

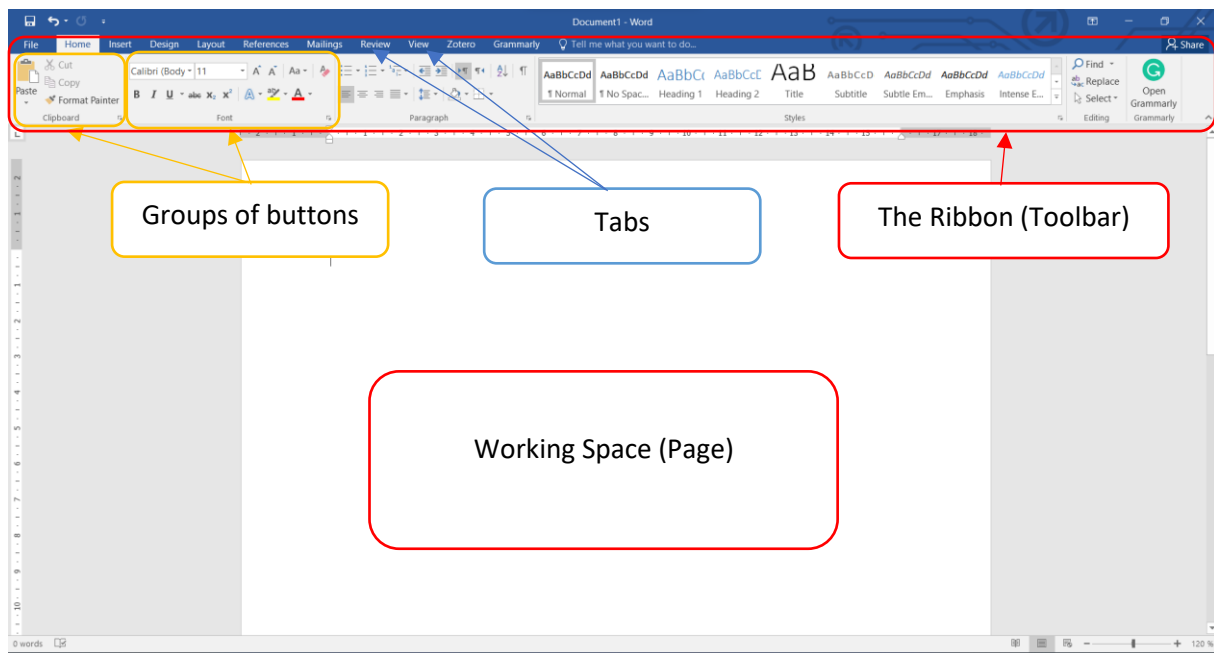
Microsoft Office

Microsoft Office is a set of programs created by Microsoft Corporation to treat and manage basic desk tasks such as text formatting, calculations, presentations, mail management...etc.

Word

Word is one of the most important text editing software. This is due to its simplicity and intuitive user interface (UI) that makes its use very easy and the navigation on it seamless. This software gives a direct preview of the printed document, which is called: WHAT YOU SEE IS WHAT YOU GET (WYSIWYG).

Its main UI can be seen in the next figure:



This UI can be divided into two major zones :

The Working Space :

It is the white page that is by default A4 size (21*29.7), and it is where the user spends most of his time writing his document.

The Ribbon :

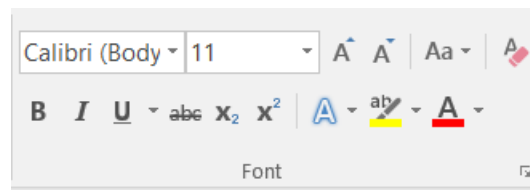
It is the area that regroups all the necessary tools for editing and formatting a text. Given that the Ribbon contains a lot of buttons and tools, it is organized to facilitate navigation on and searching for specific items. This Ribbon is divided into several tabs, which are also divided into groups of buttons.

Home :

In this tab, we find all the basic functions needed for text formatting. It is composed of the following groups:

Clipboard is used to Copy and paste a selection and its format.

