

CSE111 Introduction to Computer Applications

Lecture 4

Introduction to MS Word 2010-Part 1

Prepared by Asst. Prof. Dr. Mohamed KURDI

Revised and presented by Asst. Prof. Dr. Samsun M. BAŞARICI

Summary of The Last Lecture

- Networking with Windows 7
- Connecting to a Wired/Wireless Networks
- Connecting to a Network Printer
- Setting Power Options
- Shutting Down the Computer
- Installing/Uninstalling Software Packages
- Using The Task Manager
- Working with the Device Manager
- Drivers
- Folders and Files
- Windows Explorer Components
- Folder and Files Management
- Compressing/Decompressing Folders and Files

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Learning Objectives

- Exploring and identifying the Word user interface elements.
- Using the ribbon in Word.
- Creating and saving a document.
- Entering, selecting, deleting, inserting, copying, and moving text.
- Changing the font, the font size, and the font color.
- Highlighting, bolding, underlining, and strikethroughing text.
- Subscripting and superscripting text.
- Adding text effects.
- Adding, copying, and clearing text format.
- Changing text case.

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Outlines

- Introduction
- Starting The Program
- Word 2010 User Interface
- Quick Access Toolbar
- Ribbon and Navigation Pane.
- Backstage View
- Creating Documents
- Saving Documents
- Closing Documents
- Exiting the Program

- Apply the following skills:
  - Entering & Inserting Text
  - Selecting & Deleting Text
  - Copying & Moving Text
  - Changing the Font, the Font Size, and Color.
  - Highlighting Text.
  - Bolding Text &Underlining Text.
  - Strikethroughing Text.
  - Subscripting and Superscripting Text.
  - Adding Text Effects.
  - Copying & Clearing Text Format.
  - Changing Text Case.

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Introduction

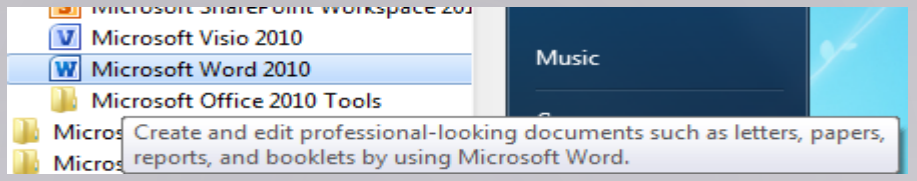
Microsoft Word 2010 is a word-processing program that allows you to create different types of documents like resumes, letters, reports, newspaper.



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Starting The Program

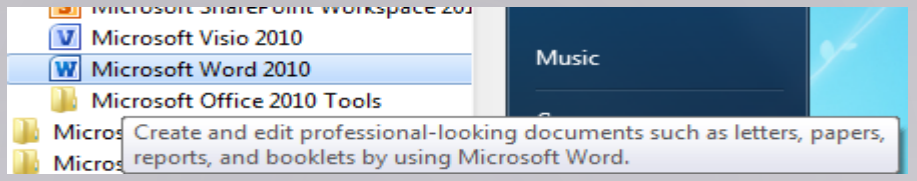
Windows start button - All Programs



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Starting The Program

Windows start button - All Programs



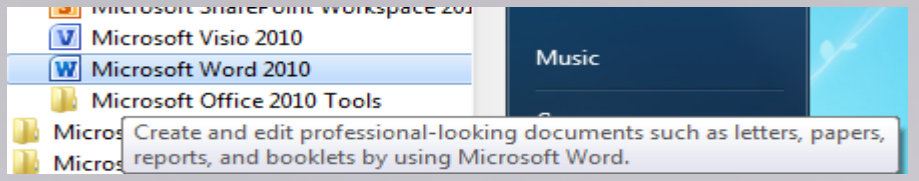
Windows Start button - Most Frequently Used Programs



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Starting The Program

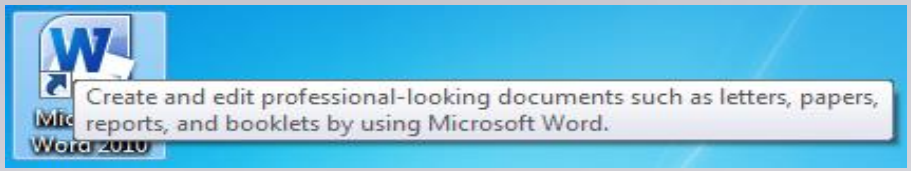
Windows start button - All Programs



Windows Start button - Most Frequently Used Programs



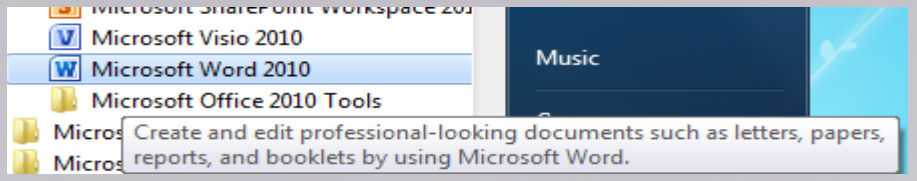
Desktop shortcut to the Word 2010 Program (or Word document)



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Starting The Program

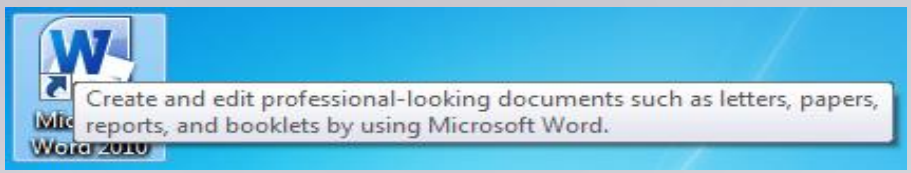
Windows start button - All Programs



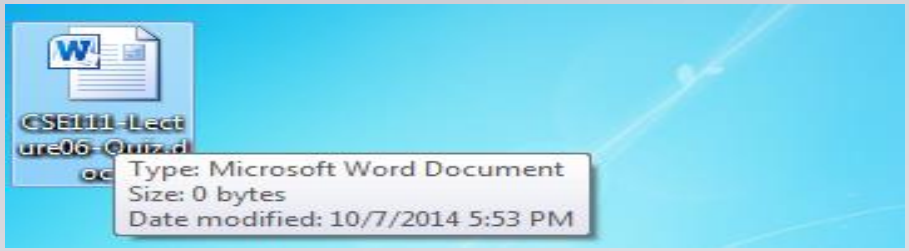
Windows Start button - Most Frequently Used Programs



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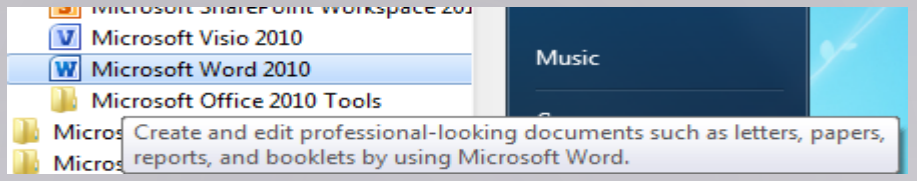
Double-click on an already created Word document



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Starting The Program

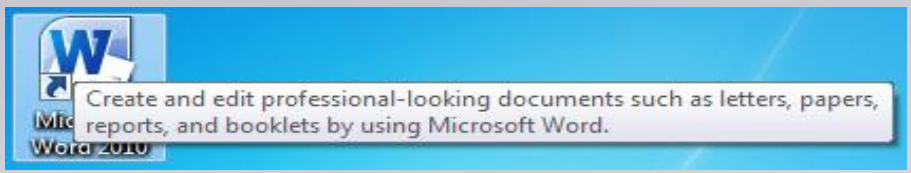
Windows start button - All Programs



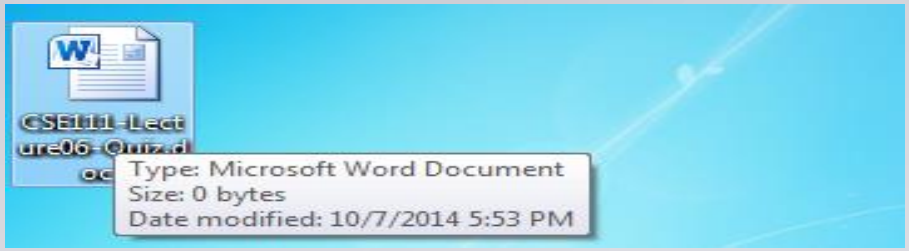
Windows Start button - Most Frequently Used Programs



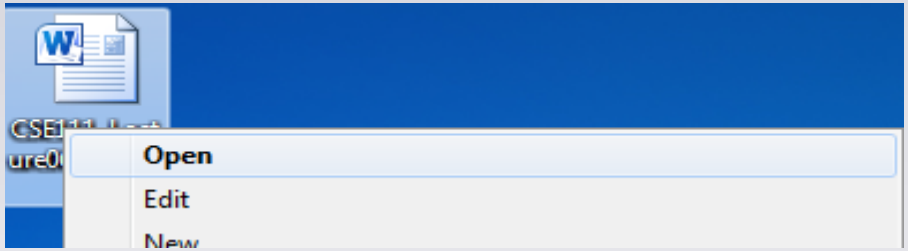
Desktop shortcut to the Word 2010 Program (or Word document)



Double-click on an already created Word document

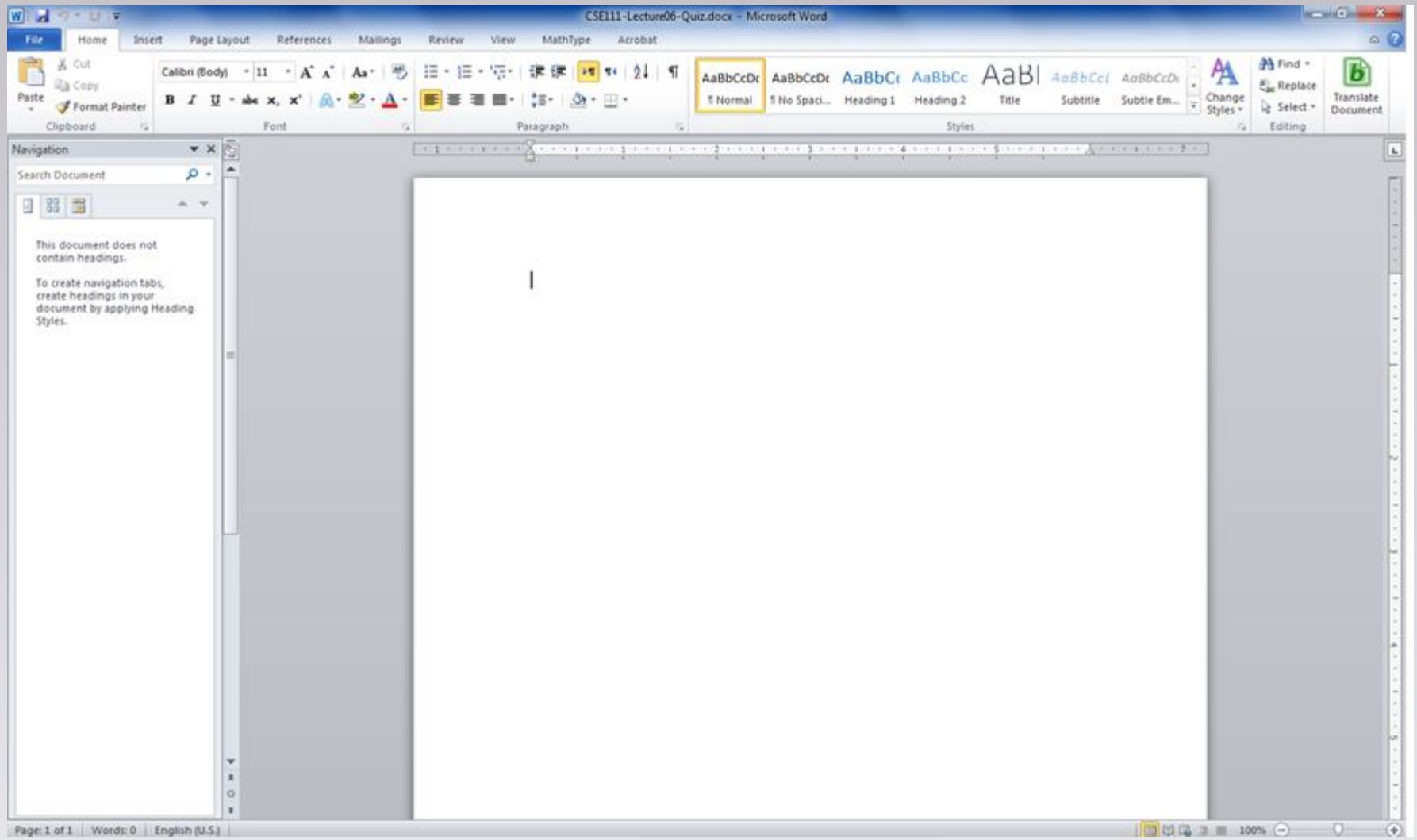


Right-click on an already created Word document, then left-click on Open



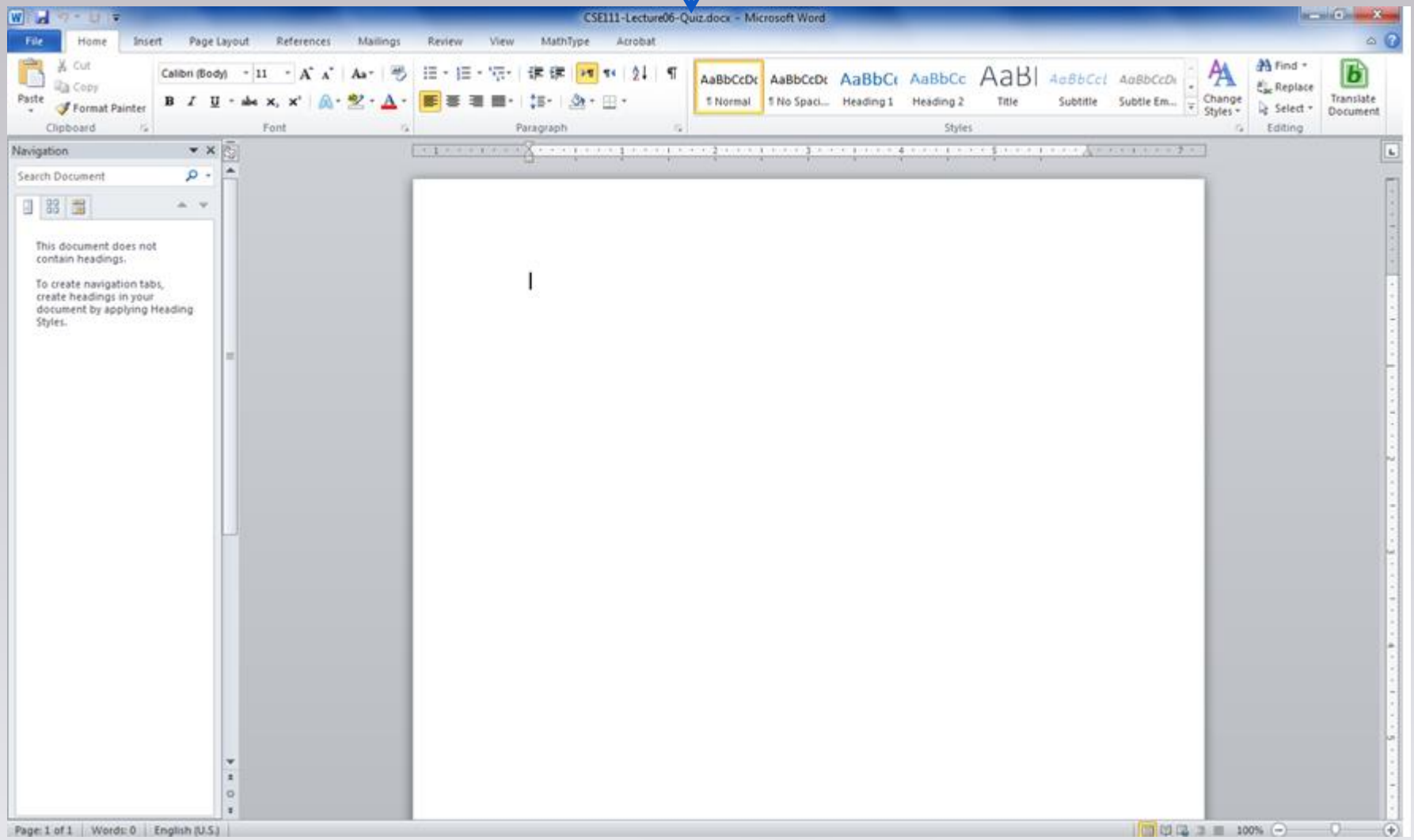
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Word 2010 User Interface



