 1

Define all of the following

1. Computer operation system
2. Files
3. Folders
4. Control Panel
5. Disk cleanup

### Exercise 2

Answer the questions

1. How you create new folder
2. How you rename the folder
3. How you copy the folder
4. How you delete the folder
5. How you change date and time
6. How you remove apps and programs from Windows 10

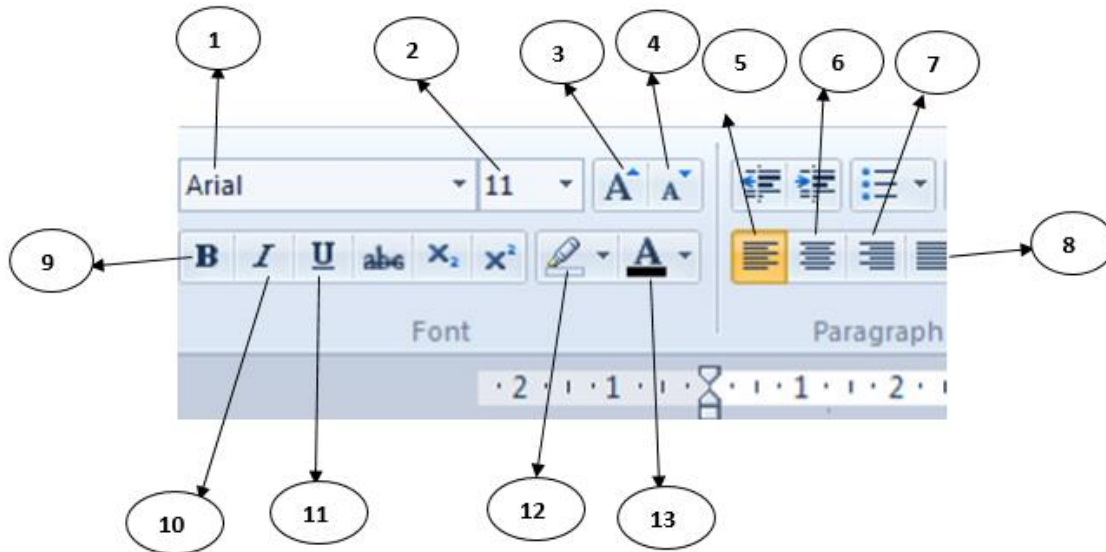
### Exercise 3

Explain each of the following

1. Install new programs in Windows 10
2. Change the display language in Windows 10
3. Install a Language in Windows 10
4. Compress Files
5. Extract Files from a compressed folder

### Exercise 4

Look, and write the names of the below tools in WordPad



### Exercise 5

Match between Group (A) and Group (B)

Group (A)	Answer	Group (B)
1. Windows 10		a. To delete temporary file
2. Shut Down		b. to select any irregularly shaped part of the
3. Icons		c. to fill the entire picture or an enclosed shape with color
4. Folders		d. to zoom in on a section of your picture
5. Disk cleanup		e. are small graphical images



6. Free-Form Select picture		f. to turn the power off completely
7. Fill With Color		g. personal computer operating system released by Microsoft
8. Magnifier		h. is used to store files in an organized way

**Exercise 6**

Match between Group (A) and Group (B)

<b>Group (A)</b>	<b>Answer</b>	<b>Group (B)</b>
Magnifier		a. Create simple text documents
Grow font		b. Increase the font size
Microsoft WordPad		c. Draw rectangular shapes.
Called Wallpaper		d. zooms in on a section of your picture.
Windows 8		e. Change to a heavier font
Bold		f. version of Microsoft Windows released October 2012
Notepad		g. Free rich text editor included with Microsoft Windows.
Rectangle		h. Desktop background



## Exercise 7

Run WordPad, then type below text:

1	<b><u>Home Menu in WordPad</u></b>
2	
3	Use Format menu to format the text in your document to looks as well as
4	how it's arranged. You can use the ribbon, located just underneath the title
5	bar to easily change the formatting in your document.
6	For example, you can choose from many different fonts and font sizes, and
7	you can make your text almost any color you want.

### A. Change formatting to line '1' to:

- Font size = 20
- Font = Tahoma
- Font Color = Blue
- Bold 'B', and Underline 'U'

### B. Change formatting to lines '2, 3, 4 and 5' to:

- Font size = 14
- Font = Arial
- Font Color = Brown
- Bold 'B'.

### C. Change formatting to lines '6, and 7' to:

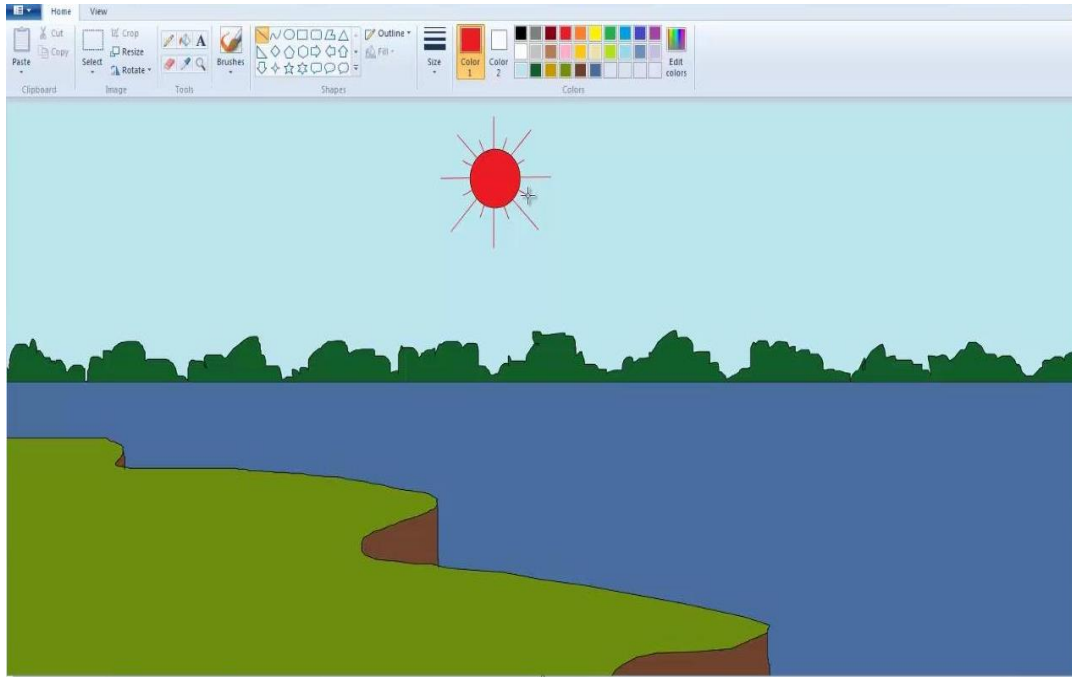
- Font size = 15
- Font = Times New Roman
- Font Color = Red
- Italic 'I'.



**D. Add current Date before the title.**

**Exercise 8**

Run Paint Brush, then draw below shape:





# CHAPTER 3

## Word Processing

**The general objective of this component is to equip students with the essential skills that they need to create good quality documentation during their studies.**

- a) Recognize, open, modify, navigate, save and close a word application file.
- b) Open and close a new or existing document and switch between multiple documents.
- c) Understand various page set-up options, page orientation, page sizes and setting up of margins.
- d) Understand the use of page layout, page borders and shading.
- e) Display/hide toolbars.
- f) Understand different types of menus in a word processing application.
- g) Explain the difference between text, paragraph, and document level formatting.
- h) Identify different text formats, e.g. bold, italic, font type, size and color; cases, subscript, superscript; different types of bullets/numbering etc.
- i) Understand changing the line spacing in a document and aligning text left, center and right justified.
- j) Insert automatic page numbers, header/footer, foot/end notes, auto shapes, pictures, symbols, special characters etc.
- k) Use search/replace to find/replace a specific word/phrase in a document.
- l) Move/delete/resize picture/image/chart in a document or between different documents.
- m) Understand the use of borders and shading in a document.
- n) Demonstrate use of automatic spell/grammar checking & correction.
- o) Understand some basic shortcut keys.
- p) Understand various print options and how to print documents after preview.
- q) Demonstrate formatting at the character, paragraph and document levels.



- r) Demonstrate the ability to convert written text into a formatted electronic document.
- s) Insert text and/or characters and/or pictures/drawings from various sources.
- t) Demonstrate use of the copy/cut/paste functions.
- u) Explain the terms associated with a table, e.g.: column, row, cell, and demonstrate table creation, manipulation of cells, data insertion and formatting.
- v) Use built-in help functions.
- w) Understand and demonstrate the ability to print documents using various print options, using the default printer and a network printer.

### **What is Word Processing**

A word processor is a software program capable of creating, storing, and printing typed documents.

A word processor should not be confused with a text editor, such as Notepad, that only allows editing and creating plain text documents.

### **Features of a word processor**

- Text formatting - Changing the font, font size, font color, bold, italicizing, etc.
- Multimedia - Insert clip art, charts, images, pictures, and video into a document.
- Spelling and Grammar - Have the ability to look for spelling and grammar errors in a document.
- Adjust the layout - Capable of modifying the margins and layout of a document.
- Indentation and lists - Set and format tabs, bullet lists, and number lists.
- Insert tables - Add tables to a document.
- Header and footer - Being able to adjust and change text within the header and footer of a document.
- Thesaurus - Look up alternatives to a word without leaving the program.
- Auto Correct - Automatically correct common errors
- Mailers and labels - Create mailers or print labels.



- Import data - Import and format data
- Macros - Setup macros to perform common tasks.

### **Open and modify a word application file**

When you open a file in Word 2016 that was created in Word 2010 or earlier, you see Compatibility Mode in the title bar of the document window.

Compatibility Mode temporarily disables new or enhanced Word 2016 features so that people using Word 2010 or earlier will still have full editing capabilities. Compatibility Mode also preserves the layout of the document.

If you open a Word 2013 document in Word 2016, you don't see Compatibility Mode in the title bar because Word 2013 and Word 2016 are compatible.

#### Document modes and compatibility

When you open a document in Word 2016, it's in one of these modes:

- Word 2013-2016 mode
- Word 2010 Compatibility Mode
- Word 2007 Compatibility Mode
- Word 97-2003 Compatibility Mode

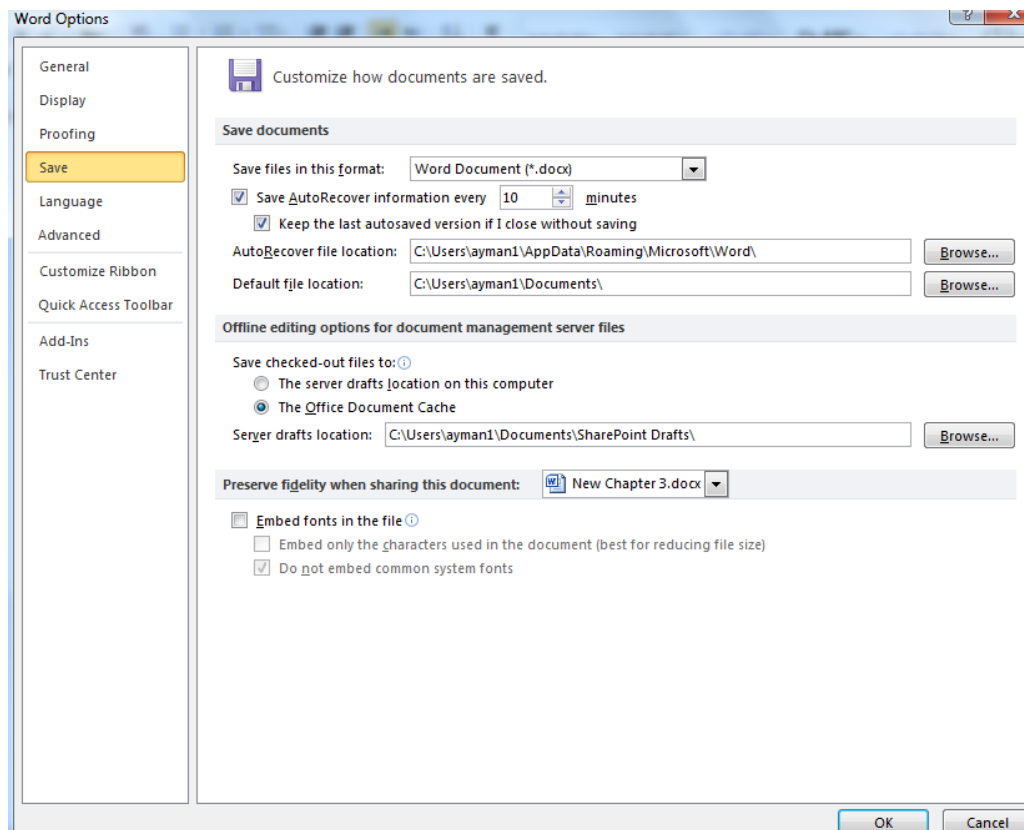
If you see Compatibility Mode in the title bar, here's how you can find out which mode you're in:

1. Click File, then Info.
2. In the Inspect Document section, click Check for Issues > Check Compatibility.
3. Click Select versions to show to see a check mark that appears next to the name of the mode that the document is in.

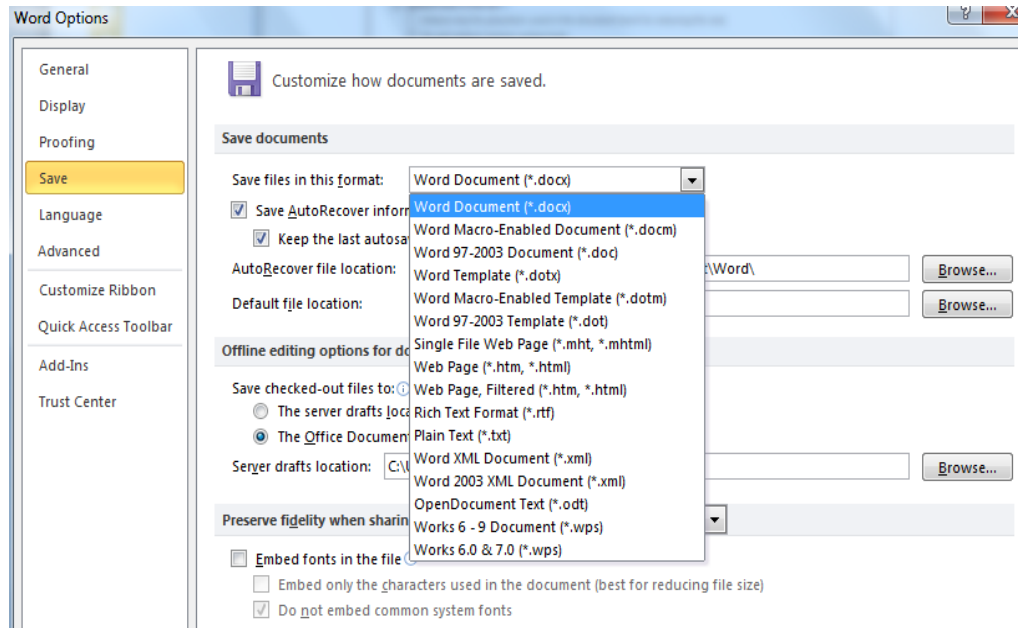
## Modify a word application file

If you're using Word 2016 and you often share your files with older versions, it can get tedious to select the option for saving files in the old format every time. Here's how to change the default file format for the Save dialog:

1. Open an existing Office file or create a new one. Then, click the “File” tab.
2. On the backstage screen, click “Options” in the list of items on the left.
3. The “Word Options” dialog box displays. Click “Save” in the list of items on the left.



4. In the Save option from the “Save files in this format” drop-down list. In our example, we chose “Word 97-2003 Document (\*.docx)”.



### Save, open and close a word application file

When you save a file, you can save it in a folder on your hard disk drive, a network location, disk, DVD, CD, the desktop, flash drive, or save it as another file format.

By default, the Microsoft Office programs save a file in a default working folder. To save the copy in a different location, click a different folder in the folder list. then:

1. Click the File tab, and then click Save, or press CTRL+S.
2. Click the Save icon on the Quick Access Toolbar.
3. You must enter a name for the file if you are saving it for the first time.

**To save as a document in Word 2016, follow these steps:**

1. Click the File tab.
2. Choose the Save As command. The Save As screen appears, similar to the one shown here.
3. Choose a location for the document. To use local storage, choose This PC
4. Type a name for your document in the File Name box. ...



5. Click the Save button.

**To open a document in Word 2016, follow these steps:**

1. Click the File tab.
2. Choose the Open command.
3. Choose a location
4. Click a document when you find it.

**To Close a word application file:**

1. Choose the Close command from the File tab menu
2. If your document needs to be saved, click the Yes button in the prompt that appears
3. If the Save As dialog box appears, type a name for your document in the File Name text box.

**Switch between multiple documents**

If you're multi, or using one document as a reference, you need to quickly switch between two or more documents. Here are ways to move back and forth between them.

- Ctrl-F6
- Alt-Tab/Shift-Tab
- The View Tab: Click on the VIEW TAB, then on SWITCH WINDOWS. Pick your document off the list.