Font

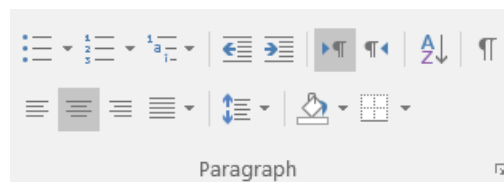


In this group, we can change the font of the text (text style or characters' drawing), by default, we find the “Calibri” font selected. We can also change the size of the writing either by inputting the wanted value in the box or by using the buttons “Increase size” and “Decrease size” that are located just next to the size box. By default, Word uses 11pt as text size.

Another important tool that is found in the font group is the “Change Case” button. It is used to change text between Capital and lowercase letters.

Basic text styling is also found in this group, where we can transform the text by making it Bold (increasing writing line thickness), making the text Italic, underlining it, or changing its color...etc.

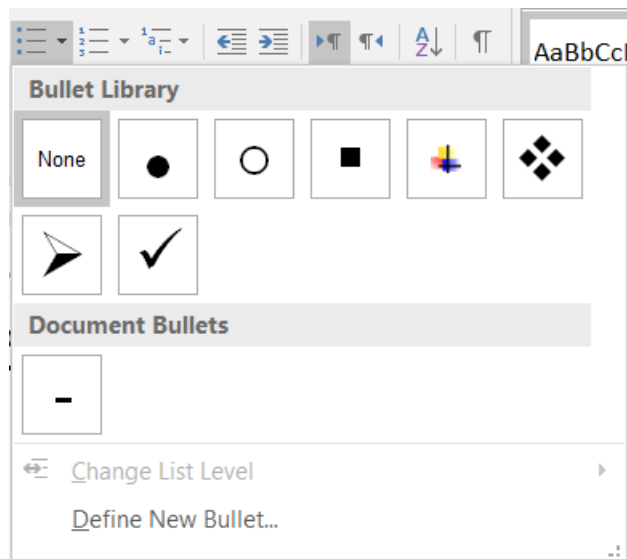
Paragraph



With this group, we can move the selected text to different positions on the page:

- To the left: which is the default alinement for the English language.
- To the center: is recommended to have a text correctly centered whatever its size.
- To the right: to align the text to the right.
- Justify: is used to align the text to the right and left at the same time. It is done by spacing equally the words so that the last one will be aligned at the end of the writing space.
- Line spacing: is used to increase or decrease the space between lines, by default, it is equal to 1.08pt.

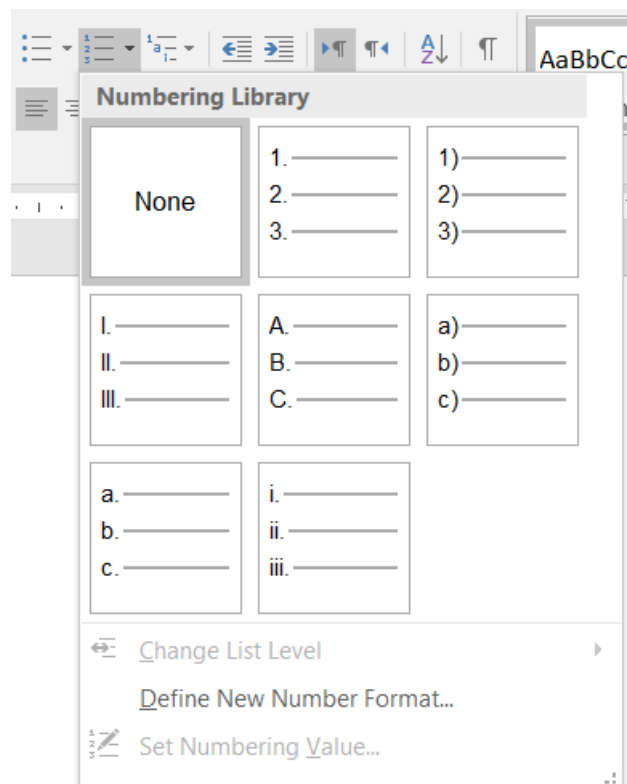
Bullets



With this button, we can create a non-sorted bullet list, by default, we get a point icon next to every item on this list. This can be changed by clicking on the little arrow next to the button to show other bullets.