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Word 2010 User Interface

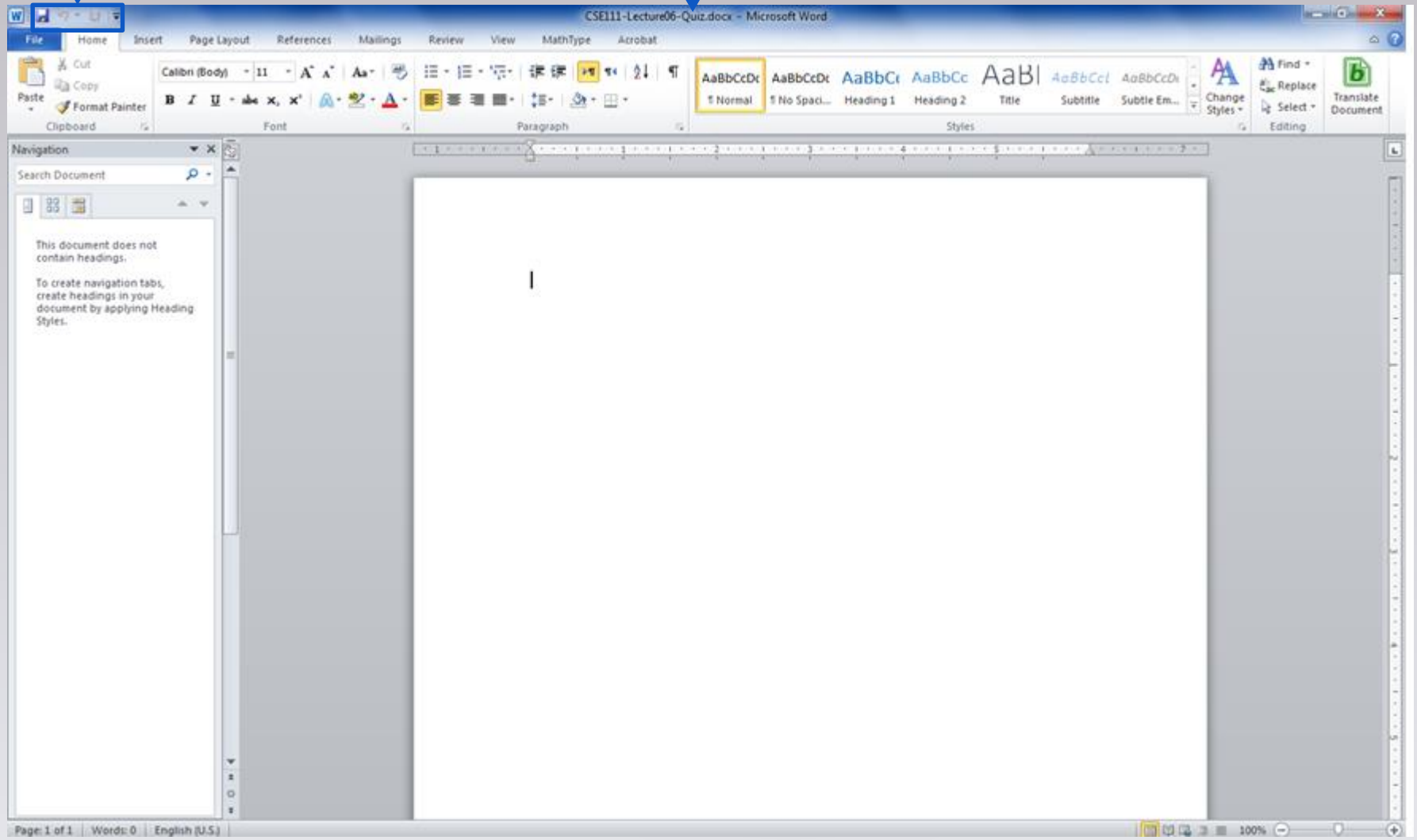


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Word 2010 User Interface

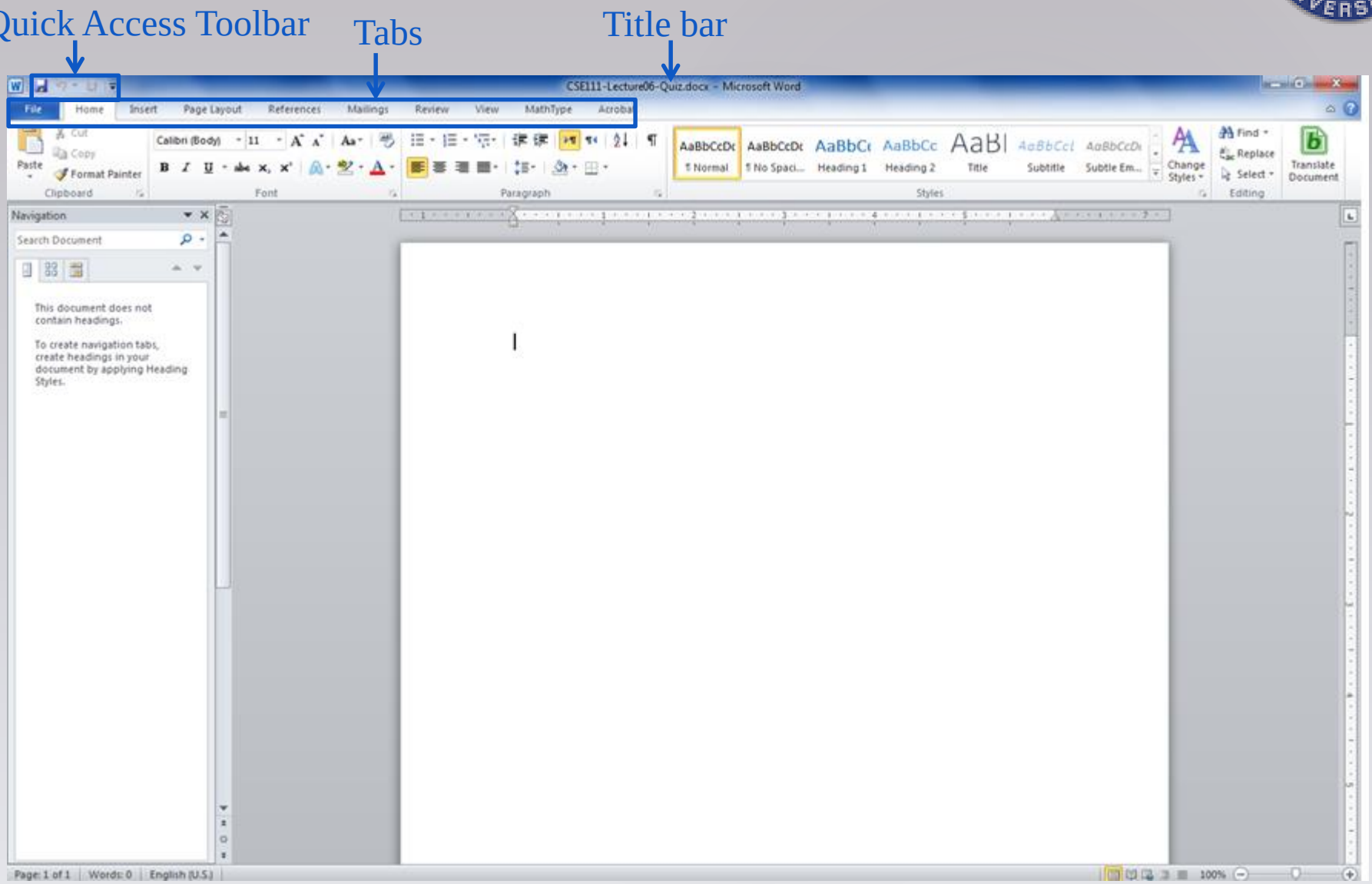
Quick Access Toolbar

Title bar



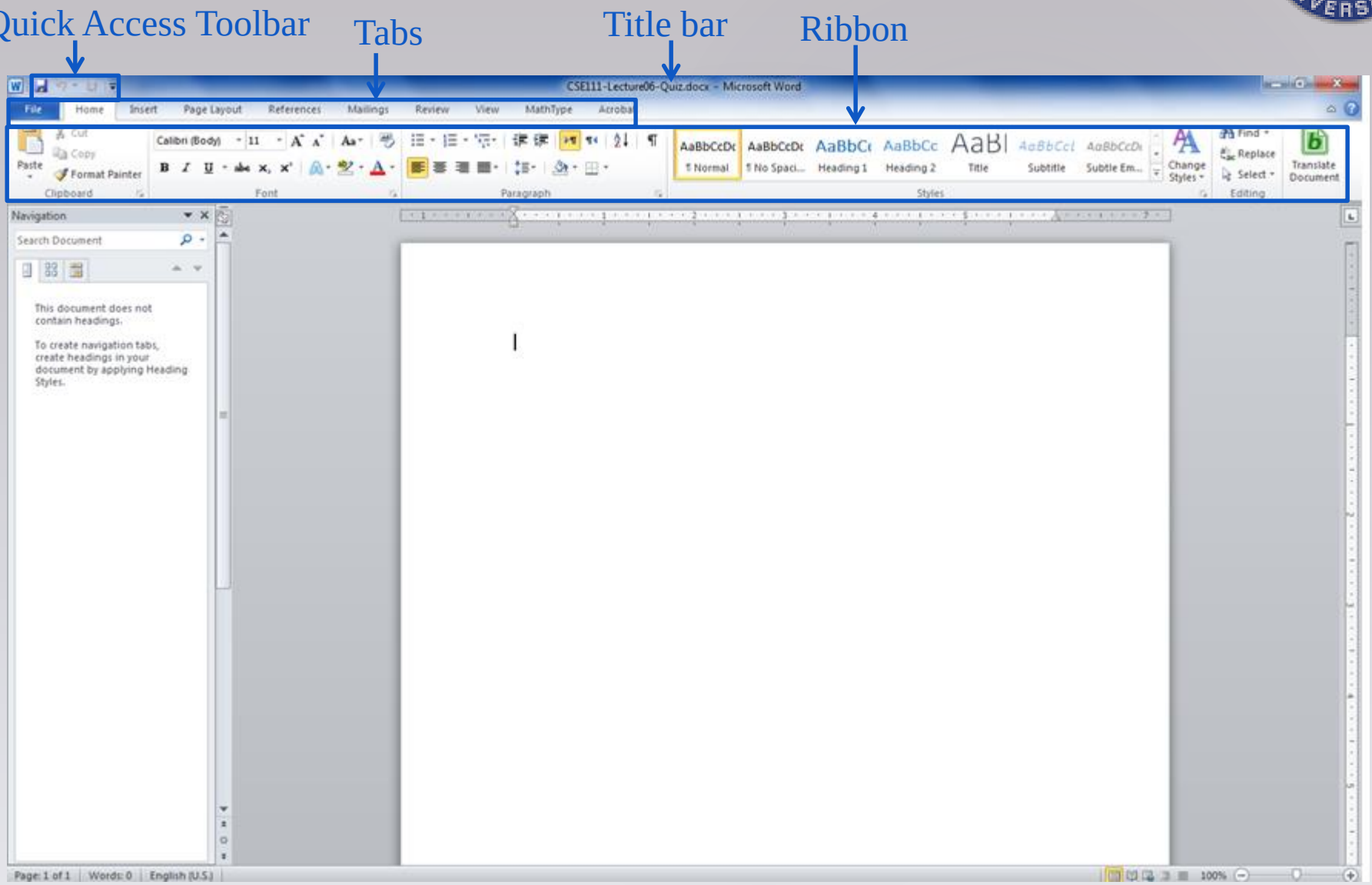
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Word 2010 User Interface



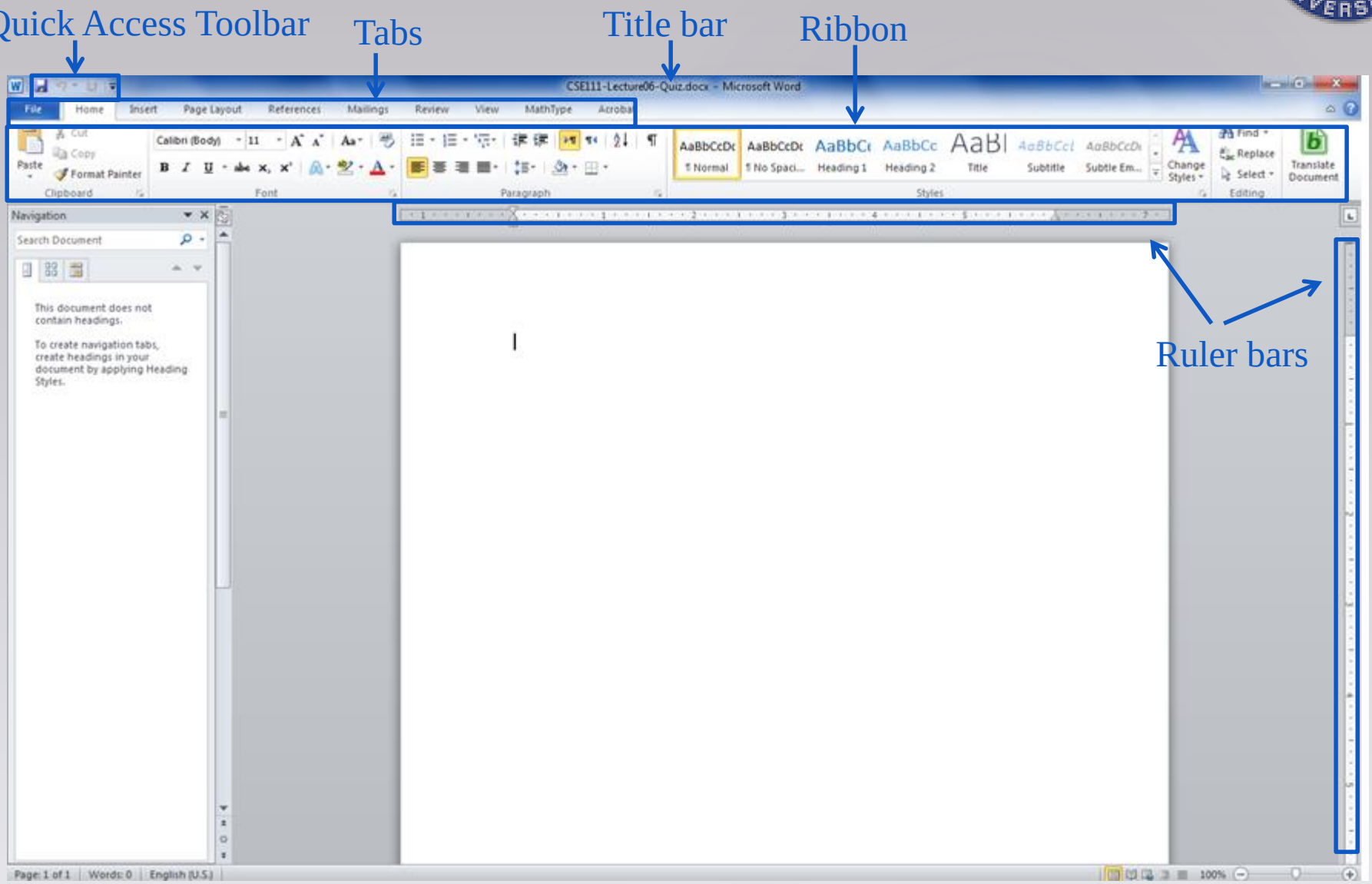
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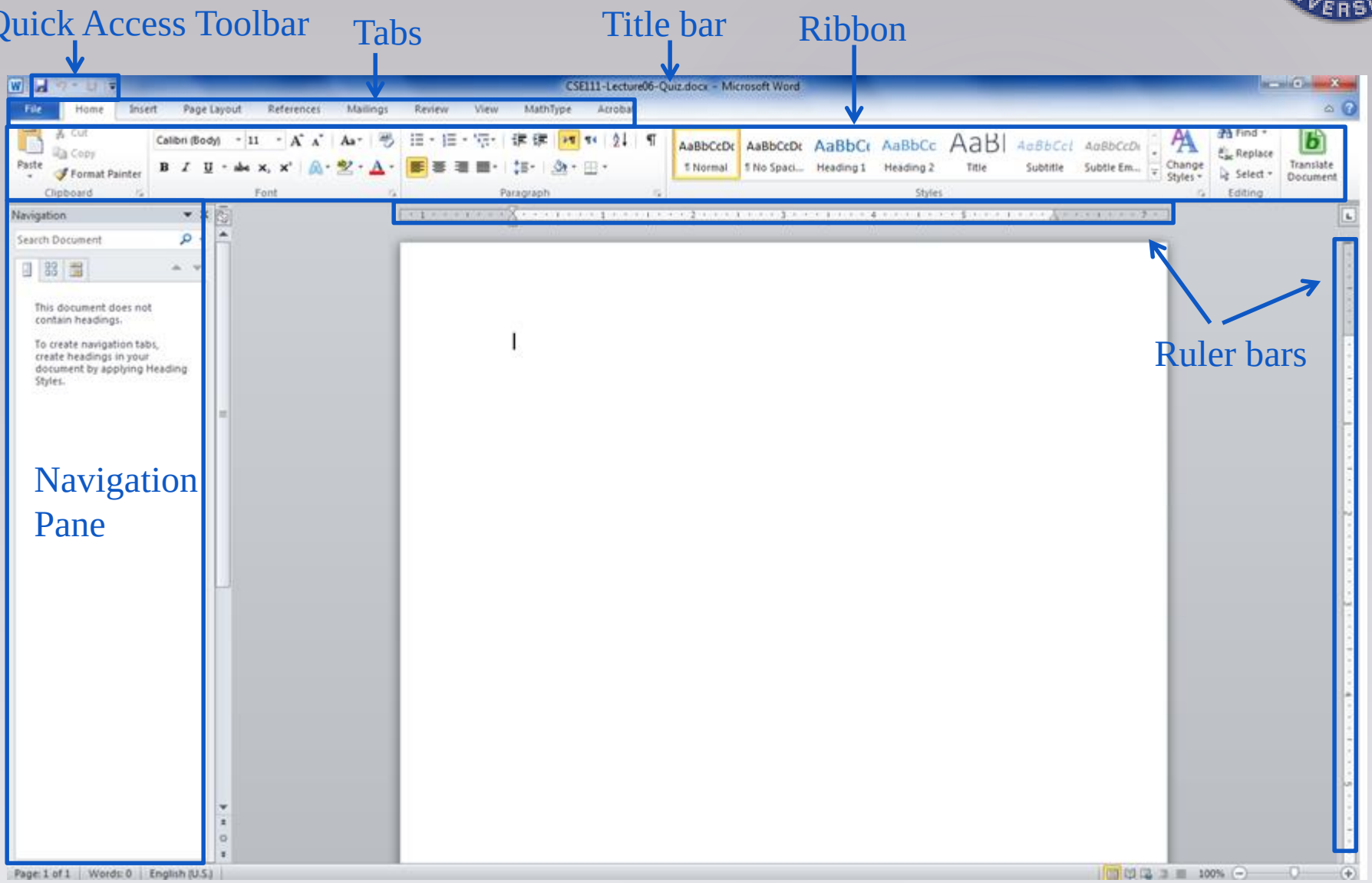
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Word 2010 User Interface



