

Word processing

Word 2013

I. Presentation

1. Definition of Word Processing Software

Activity 1:

Connect to the Internet and find out the definition of Word Processing Software.

.....

.....

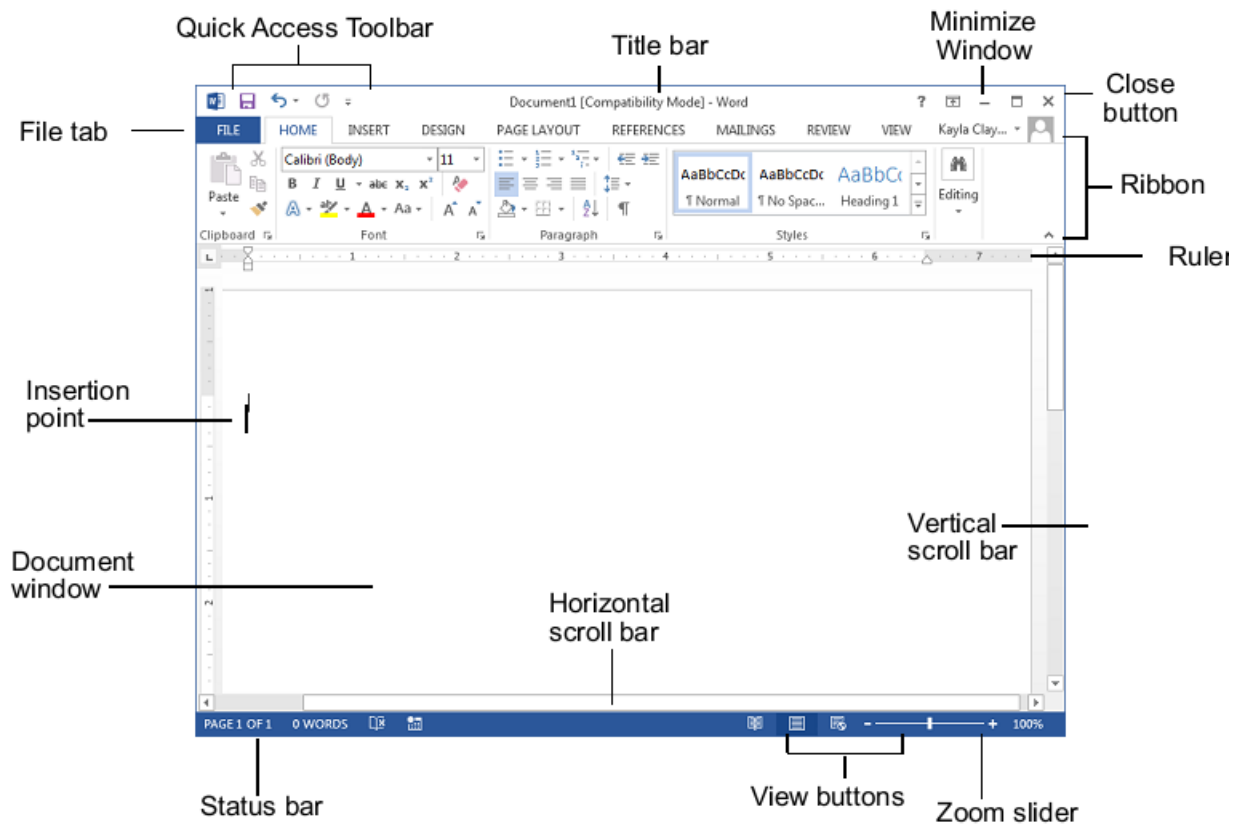
2. Starting Microsoft Word

Activity2:

Start Word 2013.

Start button → Word 2013

3. Home page



4. Typing and saving a document

Activity 3:

A text consists of paragraphs. The paragraphs are sentences.
 They always begin and end with a new line. ↵

But what is “windows 10”? ↵

The operating system Microsoft Windows XP allows us to run
 multiple applications simultaneously. ↵