**Page set-up options and page orientation**

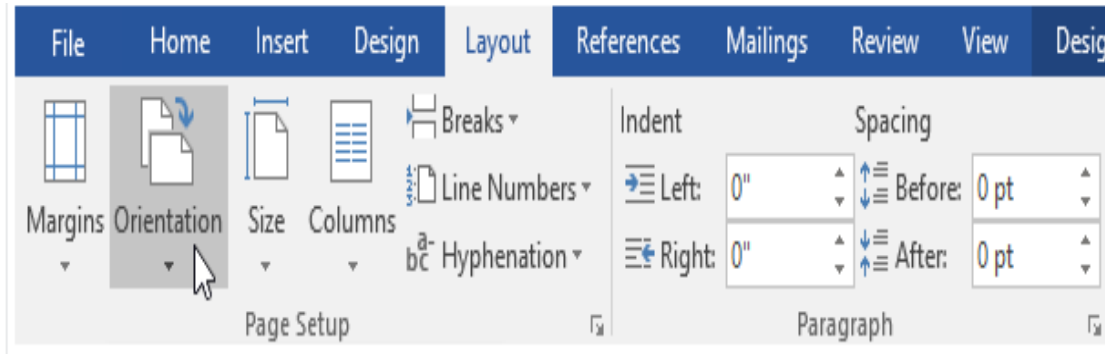
Word offers two-page orientation options: landscape and portrait. Compare our example below to see how orientation can affect the appearance and spacing of text and images.

Landscape means the page is oriented horizontally.

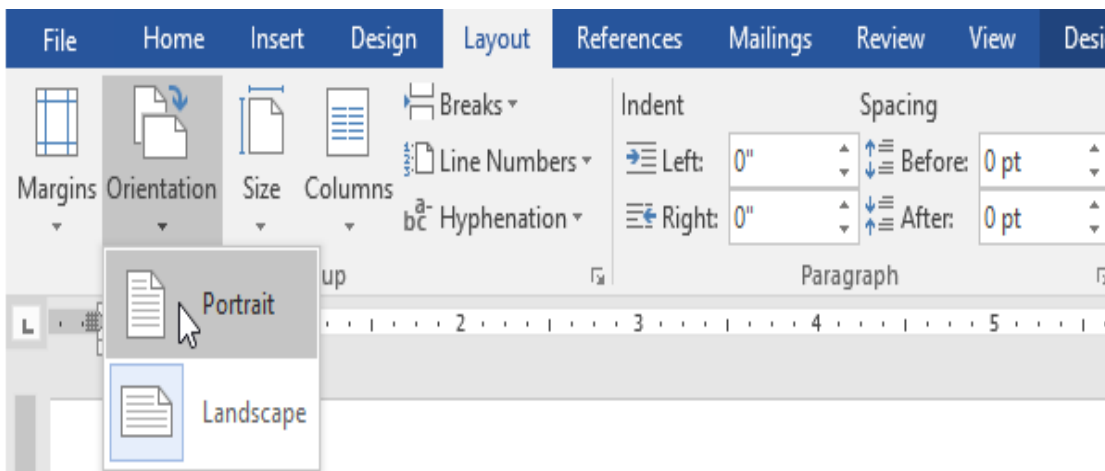
Portrait means the page is oriented vertically.

To change page orientation:

1. Select the Layout tab.
2. Click the Orientation command in the Page Setup group.



3. A drop-down menu will appear. Click either Portrait or Landscape to change the page orientation.



4. The page orientation of the document will be changed.

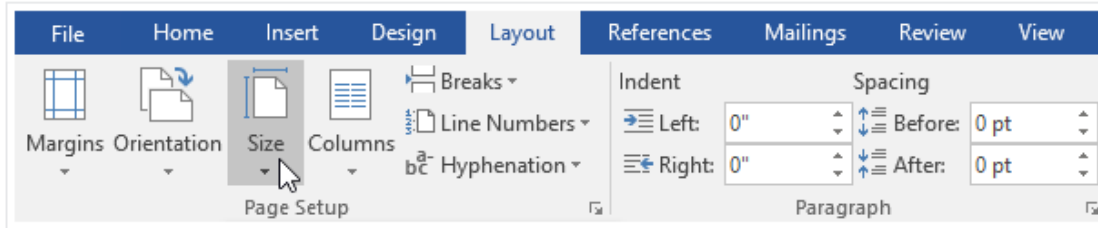
### **Page size and setting up of margins**

Margins in Word 2016 documents create the text area on a page, left, right, top, and bottom.

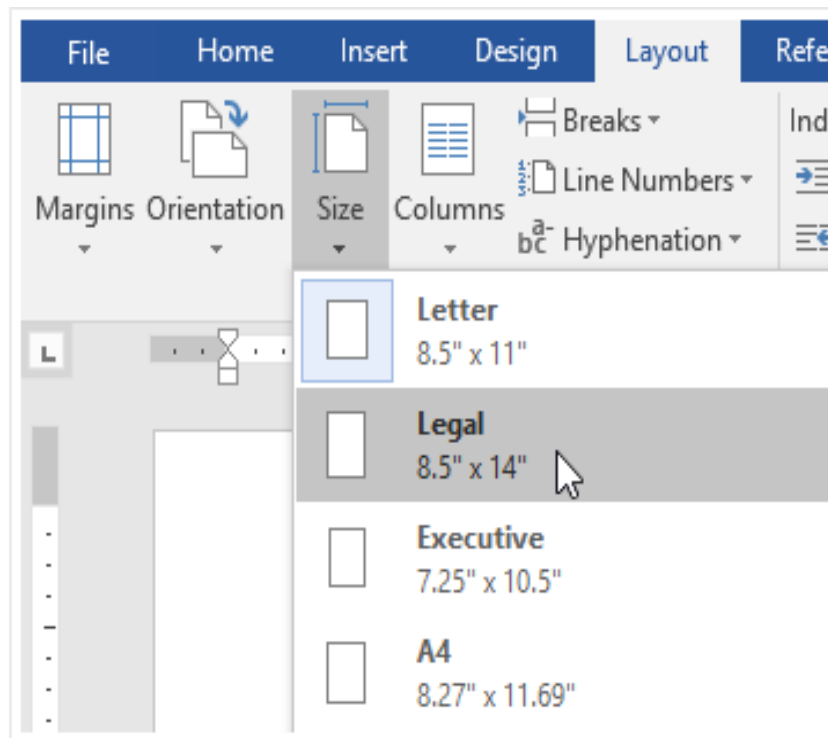
Word automatically sets page margins at 1 inch from every page edge.

To adjust page size in MS Word 2016, obey these steps:

1. Select the Layout tab, then click the Size command.



2. A drop-down menu will appear. The current page size is highlighted. Click the desired predefined page size.

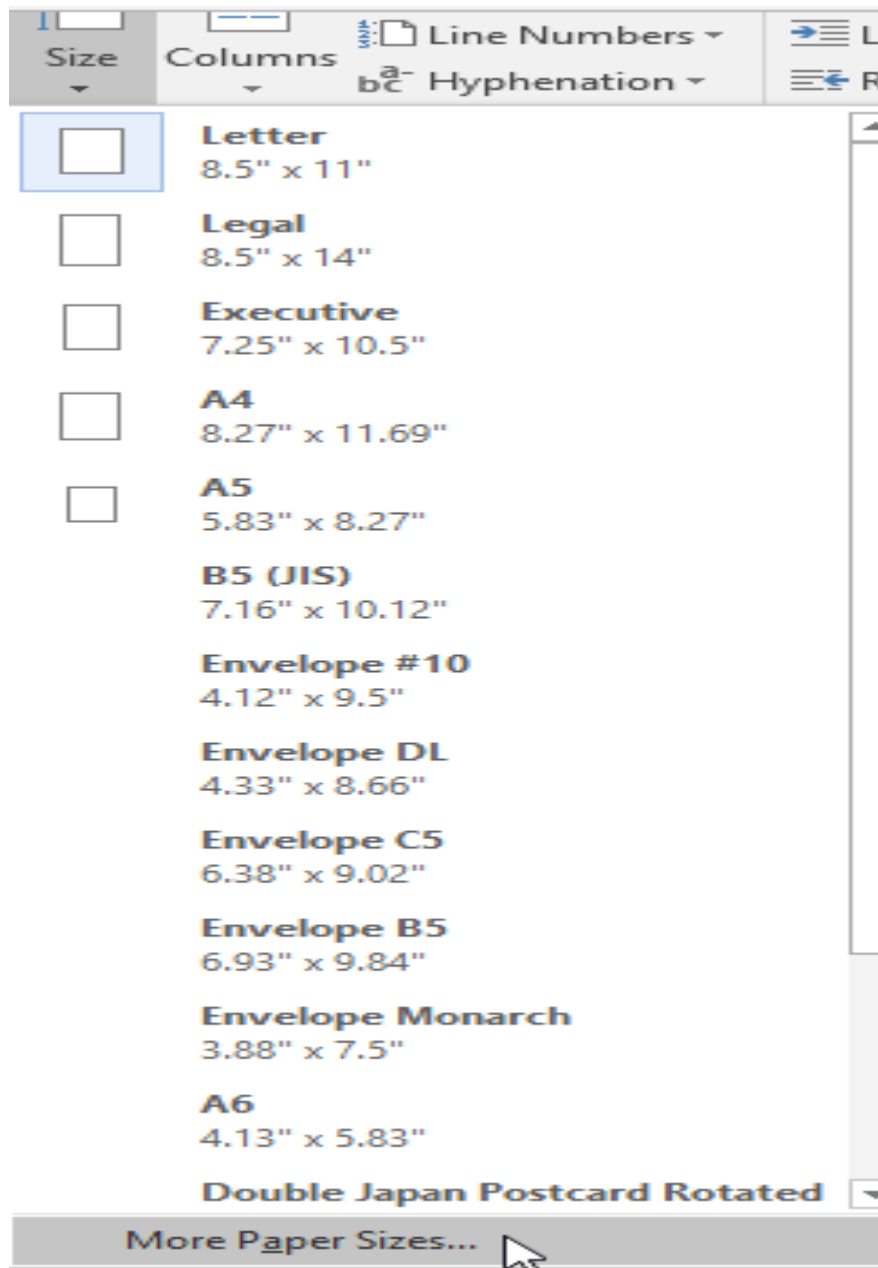


3. The page size of the document will be changed

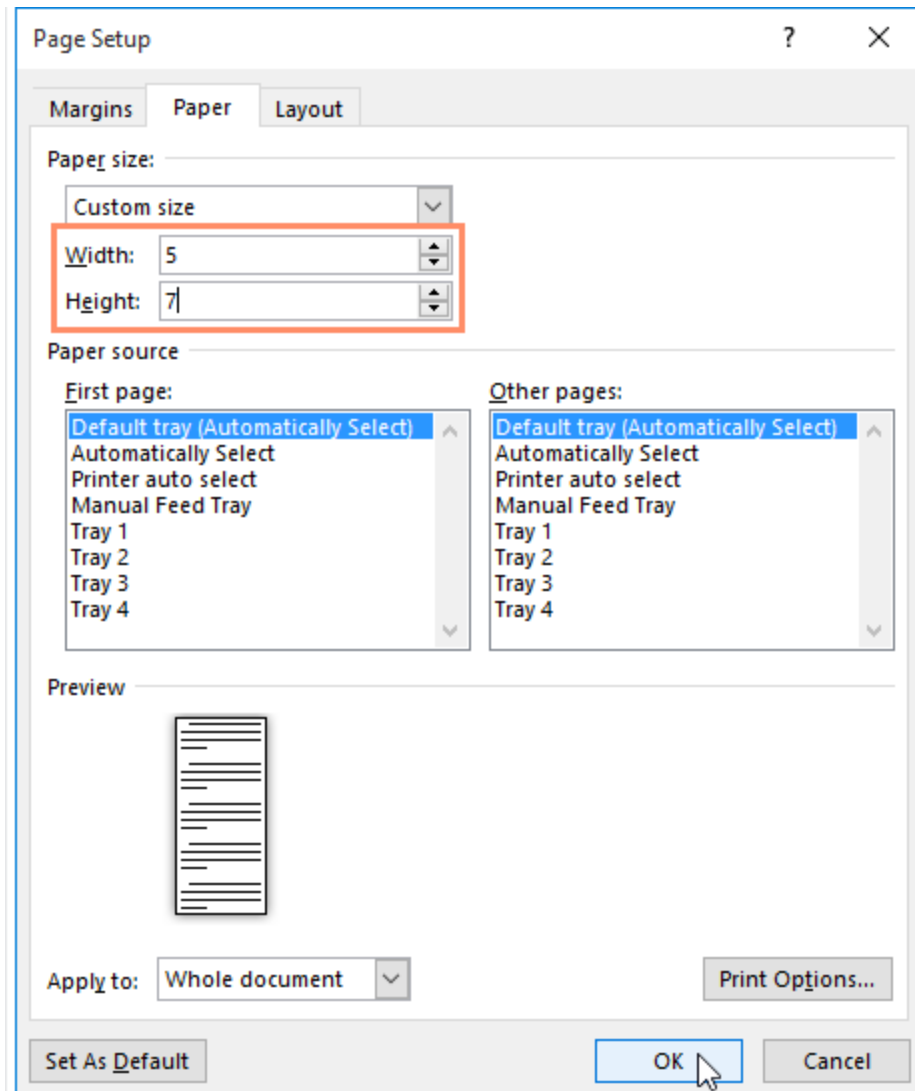
**To use a custom page size:**

1. From the Layout tab, click Size. Select More Paper Sizes from the drop-down menu.





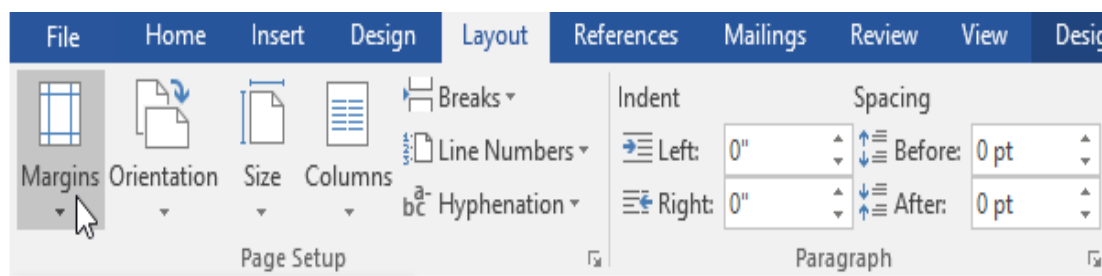
2. The Page Setup dialog box will appear.
3. Adjust the values for Width and Height, then click OK.



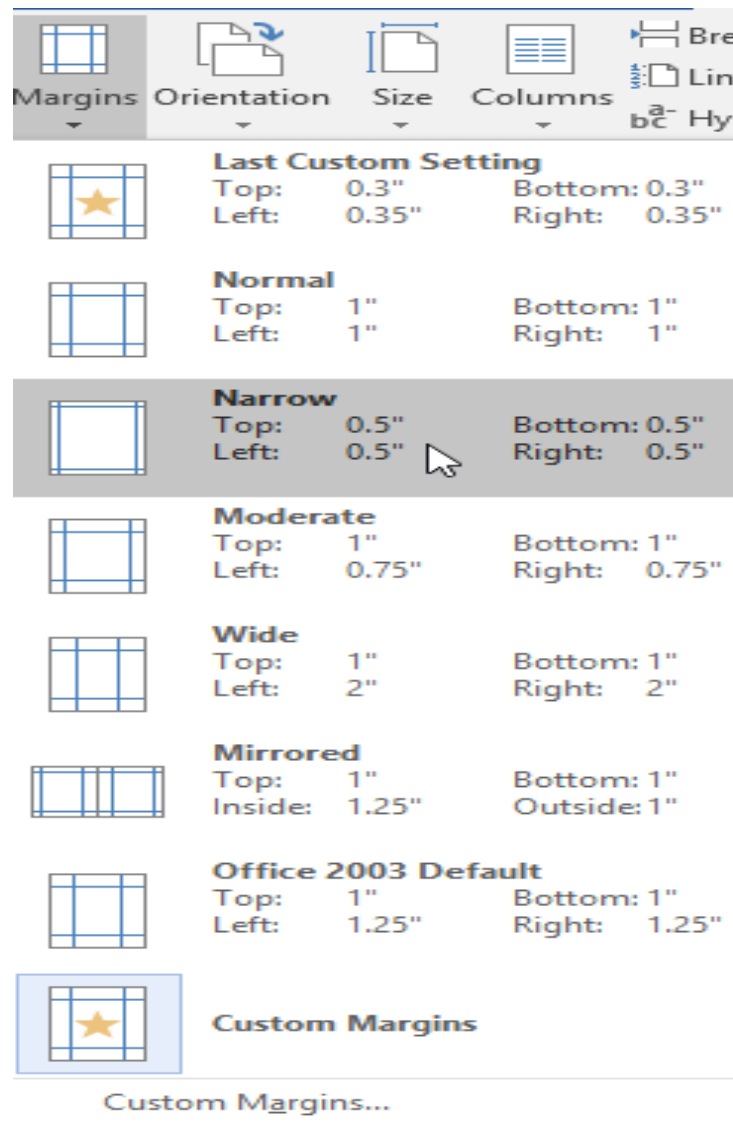
1. The page size of the document will be changed.

**To adjust page margins in Word, obey these steps:**

Select the Layout tab, then click the Margins command.