A new item is created by a simple line break, if another line break is added before writing any text, that item is deleted and Word will switch back to normal text mode. After finishing writing a list, it is recommended to ensure that no unnecessary indentation is applied to the next paragraph.

Numbering :

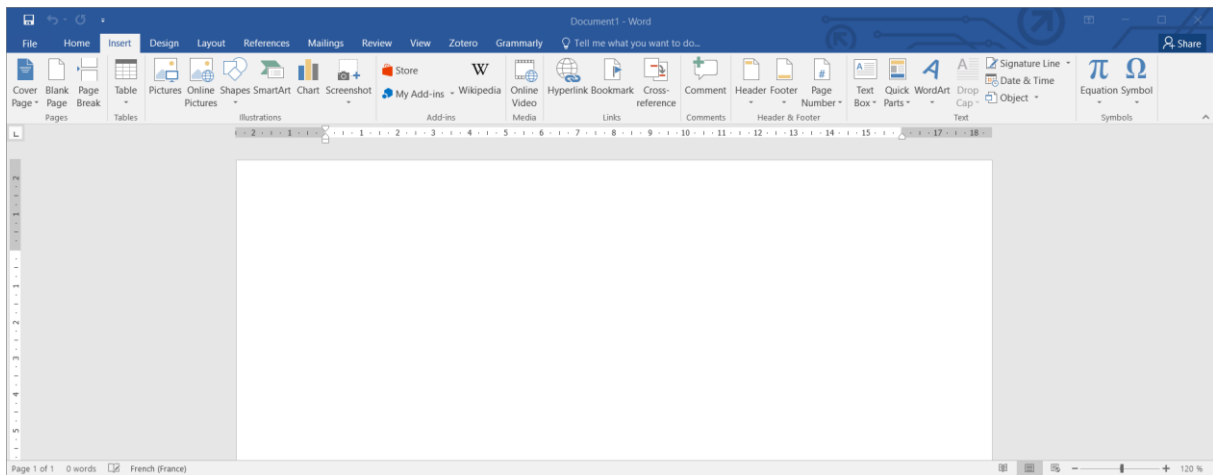


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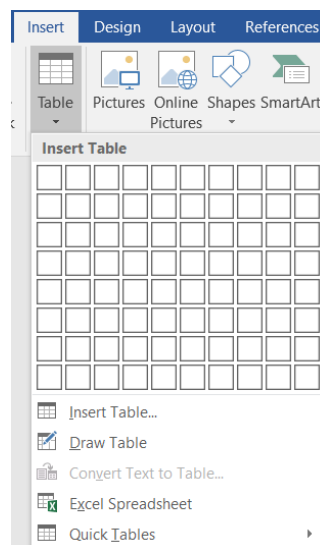
This button can be used to create a numbered list (sorted), the manipulation is the same as the bullet list. By default, Word will show Arabic numbers for this type of list, which can be changed by clicking on the little arrow next to the button.

Insert :

In this tab, we can add different types of objects such as white pages, cover pages, tables, pictures, shapes...etc. Among these objects, we emphasize on Charts, SmartArts, and WordArts objects.



Tables :

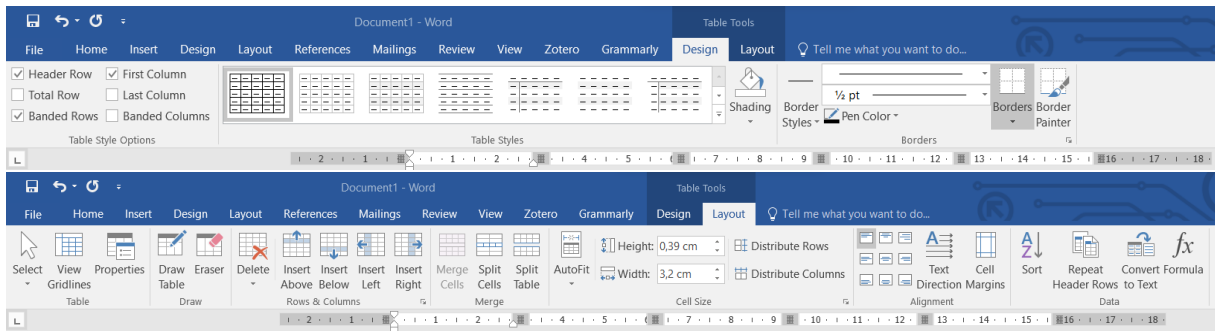


By clicking on this button, a “Quick Table” tool is shown which cannot create more than 8 rows by 10 columns. In that case, the user must click on the Insert Table button to show a window in which he can input whatever size he wants.