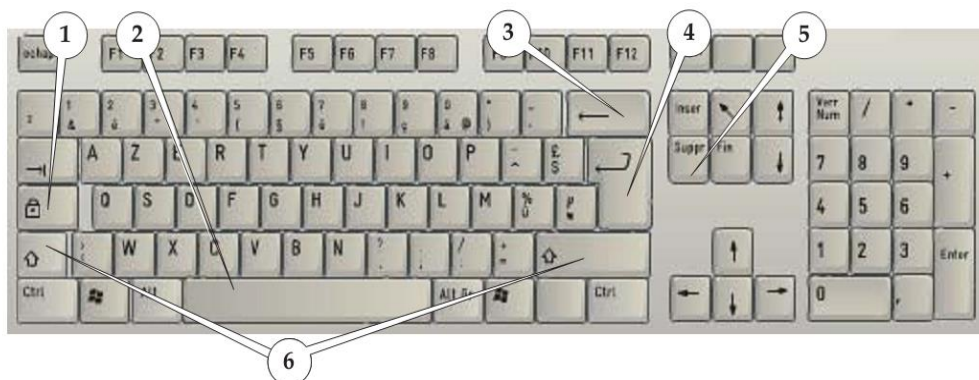
The English language is rich. ↵

WRITE IN CAPITAL. ↵

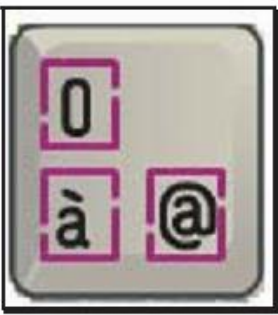
The email address of my friend is: ↵

Foulen_ben_foulen@edunet.tn ↵

- ▶ **Enter** = new paragraph
- ▶ **Shift+ Enter**= new line in the same paragraph



| | |
|---|-------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |

| | |
|---|--|
|  | 0: (character from top left): For this character, you must hold “.....” key pressed the key then press this” |
| | à: (character from bottom left): For this character, you just press this “.....” |
| | @: (character of bottom right): To get the character @, you must hold down the key “.....” then press this key. |

To Create a New Document:

- Click the **File** menu, select **New**, click **Blank document**.

Or,

- press **Ctrl + N**.

To Save a Document:

- Click the Save button  on the Quick Access Toolbar,

or

- press **Ctrl + S**.

To Save a Document with a Different Name:

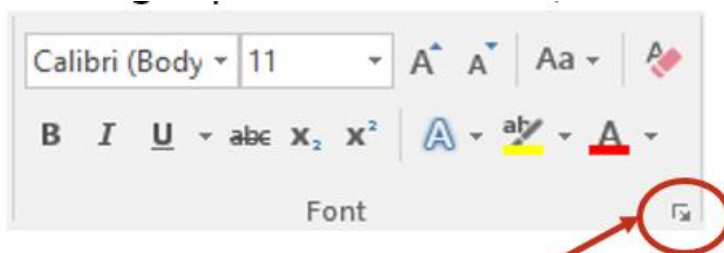
- Click the File tab,
- Select Save As
- Enter a new name for the document.

5. Formatting characters

| Formatting characters means changing: |
|--|
| Color(red , yellow , green) |
| Size (Word processing Word processing) |
| Font (Tahoma , <i>Monotype corsiva...</i>) |
| Style (regular Bold , <i>italic</i> , bold italic) |
| Underline(<u>simple</u> , <u>dotted</u> ,...) |
| Effects(strikethrough , double-strikethrough , abc subscript, abc super script, ...) |

To change characters' formatting:









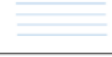

- Select the text
- Use the commands in the Font group on the Home tab,



or

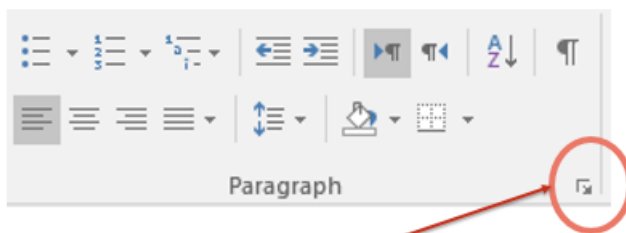
- click the Dialog Box Launcher in the Font group to open the dialog box.

6. Formatting paragraphs

| Formatting paragraphs means changing: | | | | | | | |
|---------------------------------------|---|----------------------|---|---------------|-----------------|--------------|---|
| alignment | | indentation | | direction | | spacing | |
| Left |  | Before text |  | Right to left | Used for arabic | before |  |
| Centred |  | After text |  | Left to right | Used for latin | Line spacing |  |
| Right |  | Special (first line) |  | | | after |  |
| justified |  | | | | | | |

To change paragraphs' formatting

- Select the text
- Use the commands in the paragraph group on the Home tab,



or

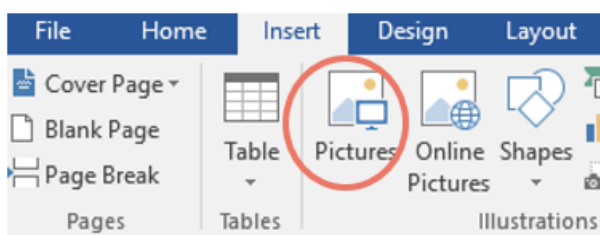
- Click the Dialog Box Launcher in the paragraph group to open the dialog box.