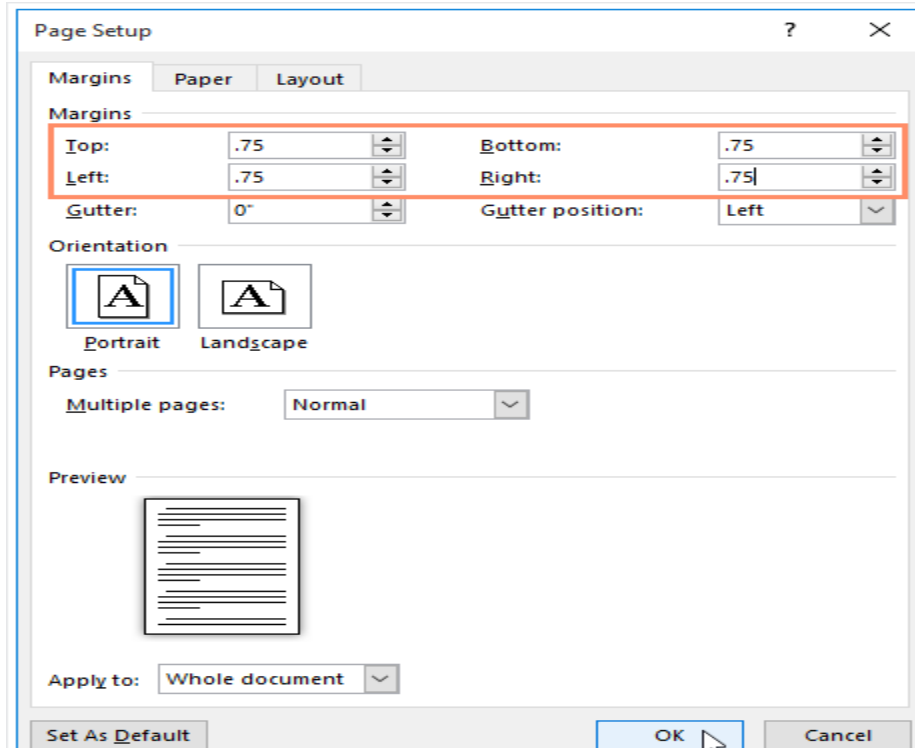
2. A drop-down menu will appear. Click the predefined margin size you want.



3. The margins of the document will be changed.

### To use custom margins:

1. Layout Menu
2. click Margins
3. Select Custom Margins from the drop-down menu.
4. The Page Setup dialog box will appear.
5. Adjust the values for each margin, then click OK.



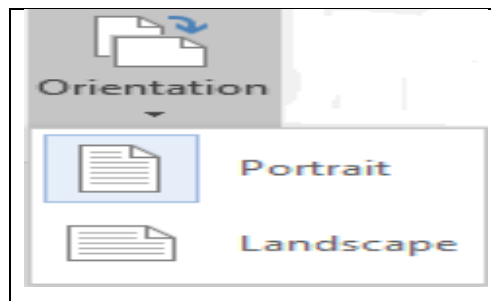
6. The margins of the document will be changed.

### Orientation:

Give your pages a portrait or landscape layout.

To change page Orientation:

1. Layout menu
2. Orientation
3. Select Portrait or Landscape.



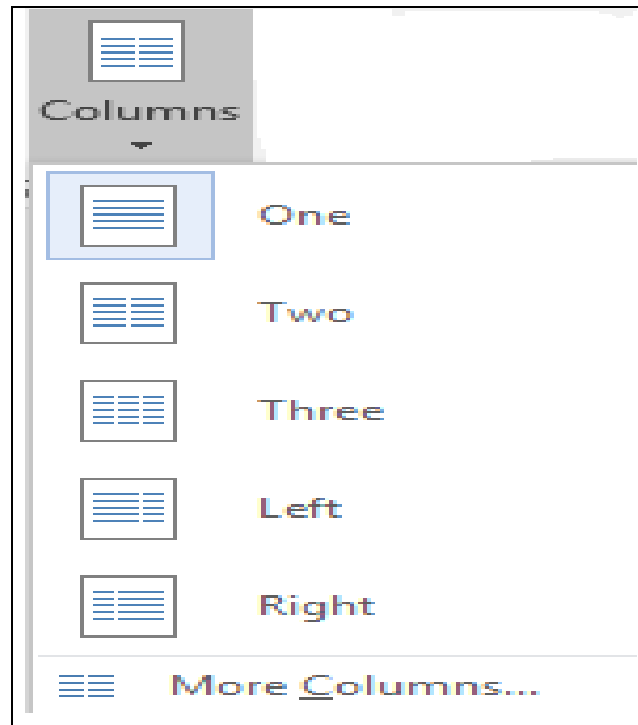
### Columns:



Split your text into two or more columns.

To add or remove columns:

1. Layout menu
2. Columns
3. Select



### **Page layout, page borders and shading**

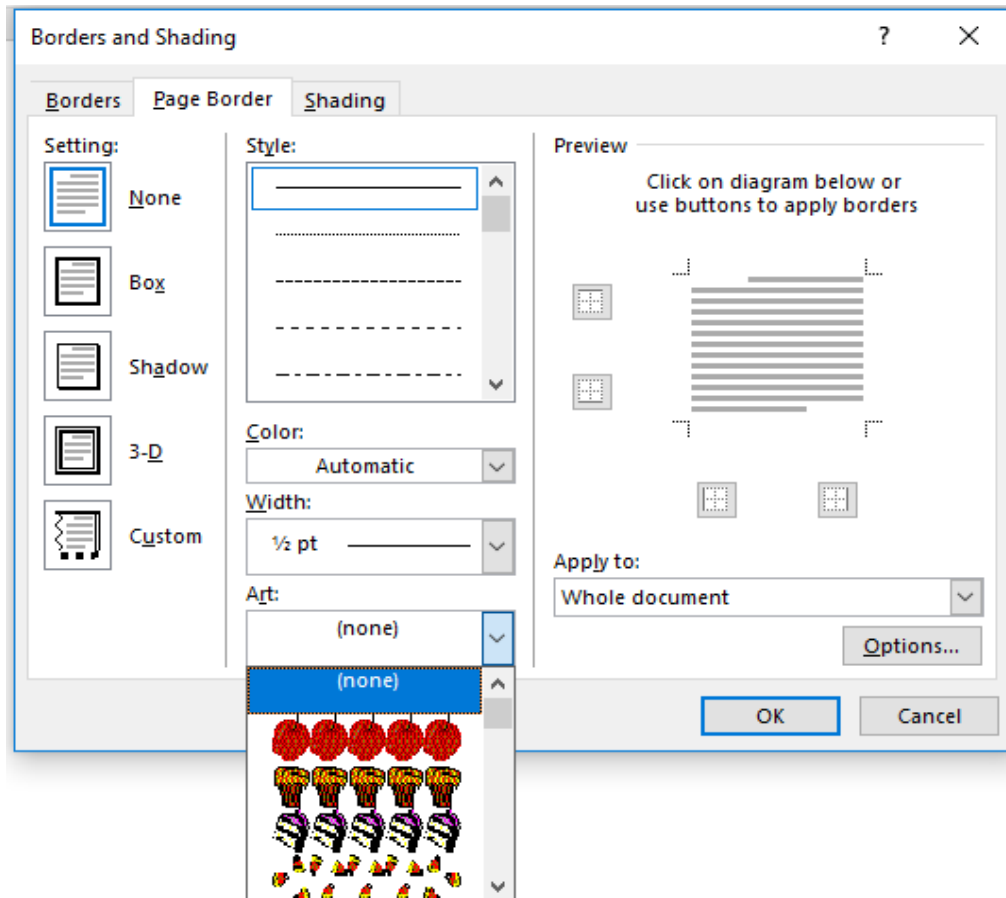
MS Word 2016 offers a variety of page layout and formatting options that affect how content appears on the page. You can customize the page orientation, paper size, and page margins depending on how you want your document to appear.

### **Borders and shading**

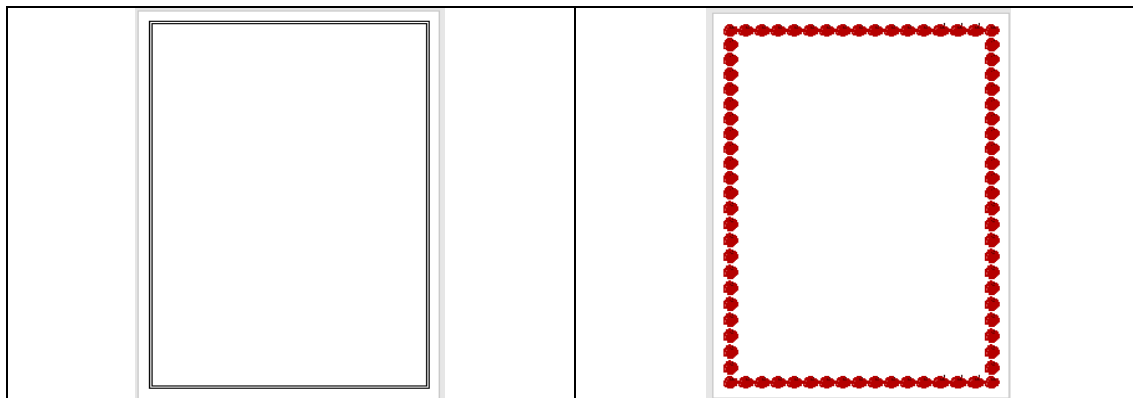
A border draws focus and adds a stylish touch to your document, you can create a border using a variety of line styles, widths and colors, or choose an art border with a fun theme.

To add border and shading:

1. Design menu
2. Page Borders
3. You can select style or art, also you can change the colors and width.



Examples to page borders:



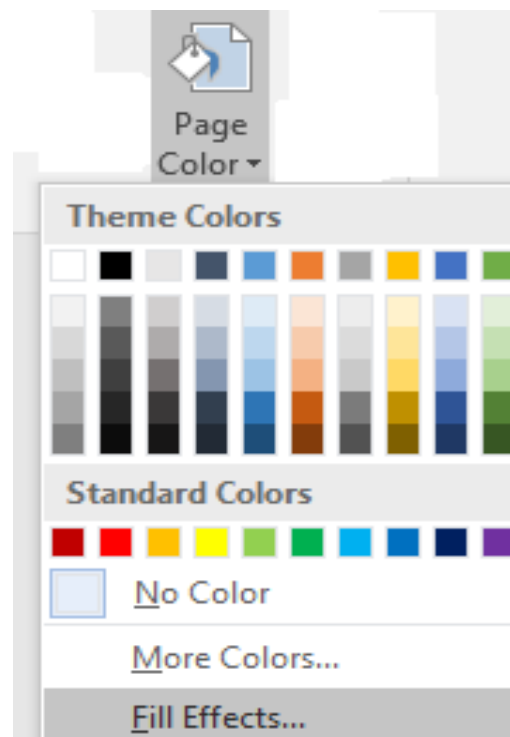


## Page Color

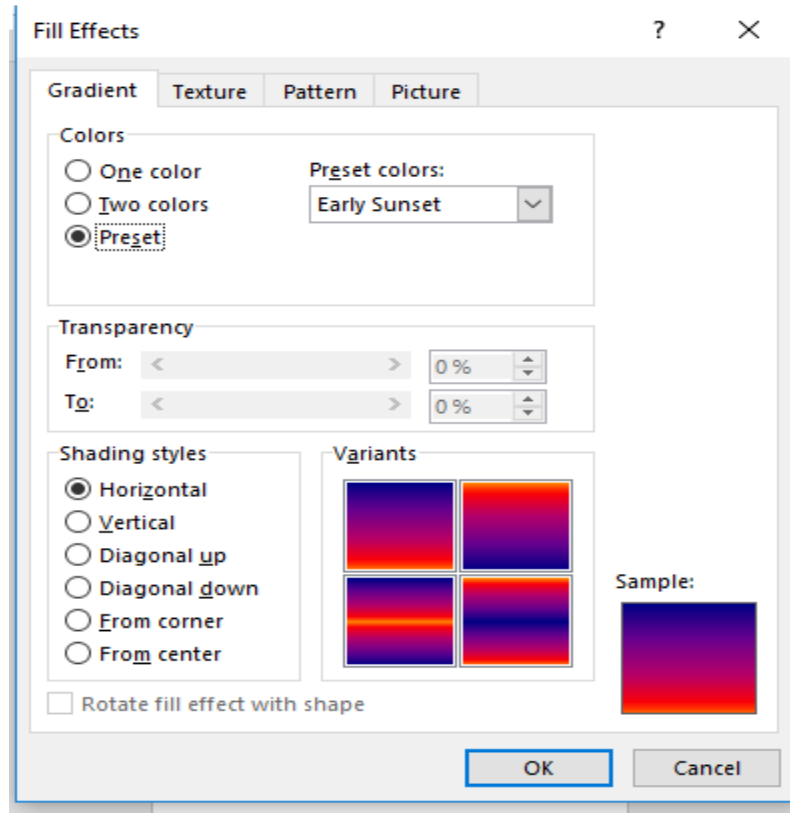
Add a splash of color to your document by changing the color of the page.

To add Page Color:

1. Design menu
2. Page Color
3. Select the color



4. If you want to fill Gradient, texture, Pattern or Picture press "Fill Effects" to add special type of colors

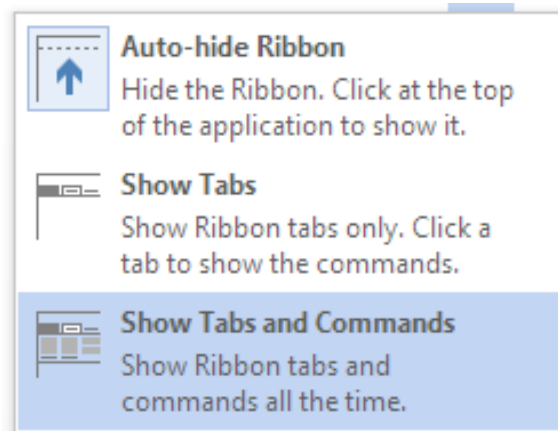


### Display and hide toolbars

1. At the top-right corner, click the Ribbon Display Options icon



2. Click Show Tabs and Commands.







### **Menus in word processing application**

The ribbon is a set of toolbars at the top of the window in Office programs designed to help you quickly find the commands that you need to complete a task. Sometimes the ribbon can get hidden and it's hard to find. The quickest way to show the ribbon is to click on any visible tab, like Home, Insert or Design. You might also want to hide the ribbon to maximize screen space.

## **Menus in MS Word 2016**

### **1. File Menu**






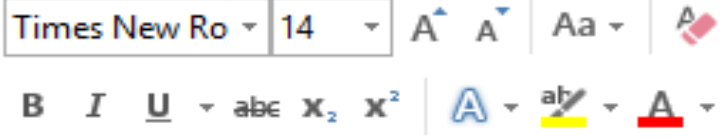
The following tabs list all features and command for File Menu:







New	New Microsoft Word document.
Open	Open an existing Microsoft Word document.
Save	Saves the current document
Save As	Save the document as a different file.
Print	Print the current document.
Close	Close the current word document.













### **2. Home Menu**

The following tabs list all features and command for Home Menu:




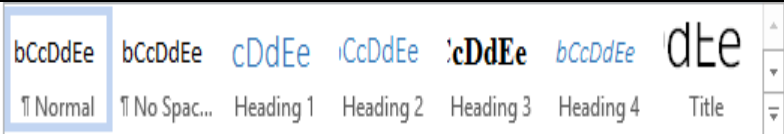
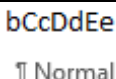


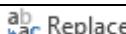
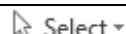
1. Clipboard	2. Font	3. Paragraph
4. Styles	5. Editing	

<b>1. Clipboard</b>	
	Cut: This command will cut (delete) the currently selected element
	Copy: The Copy command will copy the currently selected element
	Paste: This will paste (insert) into the current document the last element
	Format Painter: Like the look a particular selection
<b>2. Font</b>	
Times New Ro ▾	Font: Pick a new font for your text.
14 ▾	Font Size: Change the font Size of your text.
A <sup>+</sup>	Increase Font Size: Make your text a bit bigger.
A <sup>-</sup>	Decrease Font Size: Make your text a bit smaller.
Aa ▾	Change Case: Change the selected text to uppercase, lowercase or other common capitalizations.

	Clear all formatting: Remove all formatting from the selection, leaving only the normal, unformatted text.
<b>B</b>	Bold: Make the selected text bold.
<i>I</i>	Italic: Italicize the selected text.
<u>U</u>	Underline your text.
<del>abc</del>	Strikethrough: Cross something out by drawing a line through it.
$x_2$	Subscript: Type very small letters just below the line of text
$x^2$	Superscript: Type very small letters just above the line of text
	Text Effect and Typography: Add some flair to your text by applying a text effect, such as a shadow or glow
	Text Highlight Color: Make your text pop by highlighting it in a bright color
	Font Color: Change the color of your text
<b>3. Paragraph</b>	
	<p>Bullets: Create a bulleted list.</p> <p>Click the arrow to change the look of the bullet.</p>

	<p>Numbering: Create a numbered list.</p> <p>Click the arrow for more numbering formats.</p>
	<p>Multilevel List: Create a multilevel list to organize items or create an outline.</p>
	<p>Decrease Indent: Move your paragraph closer to the margin</p>
	<p>Increase Indent: Move your paragraph farther away from the margin.</p>
	<p>Left-to-Right Text Direction: Set the text to read from left to right.</p>
	<p>Right-to-Left Text Direction: Set the text to read from right to left.</p>
	<p>Sort: Arrange the current selection in alphabetical or numerical order.</p>
	<p>Show paragraph marks and other hidden formatting symbols.</p>
	<p>Align Left: Align your content with the left margin.</p>
	<p>Center: Center your content on the page.</p>
	<p>Align Right: Align your content with the right margin.</p>
	<p>Justify: Distribute your text evenly between the margins.</p>




















	Line and Paragraph Spacing: Choose how much space appears between lines of text or between paragraphs.
	Shading: Change the color behind the selected text, paragraph or table cell.
	Borders: Add or remove borders from your selection.
<b>4. Styles</b>	
	Styles
<b>5. Editing</b>	
	Find: Find text or other content in the document.
	Replace: Search for text you'd like to change, and replace it with something else.
	Select: Select text or objects in your document.