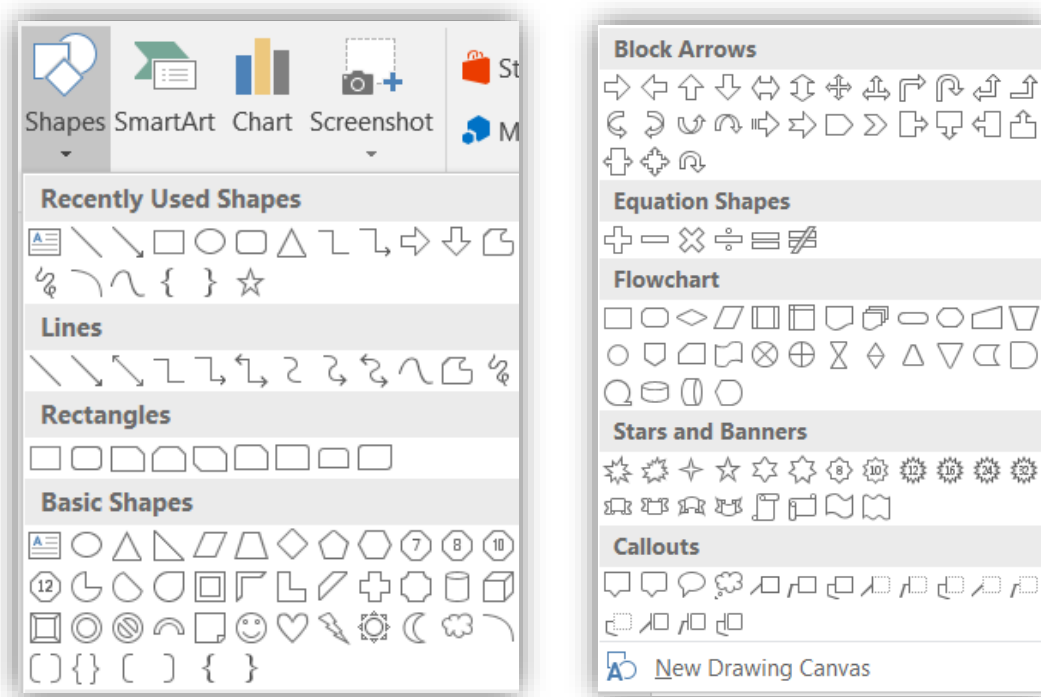
Once inserted, the table will fill the width of the page by dividing this distance into its columns.

Two extra tabs will show up on the Ribbon to show the tools needed for manipulating the selected table. In these tabs, the user can choose quick styles to change the global appearance of the table, or he can customize it. He can also change the table’s dimensions and structure by adding or removing rows and columns...etc.

