ECHAHID HAMMA LAKHDAR UNIVERSITY - EL-OUED

FACULTY OF ARTS AND LANGUAGES

DEPARTMENT OF ENGLISH LANGUAGE

FIRST SEMESTER OF 2021-2022

Computing Session (Office Word)

Presented by:

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REMAINDER

1. Getting Started with Word

Get to know the Ribbon, Quick Access Toolbar, and Backstage view

to produce Word documents.

2. Creating and Opening Documents

Learn all about opening existing documents and creating new ones.

3. Saving and Sharing Documents

Learn more about saving and sharing documents

4. Understanding OneDrive

Learn all about working with your Microsoft account and OneDrive.

PLAN OF THE COURSE

1. Working with Text

2. Layout and Printing

3. Working with Objects

4. Collaboration and Reviewing

5. Doing More with Word

PLAN OF THE COURSE

1. Working with Text

▪ Text Basics

Learn how to add, delete, move, cut, copy, and paste text.

▪ **Formatting Text**

▪ **Using Find and Replace**

▪ **Indents and Tabs**

▪ **Line and Paragraph Spacing**

▪ **Lists**

▪ **Hyperlinks**

FORMATTING TEXT

Formatted text can draw the reader's attention to specific parts of a document and emphasize important information. In Word, 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.

FORMATTING TEXT

We Have 2 ways to realize text formatting :

- Doing the changes one by one

- Using Styles / headings

(Title of chapters or subchapters)

FORMATTING TEXT

➢ **What is Style ?**

A style is a predefined set of formatting specifications that can include both font and paragraph settings. When you apply a style, Word formats the text according to how the style has been defined.

➢ **What is Headings ?**

Heading or title styles are used to section a document into chapters, paragraphs and topics.

▪ Example

In Word 2007, the Heading 1 style uses a 14-point Cambria font in bold. The Title style is a 26-point Cambria font in bold and includes an underline separator.

FORMATTING TEXT

- **Main use**

Using styles, such as title or heading selections, makes documents more accessible to screen readers, and styles translate to HTML-equivalent styles when converting a Word document to a web page.

- **Using styles benefits**

  ✓ **Consistency**

  ✓ **Ease of modification**

  ✓ **Access to time-saving features**

FORMATTING TEXT

➢ **How to apply a Heading ?**

1. Home -> Styles
(Styles Pane)
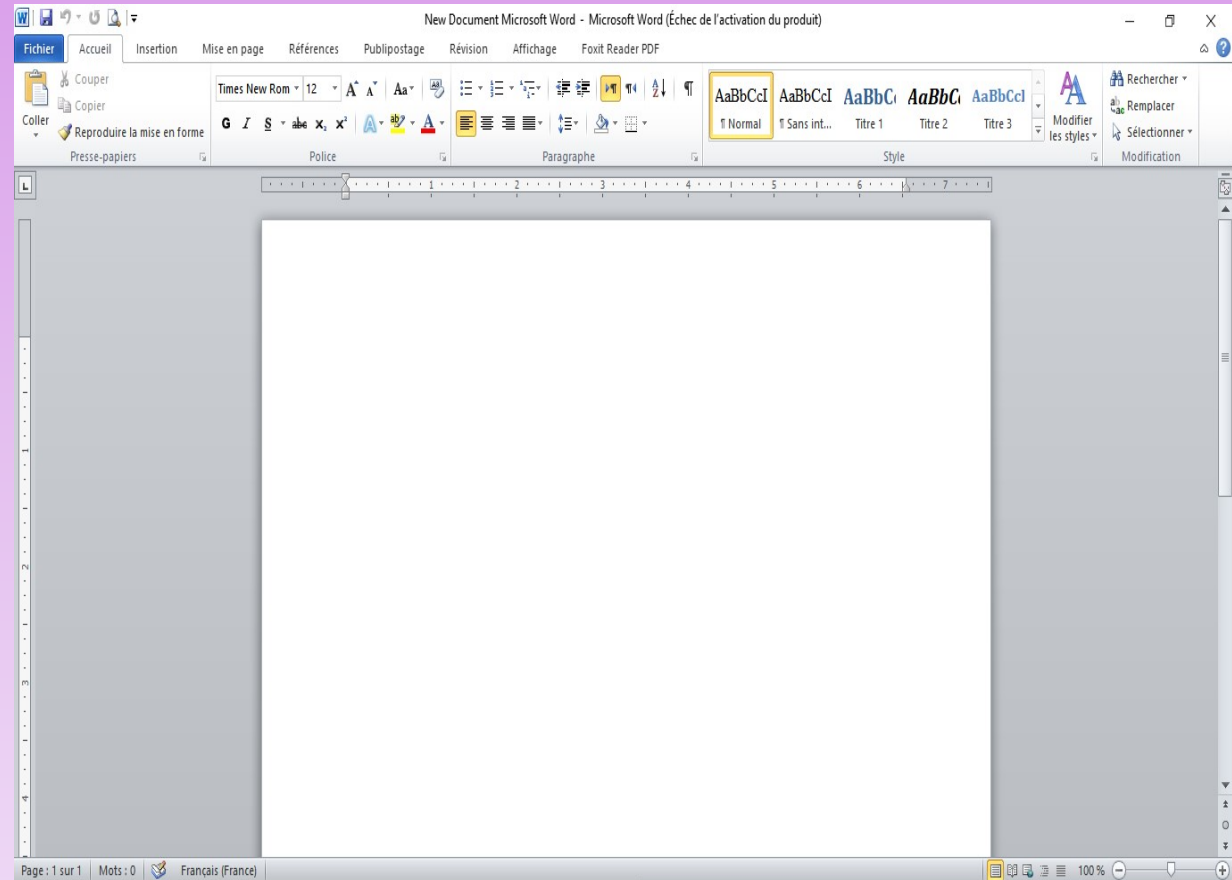
FORMATTING TEXT

➢ **How to apply a Heading ?**

1. Home -> Styles
(Styles Pane)

* If the Styles Pane is not displayed use the keyboard shortcut:

Alt + Ctrl + Shift + S
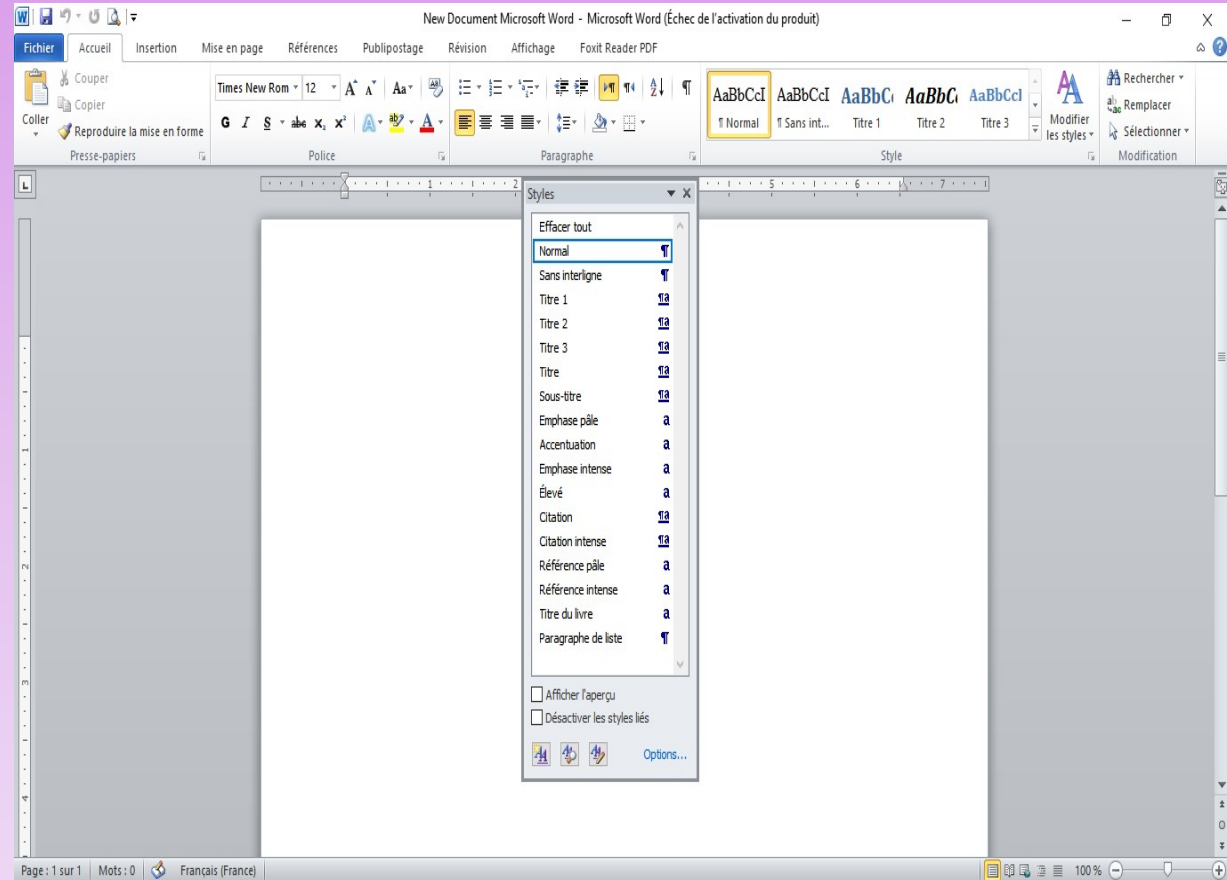
FORMATTING TEXT

➢ **How to apply a Heading ?**
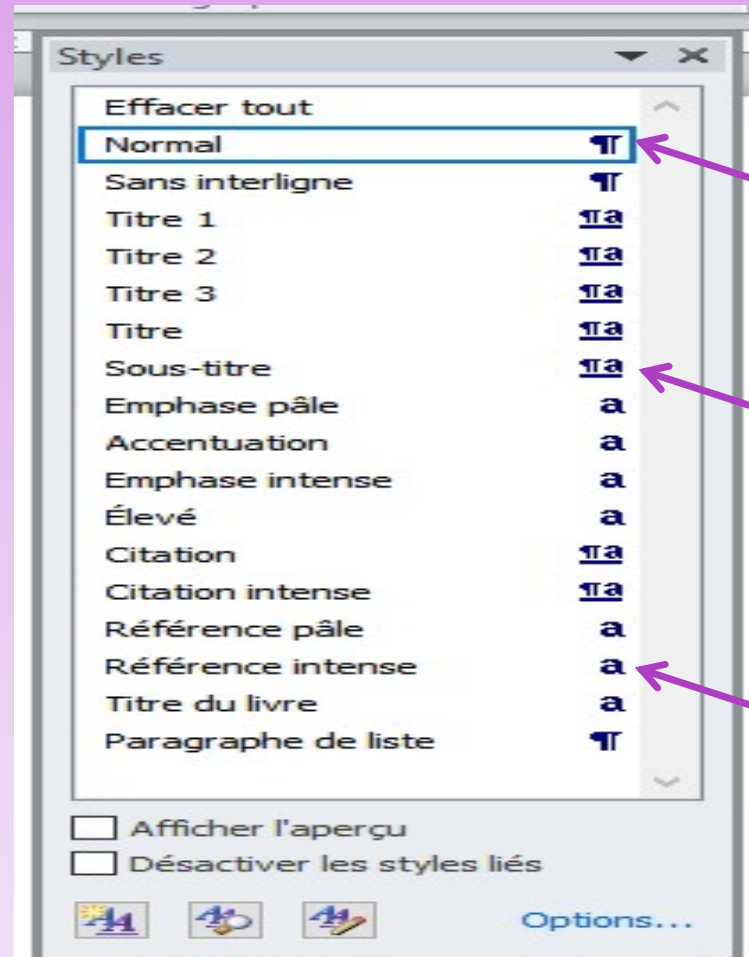
Paragraph built-in styles

Linked built-in styles

Character built-in styles

FORMATTING TEXT

➤ **How to apply a Heading ?**

FORMATTING TEXT

➢ **How to apply a Heading ?**

FORMATTING TEXT

➢ **How to apply a Heading ?**

FORMATTING TEXT

➢ **How to apply a Heading ?**

FORMATTING TEXT

➤ **How to apply a Heading ?**

FORMATTING TEXT

➢ **Modify a Style**

FORMATTING TEXT

➤ **Modify a Style**

FORMATTING TEXT

➢ **Create a Style**

FORMATTING TEXT

➤ **Create lists & numbering headings**

- **Lists**

    1. Bulleted   : No order, Symbol

    2. Numbered : Sequence, Numbers/ Letter

    3. Multilevel   : Mixture of numbers & bullets, hierarchy

    NB: To change levels we can use **Decrease Indent** and **Increase**

    Indent buttons in the paragraph group or use **Tab** & **Shift +Tab**

FORMATTING TEXT

➢ **Create lists & numbering headings**

- **Creating numbered headings**
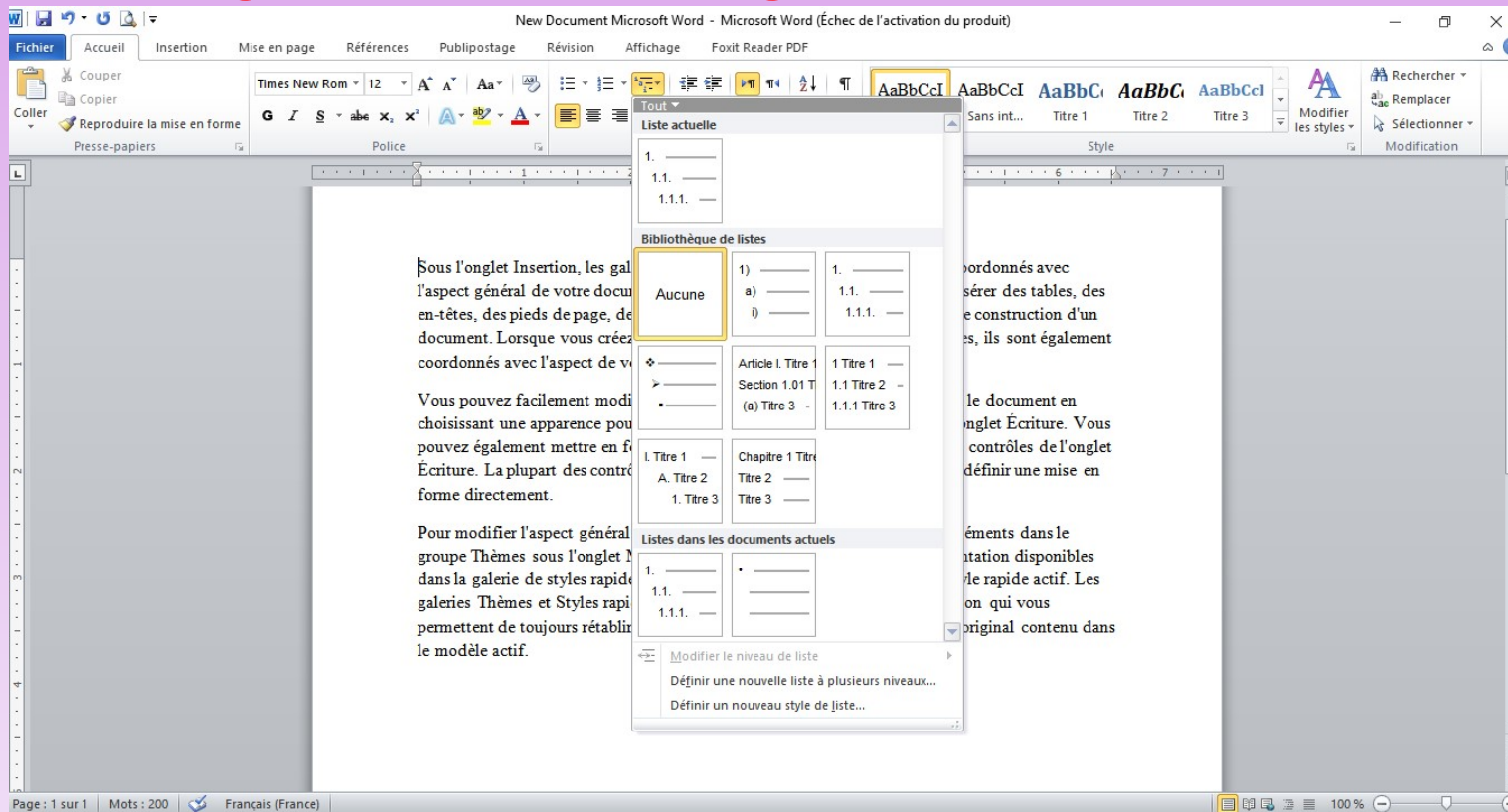
NB: Word includes a library of predefined list layouts **Home -> Paragraph -> _Multilevel List_**

FORMATTING TEXT

➢ **Create lists & numbering headings**
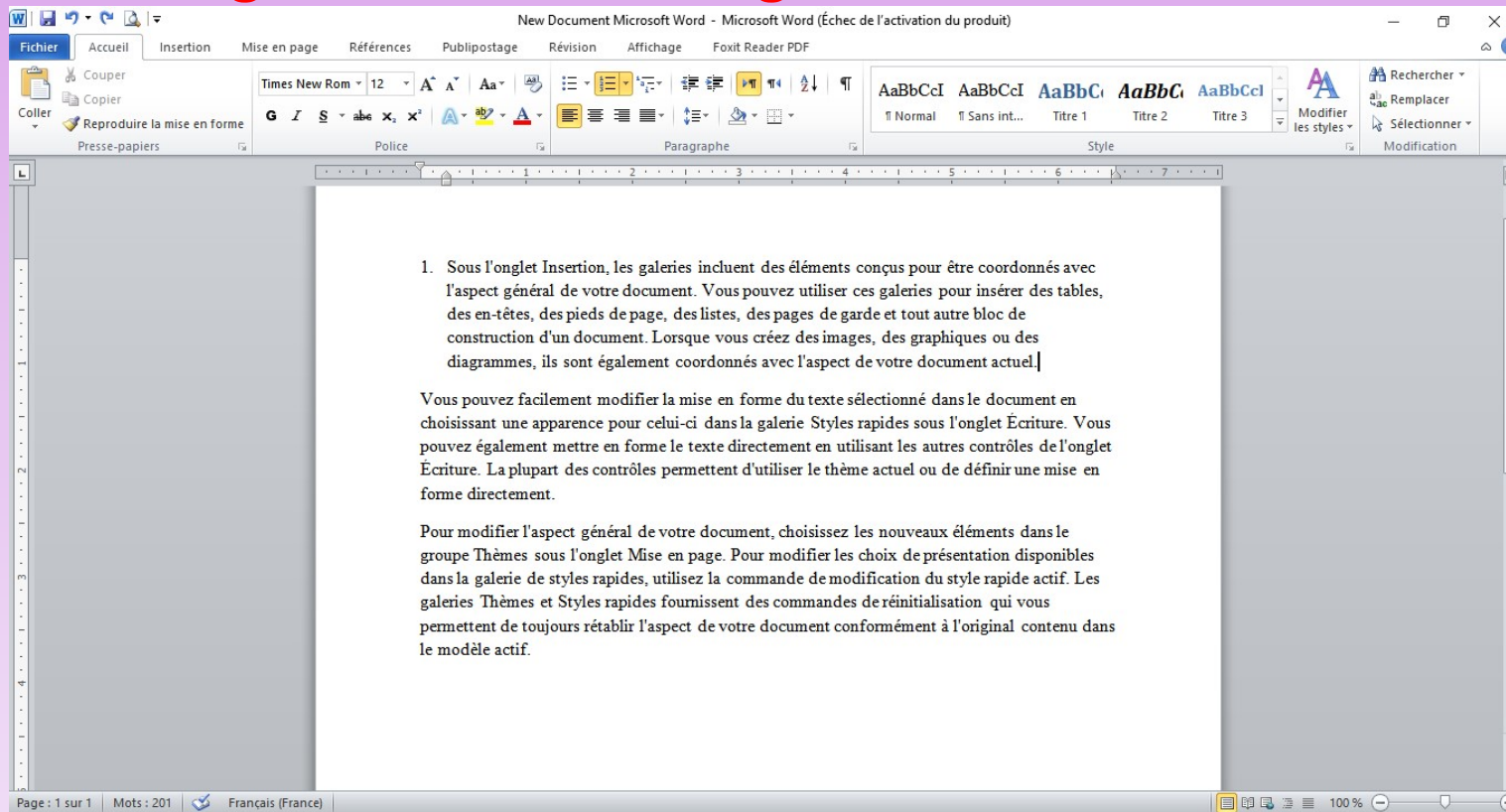
- **Creating numbered headings**