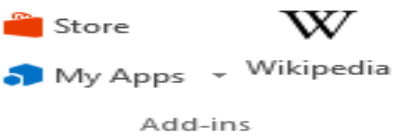





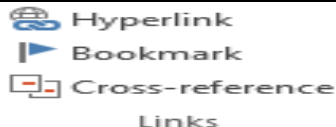
### 3. Insert Menu

The following tabs list all features and command for Insert Menu:


















1. Pages	2. Tables	3. Illustrations	4. Add-ins
5. Media	6. Links	7. Comments	8. Header and Footer
9. Text	10. Symbols		

<b>1. Pages</b>	 Cover Page ▾  Blank Page  Page Break Pages
 Cover Page ▾	Your document will make a great first impression with a stylish cover page.
 Blank Page	Add a blank Page: Add a blank page anywhere in your document.
 Page Break	Insert a Page Break: End the current page here and move to the next page.
<b>2. Tables</b>	 Table
 Table	Add a Table: A table is a great way to organize information within your document.
<b>3. Illustrations</b>	 Pictures  Online Pictures  Shapes  SmartArt  Chart  Screenshot ▾ Illustrations
 Pictures	Form File: Insert picture from your computer or from other computers that you're connected to.
 Online Pictures	Online Pictures: Find and insert pictures from a variety of online sources.
 Shapes	Draw a Shape: Insert ready-made shapes, such as circle, square, and arrows.














 SmartArt	Insert the SmartArt graphic to visually communicate information.
 Chart	Make it easy to spot patterns and trends in your data by inserting a bar, area, or line chart.
 Screenshot ▾	Take a Screenshot: Quickly add a snapshot of any windows that's open on your desktop to your document.
<b>4. Add-ins</b>	
 Store	Browse office Store: Explore apps in the office Store.
 My Apps	Insert an App: Insert an app into your document and use the web to enhance your work.
 Wikipedia	Find and quote related information from Wikipedia.
<b>5. Media</b>	
 Online Video	Online Video: Find and insert video from a variety of online sources.
<b>6. Links</b>	



 Hyperlink	Add a Hyperlink: Create a link in your document for quick access to webpages and files.
 Bookmark	Insert a Bookmark: Bookmarks work with hyperlinks to let you jump to a specific place in your document.
 Cross-reference	Insert Cross- reference: Refer to specific places in your document, such as headings, figures, and tables.
<b>7. Comments</b>	 Comment Comments
 Comment	Insert Comment: Add a note about this part of the document.
<b>8. Header and Footer</b>	 Header ▾  Footer ▾  Page Number ▾ Header & Footer
 Header ▾	Headers help you to repeat content at the top of every page.
 Footer ▾	Footers help you repeat content at the bottom of every page.
 Page Number ▾	Add Page Numbers: Number the pages in your document.
<b>9. Text</b>	 Quick Parts ▾  Signature Line ▾  WordArt ▾  Date & Time  Drop Cap ▾  Object ▾ Text Text


















 Text Box ▾	Choose a text box: Got must-see content? Put it in a text box.
 Quick Parts ▾	Explore Quick Parts: Insert preformatted text, auto-text, document properties, and fields anywhere in the document.
 Signature Line	Insert a signature line that specifies the individual who must sign.
 WordArt ▾	Insert WordArt: Add some artistic flair to your document using a WordArt text box.
 Date & Time	Insert Date and Time: Quickly add the current date or time.
 Drop Cap	Create a large capital letter at the beginning of a paragraph.
 Object ▾	Object: Insert an embedded object, such as another Word document or an excel chart.
<b>10. Symbols</b>	 Equation ▾  Symbol ▾  Symbols
 Equation	Add common mathematical equations to your document, such as the area of a circle or the quadratic formula.
 Symbol	Insert a Symbol: Add symbols that are not on your keyboard.

## 4. Design Menu

The following tabs list all features and command for Design Menu:

1. Themes	2. Document Formatting	3. Page Background
-----------	------------------------	--------------------

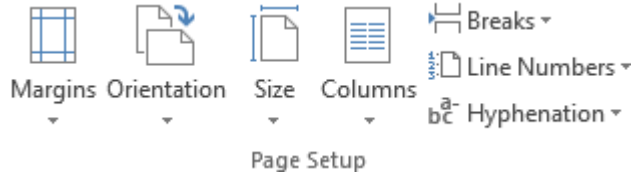

<b>1. Themes</b>	 Themes
 Themes	Themes: Current: Pick a new theme to give your document instant style and just the right personality.
<b>2. Document Formatting</b>	 Document Formatting
<b>Title</b> 	This Document's Style Set.
 Colors	Theme Colors: Current: Office Quickly change all the colors used in your document by picking a different color palette.
 Fonts	Theme Font
 Paragraph Spacing ▾	Paragraph Spacing: Quickly change the line and paragraph spacing of your document.
 Effects ▾	Theme Effect: Quickly change the general look of objects in your document.














 Set as Default	Set as Default: Use this look for all new documents.
<b>3. Page Background</b>	
 Watermark	Add ghost text, such as "confidential" or "urgent" behind the content on the page.
 Page Color ▾	Add a splash of color to your document by changing the color of the page.
 Page Borders	Add or change the border around the page.



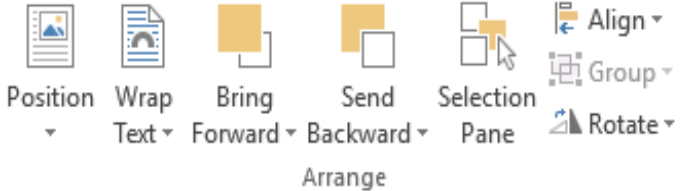






## 5. Layout Menu



The following tabs list all features and command for Layout Menu:

1. Page Setup	2. Paragraph	3. Arrange
---------------	--------------	------------

<b>1. Page Setup</b>	
 Margins	Adjust Margins: Set the margin size for the entire document or the current section.

 Orientation	Change Page Orientation: Give your pages a portrait or landscape layout.
 Size	Choose Page Size: Choose a paper size for your document.
 Columns	Add or Remove Columns: Split your text into two or more columns.
 Breaks	Insert Page and Section Breaks: Add a break at your current location to have your text pick up again at the next page, section or columns.
 Line Numbers ▾	Show Line numbers: Reference specific lines in your document quickly and easily using line numbers in the margin.
 Hyphenation	Change Hyphenation: When a word runs out of room, Word normally moves it down to the next line. When you turn on hyphenation, word hyphenates it instead.
<b>2. Paragraph</b>	<div data-bbox="605 1287 1214 1455"> <div>Indent</div> <div>  Left: <input type="text" value="0 cm"/> </div> <div>  Right: <input type="text" value="0 cm"/> </div> <div>Spacing</div> <div>  Before: <input type="text" value="0 pt"/> </div> <div>  After: <input type="text" value="10 pt"/> </div> <div>Paragraph </div> </div>
 Left: <input type="text" value="0 cm"/>	Indent Left: Choose how far to move the paragraph away from the left margin.
 Right: <input type="text" value="0 cm"/>	Indent Right: Choose how far to move the paragraph away from the right margin.












 Before: 0 pt	Spacing Before: Change how much space appears above the selected paragraph.
 After: 10 pt	Spacing After: Change how much space appears below the selected paragraphs.
<b>3. Arrange</b>	
 Position	Position Object: Choose where the selected object will appear on the page.
 Wrap Text	Warp Text: Choose how your text warps around the selected object.
 Bring Forward	Bring Forward: Bring the selected object forward one level, or bring it in front of all the other objects.
 Send Backward	Send Backward: Send the selected object back one level so that it's hidden behind more objects.
 Selection Pane	Display the Selection Pane: See a list of all your objects.
 Align	Align Objects: Change the placement of your selected objects on the page.








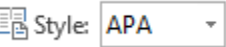

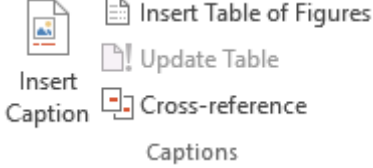
 Group ▾	Group Objects: Join objects together to move the format then as if they were a single object.
 Rotate ▾	Rotate Objects: Rotate or flip the selected object.









## 6. References Menu

The following tabs list all features and command for Page References Menu:

1. Table of Content	2. Footnotes	3. Citations & Bibliography
4. Captions	5. Index	

<b>1. Table of Content</b>	  Add Text ▾  Update Table  Table of Contents ▾ Table of Contents
 Table of Contents	Table of contents: Provide an overview of your document by adding a table of contents.
 Add Text ▾	Add Text: Include the current heading in the Table of Contents.
 Update Table	Update Table: Refresh the table of contents so all entries refer to the correct page number.
<b>2. Footnotes</b>	 AB <sup>1</sup> Insert Footnote  Insert Endnote  AB <sup>1</sup> Next Footnote  Show Notes Footnotes

 Insert Footnote	Insert Footnote: Add a note at the bottom of the page providing more info about something in your document.
 Insert Endnote	Insert Endnote: Add a note, like a comment or citation, providing more info about something in your document.
 Next Footnote	Next Footnote: Jump to the next footnote.
 Show Notes	Show Notes: Jump to the footnotes or endnotes in your document.
<b>3. Citations &amp; Bibliography</b>	
 Insert Citation	Insert Citation: Credit a source of information by citing the book, article or other material it comes from.
 Manage Sources	Manage Sources: Organize the sources cited in your document.
	Bibliography Style: Choose the citation style for your document, such as APA Style, Chicago Style or MLA Style.
 Bibliography	Bibliography: List all your sources in a bibliography or works cited section.
<b>4. Captions</b>	

 Insert Caption	Label your picture or object
 Insert Table of Figures	Table of Figures Dialog: Add a list of captioned objects and their page numbers for quick reference.
 Update Table	Update Table of Figures: Update the table of figures to include all the entries in the document.
 Cross-reference	Insert Cross-reference: Refer to specific places in your document, such as headings, figures, and tables.
<b>5. Index</b>	
 Mark Entry	Mark Entry: Add the selected text to the index.
 Insert Index	Insert Index: Add an index listing key words and the page numbers they appear on.
 Update Index	Update Index: Update the index so that all the entries refer to the correct page number.

















## 7. Mailing Menu

The following tabs list all features and command for Mailing Menu:







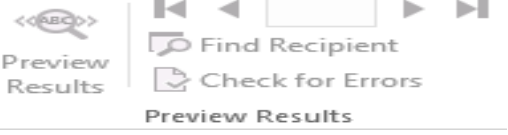



1. Create	2. Start Mail Merge	3. Write & Insert Fields
4. Preview Results	5. Finish	








<b>1. Create</b>	  <b>Envelopes Labels</b> <b>Create</b>
 <b>Envelopes</b>	Create Envelopes: Sending mail.
 <b>Labels</b>	Labels: Sending mail? You'll need a label.
<b>2. Start Mail Merge</b>	   <b>Start Mail Merge ▾ Select Recipients ▾ Edit Recipient List</b> <b>Start Mail Merge</b>
 <b>Start Mail Merge ▾</b>	Start Mail Merge: Create one document and send it to multiple people.
 <b>Select Recipients ▾</b>	Select Recipients: Choose the list of people you'd like to send your document to.
 <b>Edit Recipient List</b>	Edit Recipient List: Make changes to your recipient list or pick specific people to receive the mailing.
<b>3. Write &amp; Insert Fields</b>	     <b>Highlight Merge Fields Address Block Greeting Line Insert Merge Field ▾</b> <b>Rules ▾ Match Fields Update Labels</b> <b>Write &amp; Insert Fields</b>
 <b>Highlight Merge Fields</b>	Highlight Merge Fields: Highlight the fields in your document.



 Address Block	Address Block: Add an address to your letter.
 Greeting Line	Greeting Line: Add a greeting to your document.
 Insert Merge Field ▾	Insert Merge Field: Add a field from your recipient list to the document, such as last Name, Home Phone or Company Name.
 Rules ▾	Rules: Specify rules for the mail merge.
 Match Fields	Match Fields: Match fields allow you to tell word the meaning of different fields in your recipient list.
 Update Labels	Update Labels: If you are creating labels, update all the labels in the document to use information from the recipient list.
<b>4. Preview Results</b>	
 Preview Results	View Merged Data: Plug info from your recipient list into the merge fields to see how the finished document will look.
	Go to Record: Jump to a specific recipient on the list.
 Find Recipient	Find Recipient: Search for a specific recipient and jump to that person's document to preview it.



 Check for Errors	Check for Errors (Alt + shift +K): Tell word how to handle errors that might happen during mail merge.
<b>5. Finish</b>	 Finish & Merge ▾ Finish
 Finish & Merge ▾	Finish & Merge: Choose how you want to complete the mail merge.






## 8. Review Menu

The following tabs list all features and command for Page Review Menu






1. Proofing	2. Insights	3. Language	4. Comments
5. Tracking	6. Changes	7. Compare	8. Protect

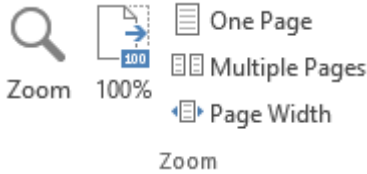





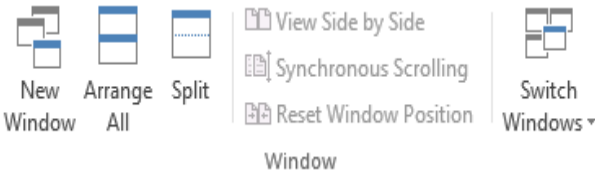


## 9. View Menu The following tabs list all features and command for View Menu

1. Views	2. Show	3. Zoom
4. Windows	5. Macros	








<b>1. Views</b>	 Read Mode  Print Layout  Web Layout  Outline  Draft Views
-----------------	--



 Read Mode	Read Mode: The best way to read a document, including some tools designed for reading instead of writing.
 Print Layout	Print layout: Check out how your document will look when it's printed.
 Web Layout	Web Layout: See how your document would look as a webpage. This layout is also great if you have wide tables in your document.
 Outline	Outline View: See your document in outline from where content is shown as bulleted points.
 Draft	Draft View: Switch your view to see just the text in your document.
<b>2. Show</b>	<div><input type="checkbox"/> Ruler</div> <div><input type="checkbox"/> Gridlines</div> <div><input type="checkbox"/> Navigation Pane</div> <div>Show</div>
<input type="checkbox"/> Ruler	View Ruler: Show rulers next to your document.
<input type="checkbox"/> Gridlines	Show gridlines in the background of your document for perfect object placement.
<input type="checkbox"/> Navigation Pane	Open the navigation pane:  It's like a tour guide for your document.

<b>3. Zoom</b>	
 Zoom	<p>Zoom: Zoom to the level that's right for you.</p>
 100%	<p>100%: Zoom your document to 100%.</p>
 One Page	<p>One Page: Zoom the document so you see the entire in the window.</p>
 Multiple Pages	<p>Multiple Pages: Zoom the document so you can see multiple pages in the window.</p>
 Page Width	<p>Page Width: Zoom the document so that the width of the page matches the width of the window.</p>
<b>4. Windows</b>	
 New Window	<p>New Window: Open a second window for your document so you can work in different places at the same time.</p>
 Arrange All	<p>Arrange all: Stack your open windows so you can see all of them at once.</p>

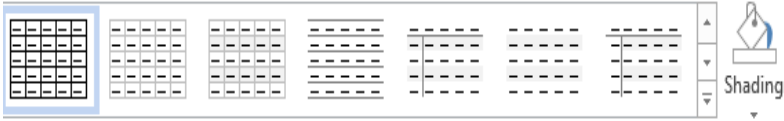


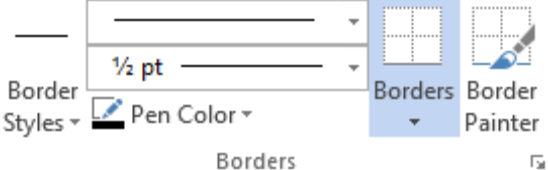



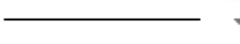
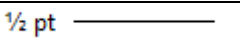
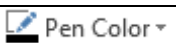


 Split	Split Window: See two sections of your document at the same time.
 View Side by Side	View Side by Side: Instead of switching back and forth between documents, view them side by side.
 Synchronous Scrolling	Synchronous Scrolling: Scroll two documents at the same time.
 Reset Window Position	Reset window Position: Place the documents you're comparing side by side, so they share the screen equally.
 Switch Windows ▾	Switch Windows: Quickly switch to another open window.
<b>5. Macros</b>	 Macros ▼
 Macros ▼	View Macros: See a list of macros you can work with.