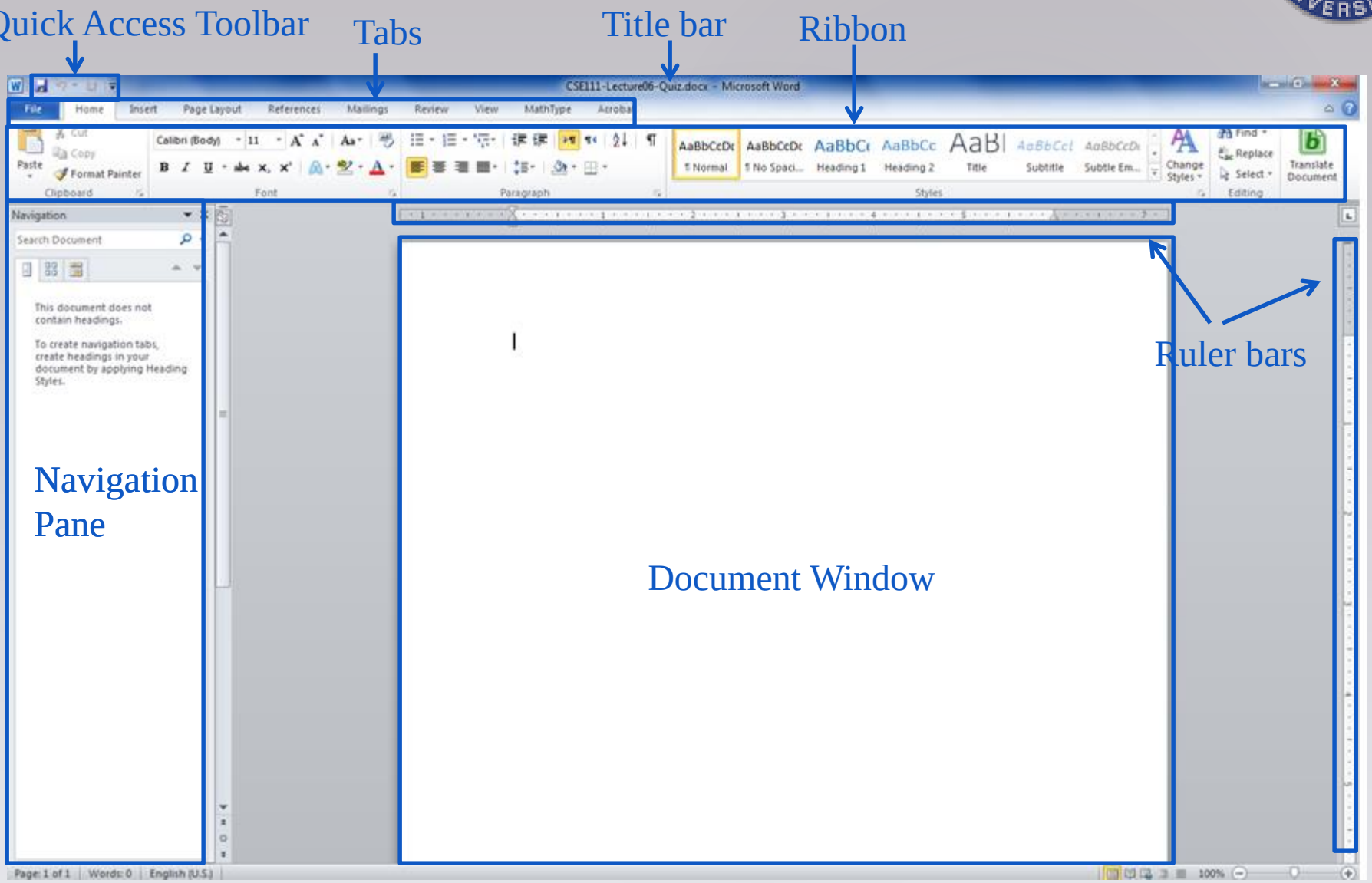
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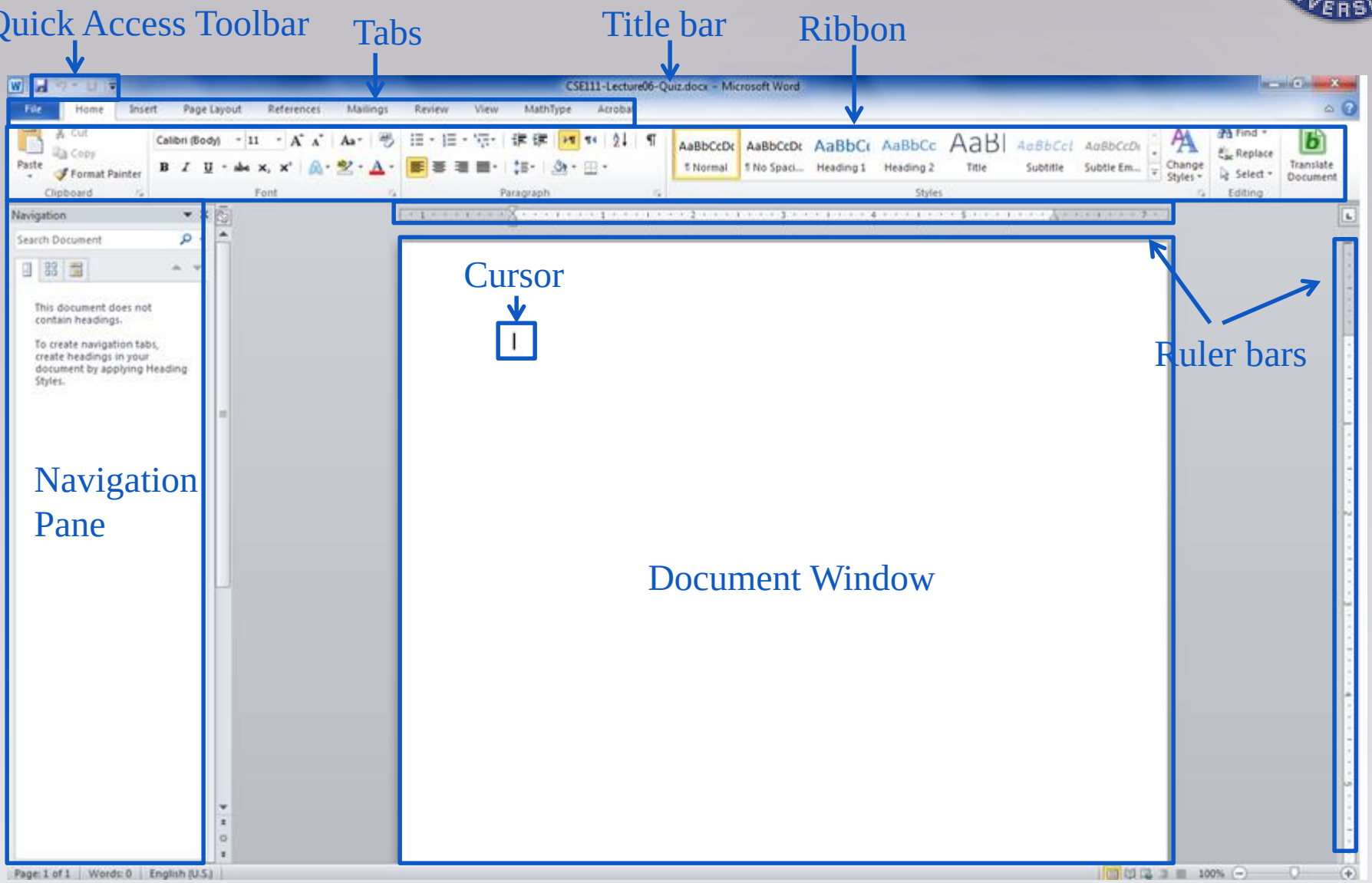
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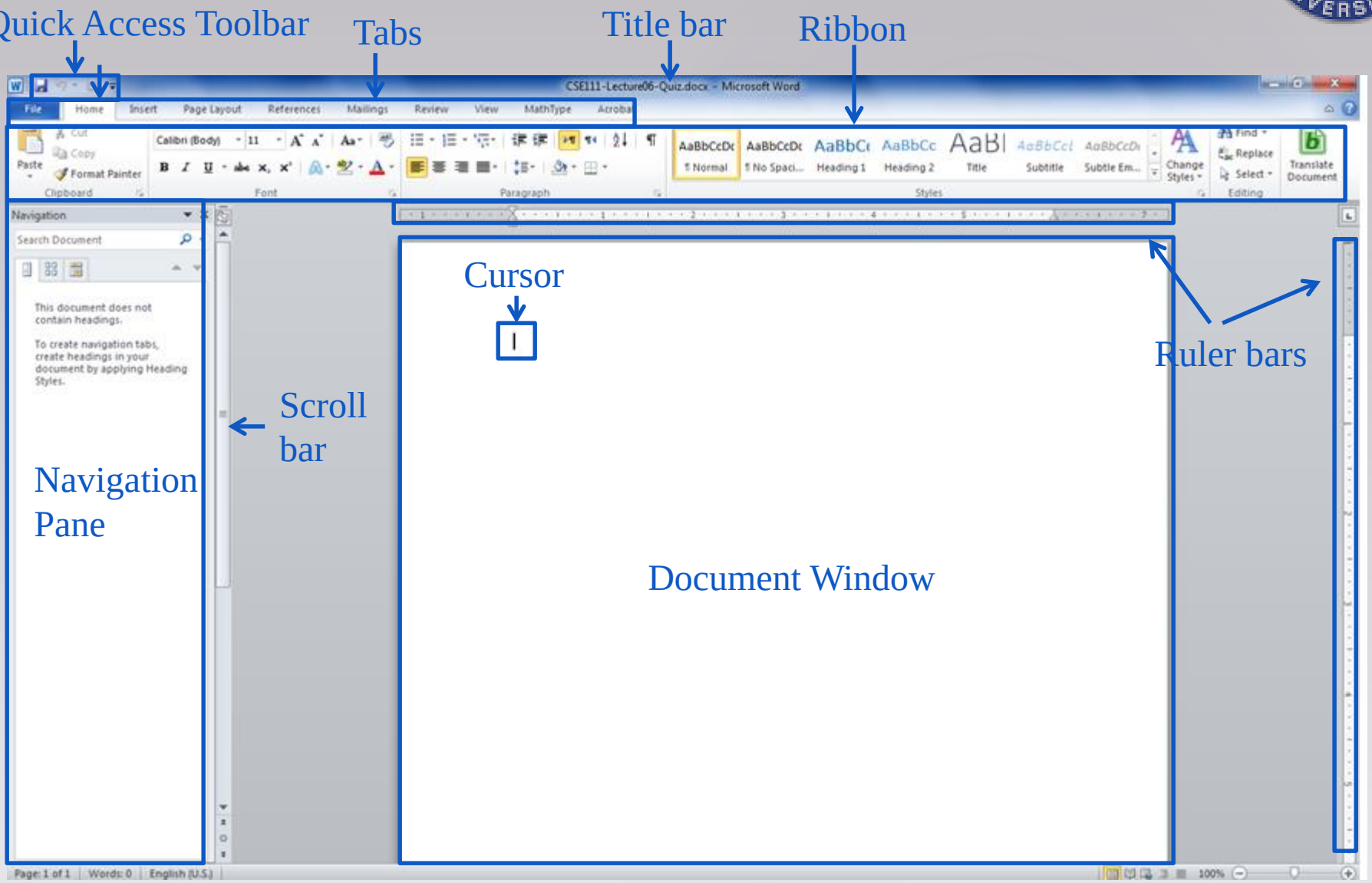
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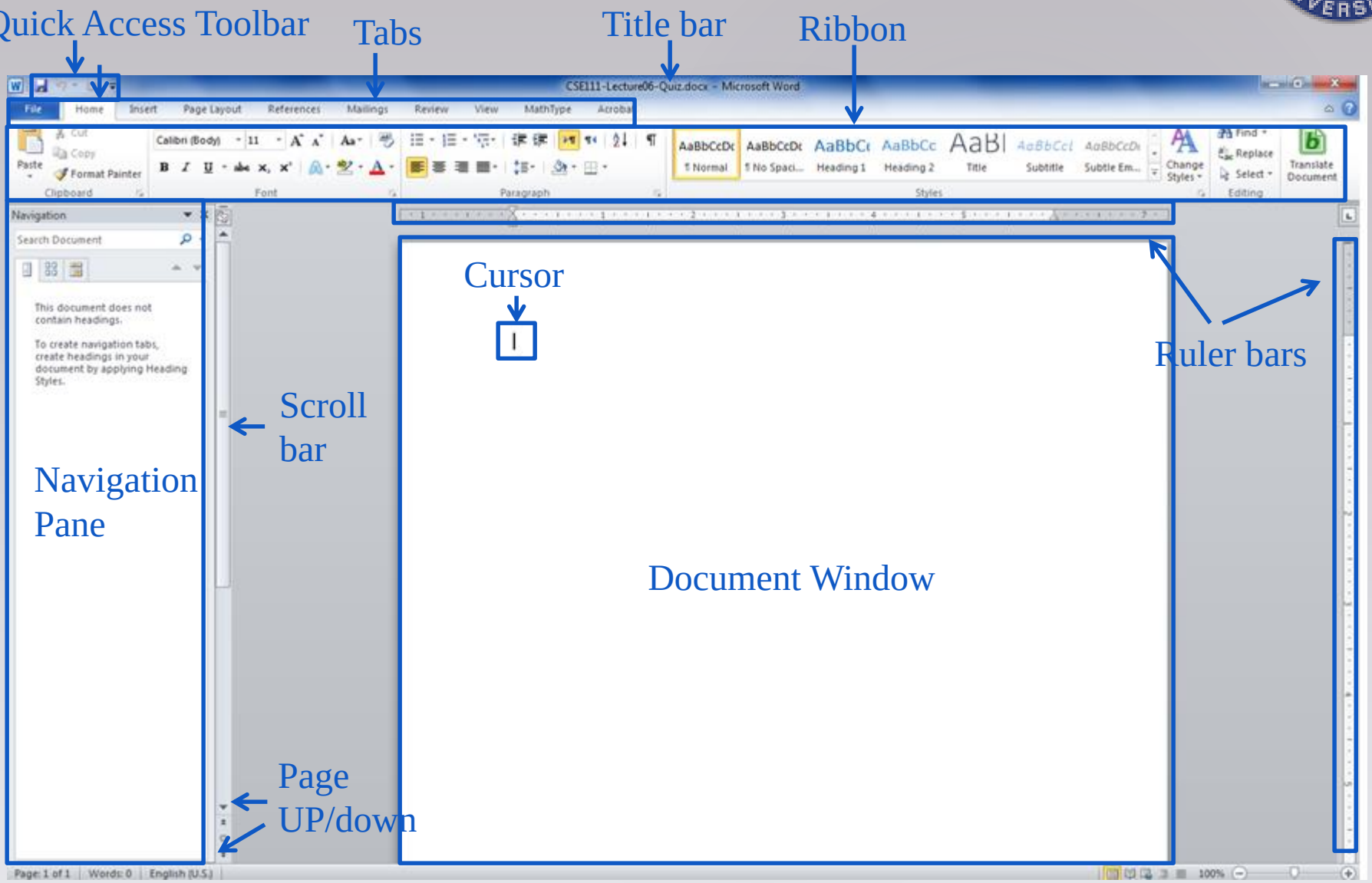
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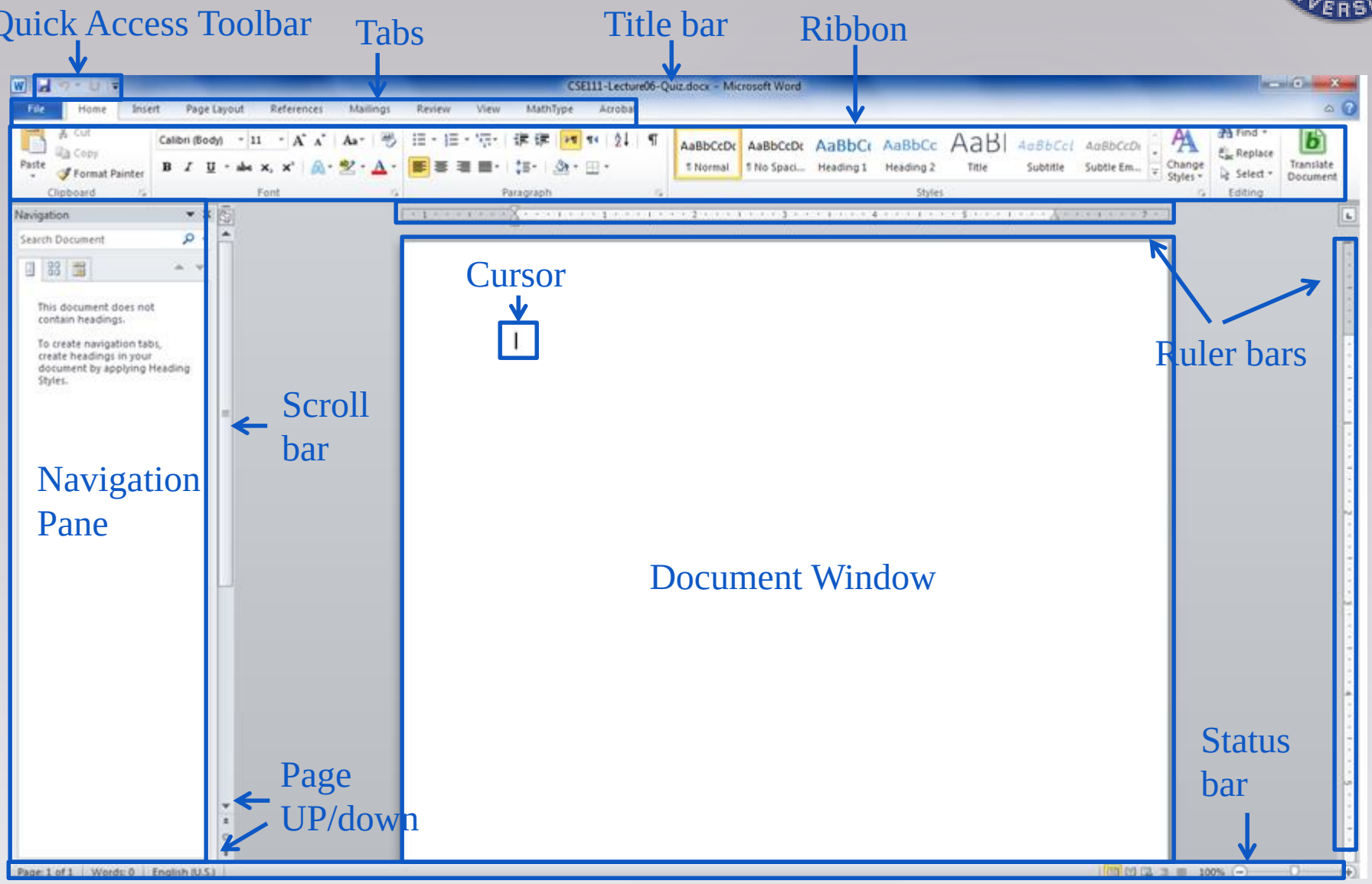
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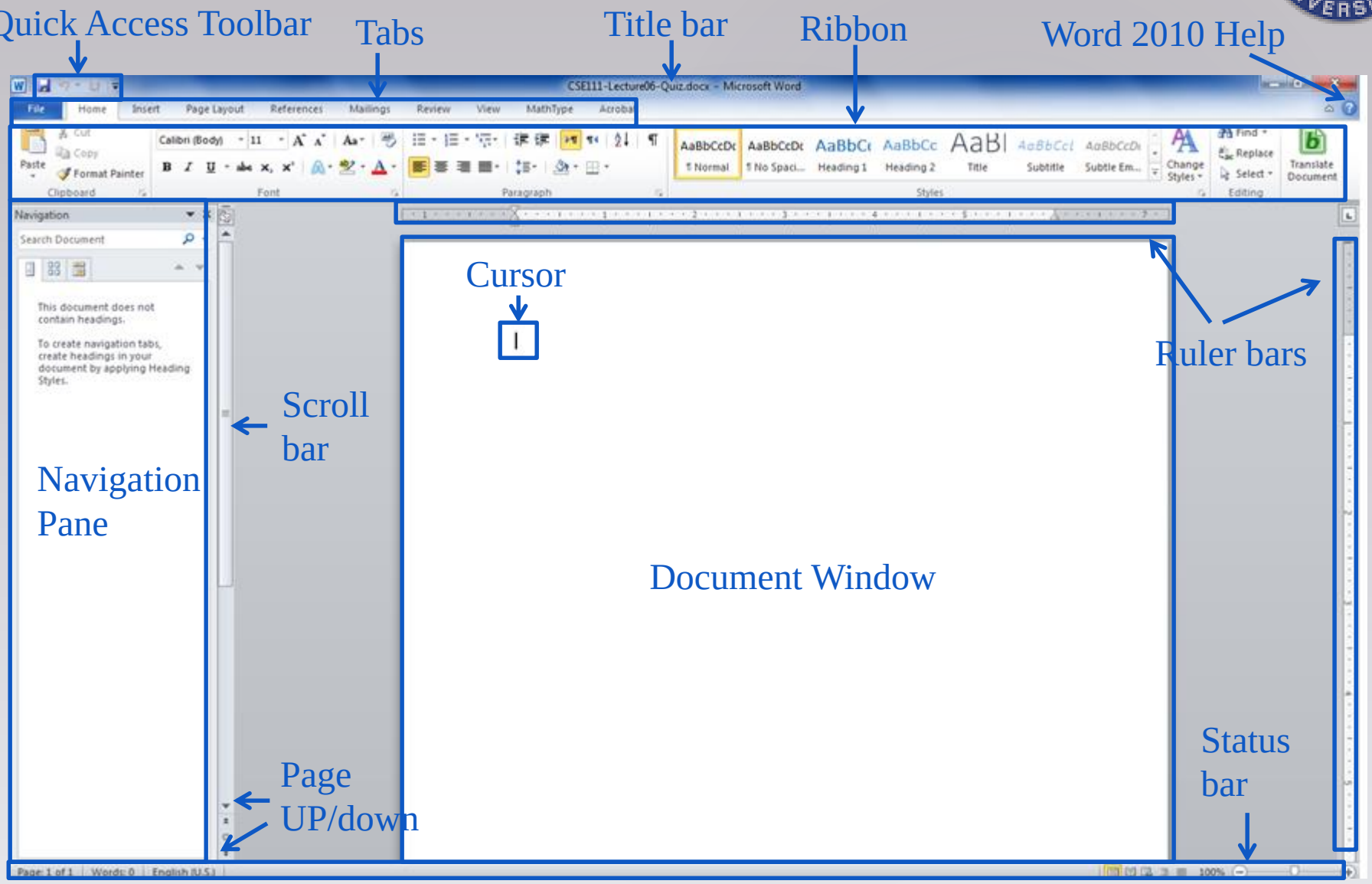
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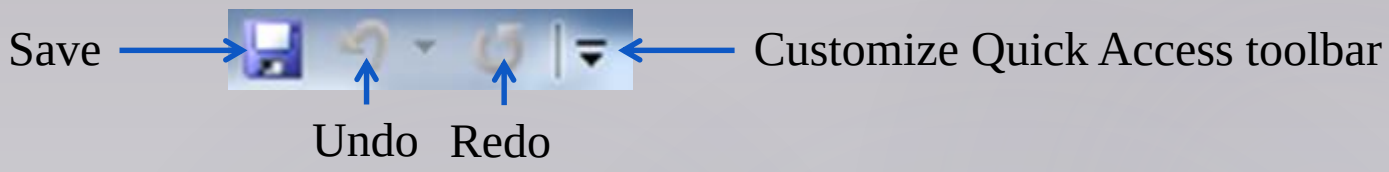
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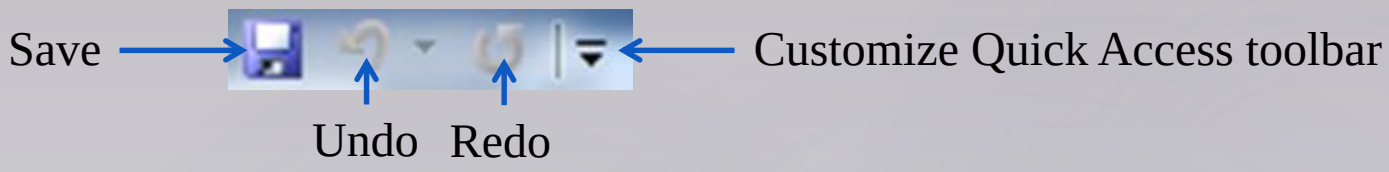
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Quick Access Toolbar