7. Inserting objects

a) Pictures

To Insert a Picture:

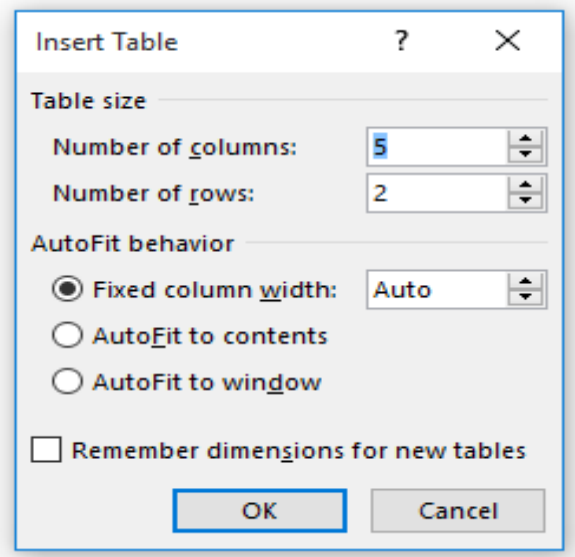
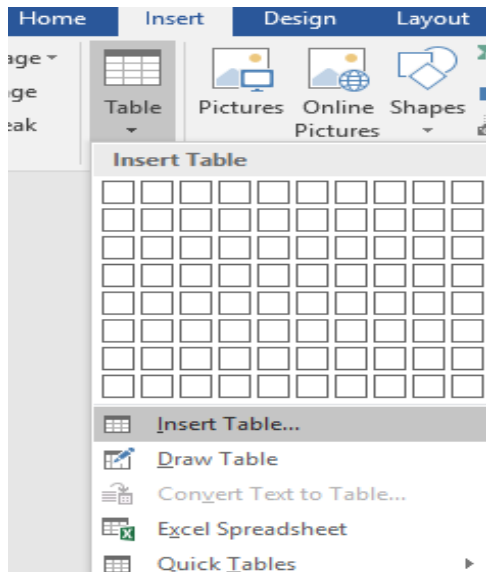
- Click the Insert tab on the Ribbon ,
- Click the Picture button in the Illustrations group.
- Find the picture you want to insert
- Click Insert.



b) Tables

- On the **Insert** tab, select **Table**.
- In the **Insert Table** dialog box, do one of the following:

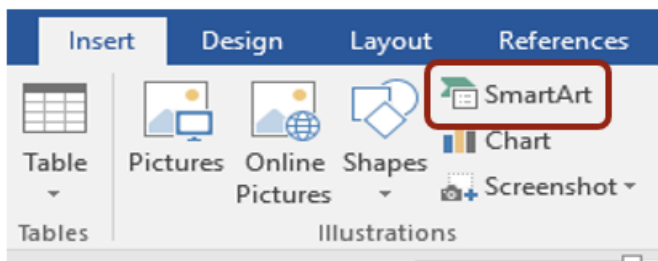
- Use the mouse to select the number of rows and columns that you want.
- Select **Insert Table**, and then enter a number in the **Number of columns** and **Number of rows** lists.



c) Smart art

To Insert SmartArt:

- Click the Insert tab on the Ribbon,
- Click the SmartArt button in the Illustrations group,
- Select a layout, and click OK.





d) Shapes

To Draw a Shape:

- Click the Insert tab on the Ribbon,
- click the Shapes button in the Illustrations group,
- and select the shape you want to insert.
- Then, click where you want to draw the shape and drag until the shape reaches the desired size.
- Hold down the Shift key while you drag to draw a perfectly proportioned shape or straight line.