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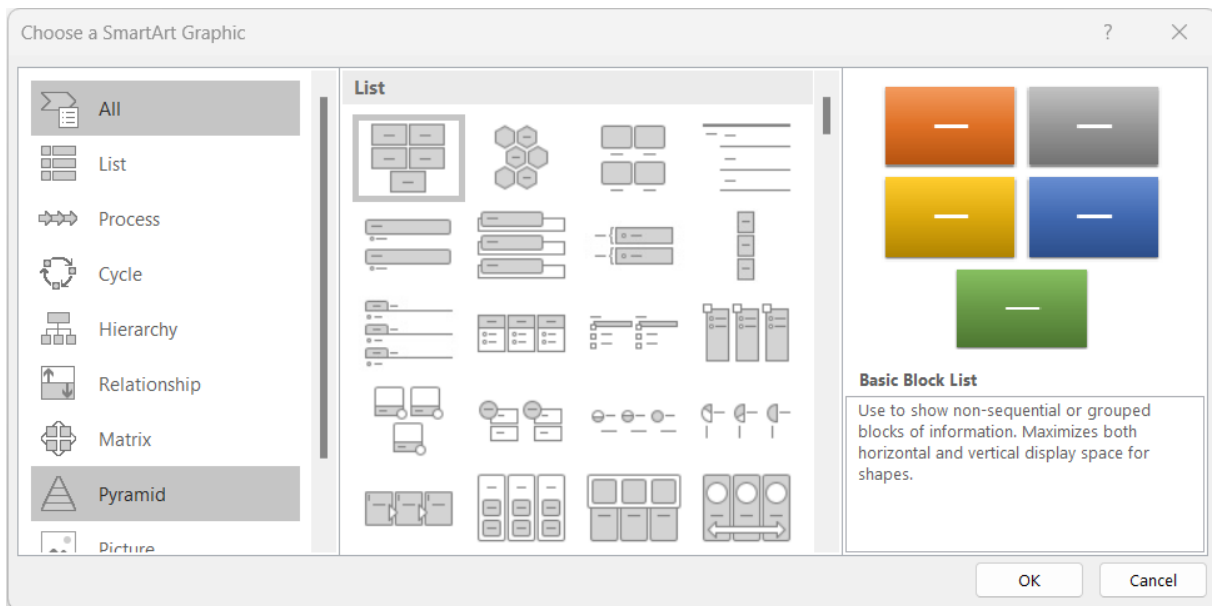
Shapes :



In a Word document, we can add different shapes by clicking and dragging with the mouse. After that, the user will have an extra tab showing up to give him the necessary tools and options for the created shape.