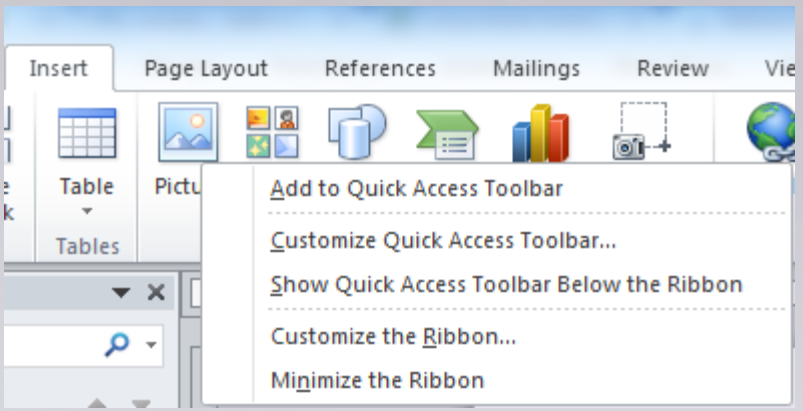
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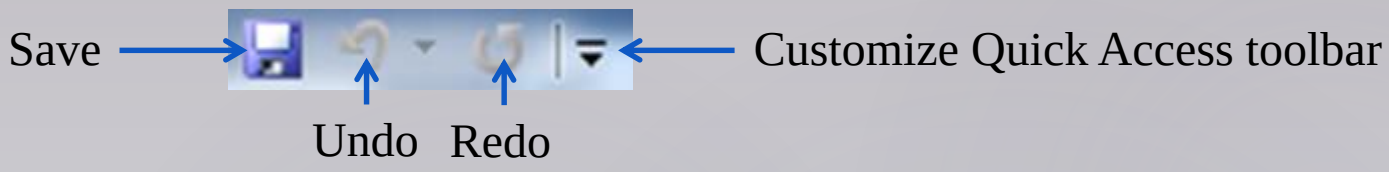
To add a command to it:

1- Right click on that command (let it be **Picture** from the tab **Insert**)



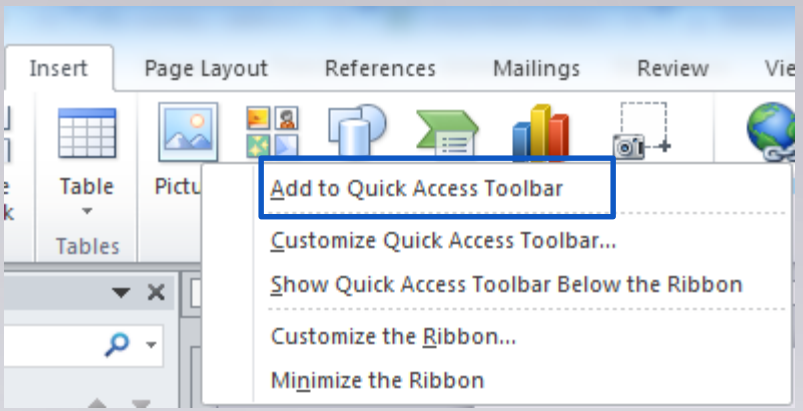
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Quick Access Toolbar



To add a command to it:

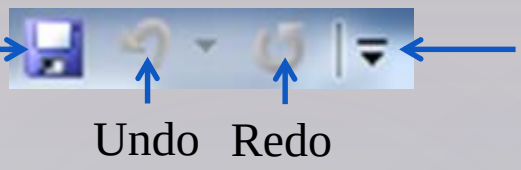
1- Right click on that command (let it be **Picture** from the tab **Insert**)



2- Click on **Add to Quick Access Toolbar** in the pop-up menu.

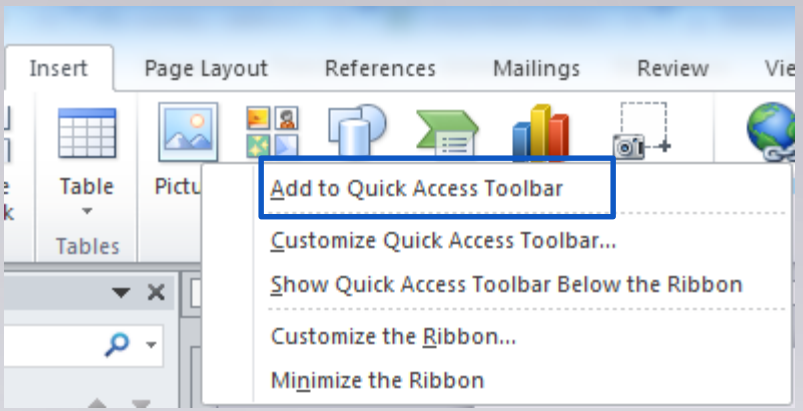
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Quick Access Toolbar



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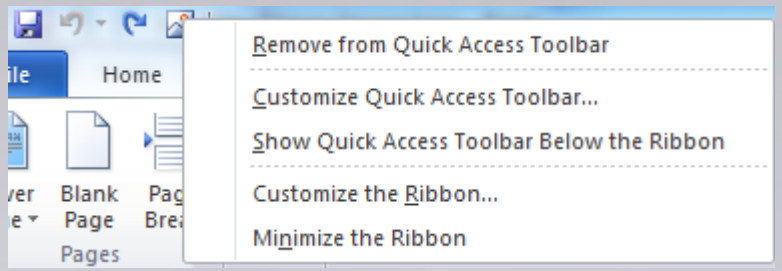


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Quick Access Toolbar

To remove a command from it:

1- Right-click on that command (**Insert Picture from File**)

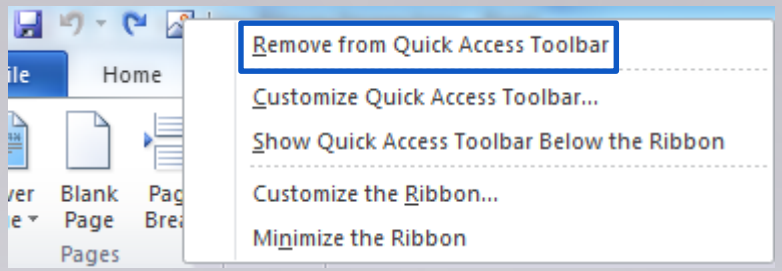


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Quick Access Toolbar

To remove a command from it:

1- Right-click on that command (**Insert Picture from File**)



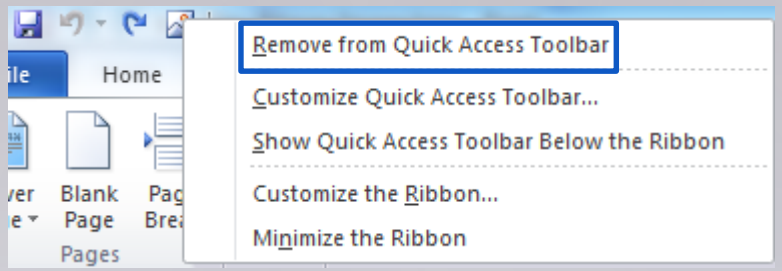
2- Click on **Remove from Quick Access Toolbar** in the pop-up menu.

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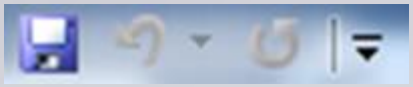
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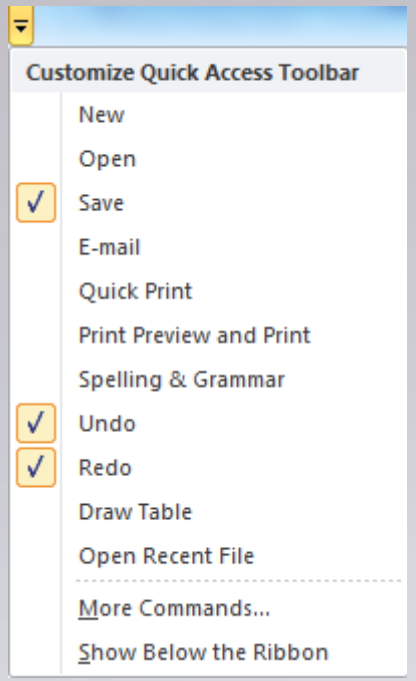
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Quick Access Toolbar

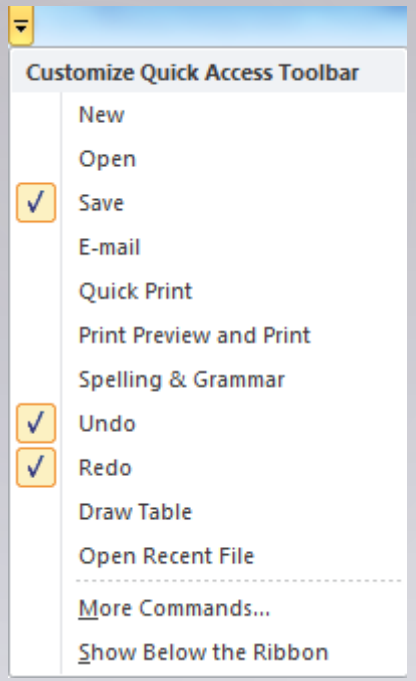
- Adding and removing a command could be also done using the **Customize Quick Access Toolbar** arrow, at first you should click on that arrow to show the pop-up menu attached with it, then you can:



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Quick Access Toolbar

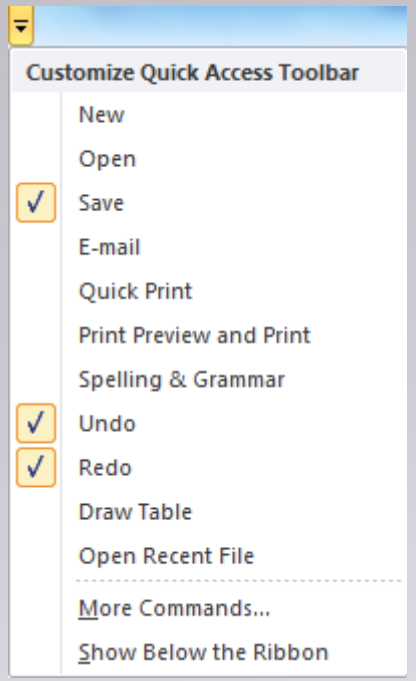
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  - Add and remove check marks to add and remove commands.



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Quick Access Toolbar

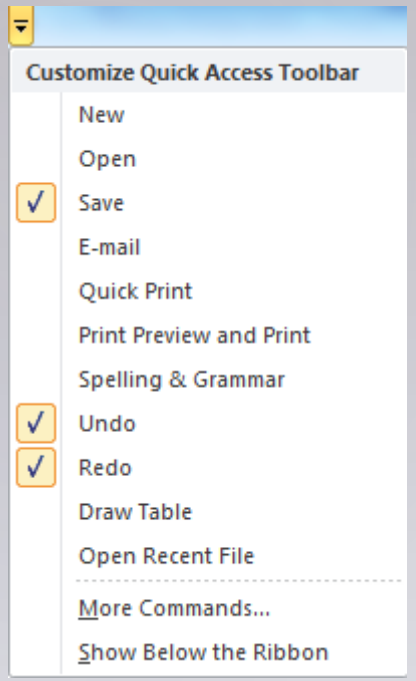
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  - Add and remove check marks to add and remove commands.
  - Click on **More Commands...** to get a complete list of commands that you can add or remove.