FORMATTING TEXT

➢ **Create lists & numbering headings**

- **Creating numbered headings**

FORMATTING TEXT

➤ **Create lists & numbering headings**

  • **Creating numbered headings**

Tab

FORMATTING TEXT

➢ **Create lists & numbering headings**

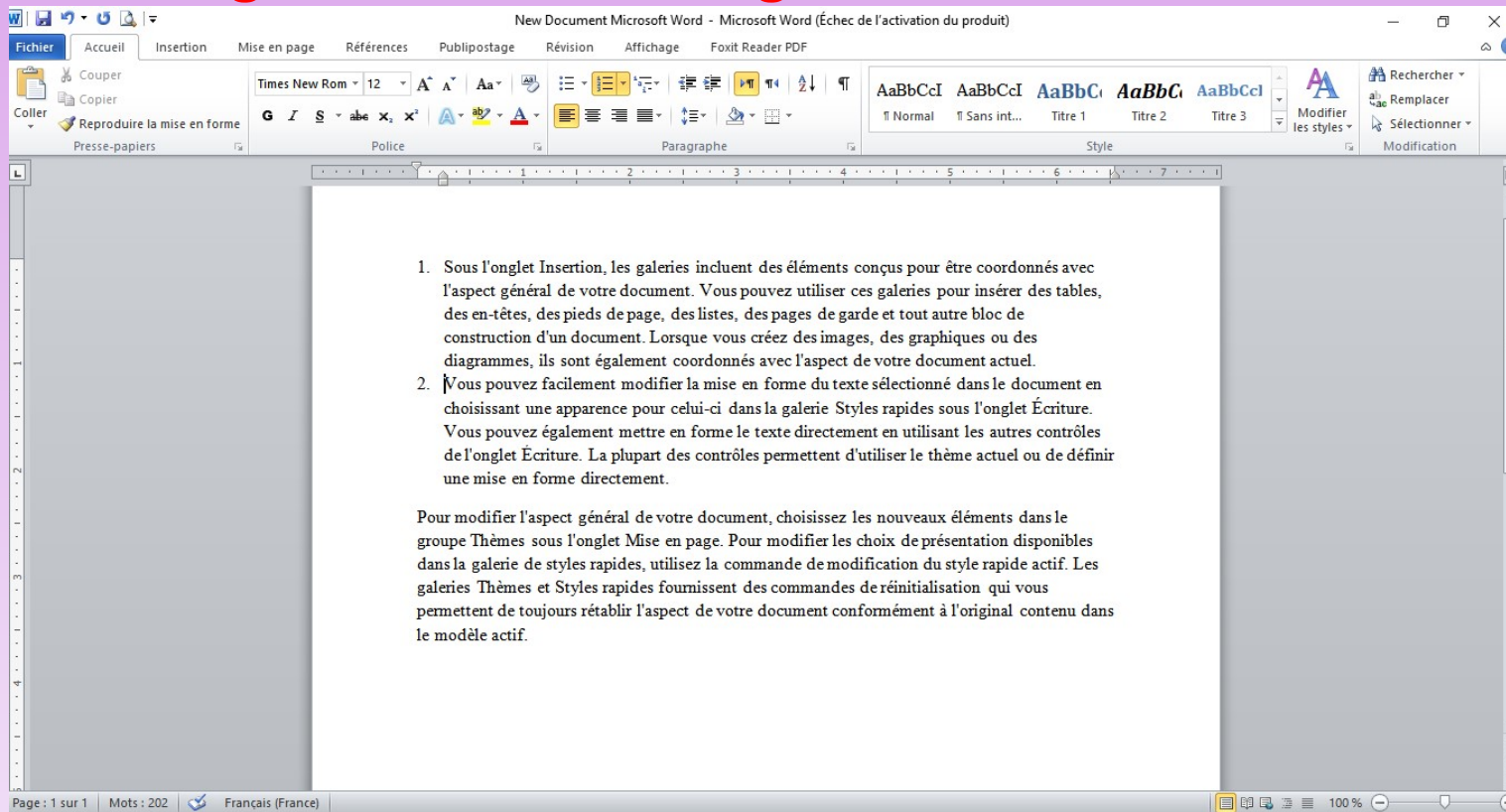- **Creating numbered headings**

FORMATTING TEXT

➢ **Create lists & numbering headings**
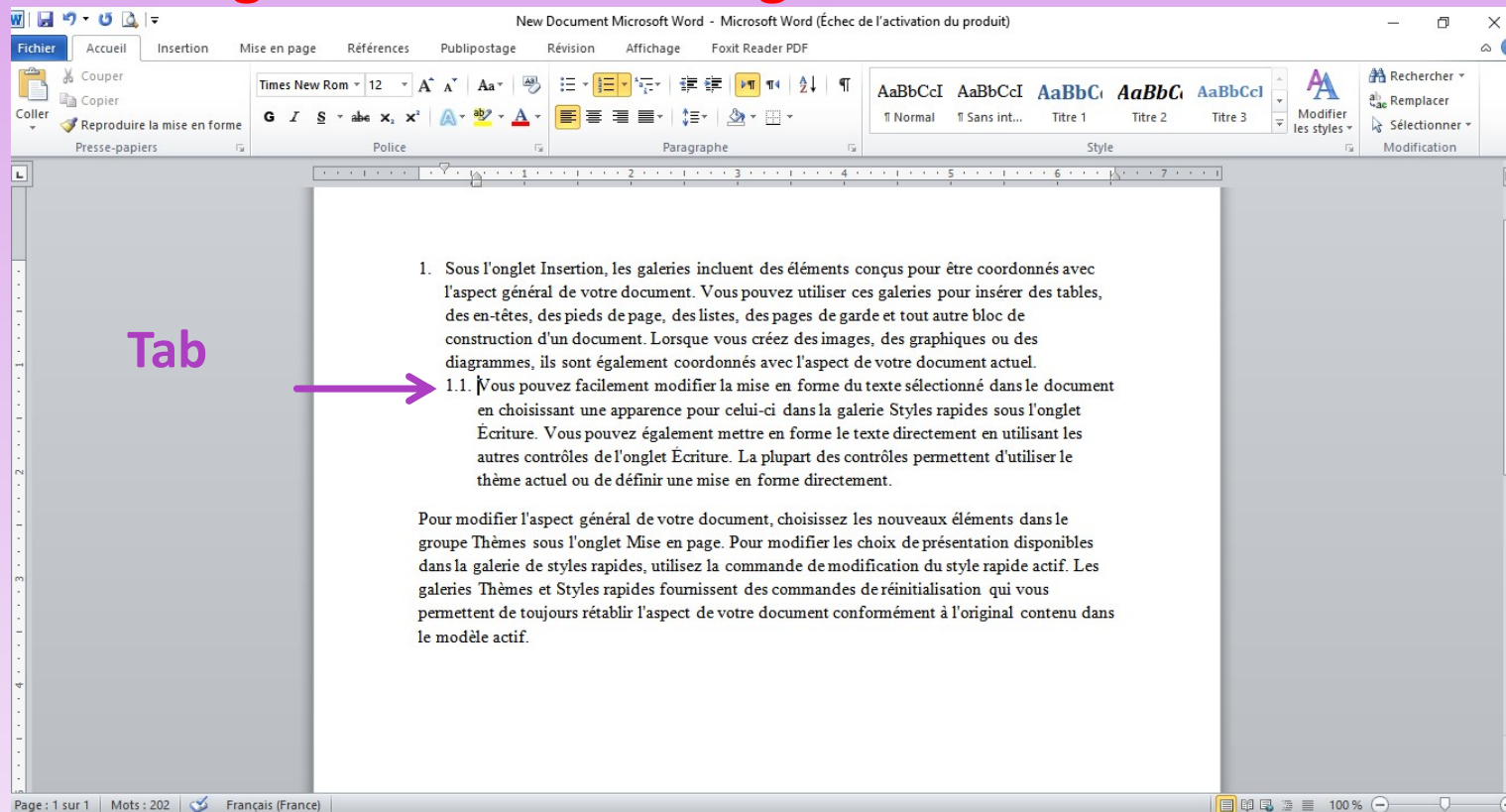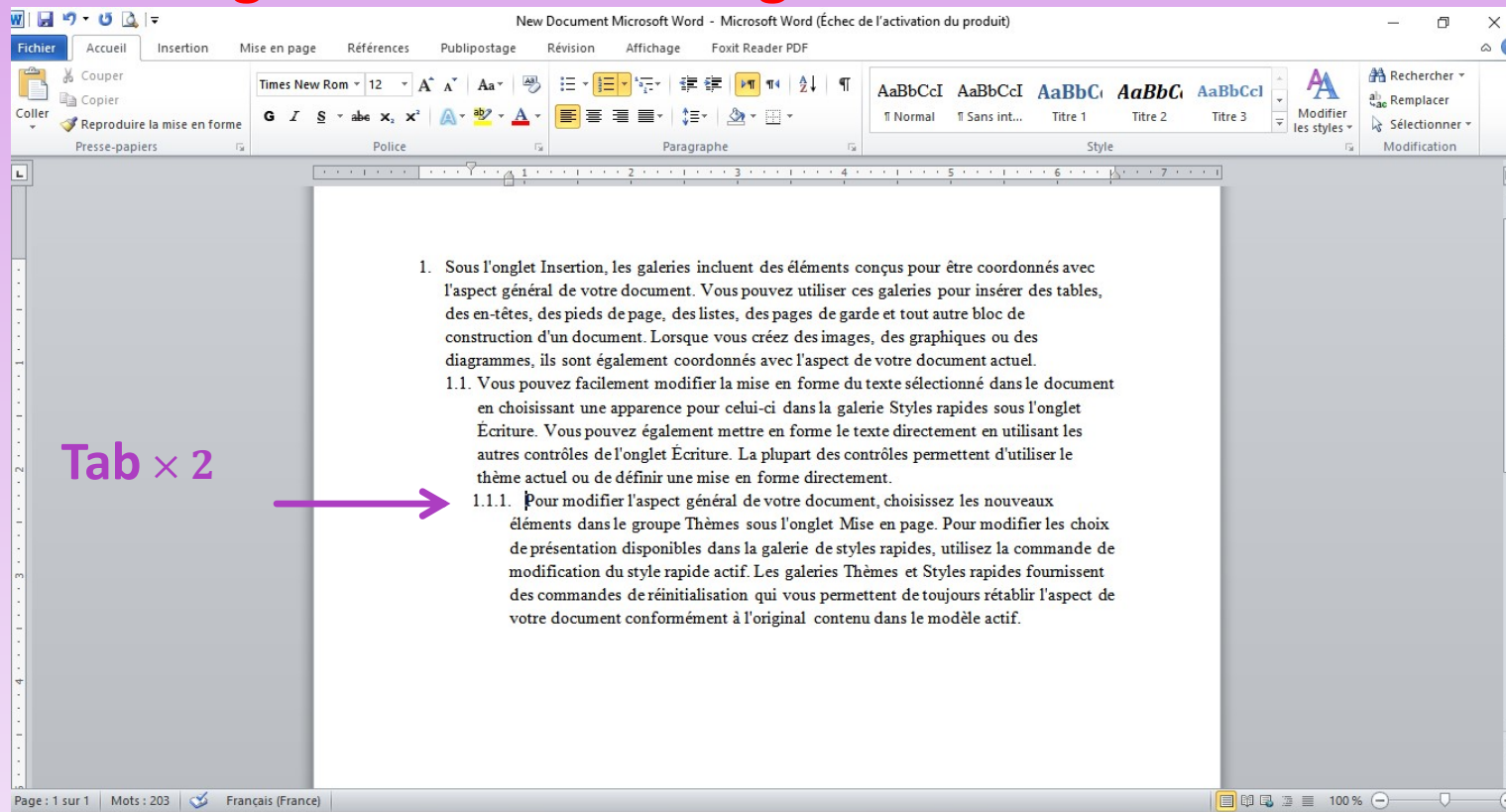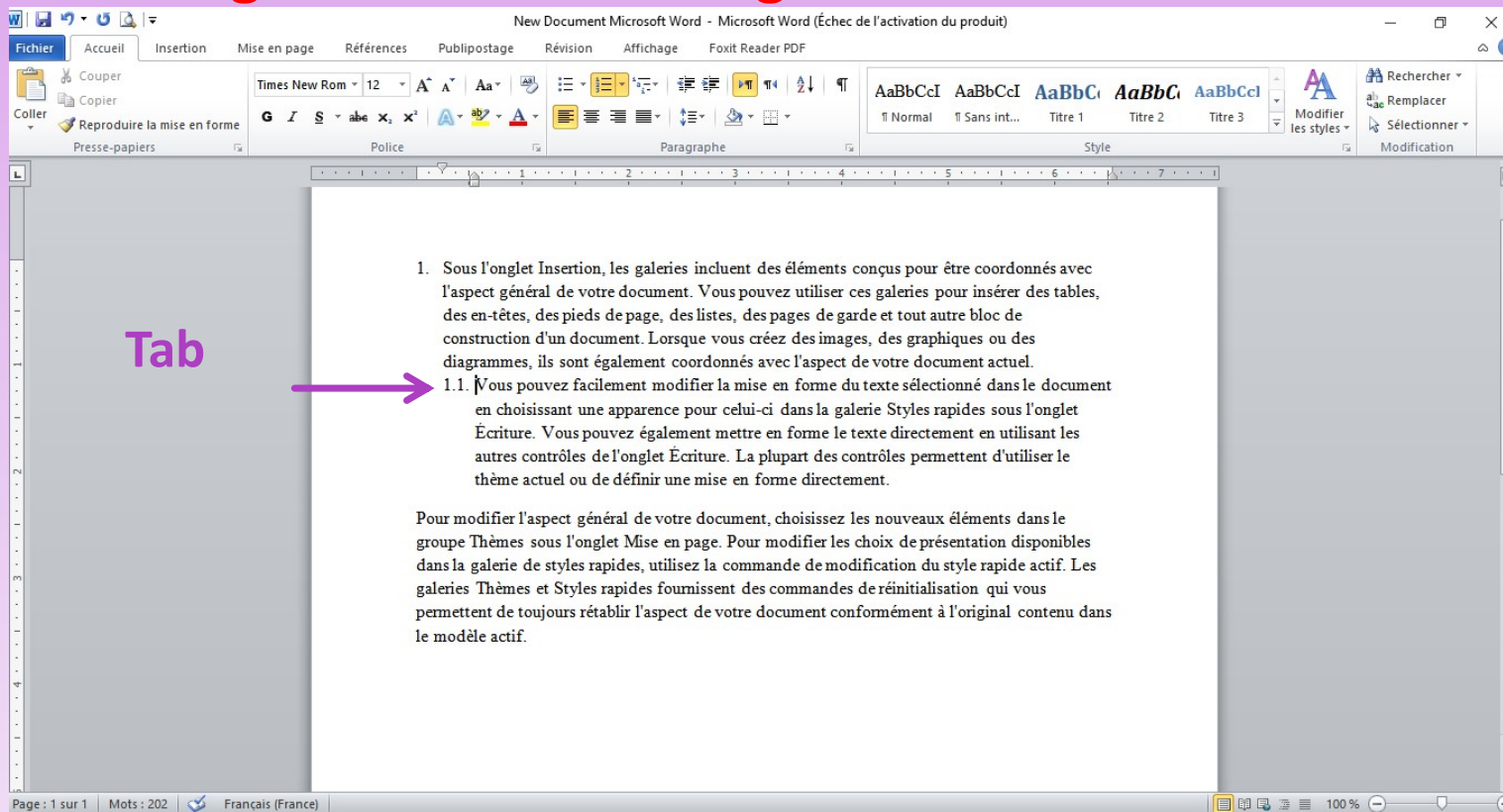