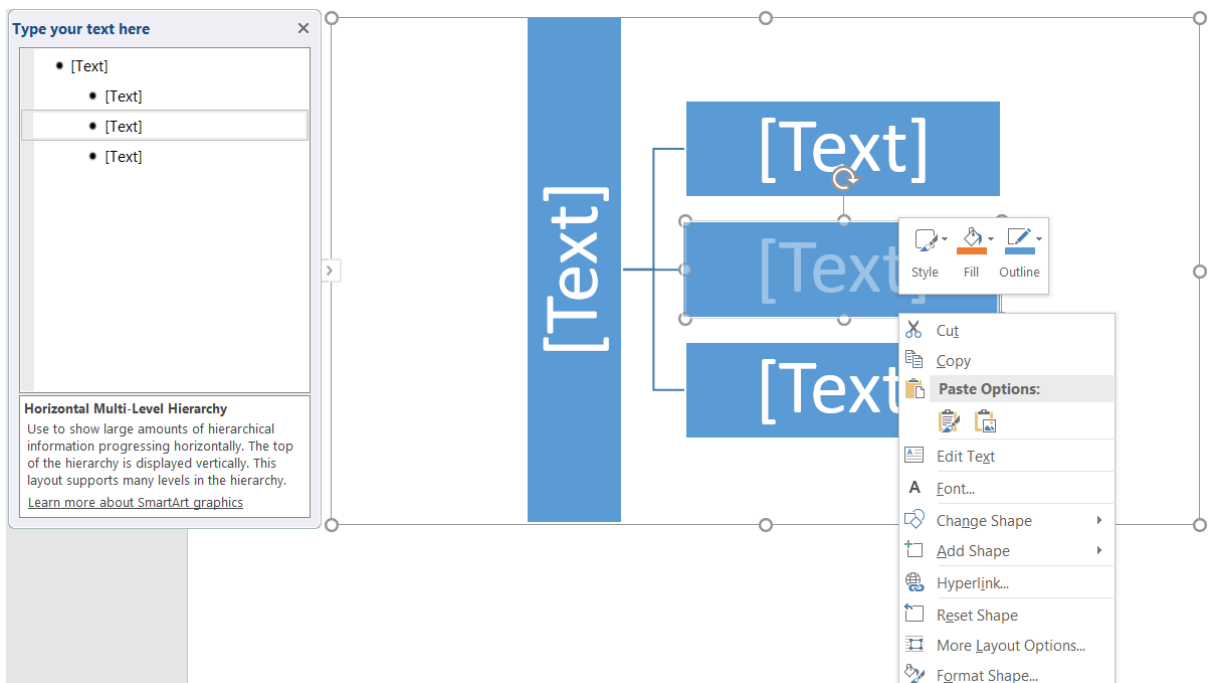


SmartArt



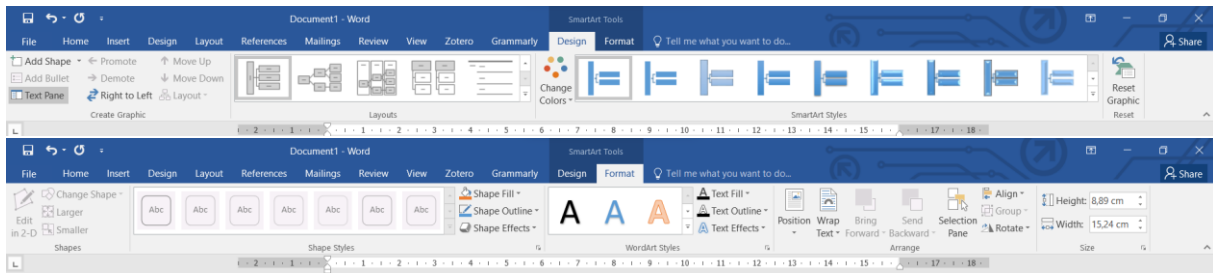
This intelligent object makes it easy for the user to create different types of graphs. He only needs to input the SmartArt general structure and the object will draw itself correctly in the best possible form to show that structure.

Its manipulation is very easy: after choosing the needed shape, an initial graph is drawn from which the user can add or remove items by right-clicking the mouse. The position of the new item must be chosen correctly considering the selected one.



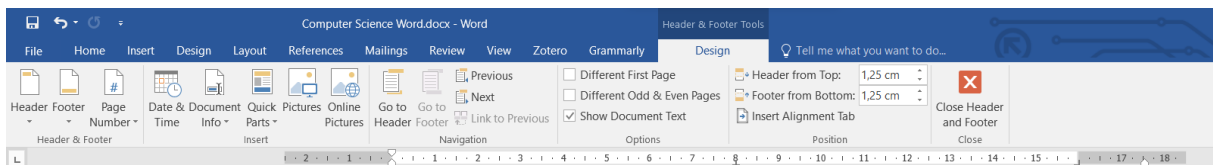
Two dedicated extra tabs appear to give the user everything needed for manipulating the SmartArt object, including changing its global shape and customizing every component in it.

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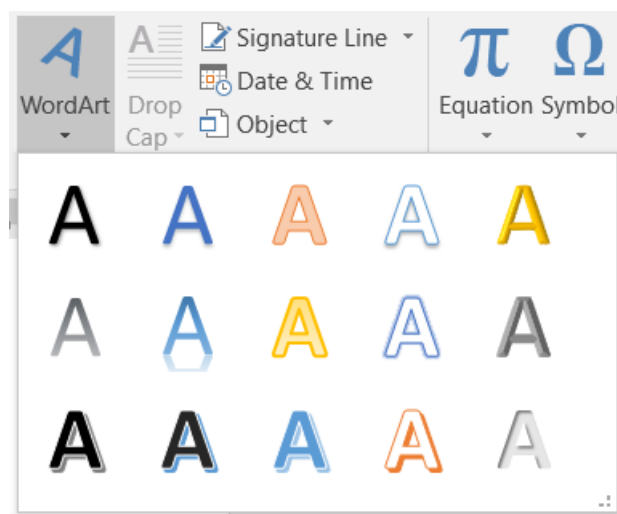
Page Number

For page numbering, the user has to use this tool to choose the numbering position, which can be on the top of the page or the bottom or in the margins. Once it is added, Word will switch automatically to “Header and Footer” modification mode and will show an extra tab on the Ribbon for all the parameters of these two parts.