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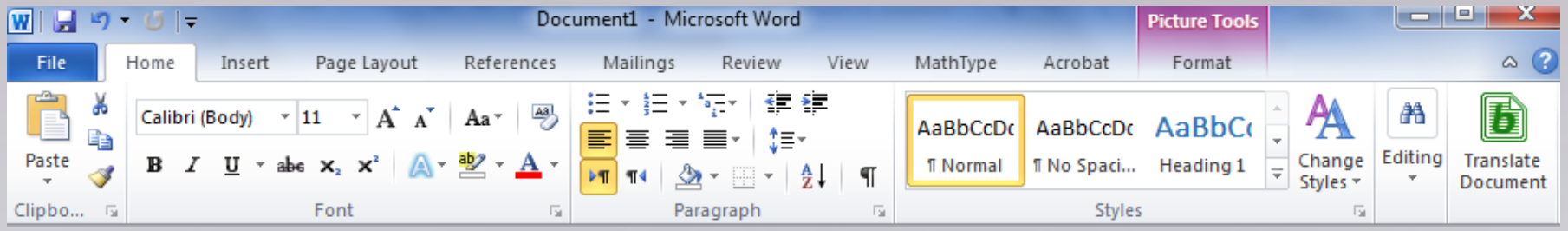
Quick Access Toolbar

- Adding and removing a command could be also done using the **Customize Quick Access Toolbar** arrow, at first you should click on that arrow to show the pop-up menu attached with it, then you can:
  - Add and remove check marks to add and remove commands.
  - Click on **More Commands...** to get a complete list of commands that you can add or remove.
  - Click **Show Below the Ribbon** to change the the location of this toolbar to be below the ribbon.



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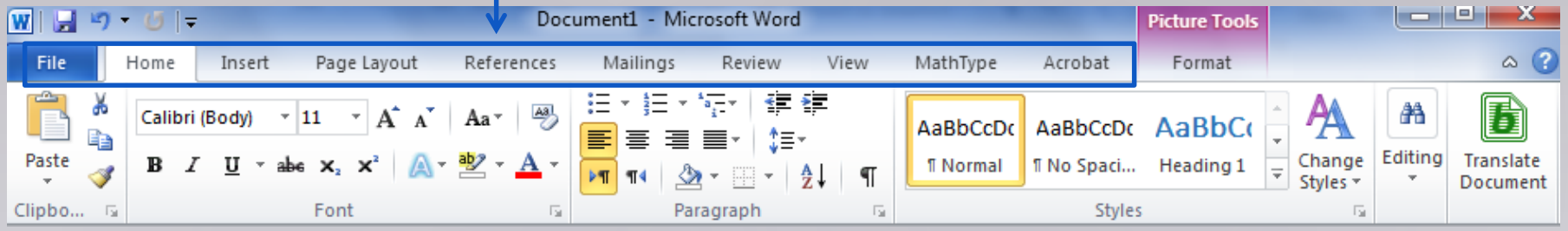
Ribbon



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Ribbon

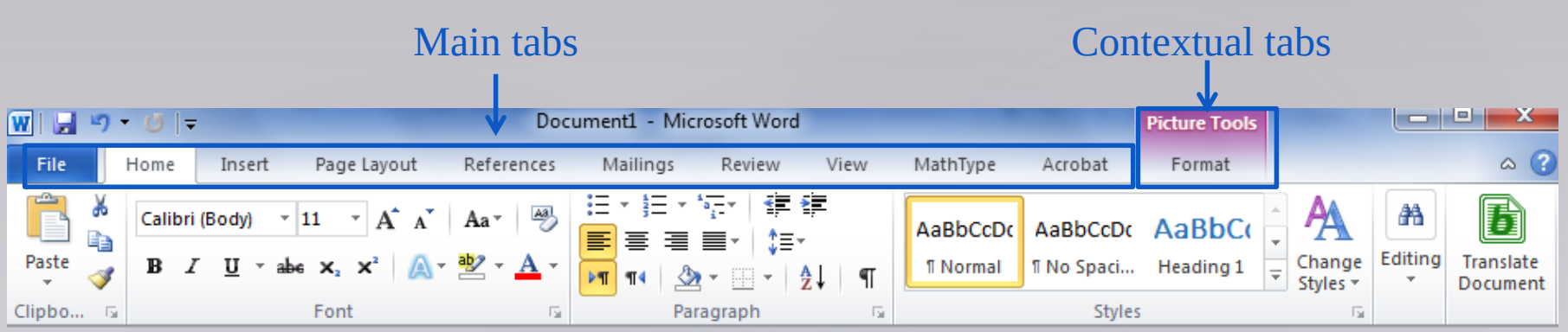
Main tabs



- **Main tabs** appear all time.

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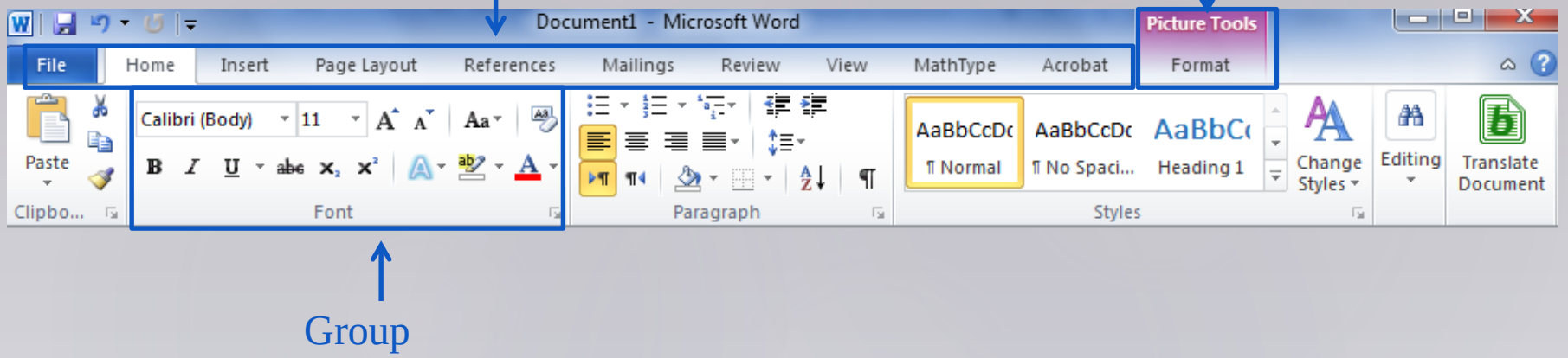
Ribbon



- **Main tabs** appear all time.
- **Contextual tabs** appear only when we select an object such as a picture, chart, or table.

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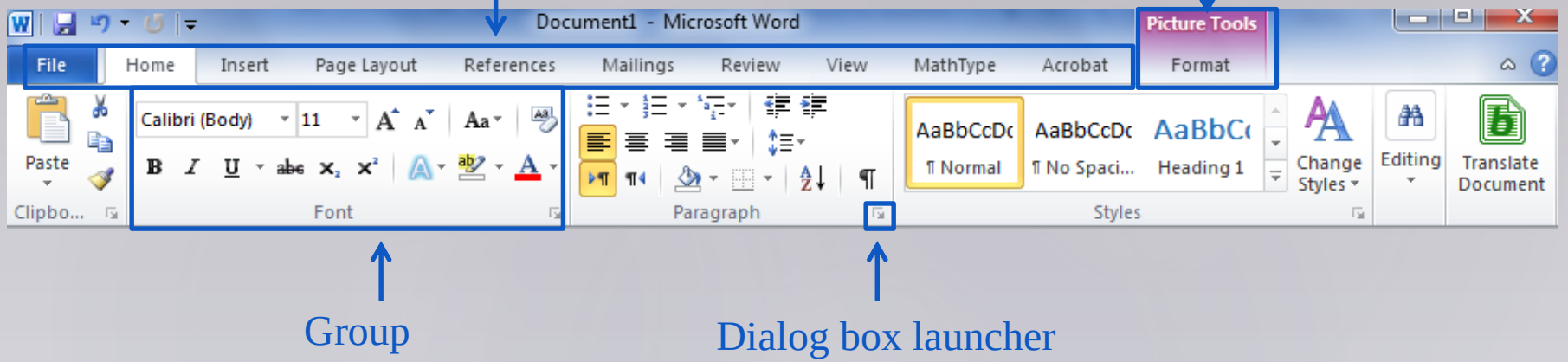
Ribbon



- **Main tabs** appear all time.
- **Contextual tabs** appear only when we select an object such as a picture, chart, or table.
- Each tab has its own ribbon.
- Each ribbon is composed of a set of **groups** of similar commands.

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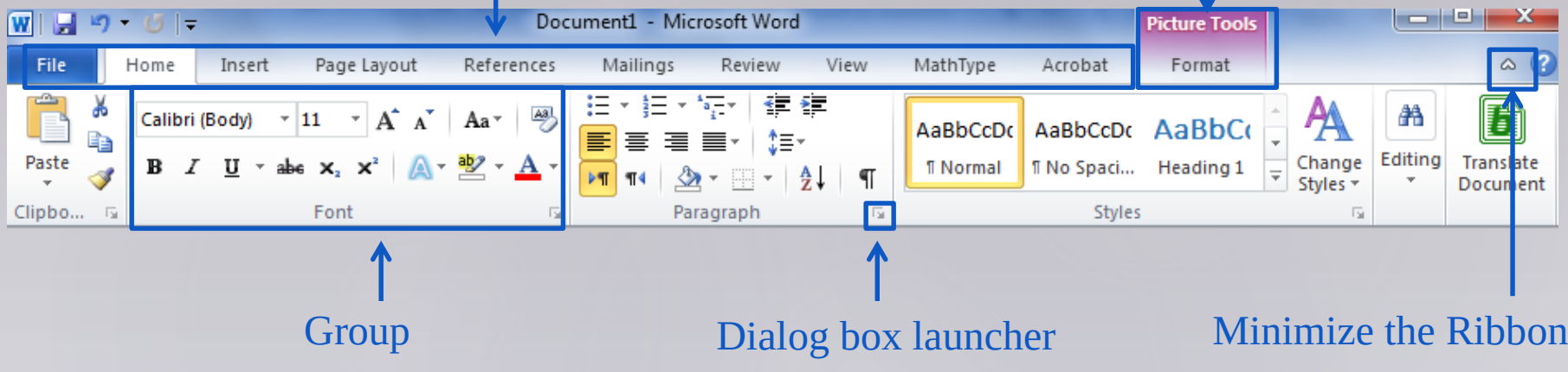
Ribbon



- **Main tabs** appear all time.
- **Contextual tabs** appear only when we select an object such as a picture, chart, or table.
- Each tab has its own ribbon.
- Each ribbon is composed of a set of **groups** of similar commands.
- **Dialog box launcher** gives you additional options.

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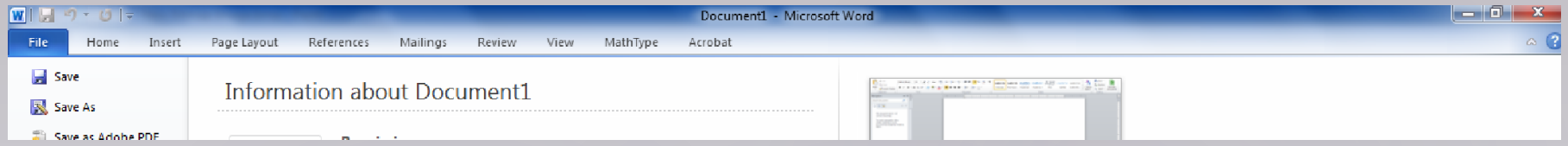
Ribbon



- **Main tabs** appear all time.
- **Contextual tabs** appear only when we select an object such as a picture, chart, or Table.
- Each tab has its own ribbon.
- Each ribbon is composed of a set of **groups** of similar commands.
- **Dialog box launcher** gives you additional options.
- You can minimize the ribbon using the **Minimize the Ribbon** , and maximize using the **maximize the Ribbon** commands.

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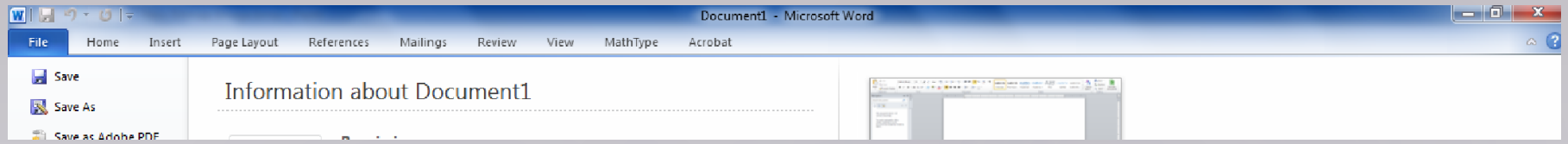
Ribbon



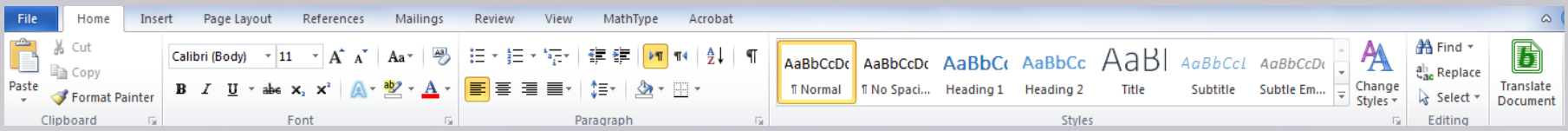
File: backstage view, managing files and customizing the program.

T.C. Adnan Menderes University Faculty of Engineering

Ribbon



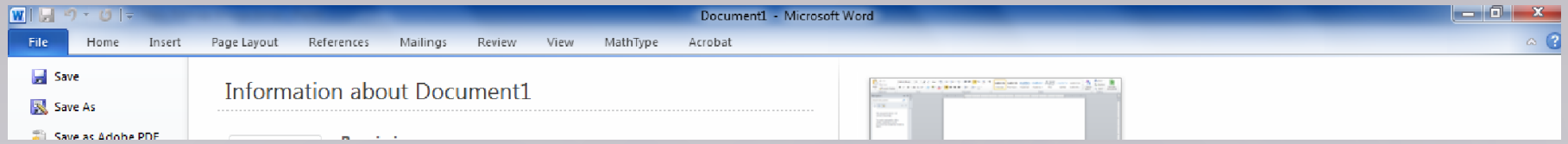
File: backstage view, managing files and customizing the program.



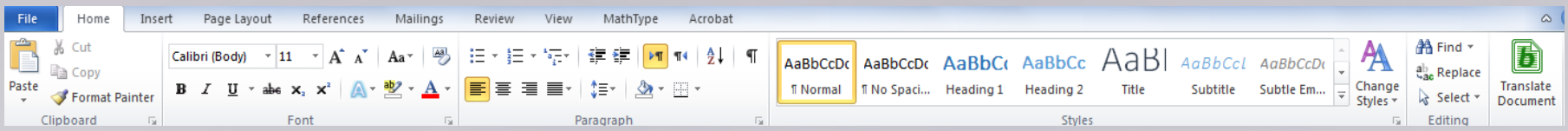
Home: contains commands for editing and formatting text.

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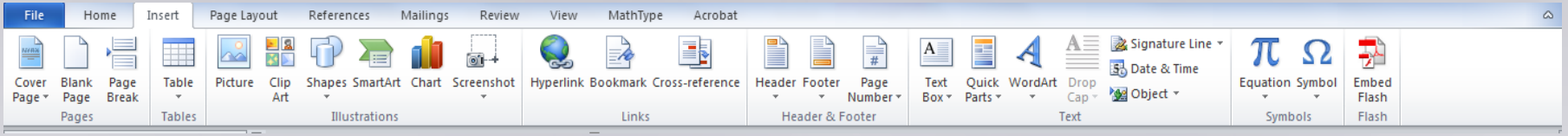
Ribbon



File: backstage view, managing files and customizing the program.



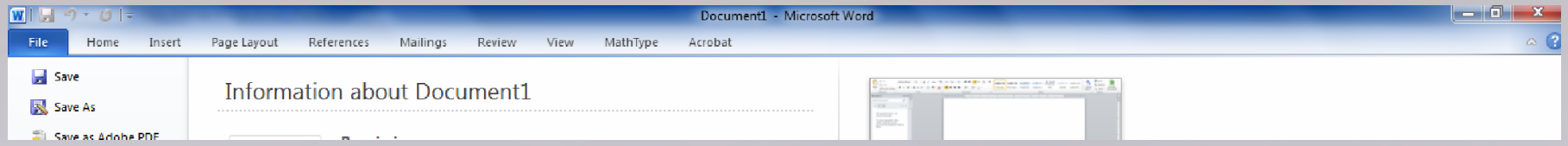
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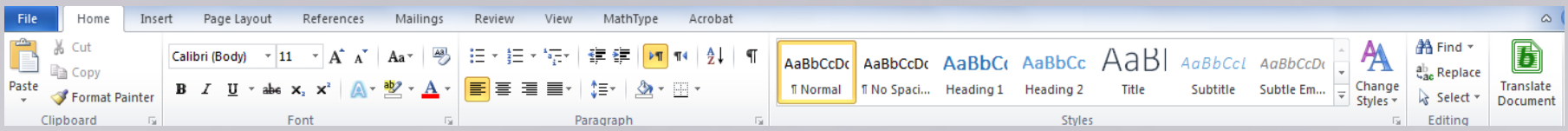
Insert: contains commands for inserting different items.

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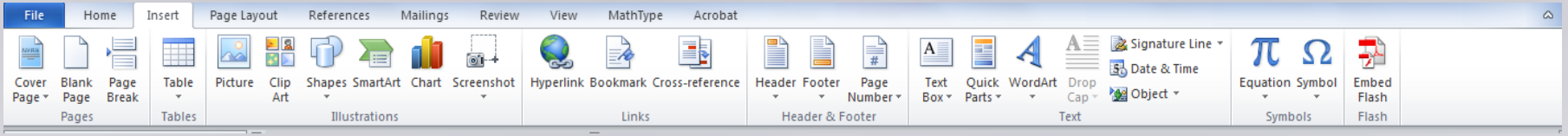
Ribbon



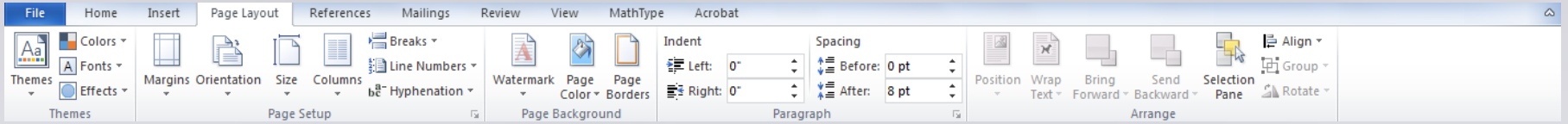
File: backstage view, managing files and customizing the program.