  • **Creating numbered headings**
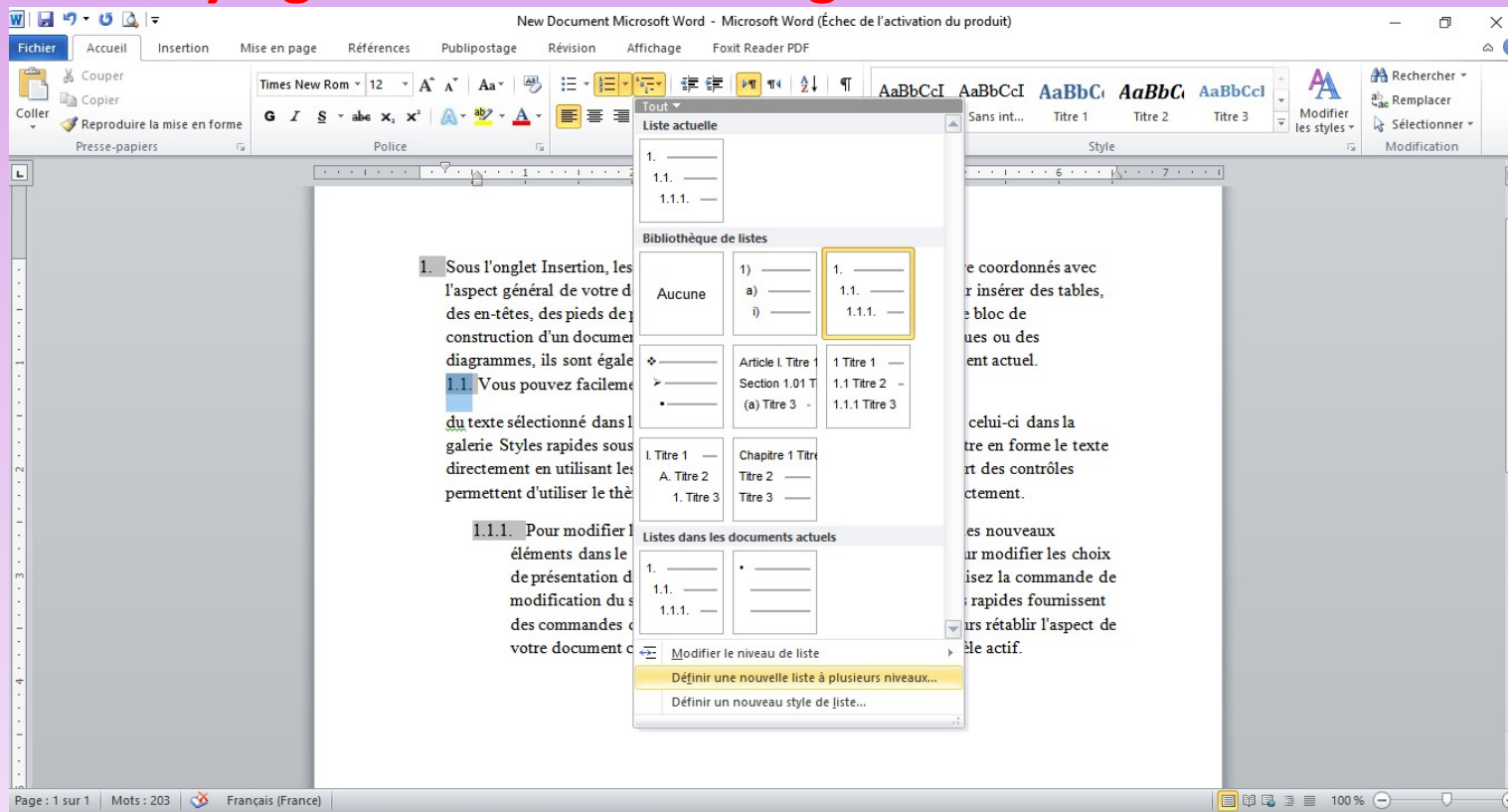
FORMATTING TEXT

➢ **Create lists & numbering headings**

- **Modifying numbered headings**

FORMATTING TEXT

➢ **Create lists & numbering headings**

- **Modifying numbered headings**

PLAN OF THE COURSE

1. Working with Text

- **Text Basics**

Learn how to add, delete, move, cut, copy, and paste text.