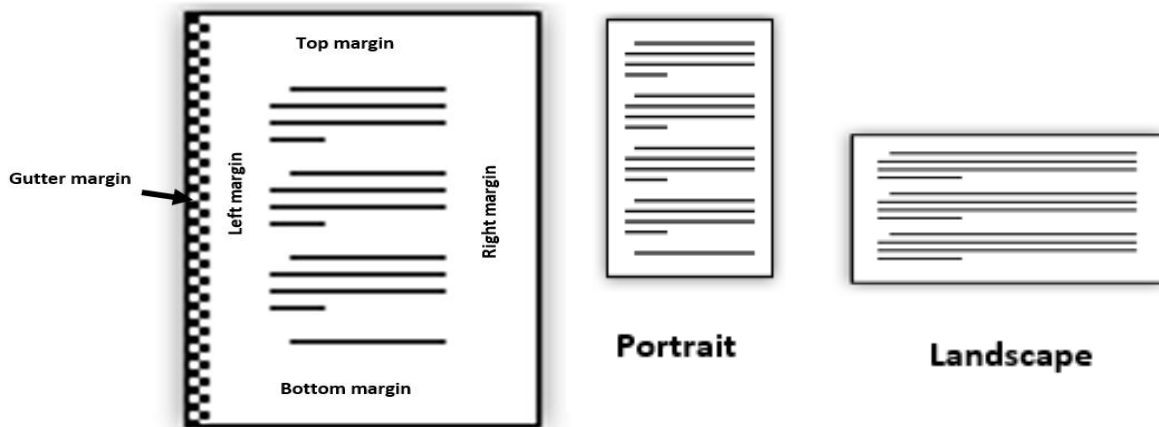
e) Lists

To Create a Bulleted or Numbered List:

- Select the paragraphs you want to bullet or number
- Click the  Bullets or  Numbering button in the Paragraph group on the Home tab.

f) Page layout

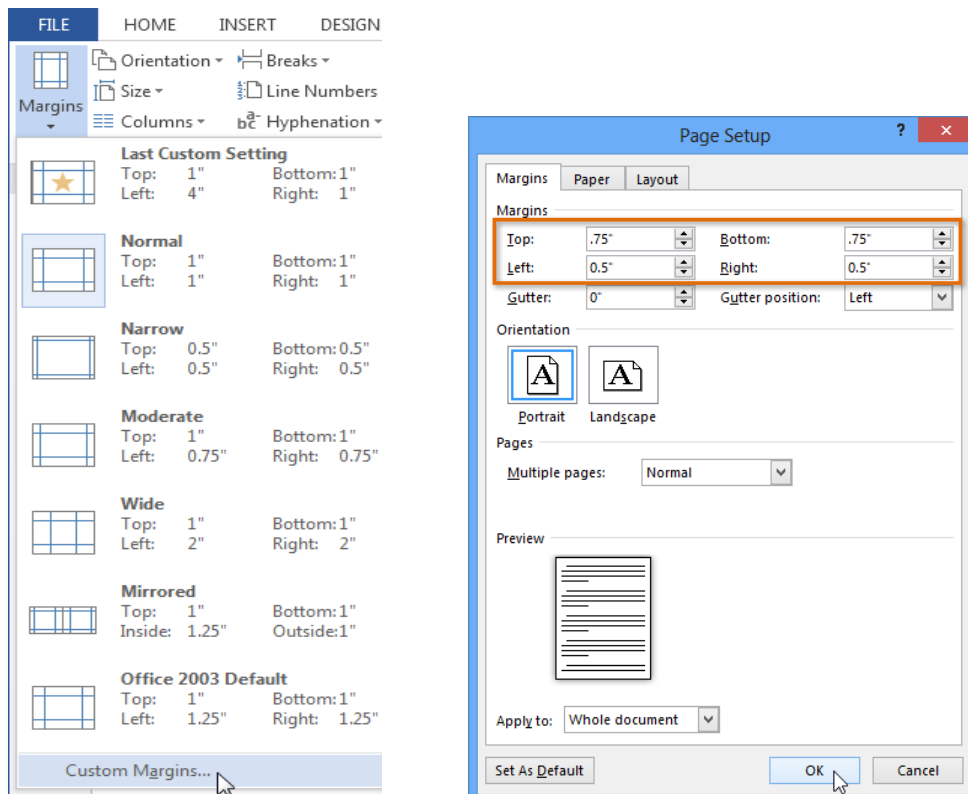
- The page layout affects how content appears and includes the page's **orientation**, **margins**, and **size**.



A **margin** is the **space** between the text and the edge of your document.

To adjust page margins:

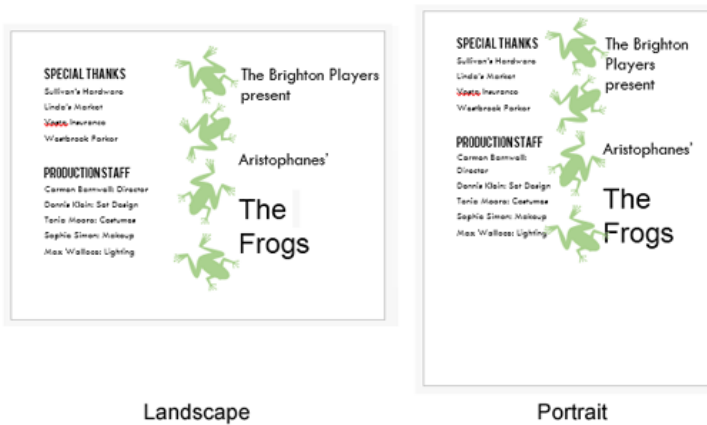
- Select the **Page Layout** tab, then click the **Margins** command.