Home: contains commands for editing and formatting text.



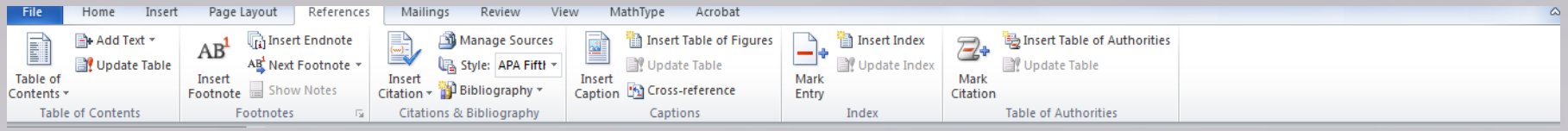
Insert: contains commands for inserting different items.



Page Layout: contains commands for adjusting the document theme and page setup.

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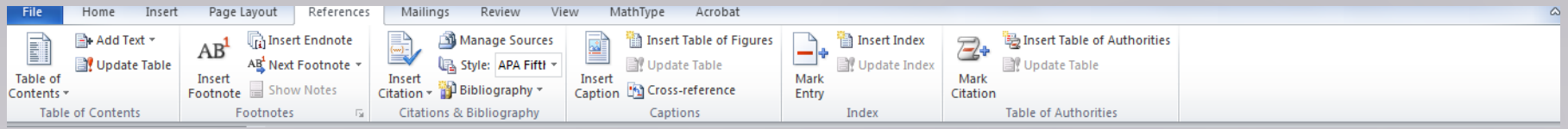
Ribbon



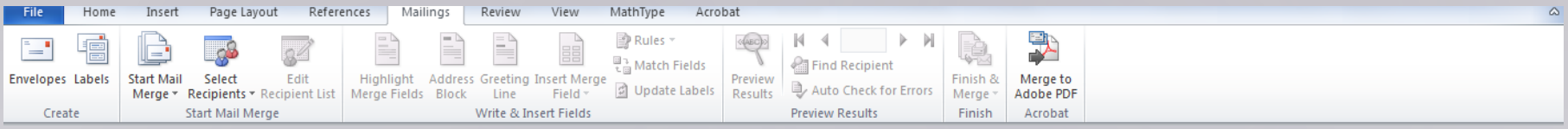
References: contains commands for formating formal documents (reports, articles,..).

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Ribbon



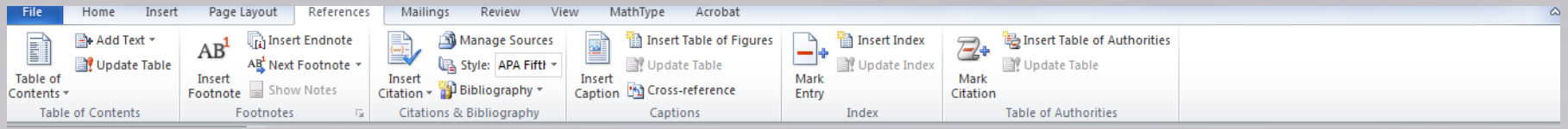
References: contains commands for formating formal documents (reports, articles,..).



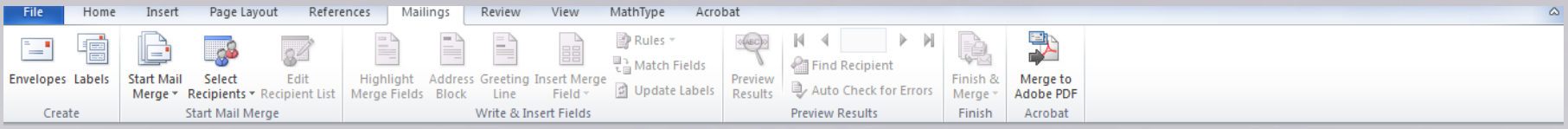
Mailings: contains commands for managing huge amount of emails.

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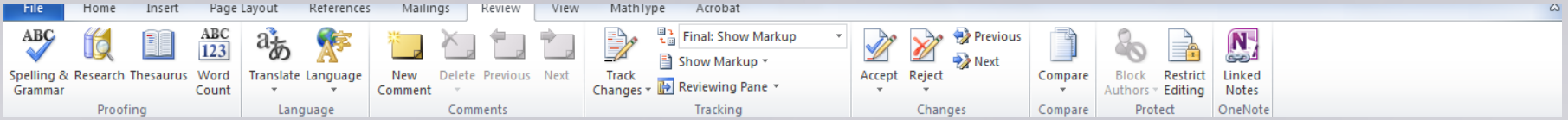
Ribbon



References: contains commands for formating formal documents (reports, articles,..).



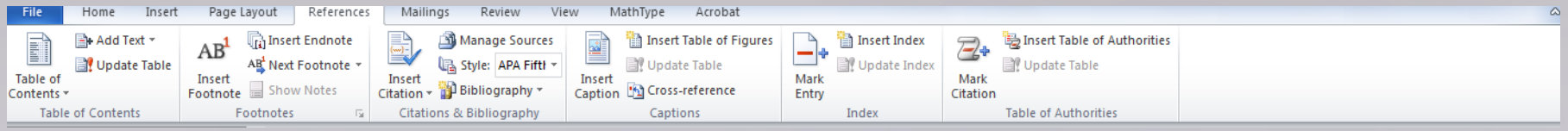
Mailings: contains commands for managing huge amount of emails.



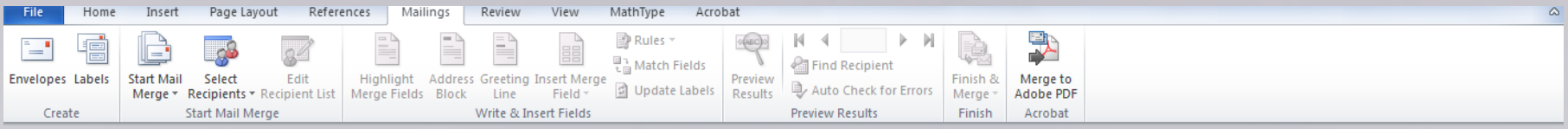
Review: contains commands for languages and spelling check.

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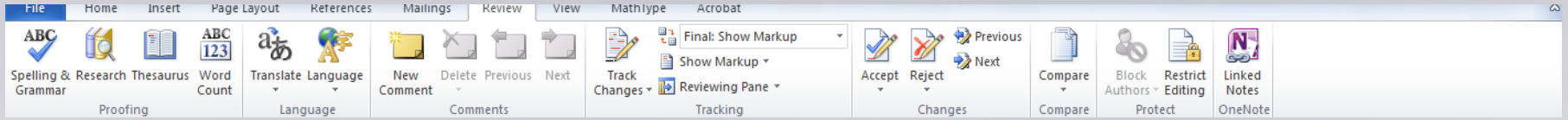
Ribbon



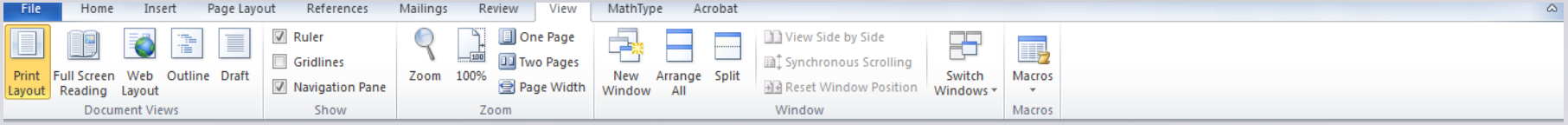
References: contains commands for formating formal documents (reports, articles,..).



Mailings: contains commands for managing huge amount of emails.



Review: contains commands for languages and spelling check.

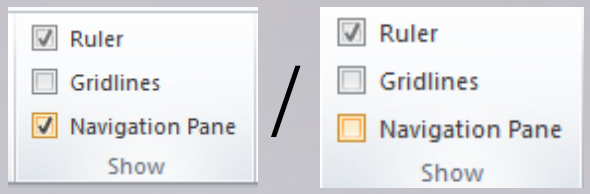


View: contains commands for changing the document view.

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Navigation Pane

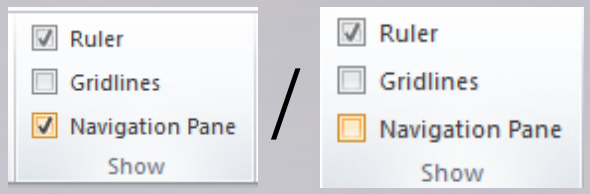
To open/close the navigation pane, on the **View** tab, in the **Show** group, select/unselect the **Navigation Pane** check box.



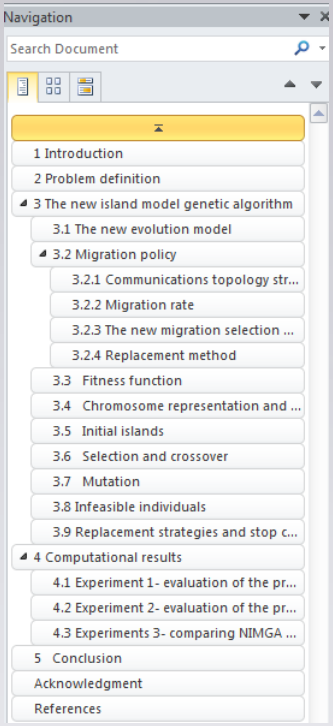
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Navigation Pane

To open/close the navigation pane, on the **View** tab, in the **Show** group, select/unselect the **Navigation Pane** check box.



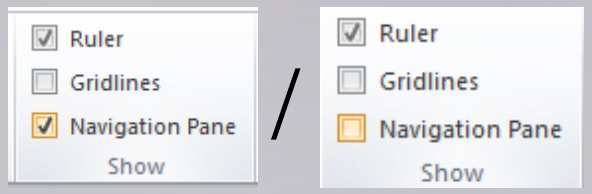
Headings view



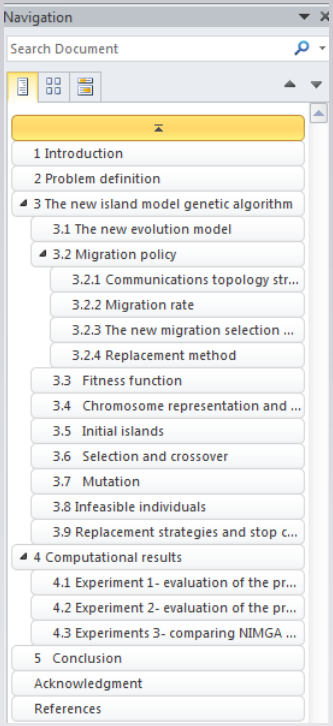
T.C. Adnan Menderes University Faculty of Engineering

Navigation Pane

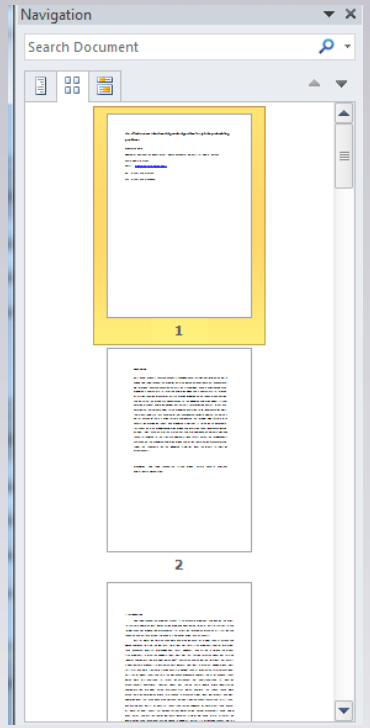
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Headings view



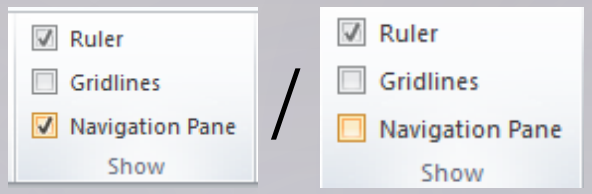
Pages view



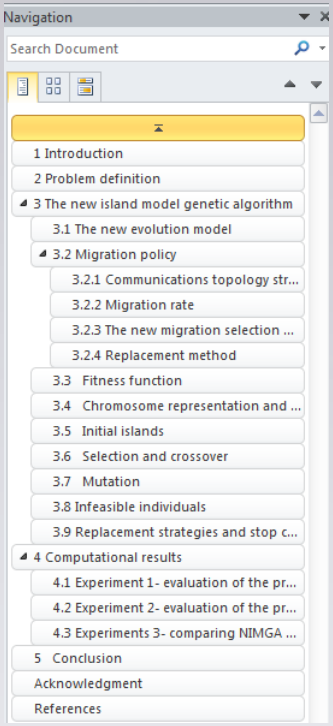
T.C. Adnan Menderes University Faculty of Engineering

Navigation Pane

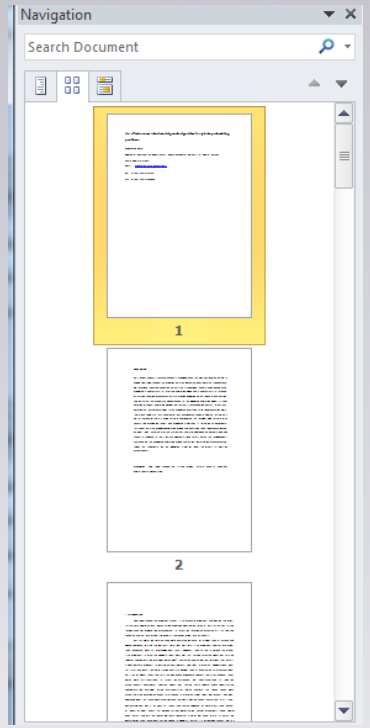
To open/close the navigation pane, on the **View** tab, in the **Show** group, select/unselect the **Navigation Pane** check box.



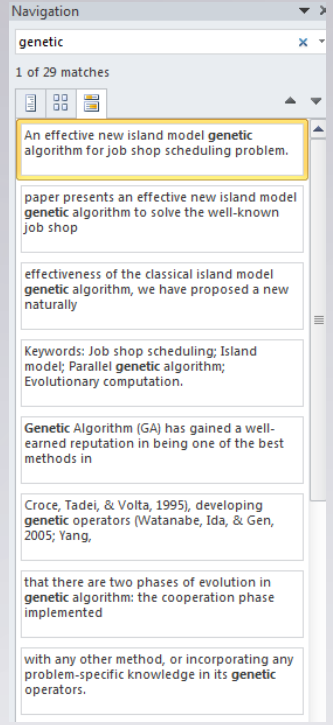
Headings view



Pages view



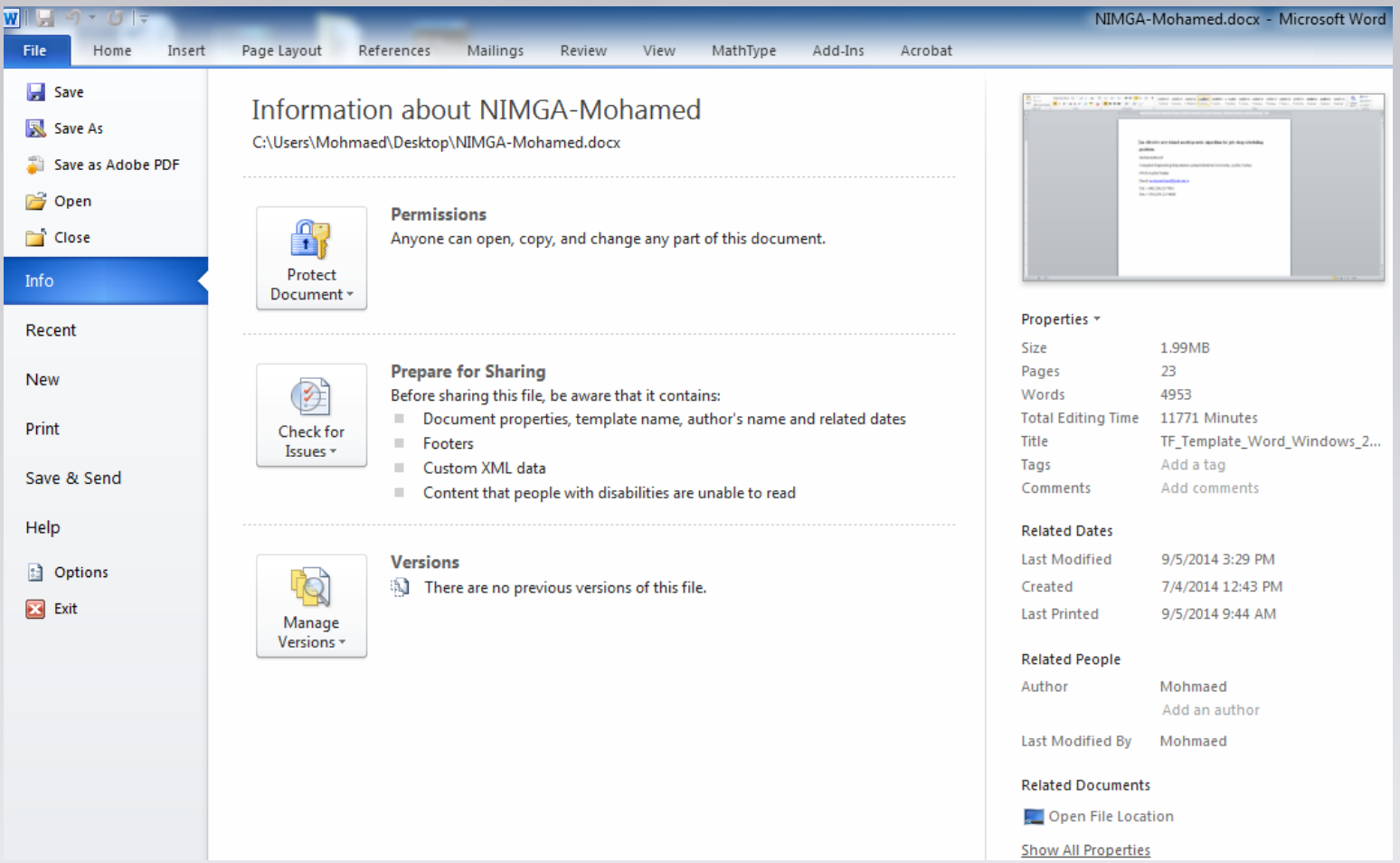
Search results view



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Backstage View

Enables you to create, open, save, close, print, and share a document; get help; set the program options; set the document permission; view the document properties; view recent documents; and quit the program.