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- **Using Find and Replace**

- **Indents and Tabs**

- **Line and Paragraph Spacing**

- **Lists**

- **Hyperlinks**

USING FIND AND REPLACE
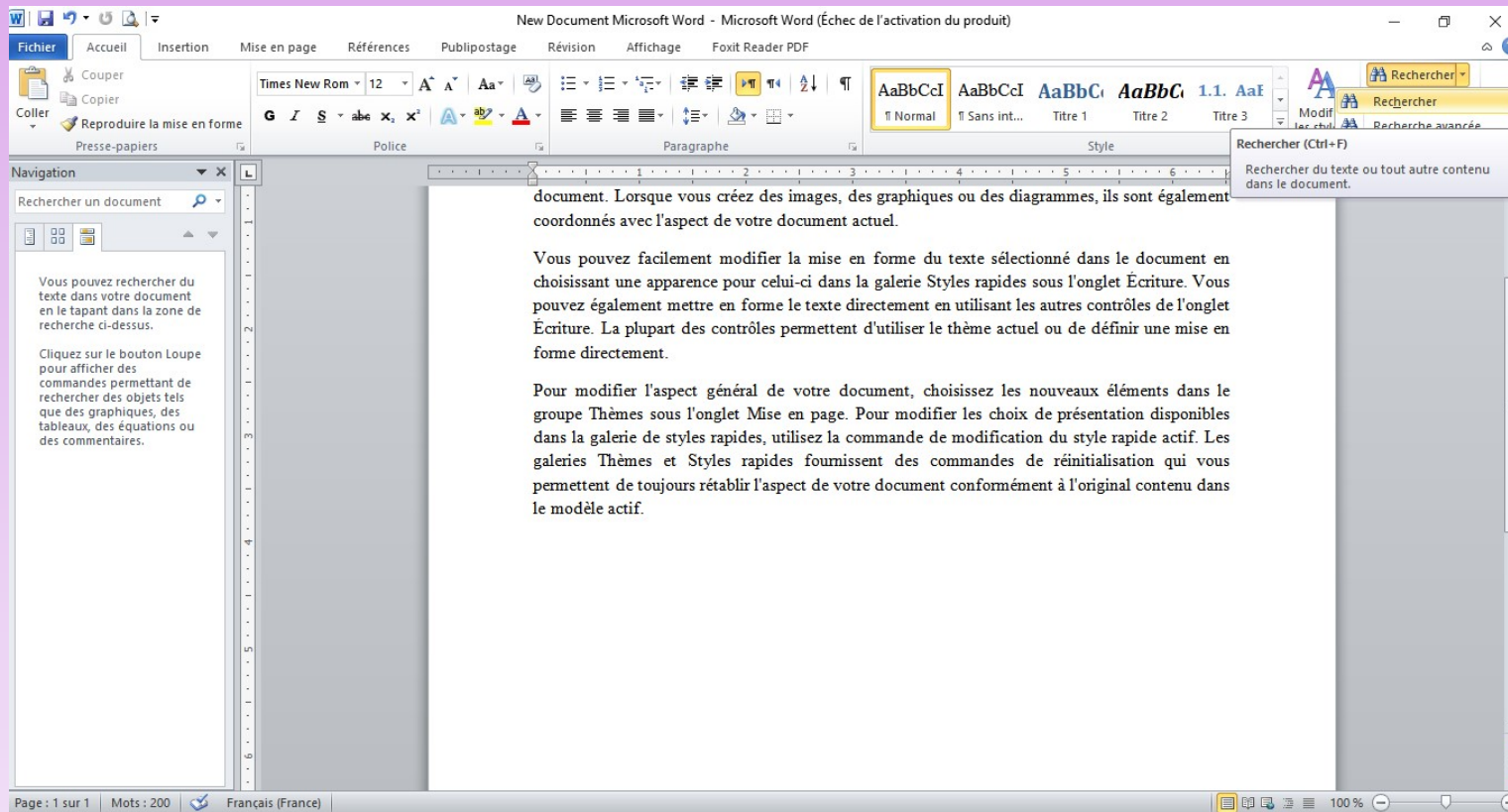
Working with longer documents can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the Find feature, and it allows you to quickly change words or phrases using Replace.

USING FIND AND REPLACE
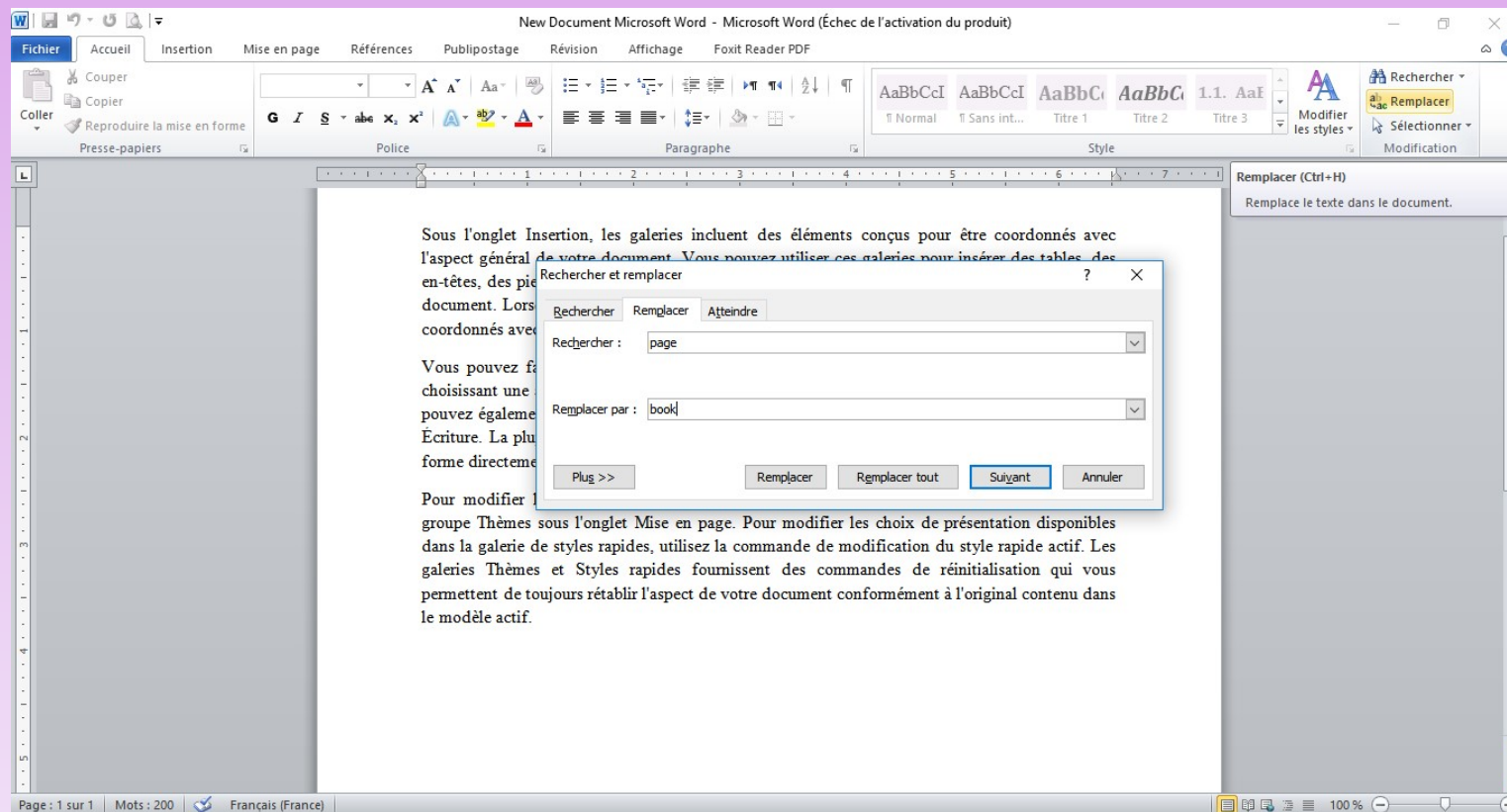
➤ **To find a text**

We use Find command to locate all instances of a particular word.

USING FIND AND REPLACE

➤ **To replace text**

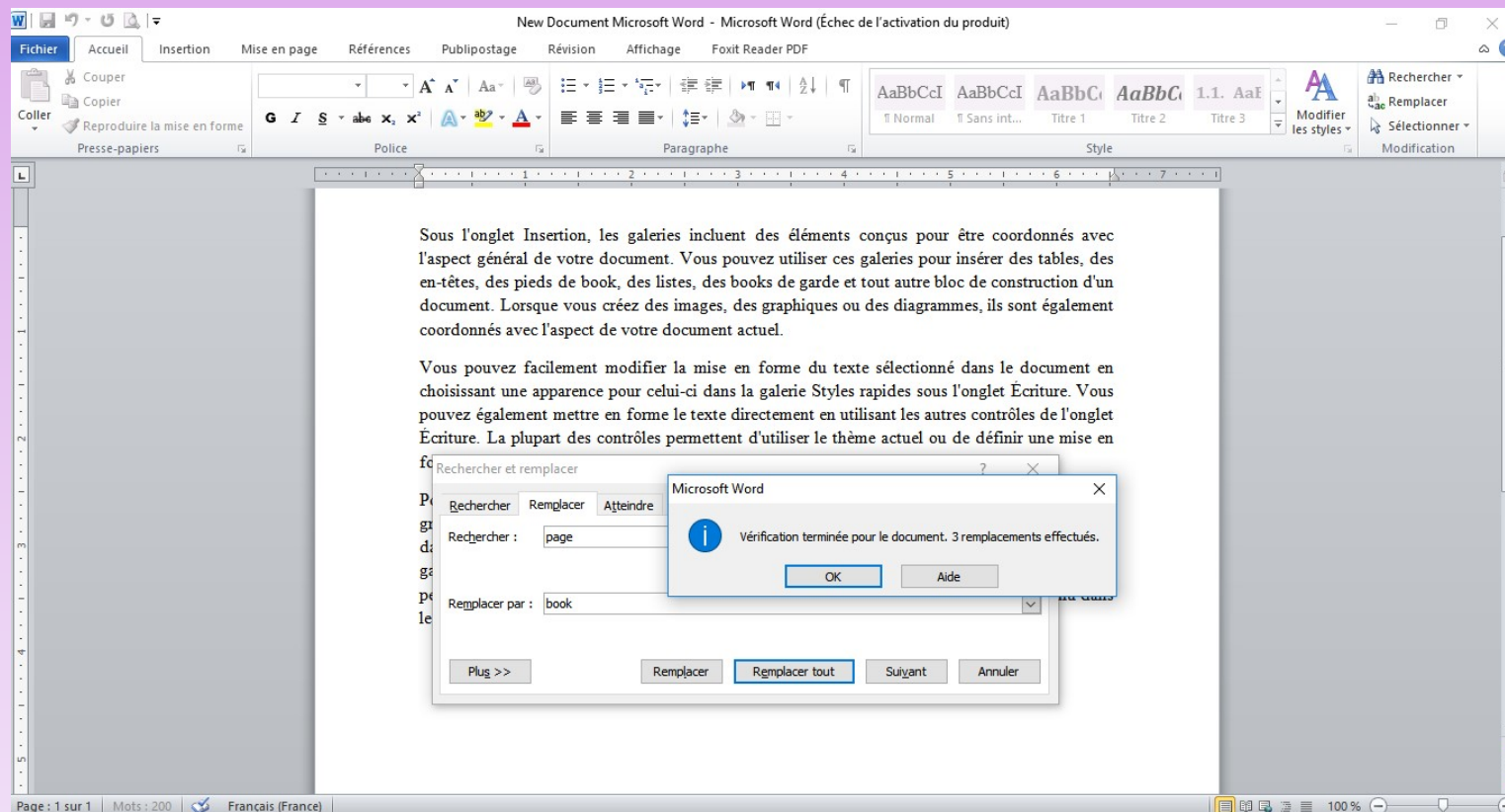We use Replace to exchange a particular word or phrase for another.