## 10.Design Menu

1. Table Style Options	2. Table Styles	3. Borders
------------------------	-----------------	------------

<b>1. Table Style Options</b>	<input checked="" type="checkbox"/> Header Row <input checked="" type="checkbox"/> First Column <input type="checkbox"/> Total Row <input type="checkbox"/> Last Column <input checked="" type="checkbox"/> Banded Rows <input type="checkbox"/> Banded Columns Table Style Options
-------------------------------	--





<input checked="" type="checkbox"/> Header Row	Header row: Display special formatting for the first row of the table.
<input type="checkbox"/> Total Row	Total row: Display special formatting for the last row of the table.
<input checked="" type="checkbox"/> Banded Rows	Display banded rows, in which even rows are formatted differently from odd rows.
<input checked="" type="checkbox"/> First Column	First Column: Display special formatting for the first column of the table.
<input type="checkbox"/> Last Column	Last column: Display special formatting for the last column of the table.
<input type="checkbox"/> Banded Columns	Display banded columns, in which even columns are formatted differently from odd columns.
<b>2. Table Styles</b>	
	Table Style (Table Grid)
 Shading	Shading: Change the color behind the selected text.
<b>3. Borders</b>	

	Border Styles: Format specific borders in your table using a common style or one that you recently applied.
	Line Style: Change the style of a new borders.
	Line Weight: Change the width of new borders.
	Pen color: Change the color of new borders.
	Borders: Add or remove borders from selection.
	Borders: Add or remove borders from your selection.






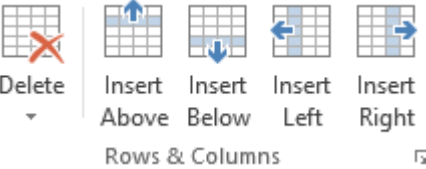



## 11. Layout Menu










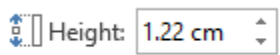

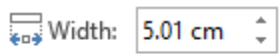



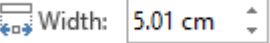
The following tabs list all features and command for Layout Menu:







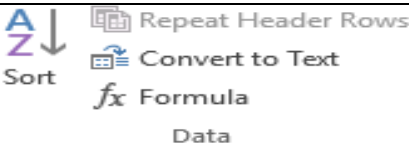




1. Table	2. Draw	3. Rows & Columns	4. Merge
5. Cell Size	6. Alignment	7. Data	

<b>1. Table</b>	   Select   View   Properties Gridlines
 Select	Select Table: Select the current cell, row, column, or entire table.



 View Gridlines	View Table Gridlines: Show or hide the gridlines in the table.
 Properties	Show the table Properties dialog box to change advanced table properties, such as indentation and text wrapping options.
<b>2. Draw</b>	
 Draw Table	Draw Table: Design your own table by drawing the cell, row and column borders yourself.
 Eraser	Table Eraser: Remove specific borders in a table to create merged cells.
<b>3. Rows &amp; Columns</b>	
 Delete	Delete Table: Delete rows, columns, cells, or the entire table.
 Insert Above	Insert Rows Above: Add a new row directly above the current row.
 Insert Below	Insert Row Below: Add a new row directly below the current row.

 Insert Left	Insert Columns to the left: Add a new column directly to the left current column.
 Insert Right	Insert columns to the Right: Add a new column directly to the right of the current column.
<b>4. Merge</b>	<div data-bbox="771 562 1052 688">  Merge Cells            Split Cells            Split Table         </div>
 Merge Cells	Merge Cells: Merge the selected cells into one cell.
 Split Cells	Split Cells: Split the current cell into multiple cells.
 Split Table	Split Table: Split the table into two tables.
<b>5. Cell Size</b>	<div data-bbox="581 1297 1242 1465">  AutoFit            Height: 1.22 cm            Distribute Rows            Width: 5.01 cm            Distribute Columns           <div>Cell Size</div> </div>
 AutoFit	AutoFit: Automatically resize the columns in your table.
 Height: 1.22 cm	Table Row Height: Set the height of the selected cells.
 Width: 5.01 cm	Table Column Width: Set the width of the selected cells.

 Distribute Rows	Distribute Rows: Distribute the height of the selected rows equally between them.
 Distribute Columns	Distribute Columns: Distribute the width of the selected columns equally between them.
<b>6. Alignment</b>	
	Align position
	Text Direction: Change the text direction within the selected cells.
 Cell Margins	Cell Margins: Customize cell margins and the spacing between cells.
<b>7. Data</b>	
 Sort	Sort: Arrange the current selection in alphabetical or numerical order.
 Repeat Header Rows	Repeat Header Rows: Mark multiple rows as header rows.
 Convert to Text	Convert to Text: Convert the table to regular text.
 Formula	Formula: Add a formula to a cell to perform a simple calculation, such as AVERAGE, SUM, or COUNT

### Text, paragraph and document level formatting

In MS Word 2016, you have several options for adjusting text, including font, size, and color. You can also adjust the alignment of the text to change how it is displayed on the page.

#### To set paragraph alignment

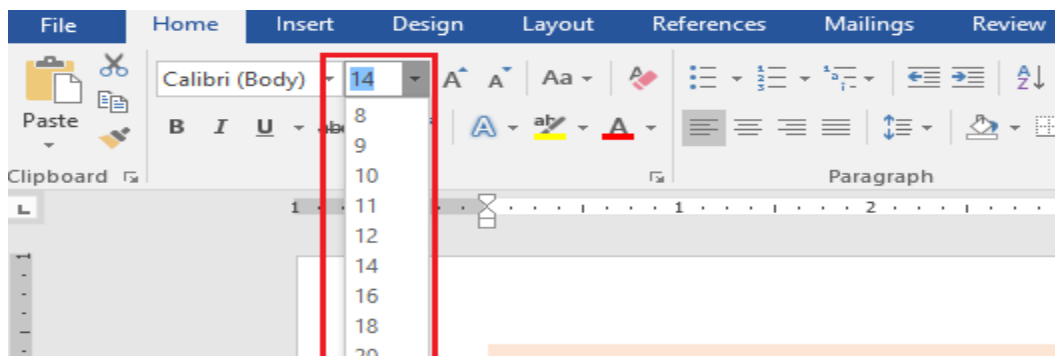
Position the cursor anywhere in the paragraph or select all the paragraphs you want to adjust.

1. Do either of the following: On the Home tab, in the Paragraph group, click the Align Left, Center, Align Right, or Justify button. Open the Paragraph dialog box.

### Text formats, font type, size and color

#### To change the font size

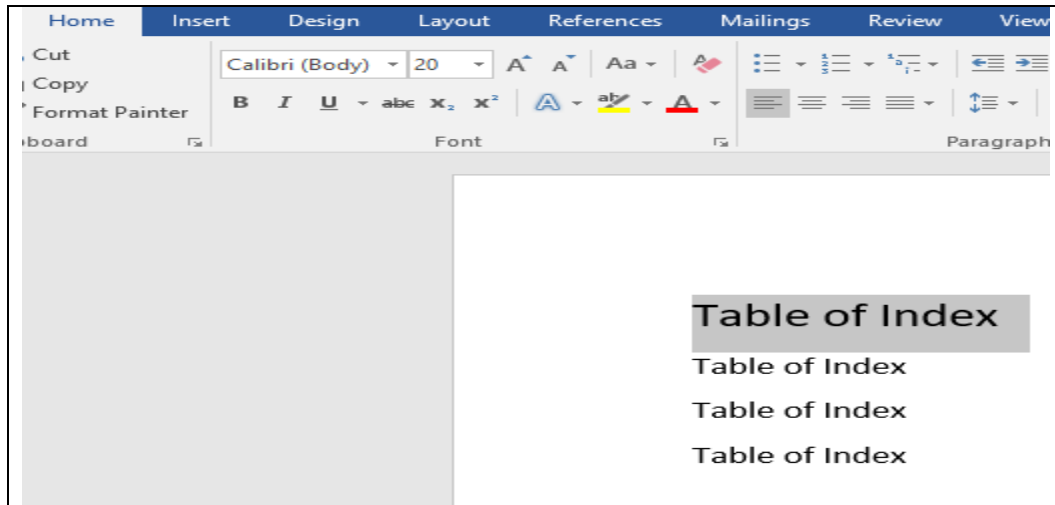
1. Select the text you want to modify.
2. On the Home tab, click the Font size drop-down arrow. Select a font size from the menu. If the font size you need is not available in the menu, you can click the Font size box and type the desired font size, then press Enter.
3. The font size will change in the document.



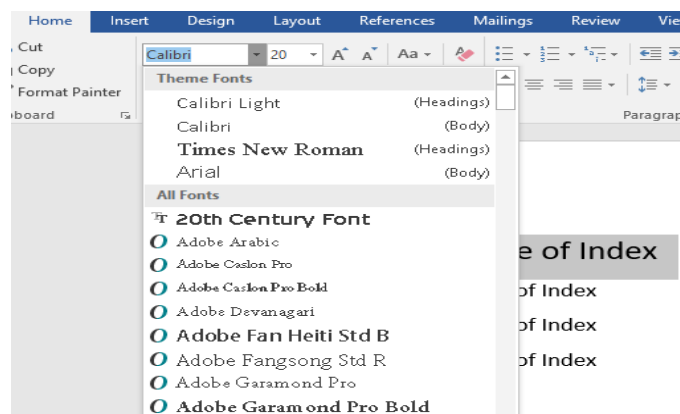
4. You can also use the Grow Font and Shrink Font commands to change the font size.

#### To change the font

1. Select the text you want to modify.



2. On the Home tab, click the drop-down arrow next to the Font box. A menu of font styles will appear.
3. Select the font style you want to use.



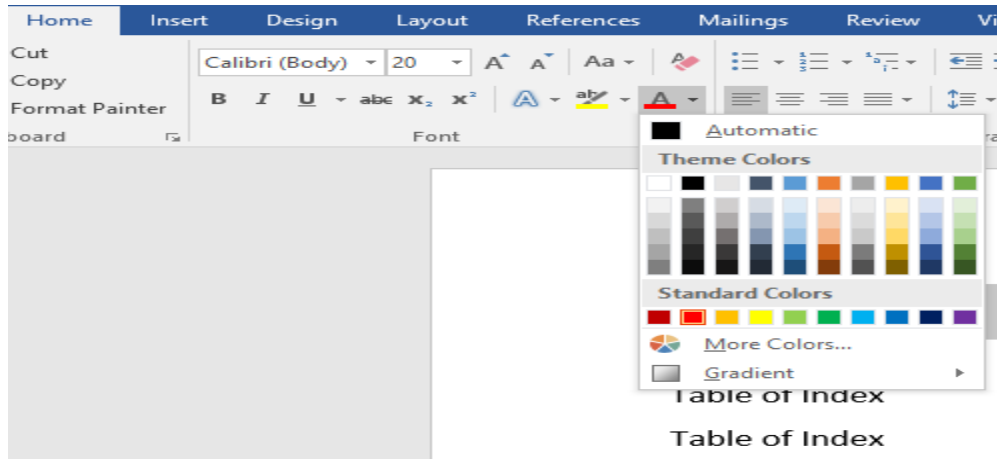
4. The font will change in the document.

### To change the font color

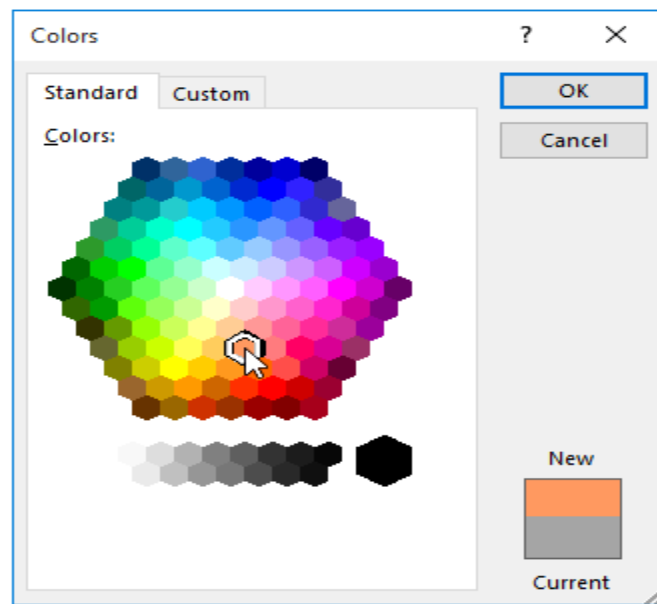
1. Select the text you want to modify.
2. On the Home tab, click the Font Color drop-down arrow. The Font Color menu appears.



3. Select the font color you want to use. The font color will change in the document.



Your color choices aren't limited to the drop-down menu that appears. Select More Colors at the bottom of the menu to access the Colors dialog box. Choose the color you want, then click OK.

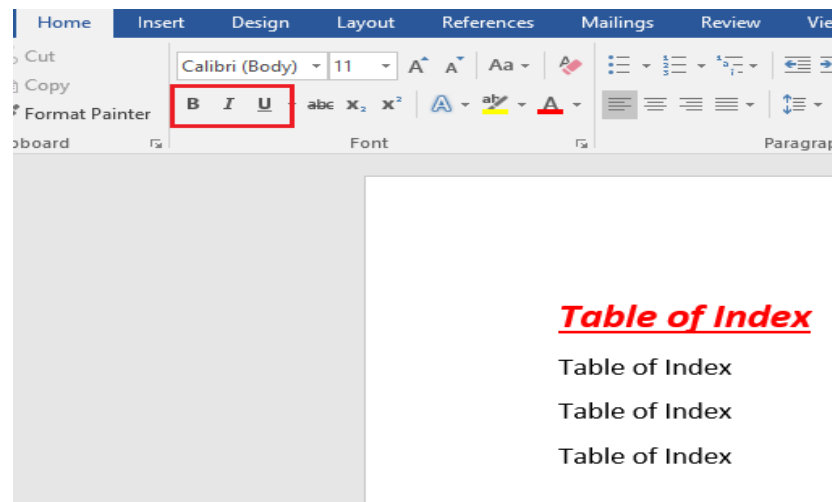


## To use the Bold, Italic, and Underline commands

1. Select the text you want to modify.

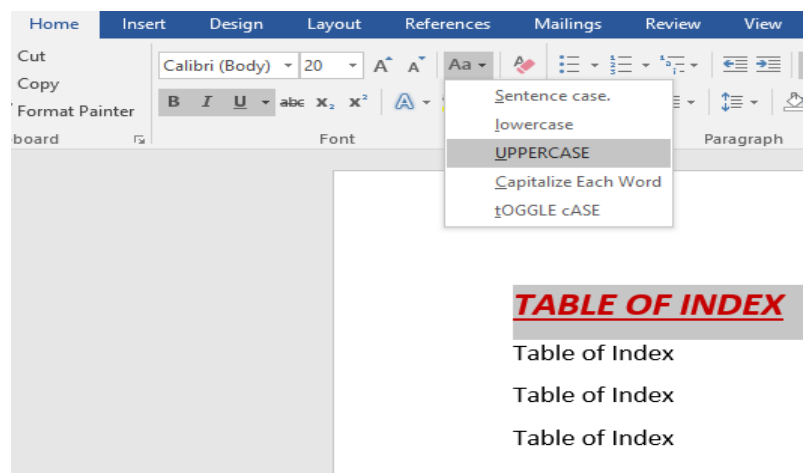


2. On the Home tab, click the Bold (B), Italic (I), or Underline (U) command in the Font group. In our example, we'll click Bold.



### To change text case

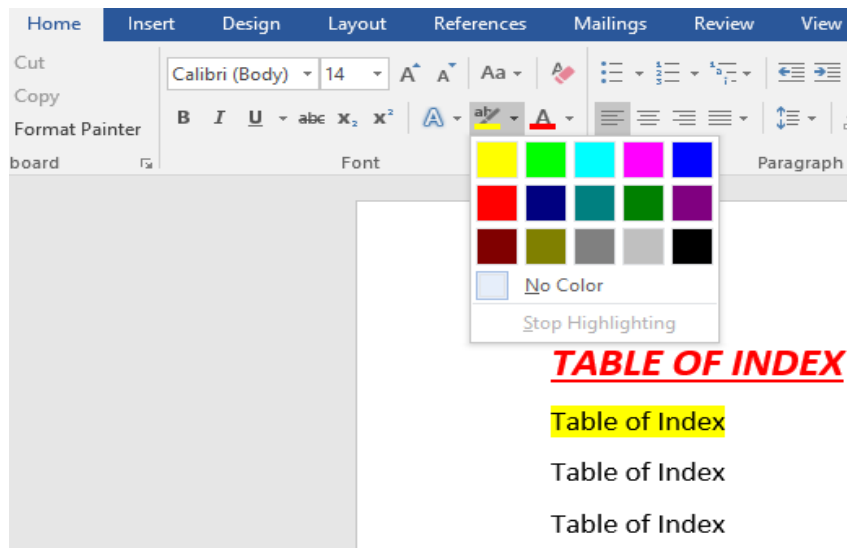
1. Select the text you want to modify.
2. On the Home tab, click the Change Case command in the Font group.
3. A drop-down menu will appear. Select the desired case option from the menu.
4. The text case will be changed in the document.



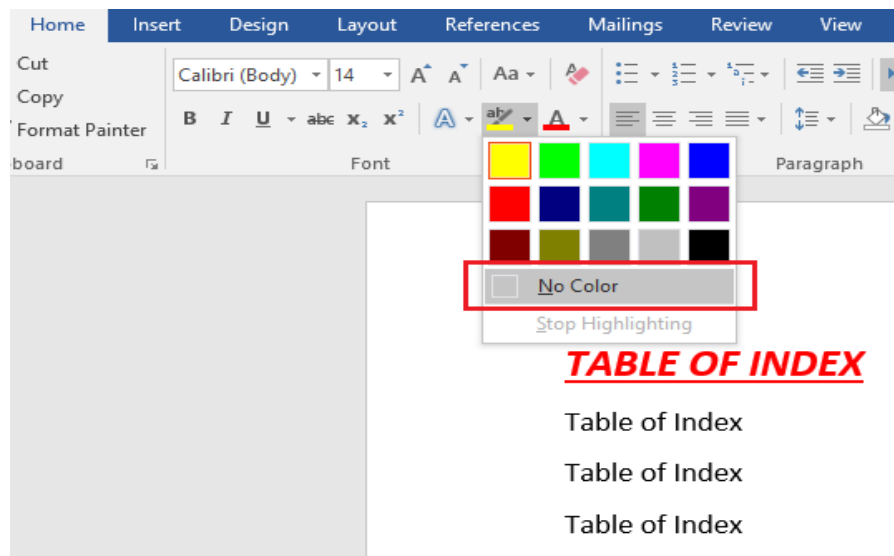


## To highlight text

1. Select the text you want to highlight.
2. From the Home tab, click the Text Highlight Color drop-down arrow. The Highlight Color menu appears.
3. Select the desired highlight **color**. The selected text will then be highlighted in the document.