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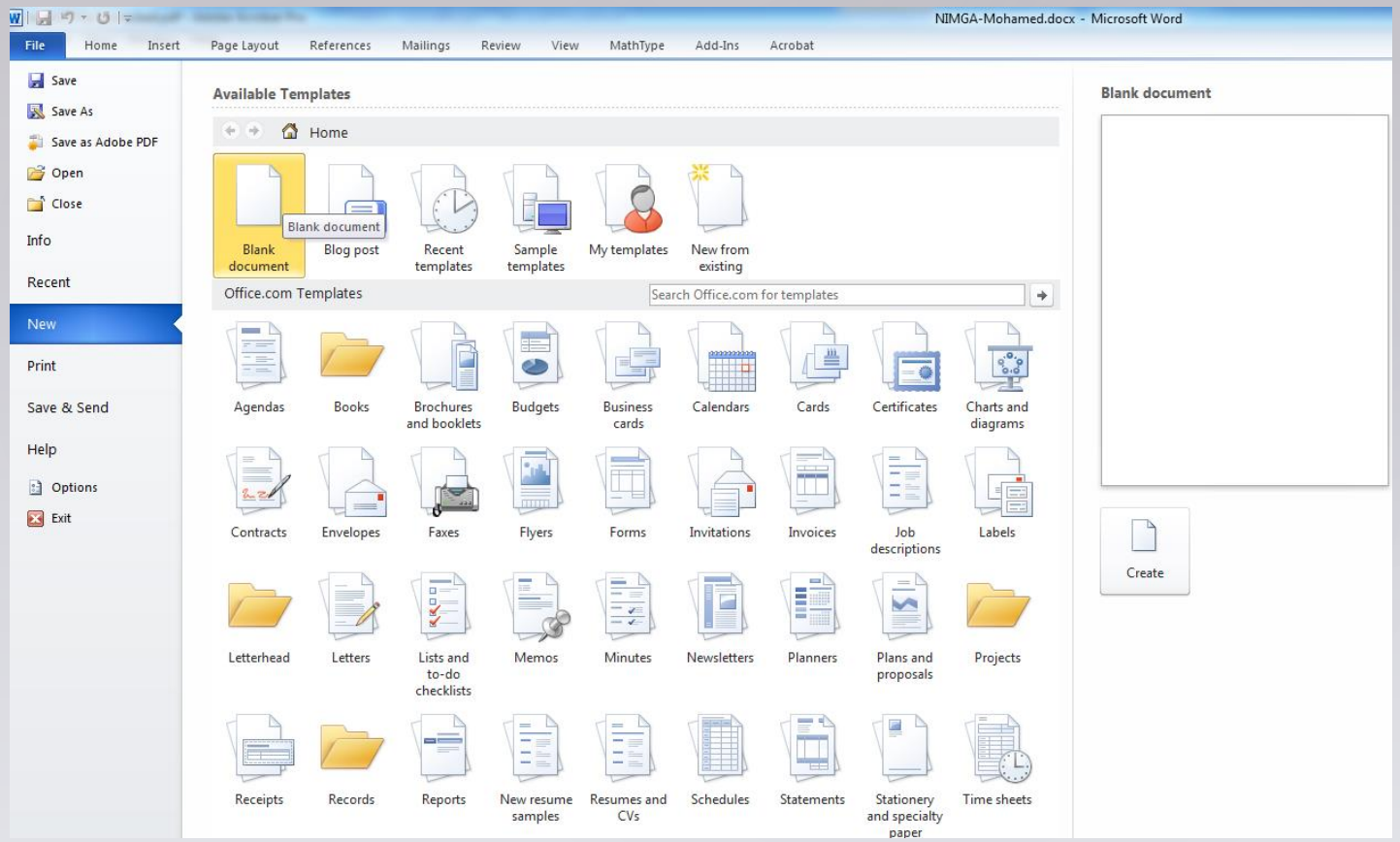
Creating Documents

When you start the program, it creats a blank document for you autamatically; anyway, you can use the **backstage view** to create anothe one.

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Creating Documents

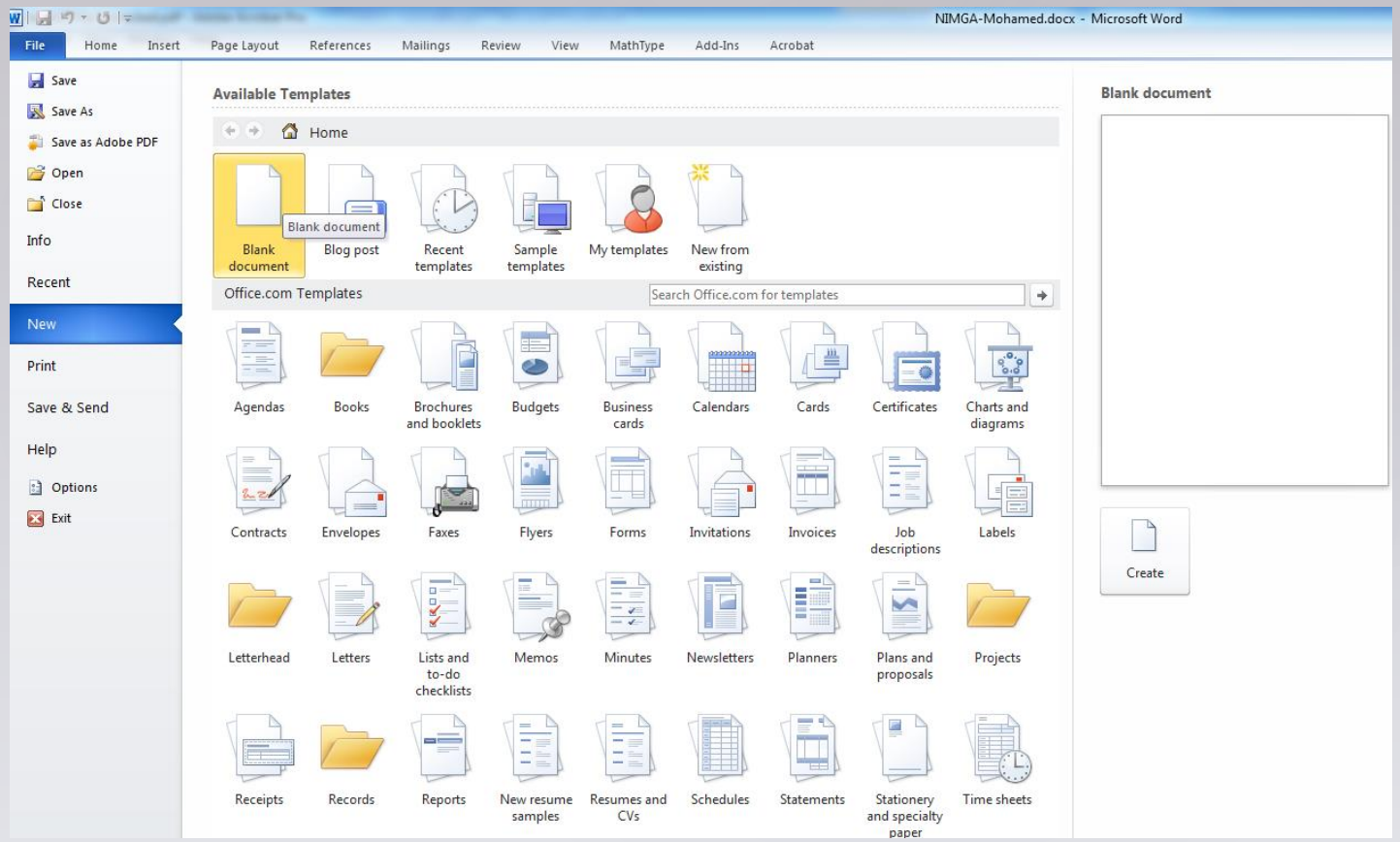
When you start the program, it creats a blank document for you automatically; anyway, you can use the **backstage view** to create another one.



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Creating Documents

When you start the program, it creats a blank document for you automatically; anyway, you can use the **backstage view** to create another one.



Alternatively, you can Press **Ctrl+N**.

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Saving Documents

- A new document is always temporary, unless you give it a name, location, and may be an extension.

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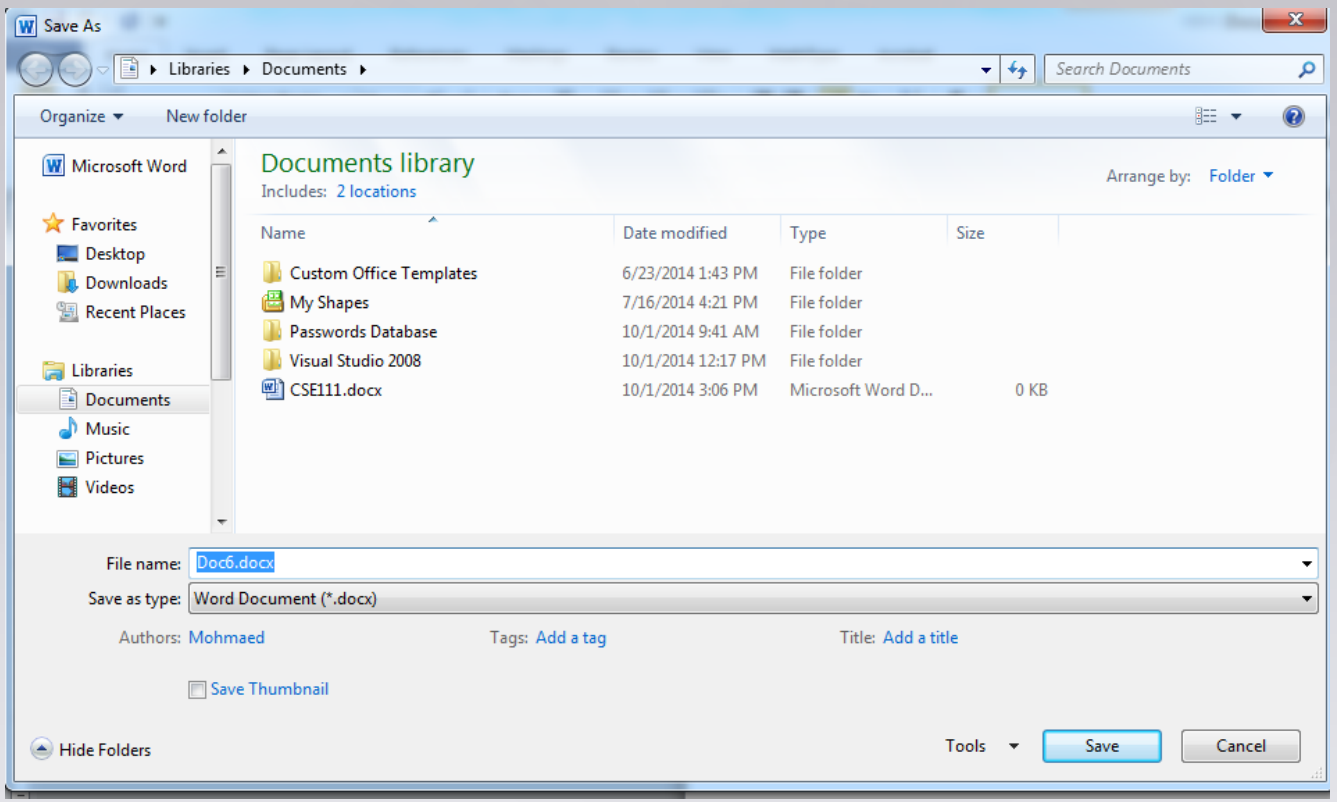
Saving Documents

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- To save a document for the first time, click on the **Save** icon o the **Quick Access Toolbar**.

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Saving Documents

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- To save a document for the first time, click on the **Save** icon o the **Quick Access Toolbar**.
- The program will open the **Save As** dialog box

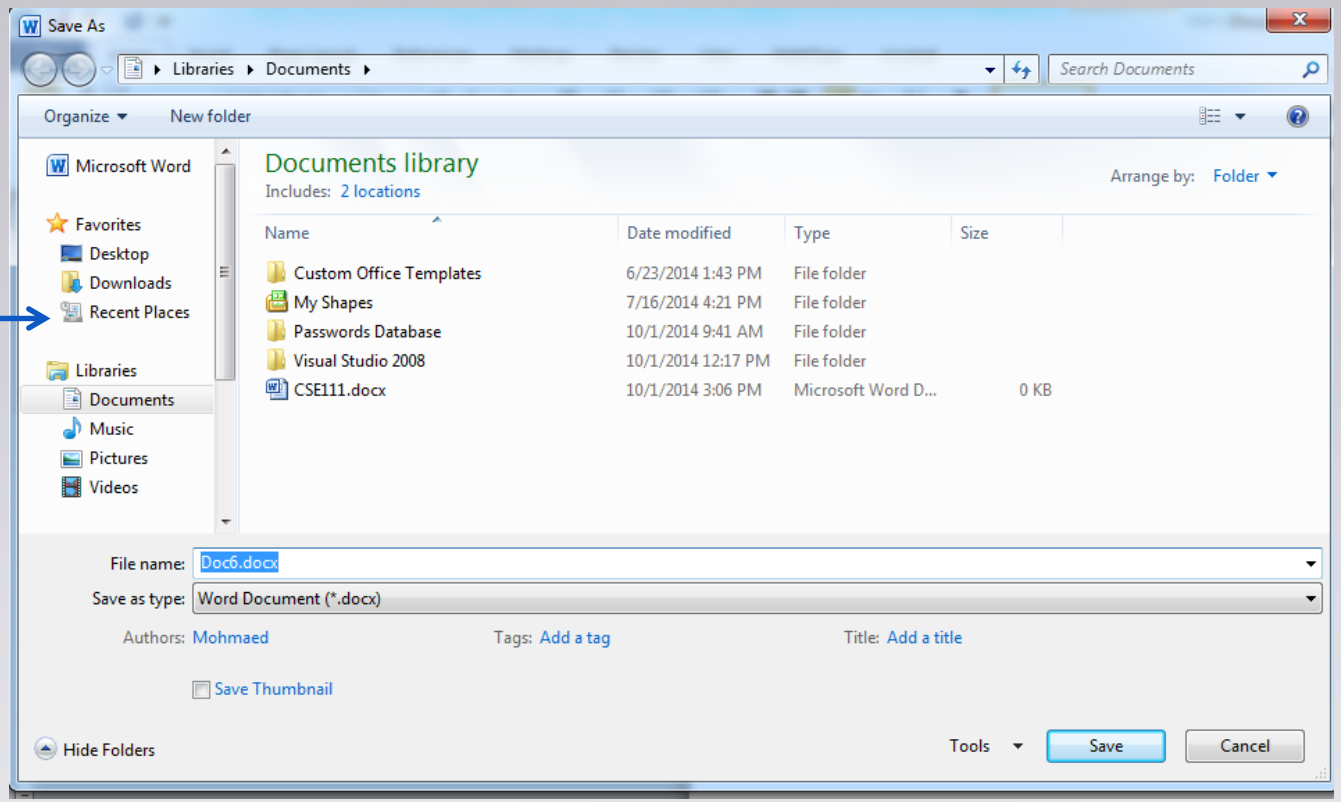


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Saving Documents

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- The program will open the **Save As** dialog box