USING FIND AND REPLACE

➤ **To replace text**
We use Replace to exchange a particular word or phrase for another.

INDENTS AND TABS

Indenting text adds structure to your document by allowing you to separate information. Whether you'd like to move a single line or an entire paragraph, you can use the tab selector and the horizontal ruler to set tabs and indents .

INDENTS AND TABS

➢ **Indenting text**

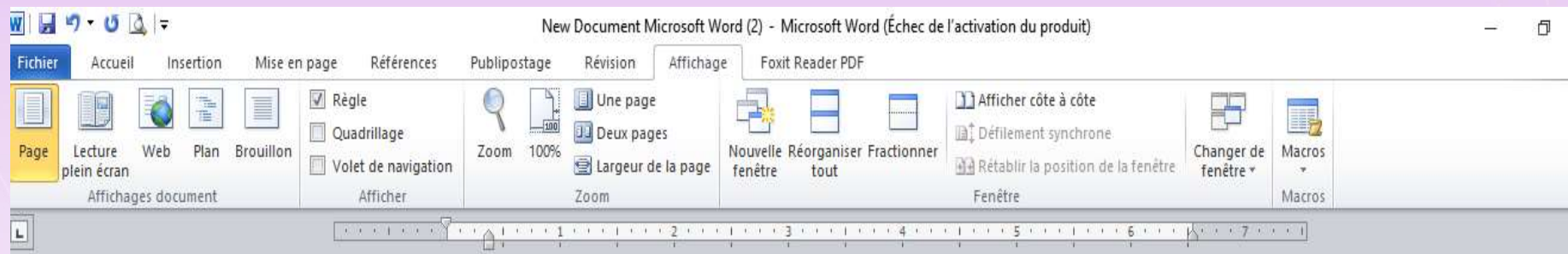| **Visually separate** paragraphs from one another.	**hanging indent** which means to indent every line **except for the first line**

INDENTS AND TABS

➢ **Indenting text**
   To indent using :

   ❑ The Tab key in the Keyboard
   ❑ The Tab key in the Ruler
   ❑ Indent Commands
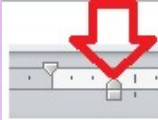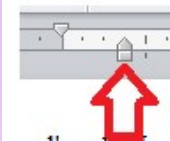
   NB : If you can't see the Ruler, select the View tab, then click the check box next to the Ruler

INDENTS AND TABS

➢ **Indenting text**

Indent Markers Meaning :

✓ **First-line indent marker** adjusts the first-line indent

✓ **Hanging indent marker** adjusts the hanging indent

✓ **Left indent marker** moves **both** the first-line indent

and hanging indent markers at the same time (this will indent

all lines in a paragraph)

INDENTS AND TABS

➢ **Tabs**

To adjust indents using tab we can use **"Tab Selector"** :
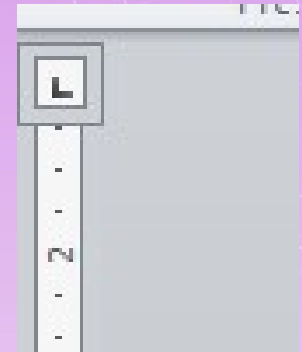
✓ **Left Tab** left-aligns the text at the tab stop.

✓ **Center Tab** centers the text around the tab stop.

✓ **Right Tab** right-aligns the text at the tab stop.

✓ **Decimal Tab** aligns decimal numbers using the decimal point.

✓ **Bar Tab** draws a vertical line on the document.

NB : Word can also display hidden formatting symbols such as spaces, paragraph marks, and tabs to help you see the formatting in your document.

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LINE AND PARAGRAPH SPACING

➢ **Line and Paragraph Spacing**

   * Increase / Reduce spacing is a way to improve readability to fit more the text on the page.

➢ **About line spacing**

   * Line spacing is the **space between each line** in a paragraph.

1. **Single spaced** (one line high)

2. **Double spaced** (two lines high)

3. **Customize spaced**

LINE AND PARAGRAPH SPACING

➢ **About line spacing**

E.g. :

| Default line spacing | Single spacing | Double spacing |

LINE AND PARAGRAPH SPACING

➢ **About line spacing**

how to apply line spacing?