To remove highlighting, select the highlighted text, then click the Text Highlight Color drop-down arrow. Select No Color from the drop-down menu.

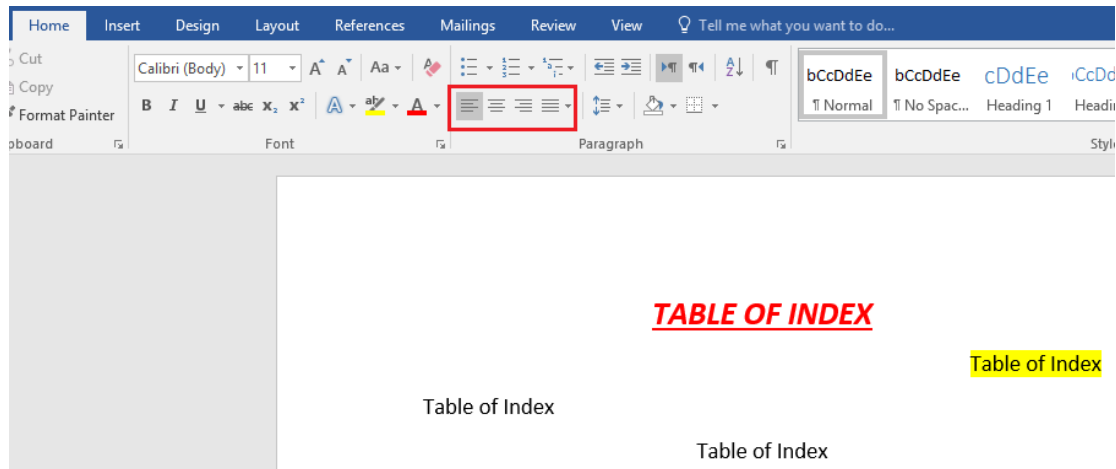






## To change text alignment

1. Select the text you want to modify.
2. On the Home tab, select one of the four alignment options from the Paragraph group. In our example, we've selected Center Alignment.
3. The text will be realigned in the document.



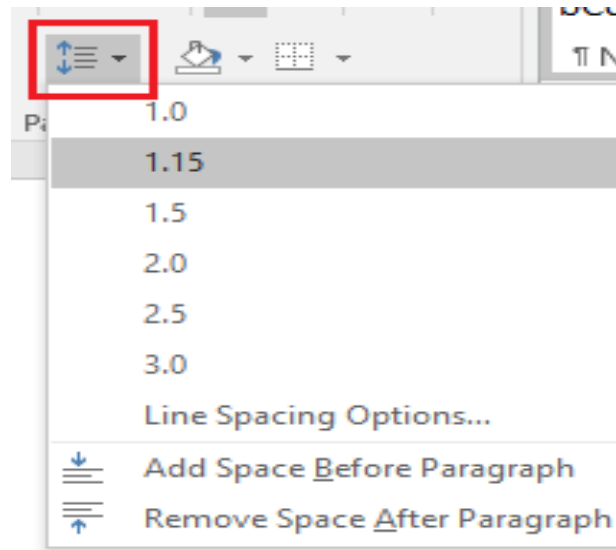
## Line spacing in a document and aligning text

You can increase line spacing to improve readability and reduce it to fit more text on the page.

Line spacing is the space between each line in a paragraph. MS Word 2016 allows you to customize the line spacing to be single spaced (one line high), double spaced (two lines high), or any other amount you want.

## To format line spacing

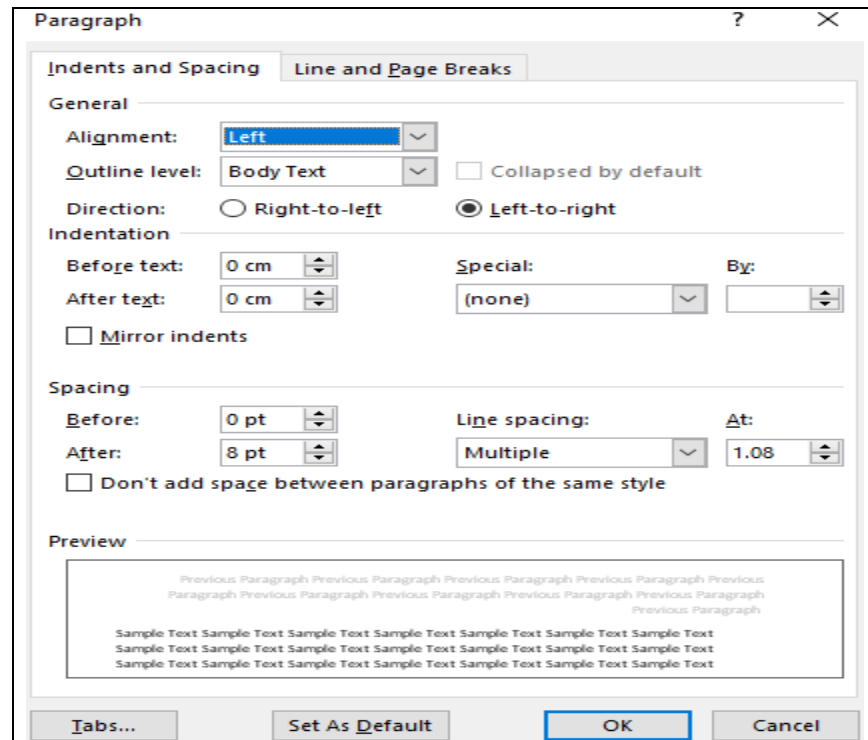
1. Select the text you want to format.
2. On the Home tab, click the Line and Paragraph Spacing command, then select the desired line spacing.
3. The line spacing will change in the document.



### Fine tuning line spacing

Your line spacing options aren't limited to the ones in the Line and Paragraph Spacing menu. To adjust spacing with more precision, select Line Spacing Options from the menu to access the Paragraph dialog box. You'll then have a few additional options you can use to customize spacing.

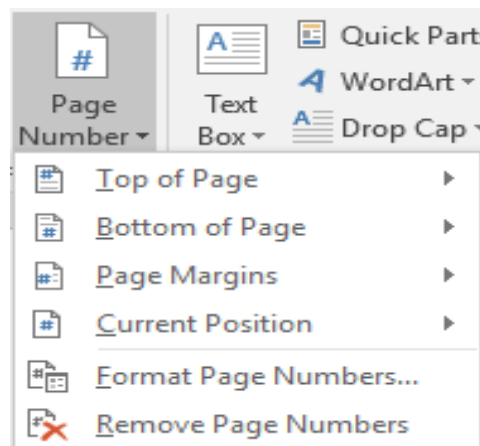
- Exactly: When you choose this option, the line spacing is measured in points, just like font size. For example, if you're using 12-point text, you could use 15-point spacing.
- At least: Like the Exact option, this lets you choose how many points of spacing you want. However, if you have different sizes of text on the same line, the spacing will expand to fit the larger text.
- Multiple: This option lets you type the number of lines of spacing you want. For example, choosing Multiple and changing the spacing to 1.2 will make the text slightly more spread out than single-spaced text. If you want the lines to be closer together, you can choose a smaller value, like 0.9.



## Insert page numbers, header/footer, foot/end notes

### Add page numbers in Word

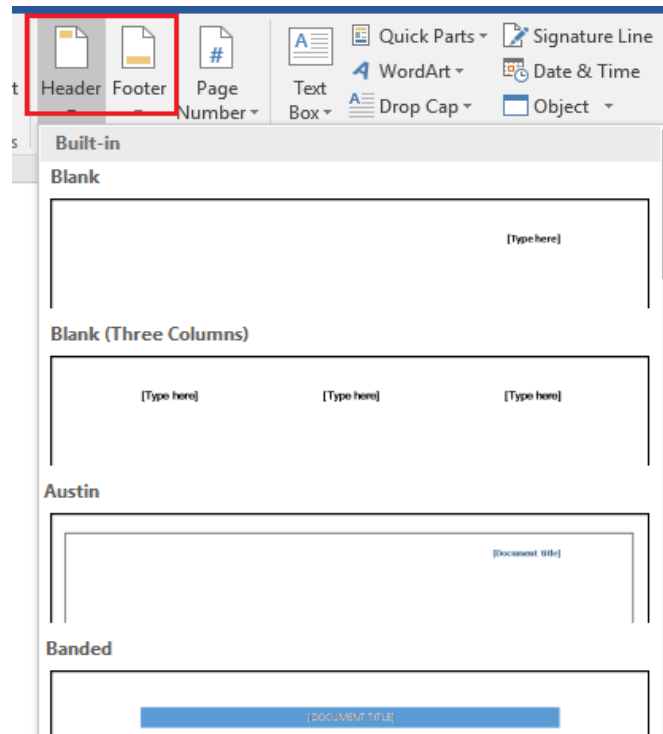
1. Choose Insert
2. Page Number.
3. Choose a location, such as Top of Page or Bottom of Page, and then pick a style in the gallery. Word automatically numbers every page.





## Add headers and footers

1. Choose Insert, and then choose either Header or Footer.
2. Type the text you want in the header or footer. Most headers and footers have placeholder text (such as "Document title") that you can type right over.
3. When you're done, choose Close Header and Footer.



## Footnotes and Endnotes

Both footnotes and endnotes in Word 2016 contain bonus information, a clarification, or an aside to supplement text on a page.

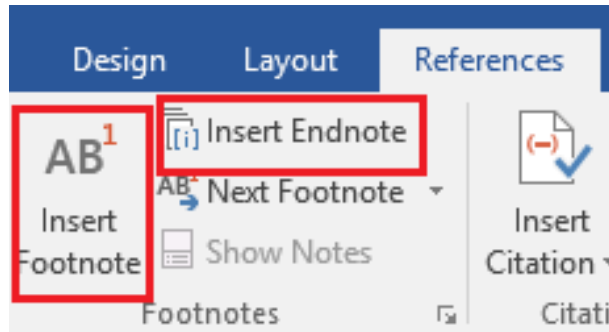
The difference between a footnote and an endnote is in the placement.

A footnote appears on the bottom of the page and an endnote appears at the end of a document.

Word inserts a reference mark in the text and adds the footnote at the bottom of the page.

## Add Footnotes

1. Click where you want to add the footnote.
2. Click References
3. Insert Footnote.
4. Type the footnote text.



## Add Endnotes

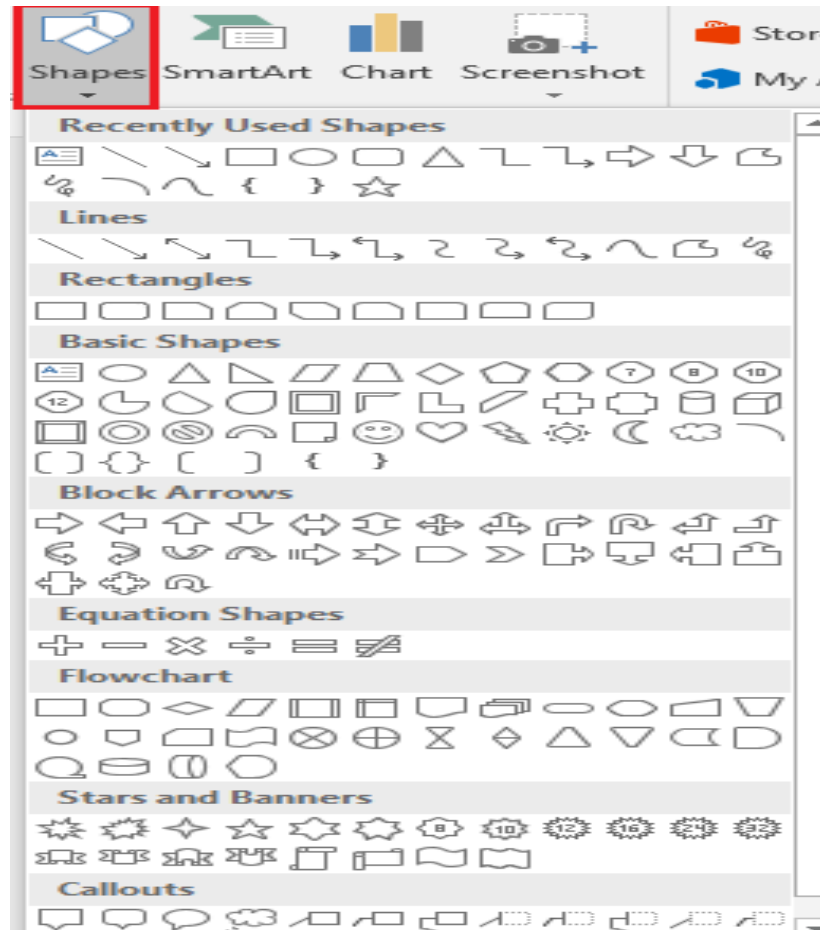
1. Click where you want to add the endnote.
2. Click References
3. Insert Endnote.
4. Type the endnote text.

## Shapes, pictures, symbols, Equation, Object and special characters

### Insert Shapes

You can add shapes, such as boxes, circles, and arrows, to your documents, email messages, slide shows, and spreadsheets.

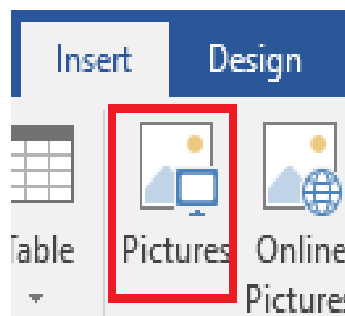
1. On the Insert tab, click Shapes.
2. Select a shape, and then click and drag to draw the shape



## Insert pictures

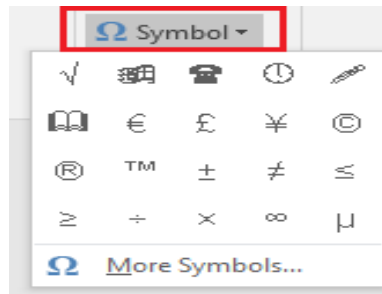
In MS Word 2016, you can be inserting pictures from your computer, you may also insert pictures from web pages and OneDrive.

1. Click the location in your document or email message where you want to insert a picture.
2. On the Insert tab, click Pictures.
3. Browse to the picture you want to insert, select it, and then click Insert.



## Insert Symbols

1. click Insert
2. Symbol.



## Insert Equation

Use the Equation from Insert Menu, to insert Mathematical formula.

Some equation examples:

$$A = \pi r^2$$

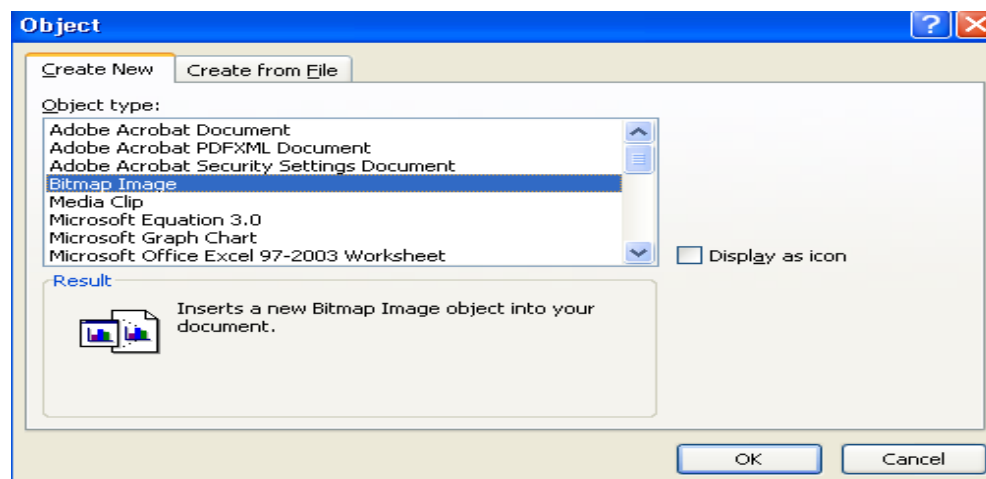
$$(1+x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots$$

$$a^2 + b^2 = c^2$$

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left( a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$$

## Object

To use other applications in MS Word, for example Paint, press Insert menu, then Object, then bitmap Image.



## Insert special characters

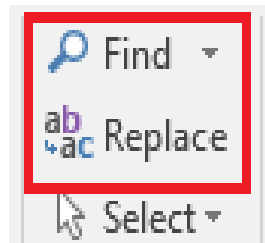
1. Click where you want to insert the special character.
2. On the Insert tab, in the Symbols group, click Symbol, and then click More Symbols.
3. Click the Special Characters tab.
4. Click the character that you want to insert, and then click Insert.
5. Click Close.

### Search/replace, find/replace

MS Word2016 can automatically search your document using the Find feature, and it allows you to quickly change words or phrases using Replace.