b) Orientation

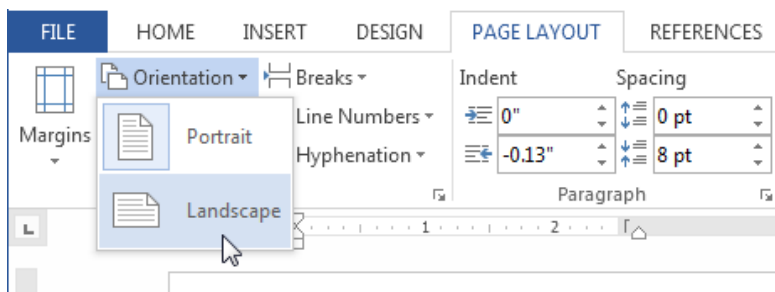
To change page orientation:

- Select the **Page Layout** tab.
- Click the **Orientation** command in the Page Setup group.



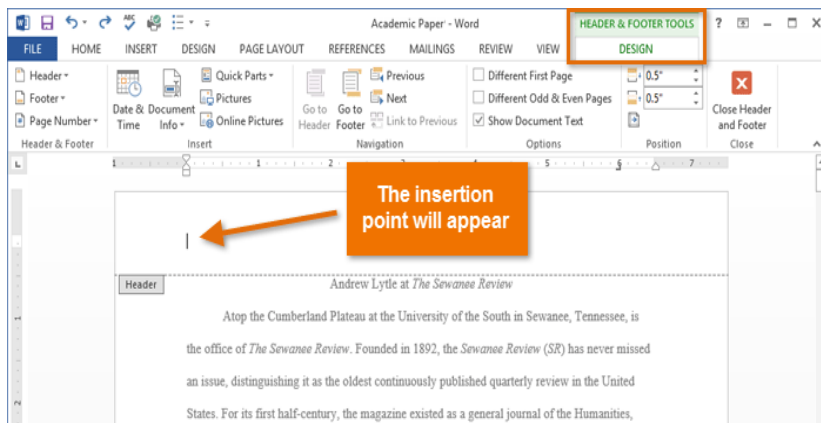
Landscape

Portrait



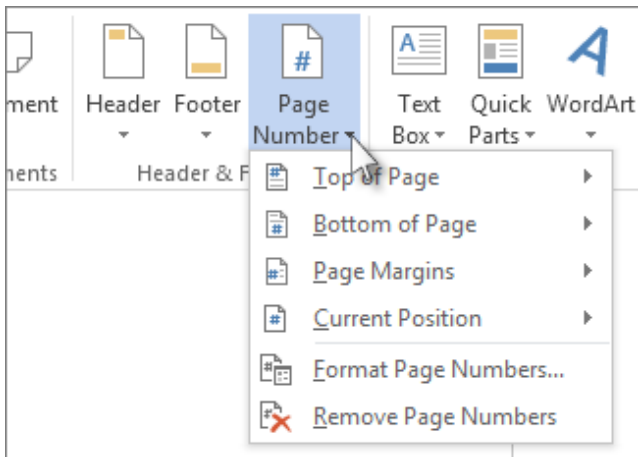
9. Footer and header

- Double-click anywhere on the **top or bottom margin** of your document,



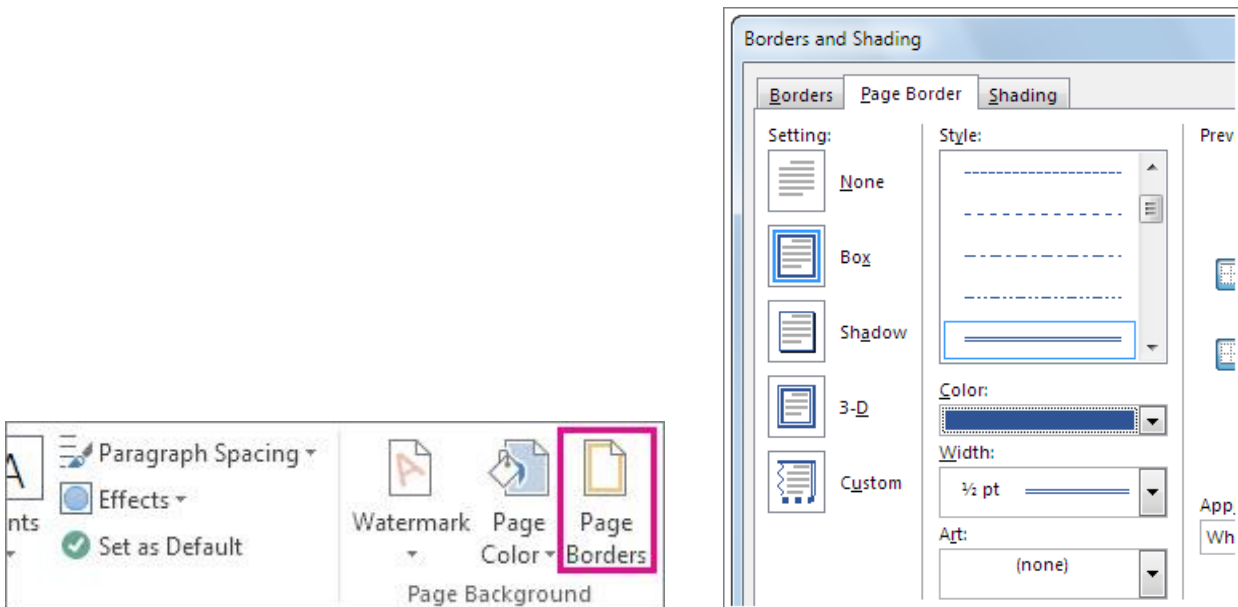