LINE AND PARAGRAPH SPACING
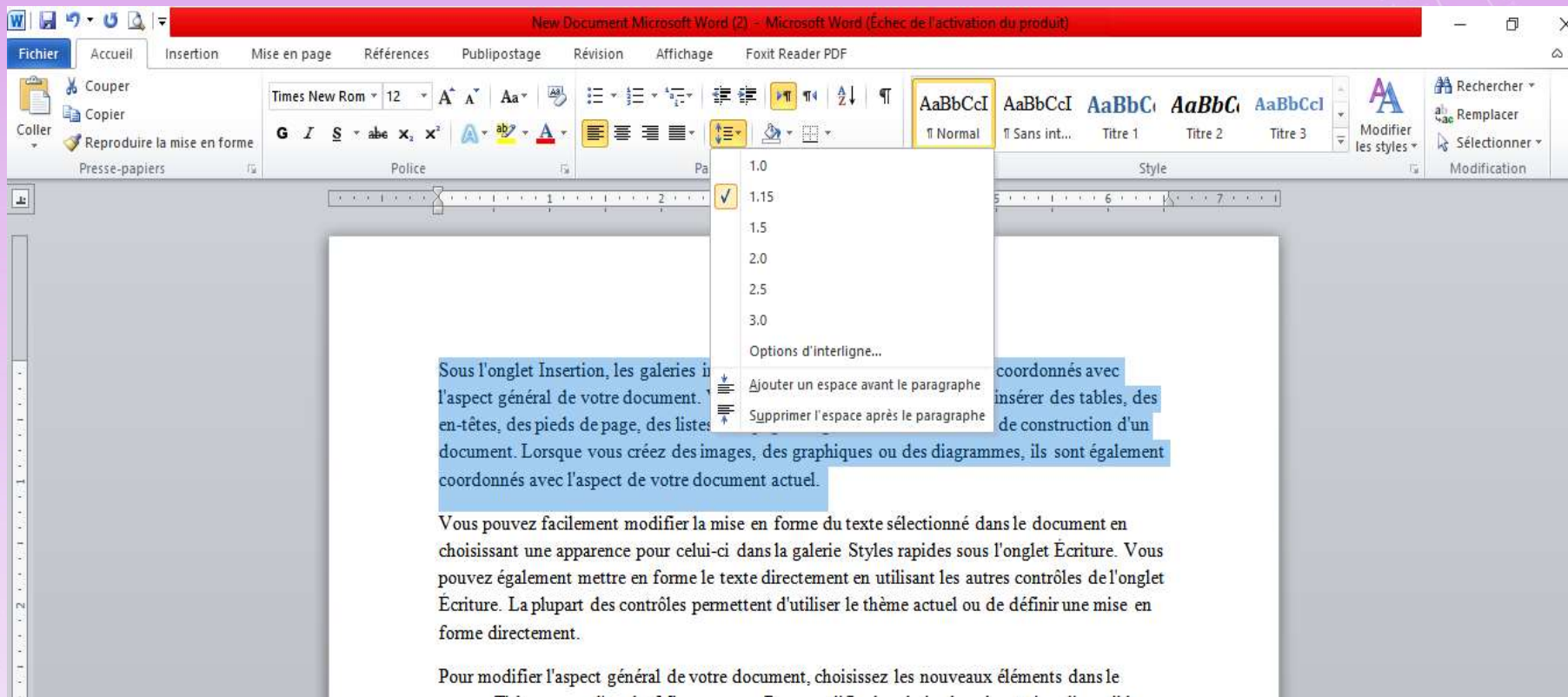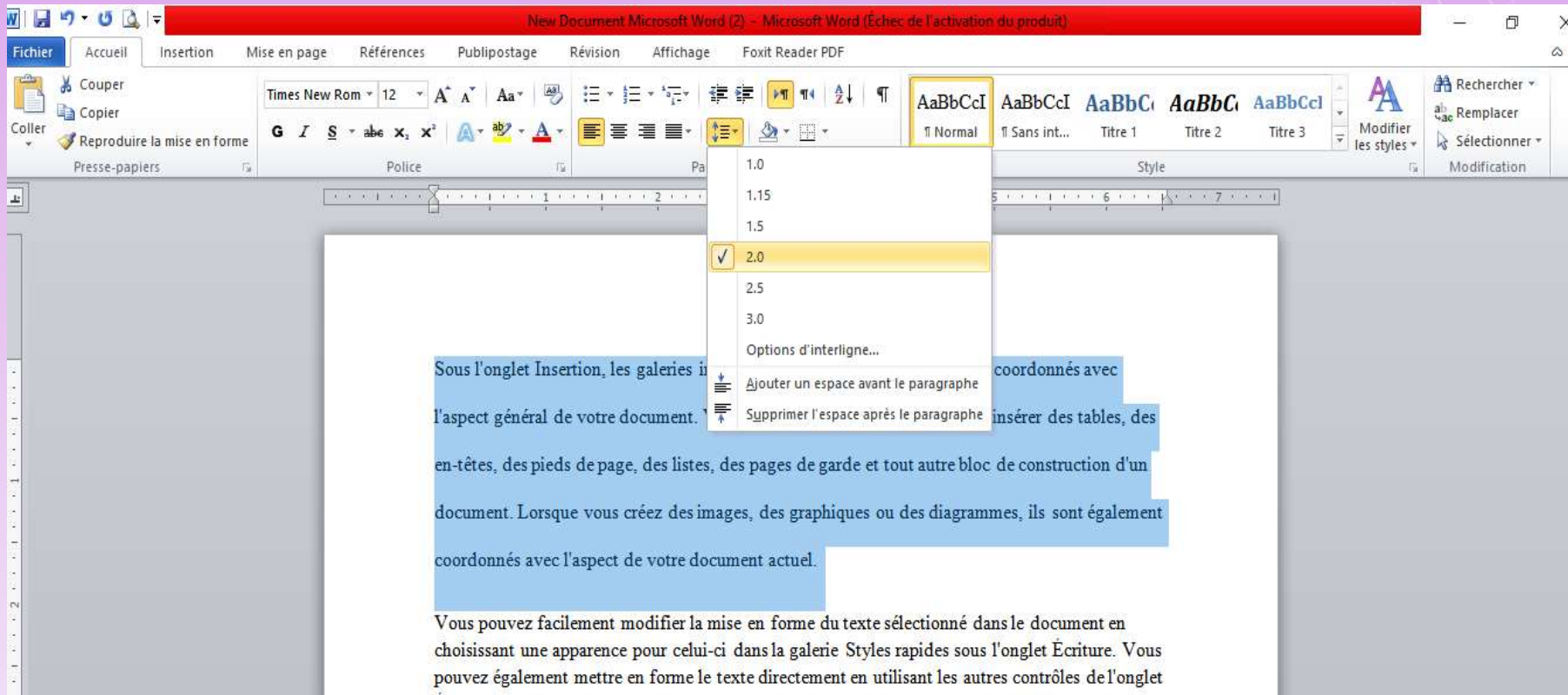
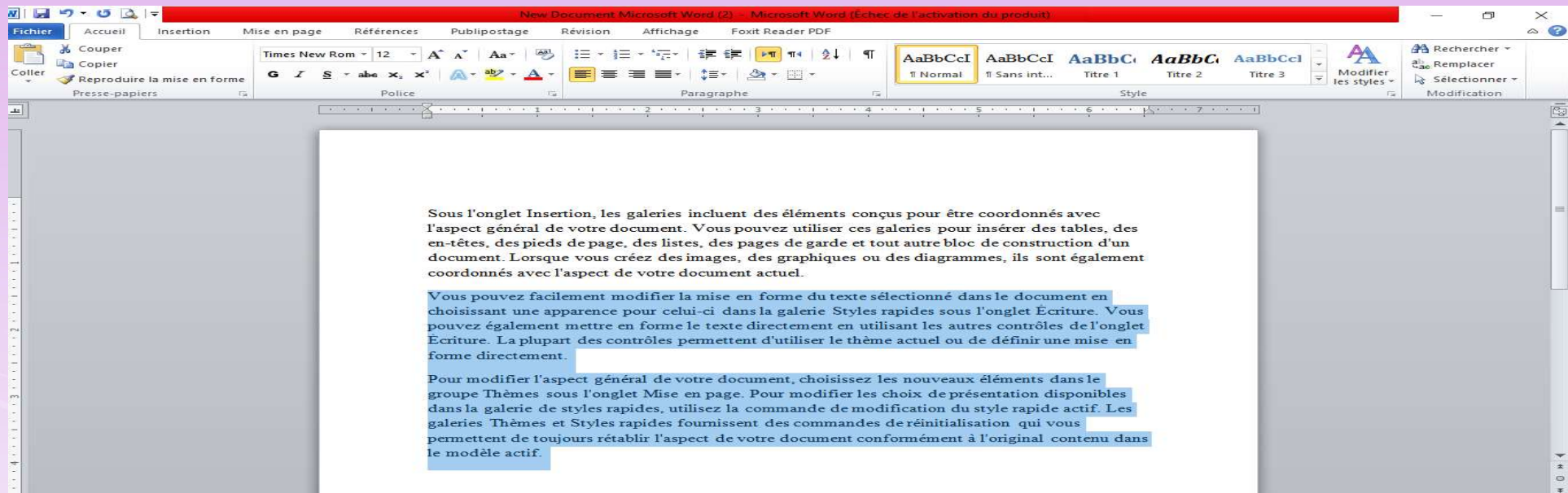➢ **About line spacing**

how to apply line spacing?

LINE AND PARAGRAPH SPACING

➢ **About line spacing**
how to apply line spacing?
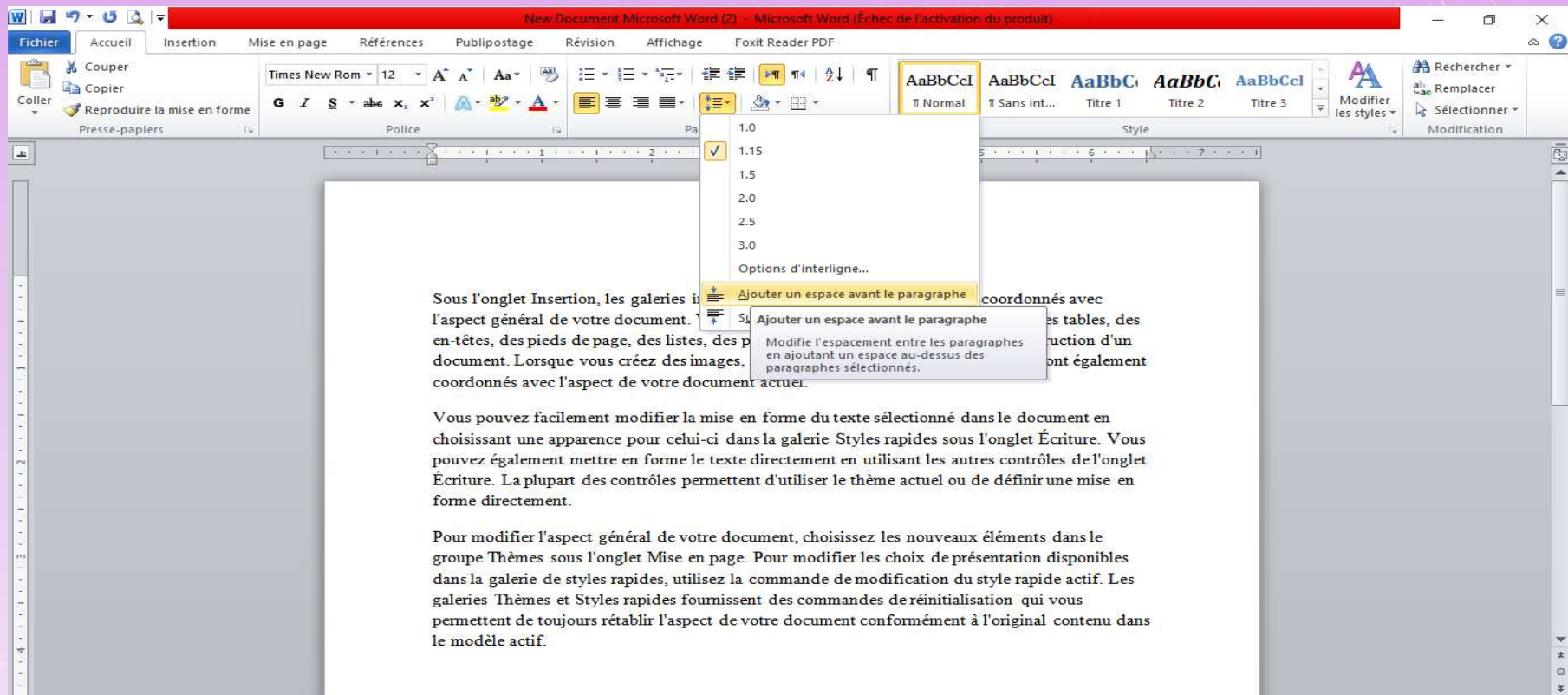
LINE AND PARAGRAPH SPACING

➢ **Paragraph Spacing**

   * Ability to adjust spacing **before** and **after** paragraphs. This is useful for separating paragraphs, headings, and subheadings.

how to apply line spacing ?