To exit this mode, the user can double-click on the main page part, or use the button on the Design tab for the “Header and Footer”.

WordArt

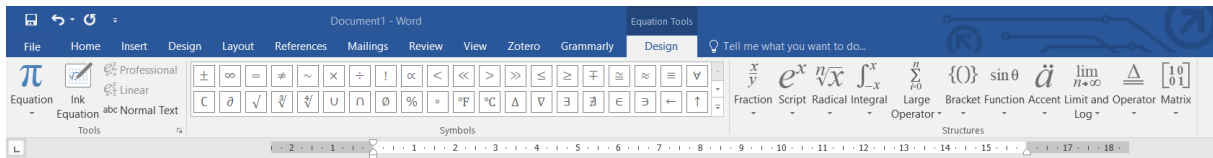


With this object, the user can have more freedom with text style and position; he can move it easily with the mouse and change its orientation and more options.

Equation :

In the Insert tab, the user can add equations with the button located on the extreme right side of the Ribbon. Once inserted, Word will create a special box in which the user can write his equation with the help of the equation Design tab.

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This tab allows the user to add mathematical symbols that are not available on the keyboard. It also contains structures that can be combined to get the correct final form of the equation.

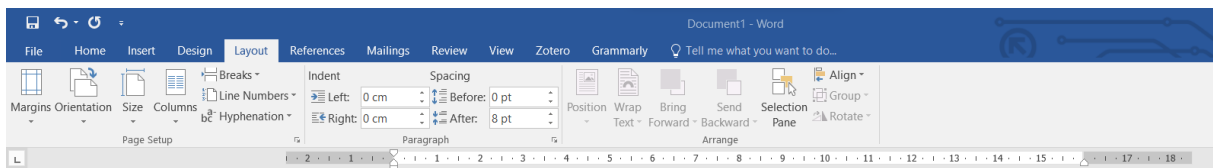
Design :

In this tab, the user can choose a general theme and style of his document, he can also create and customize his proper one. He can also add a watermark in the background of the page or change its color. He also can draw a page border in the Design tab.



Layout :

This tab is dedicated to all the tools and options for managing the page layout such as Margins, page orientation, page breaks...etc.

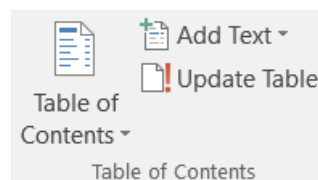


The Margins button shows a list of predefined values from which the user can choose the needed option, he can also create his customized margins in the same list.

By default, when opening Word, the user will have A4 format (21*29.7) preselected. He can change this page size in the layout tab by clicking on the “Size” button.

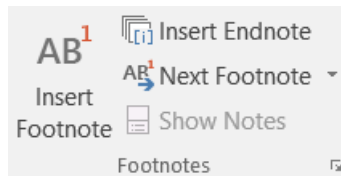
References :

With this tab, the user can add: footnotes, table of contents, figure and table captions...etc. to be able to add a table of contents, the user needs to use Styles in the Home tab (Heading 1, Heading 2, Heading 3...etc) or use “Add Text” in the table of contents group.

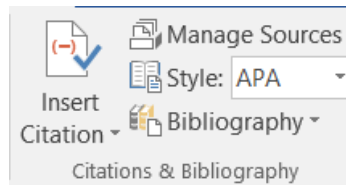


The difference between Footnotes and Endnotes is that the first ones are added on the same page while the second ones are inserted at the end of the document. The numbering of the footnotes can be continuous or restarted from one on each page or section.

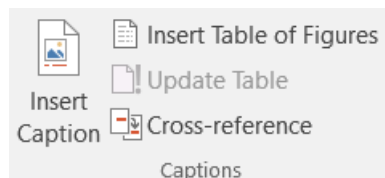
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For the bibliography, the user can manage his sources, choose the references' style, and add citations to the text.



The caption group is used to add figures and tables titles. This tool ensures that the numbering of the figures and tables is correct, which helps the user concentrate on his document rather than these little details.



View :

In this tab, the user can customize the main window and activate several options, such as: showing the ruler, or the navigation pan...etc.