10. Page number

- Click **Insert > Page Number**, click a location (such as **Top of Page**), and then pick a style.



11. Page border

- Click **Design > Page Border**.



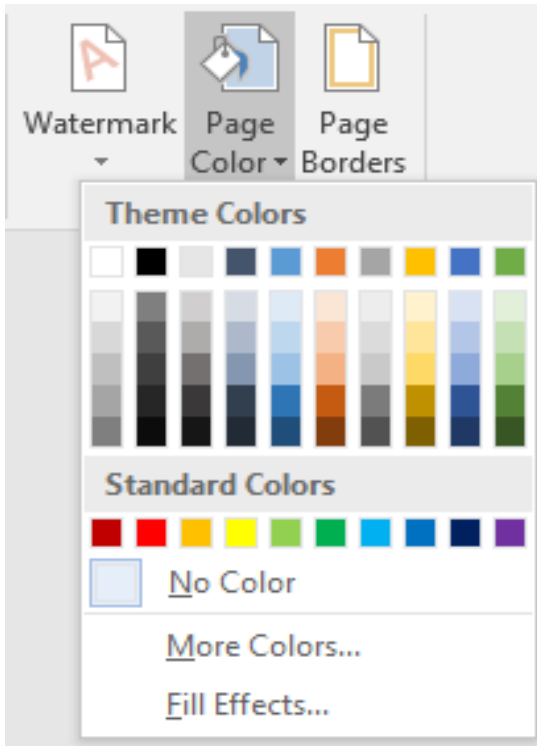
12. Background color

To change the background color

- Click **Design > Page Color**.
- Choose a color

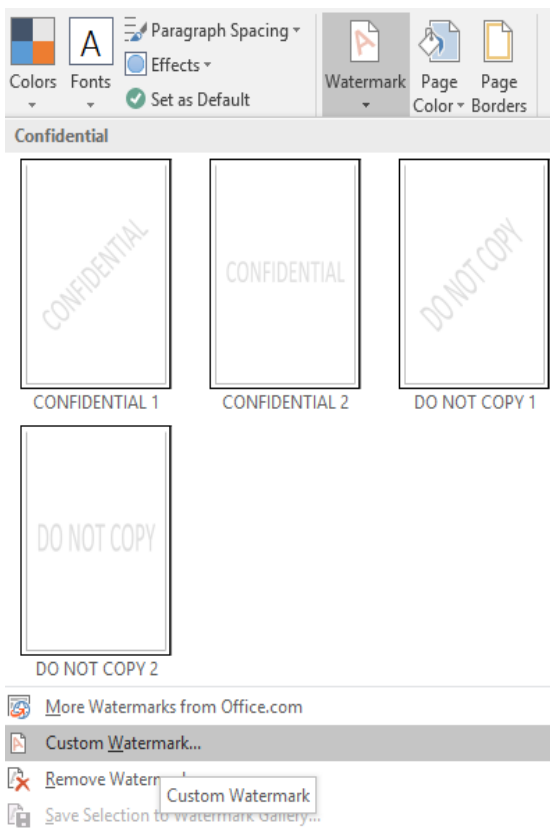
To remove the page color:

- Click **Design > Page Color>No Color**.