LINE AND PARAGRAPH SPACING

➢ **Paragraph Spacing**
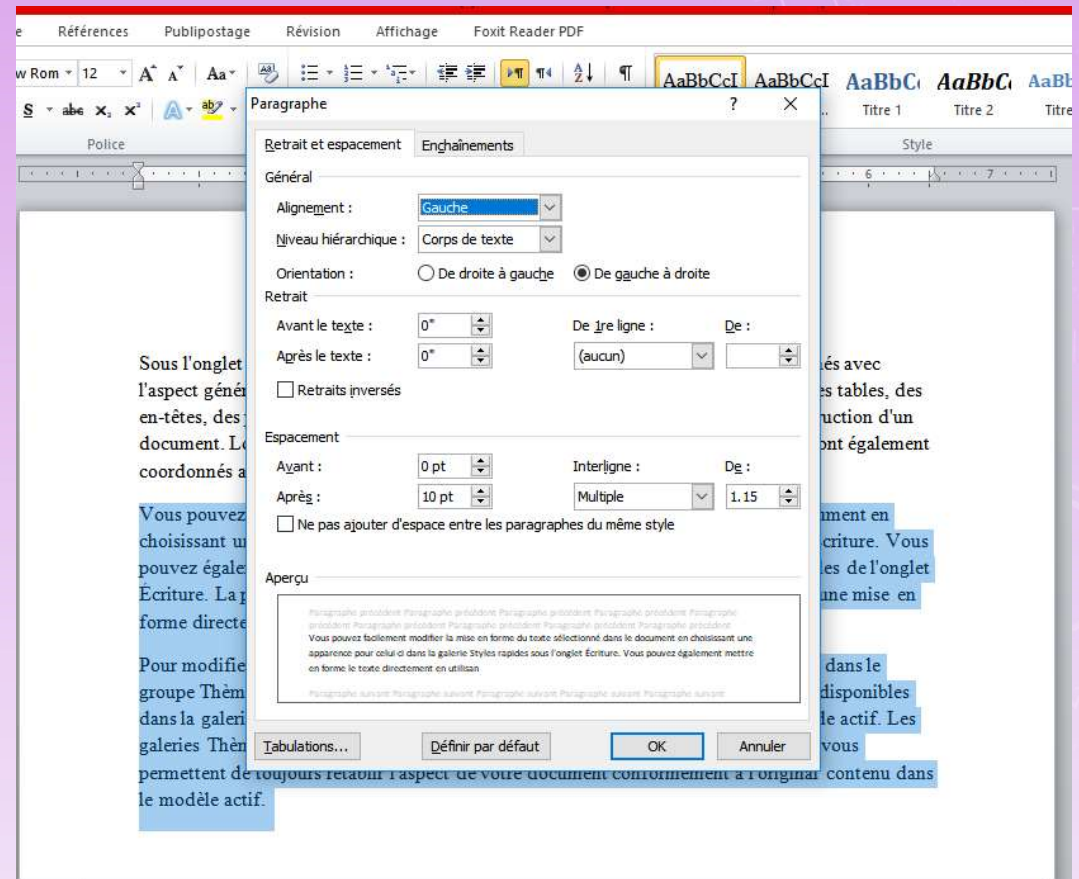
how to apply paragraph spacing?

LINE AND PARAGRAPH SPACING

➢ **Paragraph Spacing**

how to apply paragraph spacing?

NB:

From the drop-down menu,
you can also select **Line Spacing
Options** to open the Paragraph
dialog box. Where you can control
how much space there is **before**
and **after** the paragraph.

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HYPERLINKS

➢ **Hyperlink**

Using **hyperlinks** in a text can provide access to **websites** and **email**

addresses directly from your document. There are a few ways to insert a

hyperlink into your document.

1. Word's automatic link formatting

2. Convert text into a link

HYPERLINKS

➢ **Hyperlink**

What is hyperlinks in Word ?

*In word, Hyperlinks have **two basic parts**:

- The address (URL) of the webpage
- The display text.

E.g. :
The address could be http://www.popsci.com, and the display text could be "**Popular Science Magazine**". When you create a hyperlink in Word, you'll be able to **choose both** the address and the display text.

HYPERLINKS
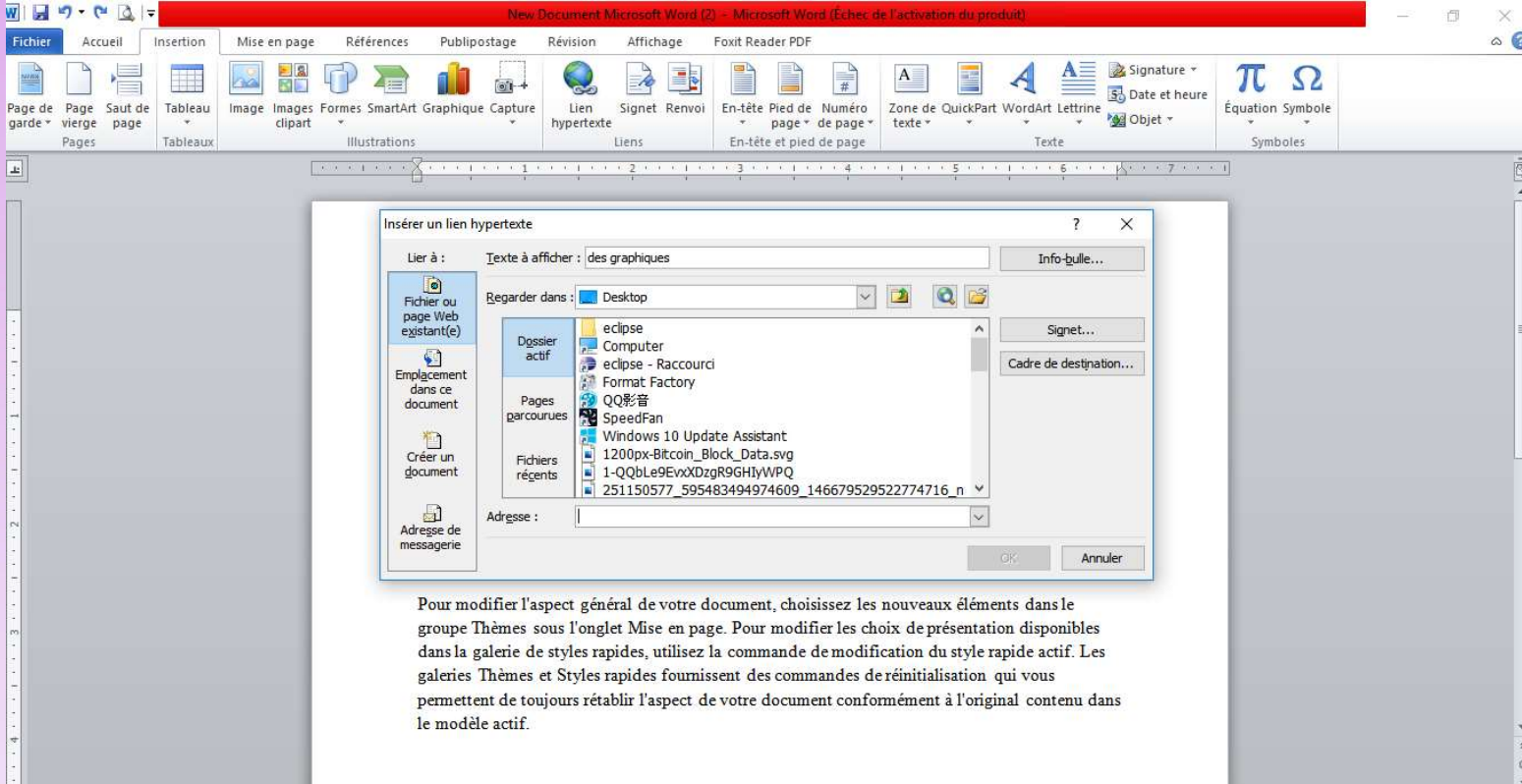
➢ **Hyperlink**

What is hyperlinks in Word ?

NB :
To display the webpage related to the hyperlink in Word, hold
the **Ctrl** key and **click the hyperlink**.

HYPERLINKS

➤ **Hyperlink**

How to apply hyperlinks in Word ?

HYPERLINKS

➢ **Hyperlink**

How to apply hyperlinks in Word ?

HYPERLINKS

➢ **Hyperlink**
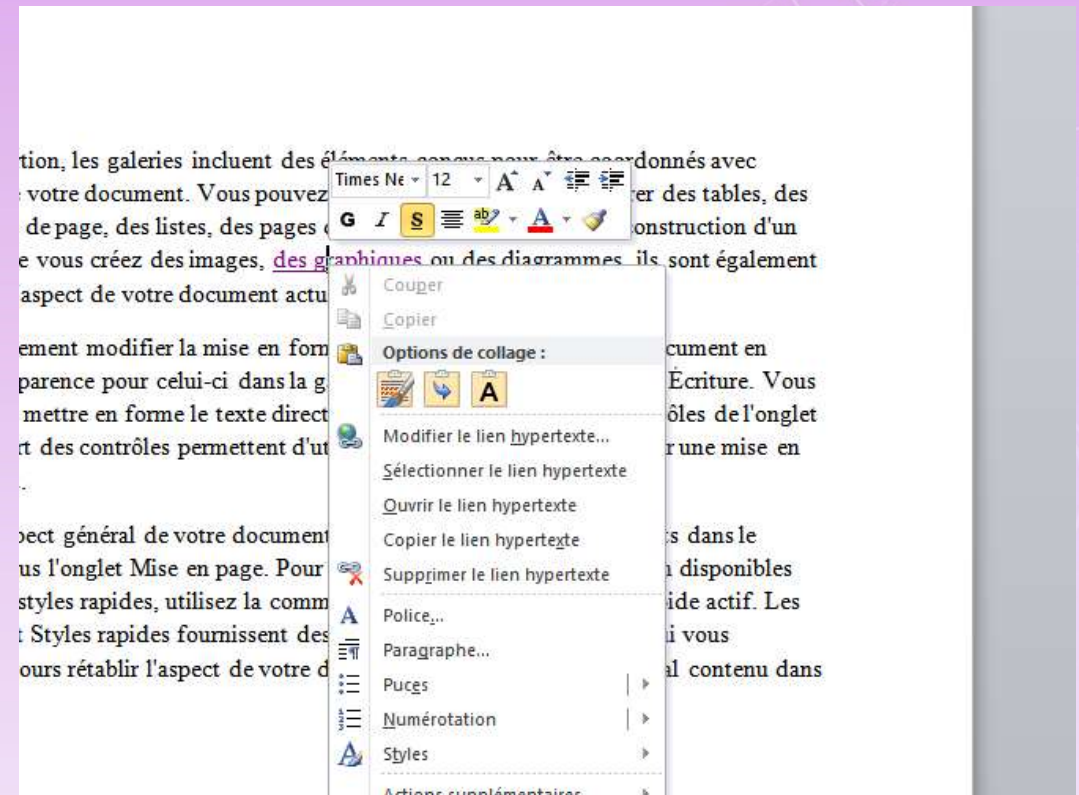
How to apply hyperlinks in Word ?

HYPERLINKS

➢ **Hyperlink**

How to edit or remove a hyperlinks in Word ?

*Once you've inserted a hyperlink, you can right-click the hyperlink to **edit**, **open**, **copy**, or **remove** it.

SEE YOU NEXT SESSION