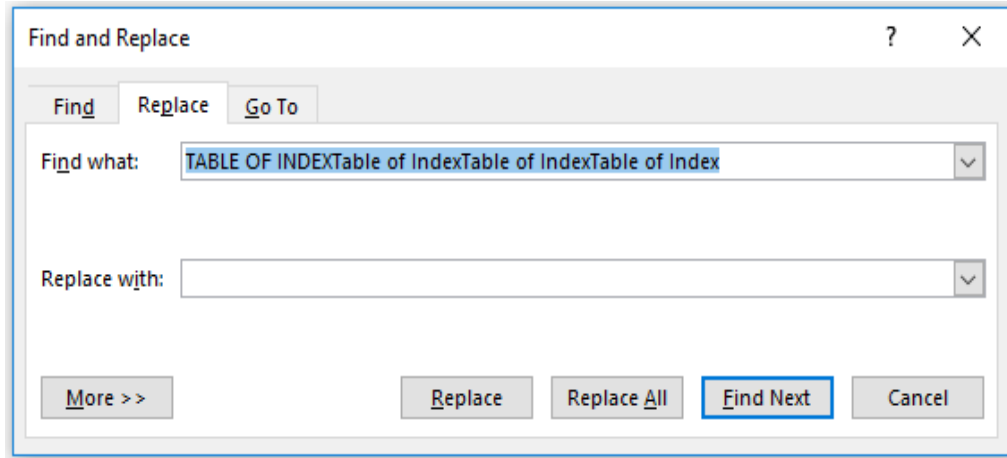
#### To Search/replace text

1. From the Home tab, click the Replace command. Alternatively, you can press Ctrl+H on your keyboard.



2. The Find and Replace dialog box will appear.
3. Type the text you want to find in the Find what: field.
4. Type the text you want to replace it with in the Replace with field. Then click Find Next.
5. Word will find the first instance of the text and highlight it in gray.





### To Find/replace text

1. From the Home tab, click the Find command. Alternatively, you can press Ctrl+F on your keyboard.
2. The navigation pane will appear on the left side of the screen.
3. Type the text you want to find in the field at the top of the navigation pane. In our example, we'll type the word we're looking for.
4. If the text is found in the document, it will be highlighted in yellow and a preview of the results will appear in the navigation pane.
5. When you are finished, click the X to close the navigation pane. The highlight will disappear.

### Move/delete/resize picture/image/char in a document

#### To move the char

1. Select the character to the left of the one you want to move.
2. Right-click it and select Font. Click the Character Spacing tab. In the Spacing dropdowns, set Expanded and 3 pt or set it to Condensed and 3 pt to move the next character to the left.



## To delete the char

Backspace and Delete keys are used to delete single characters:

- Backspace: Deletes the character to the left of the insertion pointer
- Delete: Deletes the character to the right of the insertion pointer

## To resize picture or image

To make an image larger or smaller, heed these steps:

1. Select the image.
2. Drag one of the image's four corner handles inward or outward to make the image smaller or larger, respectively.

## Borders and shading in a document

To enhance the appearance of the text in a paragraph, you can add a border and shading to selected text. When you add a border, you can specify what sides you want to include or exclude. For example, you can add a border on just the top and the bottom and leave the sides open.

### Apply a Border

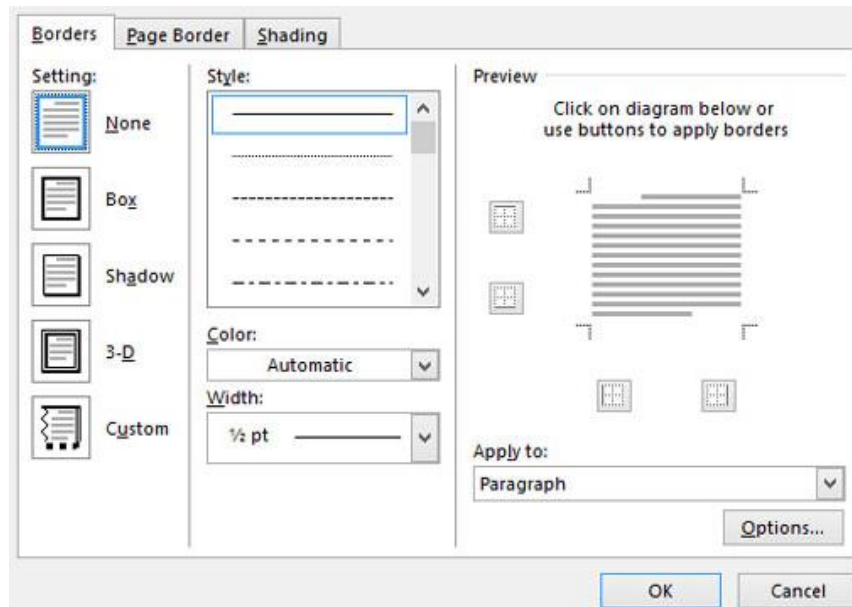
1. Select the paragraph text you want to format.
2. Click the Home tab.
3. Click the Borders and Shading button arrow, and then click to select the border commands to add or remove a border.

### Apply Paragraph Shading

1. Select the paragraph text you want to format.
2. Click the Home tab.
3. Click the Shading button arrow, and then click to select the shading color you want to apply to the selected text.

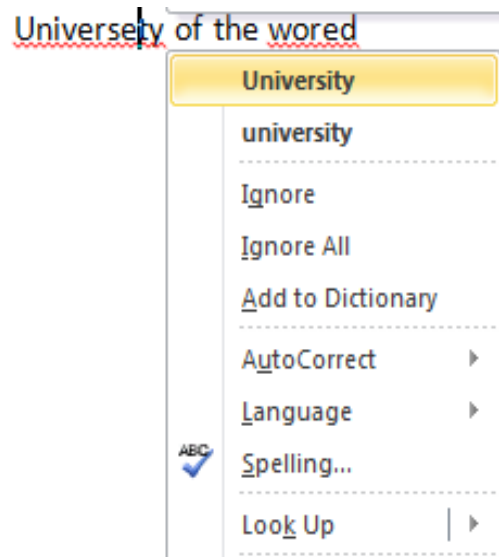
## Apply Paragraph Shading and Borders

1. Select the paragraph text you want to format.
2. Click the Home tab.
3. Click the Borders and Shading button arrow, and then click Borders and Shading.
4. Click the Borders tab.
5. Click to select the type of Setting you want for your border.
6. Click to select the type of Style.
7. Apply any other options you want.



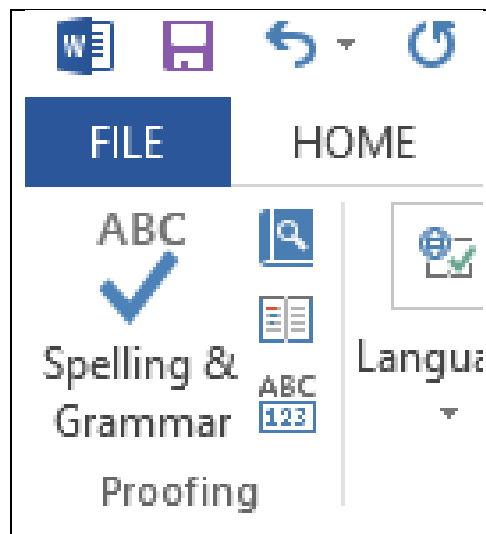
### Automatic spell/ grammar checking & correction

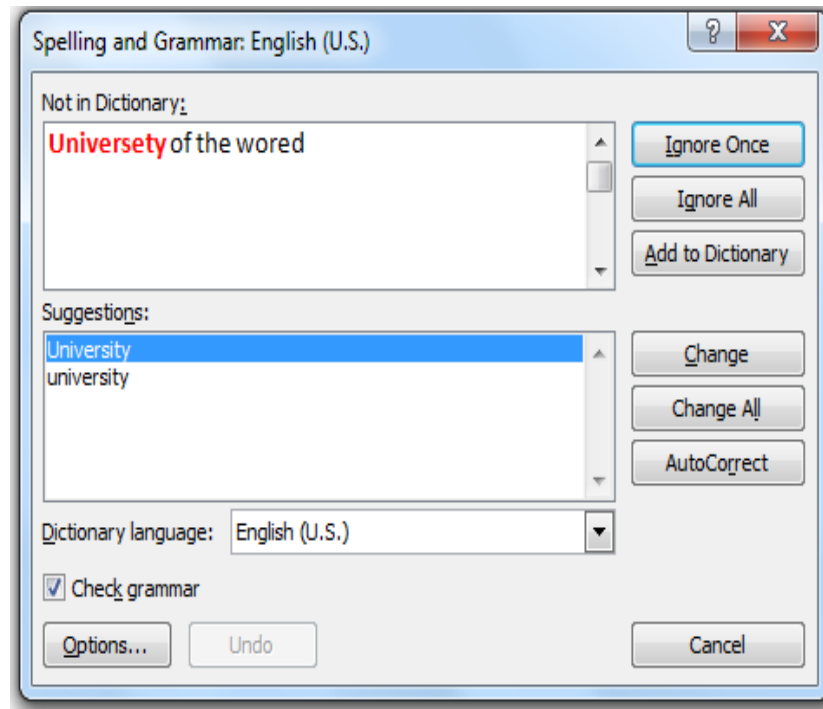
Grammar checking works the same way, but grammar errors will be marked with a blue squiggly underline.



To manage settings for spell and grammar checking:

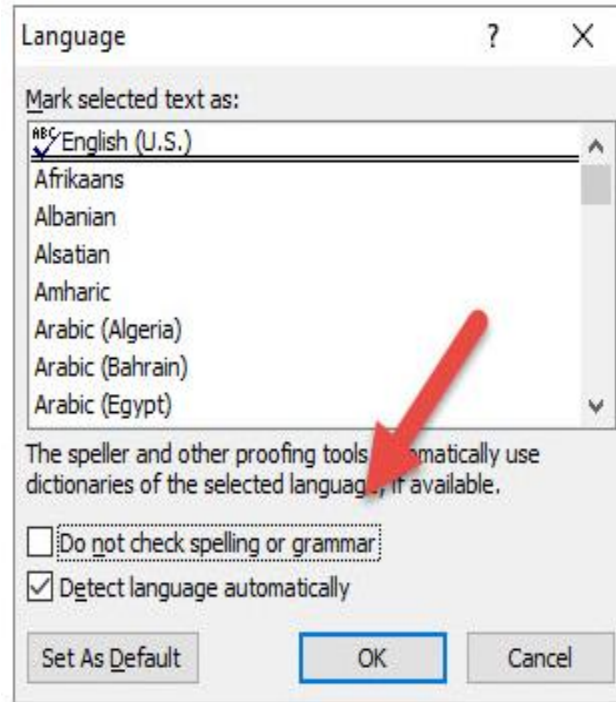
- FILE
- Options
- Proofing pane.





### Verify Your Language & Check Spelling Options

1. Open the problem document.
2. Press the Ctrl+A keys to select the entire text.
3. From the Review tab, select Language then Set Proofing Language...
4. In the Language dialog make sure the correct language is selected.
5. Verify the checkbox Do not check spelling or grammar is unchecked.



6. Click OK.

7. Recheck your document.

### Basic short cut keys

This table shows the most frequently used shortcuts in Microsoft Word.

No	Key	Job
1	CTRL + B	Bold
2	CTRL + C	Copy
3	CTRL + E	Centre
4	CTRL + F	Search
5	CTRL + I	Italic



6	CTRL + L	Align left
7	CTRL + M	Move the text
8	CTRL + N	Open new file
9	CTRL + O	Open file
10	CTRL + P	Print
11	CTRL + R	Align right
12	CTRL + S	Save
13	CTRL + U	Under line
14	CTRL + V	Paste
15	CTRL + X	Cut
16	CTRL + Z	Undo
17	CTRL + [	Minimize font
18	CTRL + ]	Maximize font
19	CTRL + H	Replace
20	CTRL + D	Font window
21	F1	Help
22	F5	Refresh
23	CTRL + A	Select the document
24	CTRL + W	Close MS Word



### Print options and print documents after preview

Before you print, you can preview your document and specify which pages you want to print.

To Preview your document:

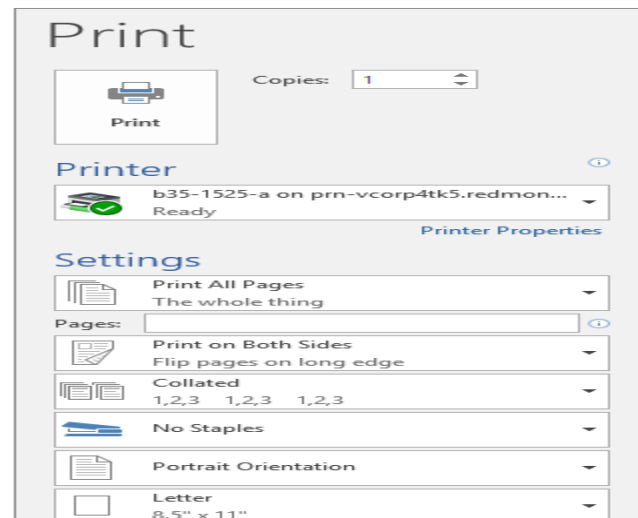
1. On the File menu, click Print.
2. To preview each page, click the forward and backward arrows at the bottom of the page.



If the text is too small to read, use the zoom slider at the bottom of the page to enlarge it.



Choose the number of copies, and any other options you want, and click the Print button.



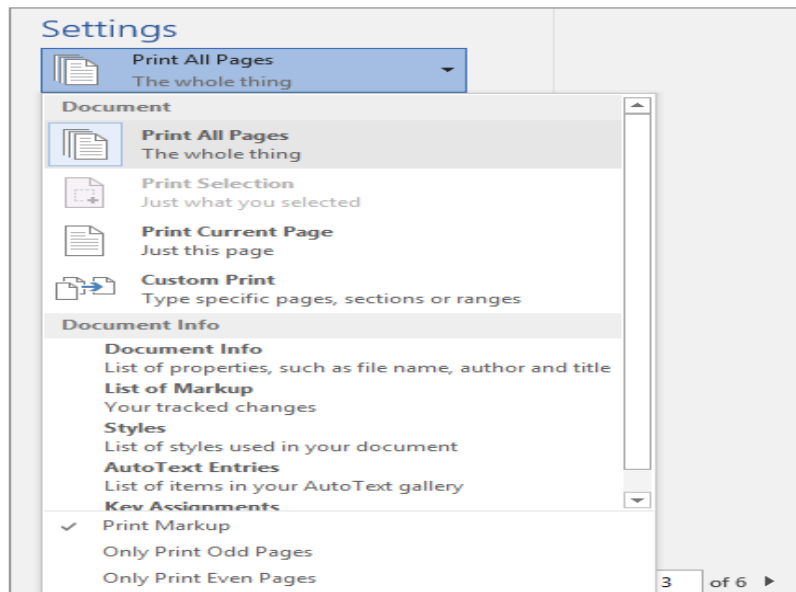
Print specific pages

1. On the File menu, click Print.





2. To print only certain pages, print some of the document's properties, or print tracked changes and comments, click the arrow under Settings, next to Print All Pages (the default), to see all your options.



3. To print only certain pages, do one of the following:

- To print the page shown in preview, select Print Current Page.
- To print consecutive pages like 1 -3, select Custom Print and enter the first and last page numbers in the Pages box.
- To print individual pages and a range of pages (like page 3, and pages 4-6) at the same time, select Custom Print, and enter the page numbers and ranges separated by commas (e.g. 3, 4-6).

### **Formatting the character, paragraph and document levels**

Formatting marks are used to assist with text layout in your documents.

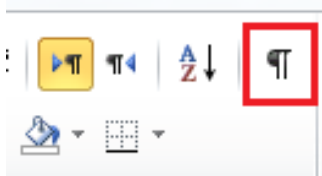
You can decide which formatting marks you want the Show/Hide button to hide. For example, you can hide tab characters and hidden text when Show/Hide is turned off but display paragraphs and spaces at all times.



Word 2016's paragraph-level formatting commands affect paragraphs in a document. That makes complete sense, Officially, a paragraph is any chunk of text that ends when you press the Enter key. So, a single character, a word, a sentence, or a document full of sentences is a paragraph, so long as you press the Enter key.

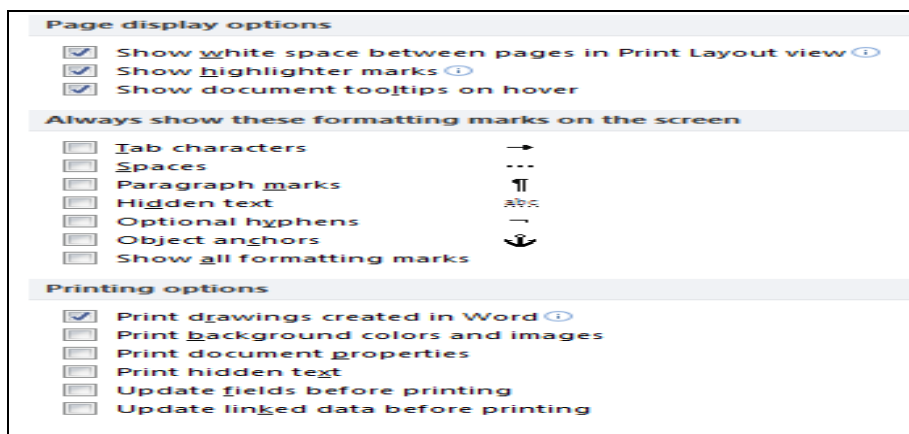
Turn formatting marks on or off

1. To show formatting marks, choose Home then Show/Hide.
2. To hide them, choose Home then Show/Hide again.



Turn on or off selected formatting marks in Word

1. In Word 2016, click File then Options then Display.
2. Under Always show these formatting marks on the screen, check the boxes for any formatting marks you want to see even when Show/Hide is turned off.