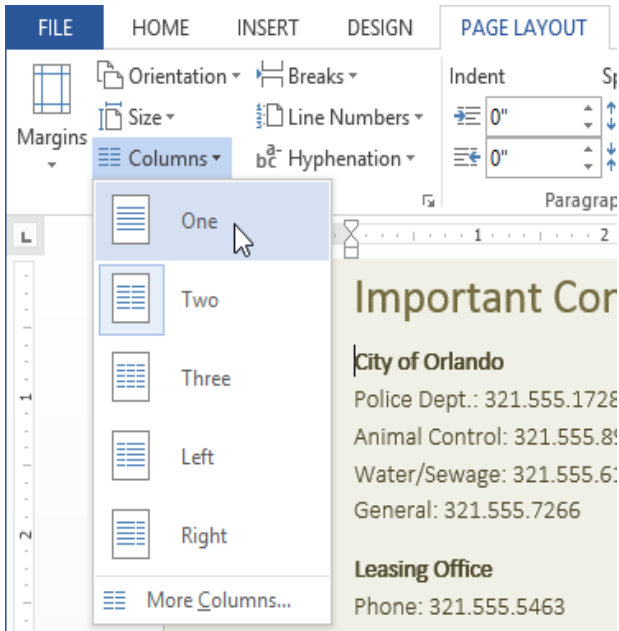
13. Watermark

- Click **Design > Watermark**.
- Click **Custom Watermark**.
- Click **Picture watermark > Select Picture**.



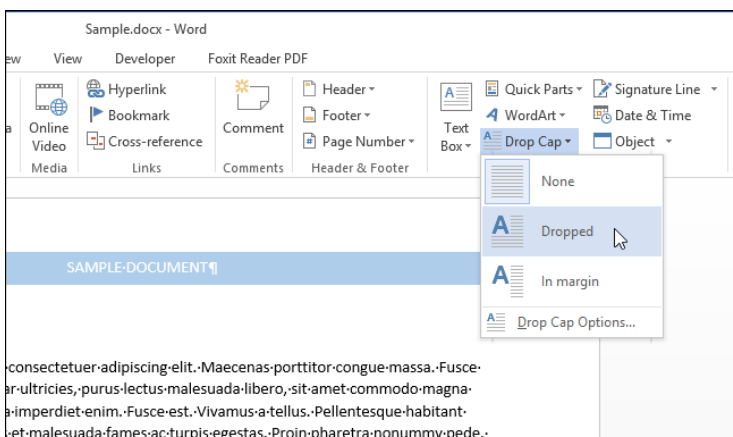
14. Columns

- Select the text you want to format.
- Select the Page Layout tab
- Click the Columns command.
- Select the number of columns you want to create



15. Drop cap

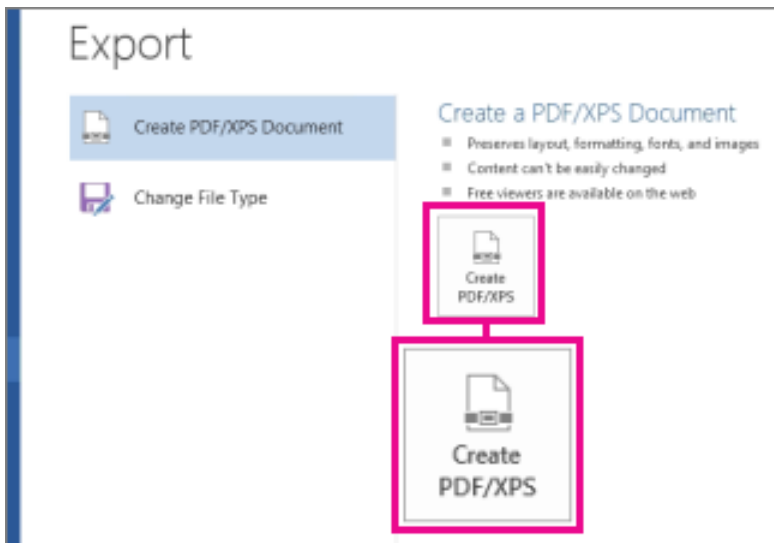
This is a drop cap



- First, select the first letter in the paragraph
- In the “Text” section of the “Insert” tab
- Click “Drop Cap” and select the type of drop cap you want to

16. Convert to pdf

- Click **File > Export > Create PDF/XPS**.
- Choose where you want to save the PDF file
- Click **Publish**.



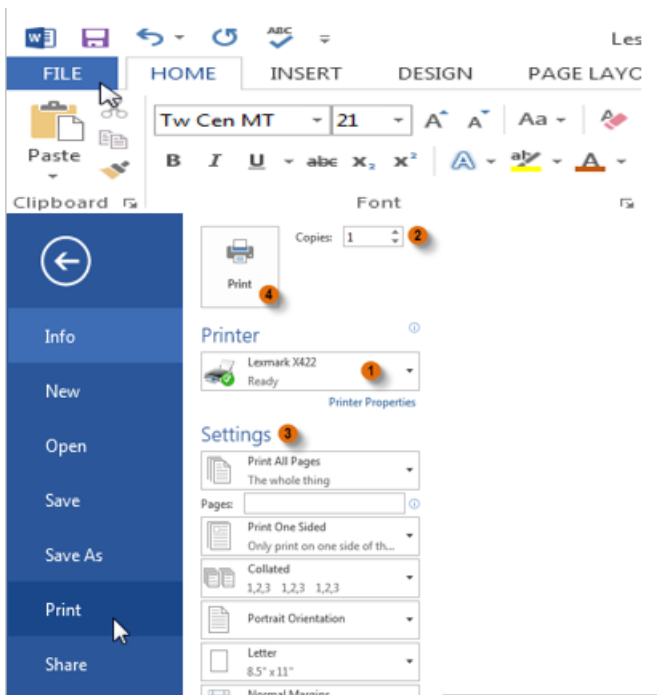
17. Printing

To Preview and Print a presentation:

- Click the File tab and click Print,

or

- Press **Ctrl + P**.



**Pioneer Preparatory
School
of Medenine**

Workshop
Computer science

Teacher : Mustapha Jaballah
Level : 7th
Duration : 50 minutes

Full name :**Class :** **Number**.....

1. Create a folder named <<your full name>> in drive D:
2. Using Microsoft Word type and save this text with the name « My work » to your folder.

Internet is the network of networks; it is a set of interconnected computers in a large geographical zone.

There are many internet services such as: Web, E-mail, File Transfer and Chat.

The web: it is made up of web pages containing text, images, sound and video.

These web pages are linked by hypertext links.

each web page is identified by a web address (URL) which can have the following form:

<http://www.internetsociety.org/introduction-internet-interconnection.htm>

To browse the web, you can use one of these methods:

1. address
2. Search engine browsing

We can copy texts and images from the web so as to exploit them later.

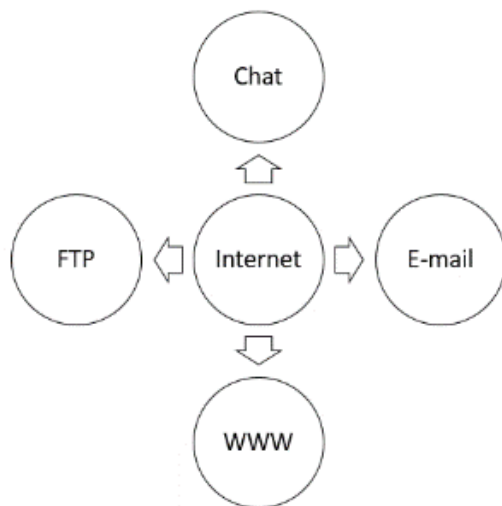
3. Apply the following layout to your document:
Margins: Top, bottom, left and right = 2 cm
Page orientation: portrait
4. Add the title «**Internet**» at the start of the text.
5. Spell check the document
6. Insert the table below after the text and apply to it the same formatting.

| Internet services | |
|-------------------------|--|
| World wide web (www) | |
| Chat (IRC) | |
| Electronic mail(E-mail) | |
| File transfer (FTP) | |

7. Apply the following formatting to the text.

| Title | Rest of the text |
|---|--|
| Color: Green Font: Time new Roman Size: 16 Underline: (<u>dashed</u>) Style: Bold and Italic | Color: Blue Font: Comic sans ms Size: 16 Underline the words: 1. <u>address</u> 2. <u>Search engine browsing</u> |
| Alignment: centered Spacing: after: 12 pts | Alignment: justified Indentation: before 1.5 cm after 1.5 cm first line 3 cm Spacing: before 12 pts after 12 pts line spacing 1.5 line |

8. Add page border to your document.
9. Add a header which contains the **date** (automatically inserted) and a footer which contains the **number of the page**.
10. Choose a **background color** for the document.
11. Insert a **picture** at the end of the text.
12. Replace the numbered list by **bulleted** one.
13. At the end of the document add the following **Smart Art**:
 Choose a color for each shape (**fill and outline**)



14. Convert the document to **PDF** and **save** it to your folder with the name « My work »

| Scale | | | | | | | | | | | | | | |
|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|------|------|
| Question | Q 1 | Q 2 | Q 3 | Q 4 | Q 5 | Q 6 | Q 7 | Q 8 | Q 9 | Q 10 | Q 11 | Q 12 | Q 13 | Q 14 |
| Score | 0.5 | 3 | 1 | 1 | 1 | 2 | 2 | 1 | 1 | 2 | 2 | 0.5 | 2 | 1 |
| | | | | | | | | | | | | | | |