Formatting a Paragraph

You can format a paragraph in several ways:



- Change an existing paragraph: With the insertion pointer in a paragraph, use a paragraph-formatting command. Only the current paragraph format is changed.
- Change a block of paragraphs: Select one or more paragraphs and then use the formatting command to affect the lot.
- Just start typing: Choose a paragraph-formatting command, and then type a paragraph. The chosen format is applied to the new text.

### **Format a document in Word**

#### **To add bullets or numbering to text**

- Select the text that you want to add bullets or numbering.
- Home Menu, in the Paragraph group, click Bullets or Numbering.

#### **To align text left, center, or right**

- Select the text that you want to align or press CTRL+A to select all the text in the document.
- On the Home tab, in the Paragraph group, tap or click Align Left or Align Right, Center, or Justify.

#### **To change the line spacing in a portion of a document**

- Select the paragraphs you want to change,
- On the Home tab, click the Line and Paragraph Spacing button.

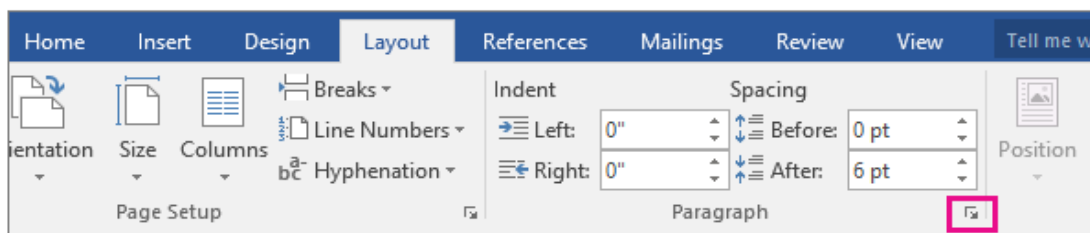
#### **To change the line spacing for an entire document**

- Click Design
- Paragraph Spacing,
- Choose one of the built-in spacing options, such as Compact, Tight,
- Open, Relaxed, or Double.

## Change paragraph indents and spacing

When you want to make precise changes to your indents and spacing, or you want to make several changes all at once, open the Paragraph dialog box and click the Indents and Spacing tab.

1. Select one paragraph or a group of paragraphs that you want to adjust.
2. Click the Paragraph dialog box launcher on the Page Layout or Layout tab



3. If necessary, choose the Indents and Spacing tab.
4. Choose your settings, and then choose OK.

### Insert text, characters, pictures and drawing from various sources

When you cut or copy text or chart and then paste it into your document, do you want the text to look the way it did originally, or do you want it to look like the surrounding text in its new location? Sometimes you may want one option, but in another situation, you may want the other.

In Word, you can choose either of these options each time that you paste text. If you typically want one of the options, you can set it as the default for pasted text. This article explains how.

Turn on the Paste Options button


The Paste Options button is turned on by default. If you don't see the button, it might be turned off. Follow these steps to turn it on.

1. In Word 2010 click File > Options > Advanced.



2. In the Cut, copy, and paste section, select the Show Paste Options button when content is pasted check box.
3. Click OK.

Preserve the look of the source text

1. Select the text that you want to move or copy, and then press CTRL+X to move the text or press CTRL+C to copy the text.
2. Click where you want to paste the text, and then press CTRL+V.
3. Click the Paste Options button  , which appears after you paste the text.

If you don't see the Paste Options button, press CTRL+Z to undo the paste, and then turn on the option for displaying it. For procedures, go to Turn.

4. Click Keep Source Formatting.

### Copy/ Cut/ Paste functions

#### Copy

Copies the selected control or text onto the Clipboard. You must select at least one character or control for this command to be available. You cannot undo the Copy command in the Code window.

Toolbar shortcut: . Keyboard shortcut: CTRL+C or CTRL+INSERT

#### Cut

Removes the selected control or text and places it on the Clipboard. You must select at least one character or control for this command to be available. You can undo the Cut command when used on a control.

Toolbar shortcut: . Keyboard shortcut: CTRL+X or SHIFT+DELETE.


#### Paste

Inserts the contents of the Clipboard at the current location. Text is placed at the insertion point.

Pasted controls are placed in the middle of the form.

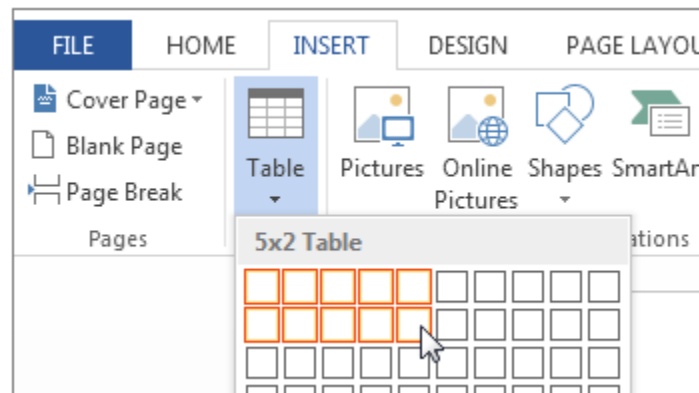


You can undo the Paste command in the Code window or in the form if you pasted the control onto the form.

Toolbar shortcut: . Keyboard shortcut: CTRL+V or SHIFT+INS.

## Tables

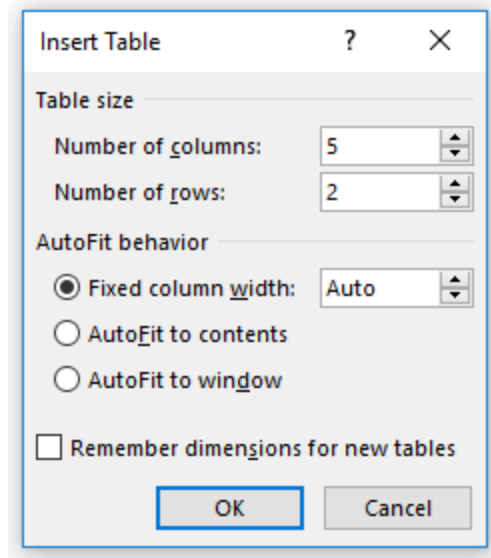
To quickly insert a basic table, click Insert > Table and move the cursor over the grid until you highlight the number of columns and rows you want.



If you need to adjust, you can add table rows and columns, delete table rows and columns, or merge table cells into one cell.

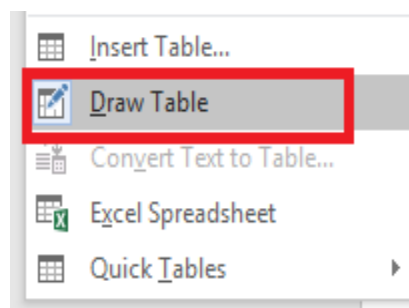
### Insert larger tables

1. Click Insert
2. Table
3. Insert Table
4. Set the number of columns and rows



### Design the table by drawing

1. Click Insert
2. Table
3. Draw Table. The pointer changes to a pencil.
4. Draw a rectangle to make the table's borders. Then draw lines for columns and rows inside the rectangle.



### To merge or split cells

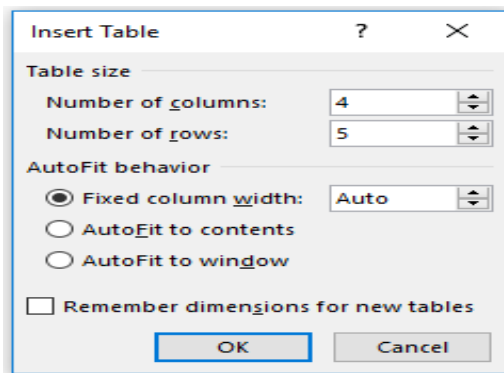
1. Select the column or row that you want to merged or split
2. Press layout menu, then select merge or split.



## Example

1. Create new table with four columns and five rows

- Insert
- Table
- Insert Table




2. Merge the cells in the first row

- Select the cells in first row
- Layout menu
- Merge cells






### 3. Split the cells in the last row to seven cells

- Select the cells in last row
- Layout menu
- split cells

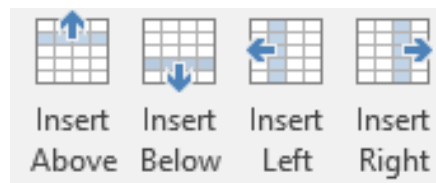



### To add columns in tables

1. Click in the cell that will be located right or left the column
2. From Layout menu, press " Insert Left" or "Insert Right"

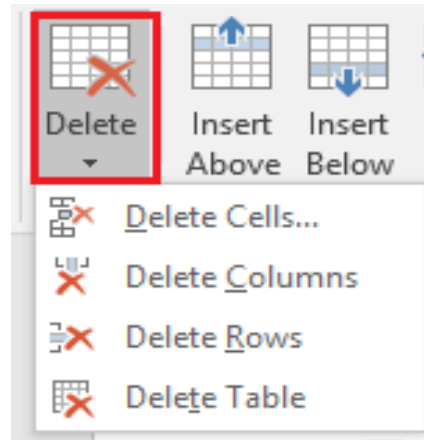
### To add rows in tables

1. Click in the cell that will be located above or below
2. From Layout menu, press " Insert Above" or "Insert Below"



### To delete cells, columns, rows or table

1. Layout menu
2. Select Delete Cells, or Delete Columns, or Delete Rows or Delete Table

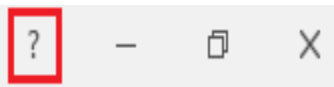


### Built-in help functions

Just type your query in the Tell me what you want to do box. From the search results, you can quickly get to feature you want to use or actions you want to perform. For help content on your search phrase, click the option Get Help on "search phrase".



You can also access Help from the File menu. In any Office app, click File and in the top right corner, click the familiar? button.



### Add a help shortcut to the Quick Access Toolbar

1. Select File > Options > Quick Access Toolbar.
2. Under the dropdown where it says Choose commands from, select All Commands.
3. Select Help from the list of commands to add to the Quick Access Toolbar.
4. Click Add.
5. When you're done, click OK. The shortcut to help will be added to your Quick Access Toolbar in the upper-left corner.



### **Print documents using default printer and network printer**

#### **Print documents using default printer:**

- On the Print tab, the properties for your default printer automatically appear in the first section, and the preview of your document automatically appears in the second section.
- Click the File tab, and then click Print.
- To go back to your document and make changes before you print it, click the File tab again.
- When the properties for your printer and document appear the way that you want them to, click Print.

#### **Print documents using network printer:**

One of the advantages of networks is that it is possible to share resources such as printers. Just one in the home or office can be used by everyone.

To add a Network printer from Microsoft Word:

- When the print dialogue box appears, click on the Find Printer button and then click on the Find Now button.
- When the Find Printers dialogue box appears, select the printer you want, then click on OK.



## Exercise

### Exercise1

1. Open our practice document.
2. Change the page orientation to Landscape.
3. Change the page size to Legal. If Legal size
4. Change the margins to the Narrow setting.
5. Type below paragraph:

#### **Print documents using default printer:**

- On the Print tab, the properties for your default printer automatically appear in the first section, and the preview of your document automatically appears in the second section.
- Click the File tab, and then click Print.
- To go back to your document and make changes before you print it, click the File tab again.
- When the properties for your printer and document appear the way that you want them to, click Print.

6. Change the title formatting to:
7. Font size = 24
8. Font color = Red
9. Centre
10. Bold
11. Underline
12. Change the text formatting to:



13. Font size = 18
14. Font color = Blue
15. Align text to the left
16. Italic
17. Use the Change Case command to change the title to UPPERCASE.
18. Change the spacing before the title to 12pt , and after the title to 30pt.
19. Change the line spacing to 1.5.
20. Save the file in the document with name: default printer

**Exercise2**

Complete the table, then enter the Jobs for keys below:

Press the key	To Give
<u>CTRL + B</u>	.....
<u>CTRL + C</u>	.....
.....	<u>Centre</u>
<u>CTRL + F</u>	.....
.....	<u>Italic</u>
.....	<u>Align left</u>
.....	<u>Save</u>
.....	<u>Under line</u>
<u>CTRL + V</u>	.....
<u>CTRL + X</u>	.....
<u>CTRL + Z</u>	.....



### Exercise3

Look to below table, the answer the questions

	MY TABLE								

1. How many rows in the above table
2. How many Columns in the above table
3. How were merged cells in the first row
4. How were split cells in the last row
5. How you change the text direction in the table

### Exercise4

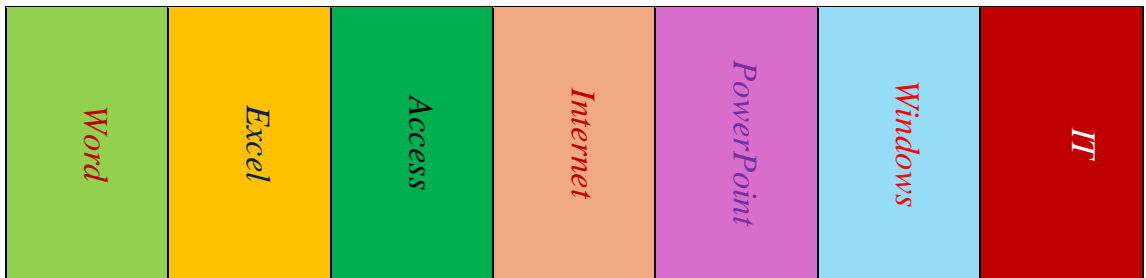
Recreate new table with below design:

1. Five columns
2. four rows
3. Split the first row to 19
4. Merge the second row
5. Type below text in the third row with colors

Word	Excel	Access	Internet	PowerPoint	Windows	IT
------	-------	--------	----------	------------	---------	----



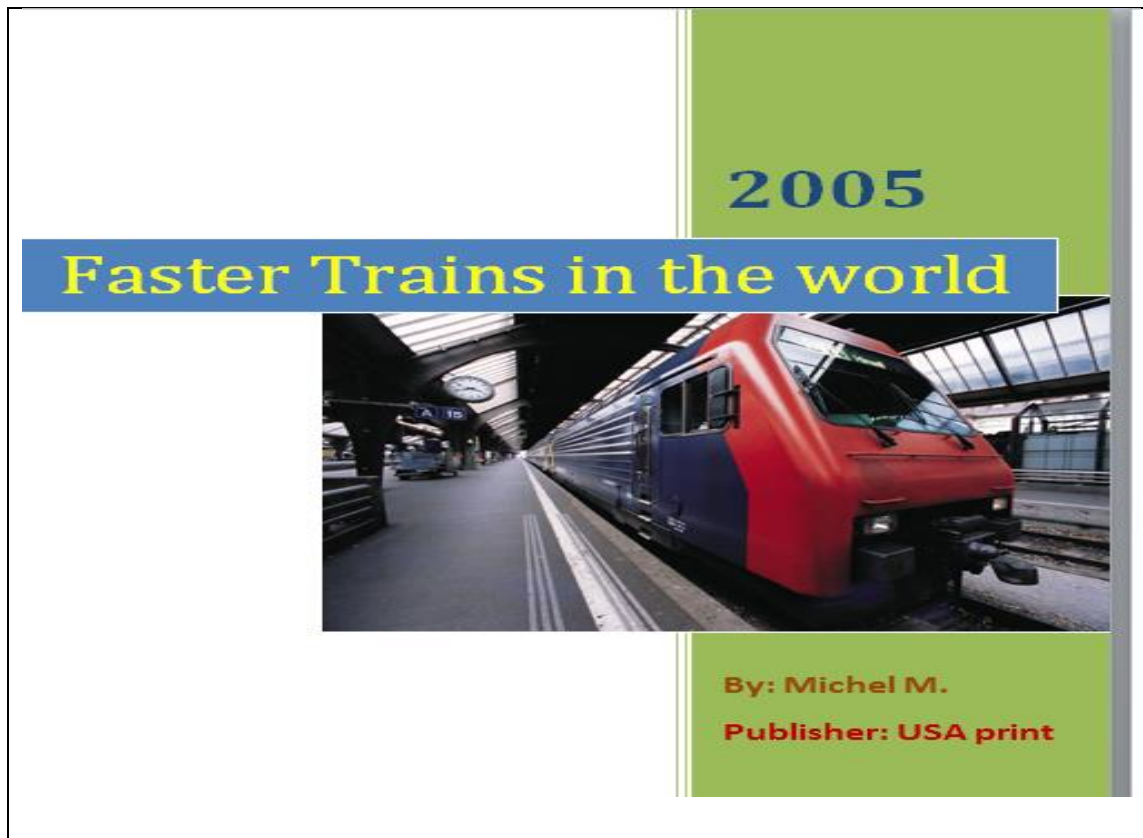
6. Change the text direction to vertical to row3



7. Delete last row

### Exercise 5




Create below cover page









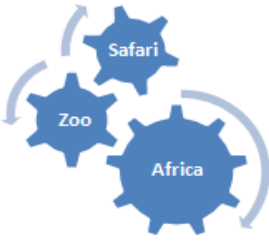

## Exercise 6

Recreate below document



SAFARI ZOO AFRICA									
Lion		Tiger		Monkey		Safari Zoo Africa			
Giraffe		Crocodile		Elephant					
Monkeys		Zebra		Bear					
S	A	F	A	R	I	Z	O	O	
Welcome									





+

Basic Information (complete the table)	
My Name is	
My section is	