Select a location

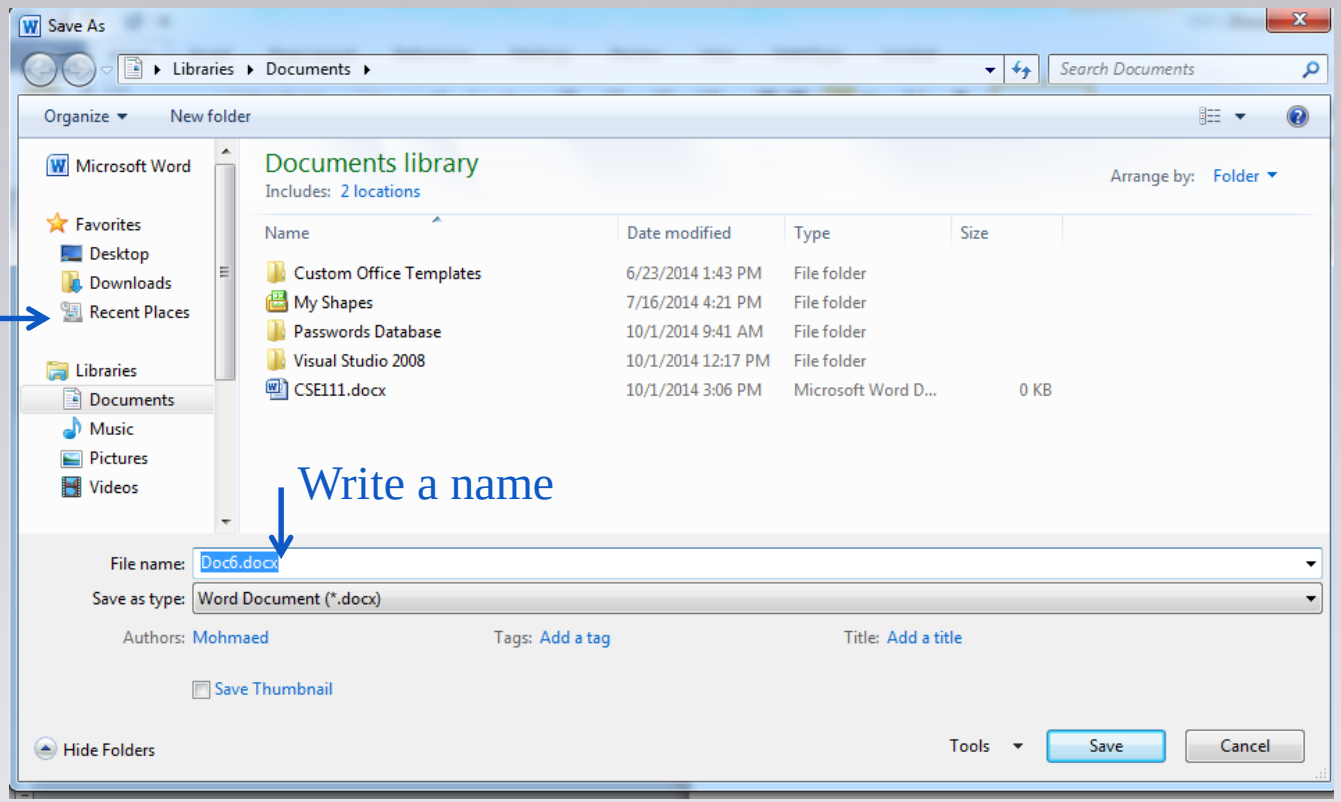


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Saving Documents

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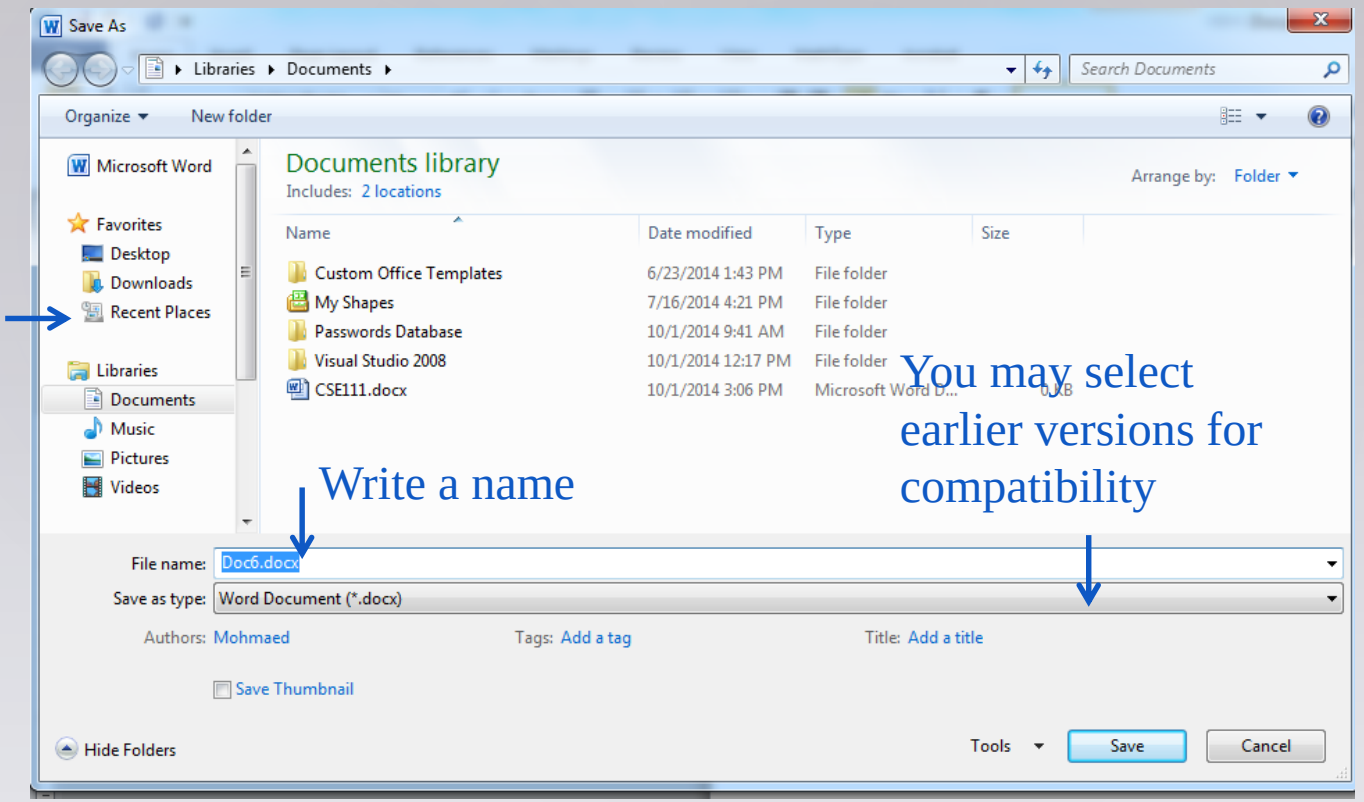
Select a location



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Saving Documents

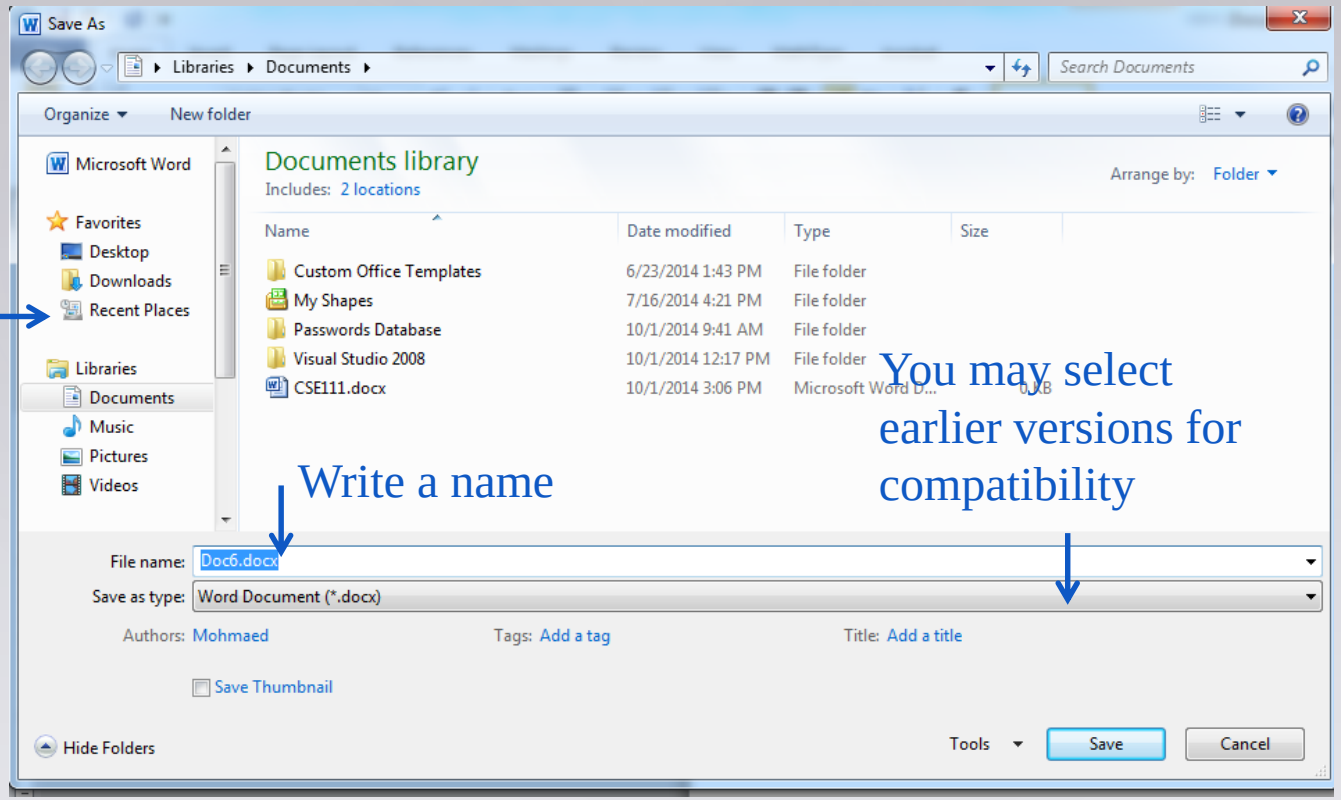
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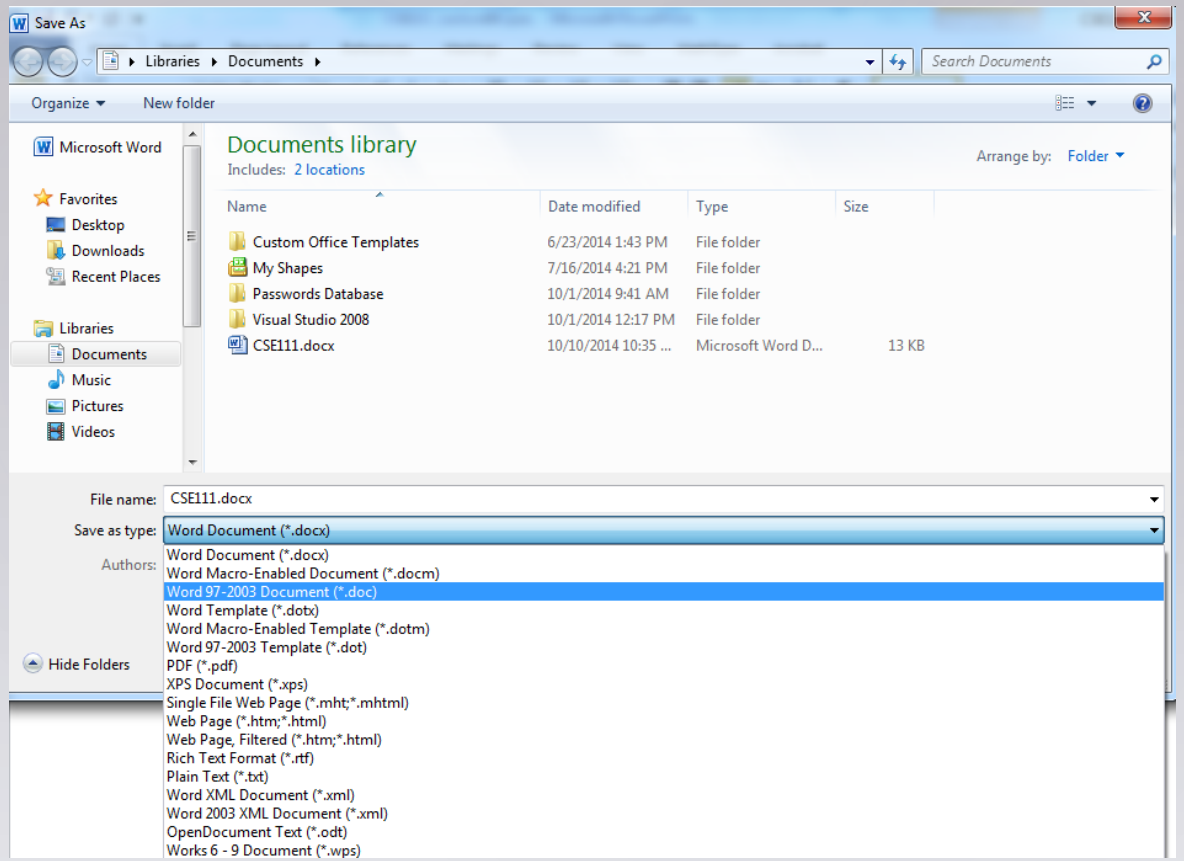


- Subsequent clicks the **save** command will save the changes, but won't open the **save as** dialog again.

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Saving Documents

- To make your document compatible with older version of MS Word like MS Word 97-2003, you should use the **Save As** then select this format from the list box next to **Save as type.**

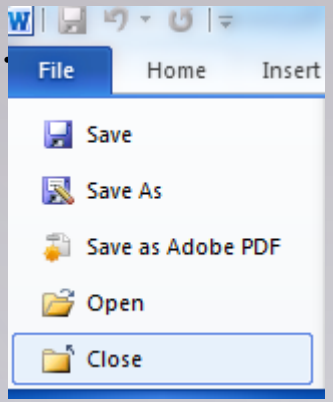


- You may save it in other formarts such as Web Page or Plain Text**.**

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Closing Documents and Exiting the Program

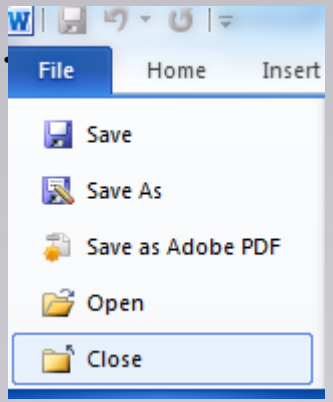
To close a document, click on **Close** after clicking on the **File** tab.



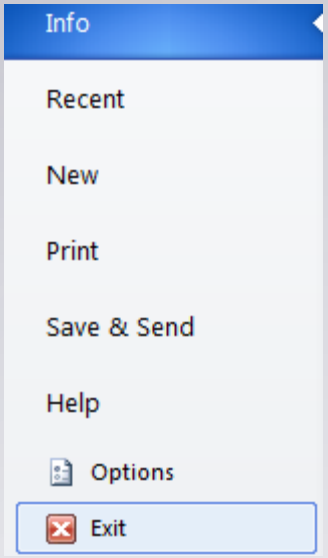
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Closing Documents and Exiting the Program

To close a document, click on **Close** after clicking on the **File** tab.



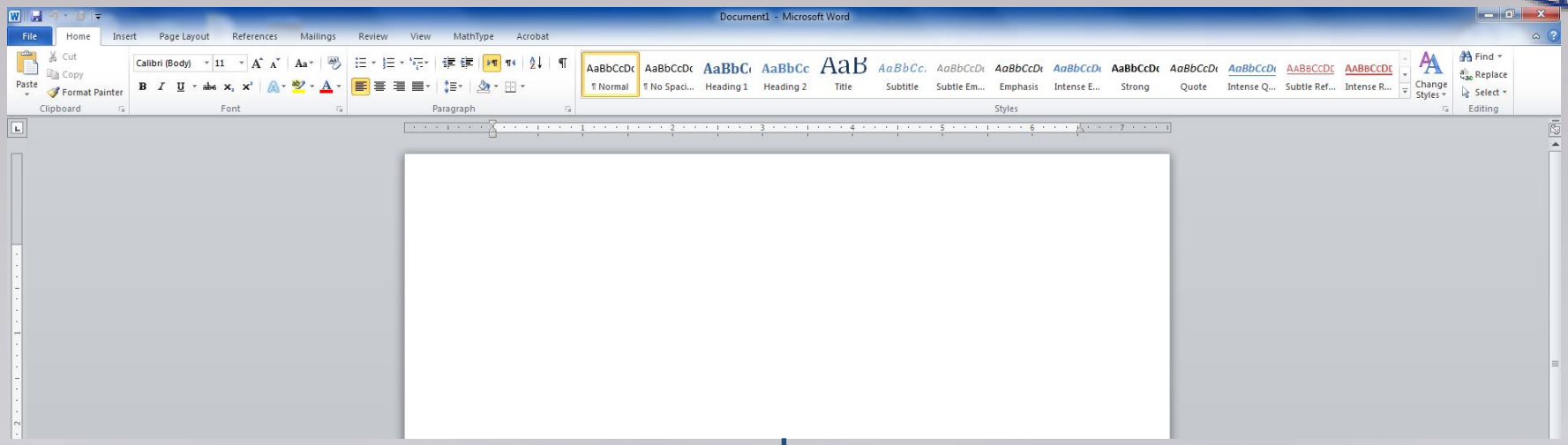
To exit the program, click on **Exit** after clicking on the **File** tab.

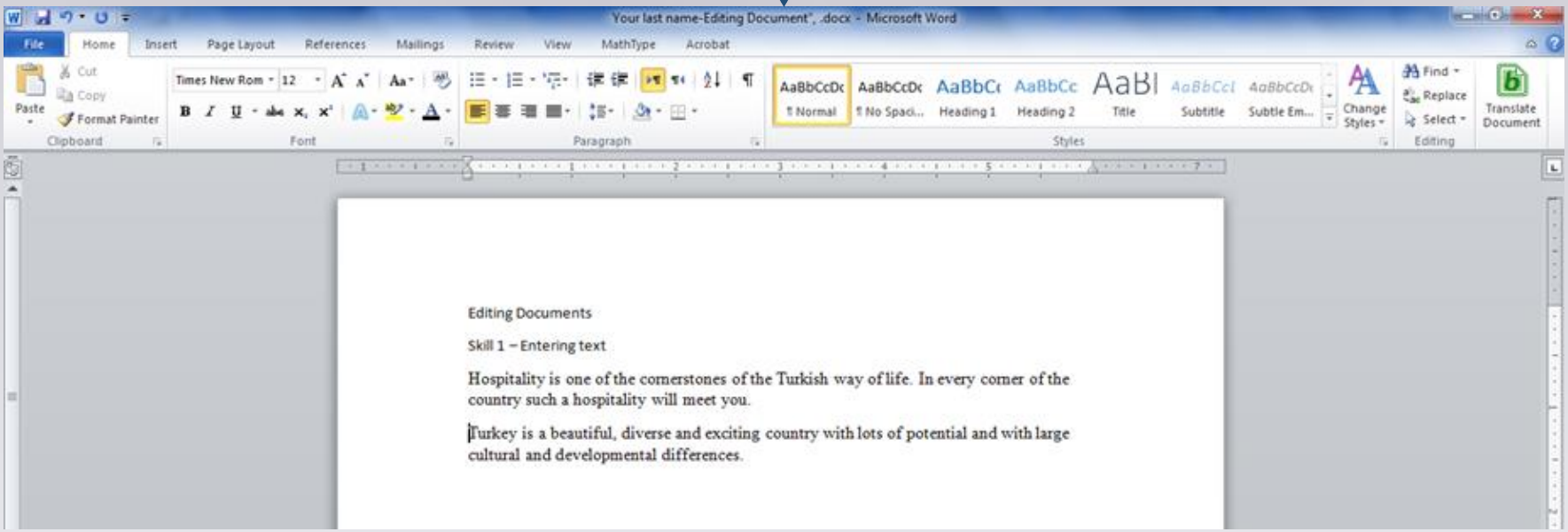


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Objective
Method

Skill 1- Entering Text

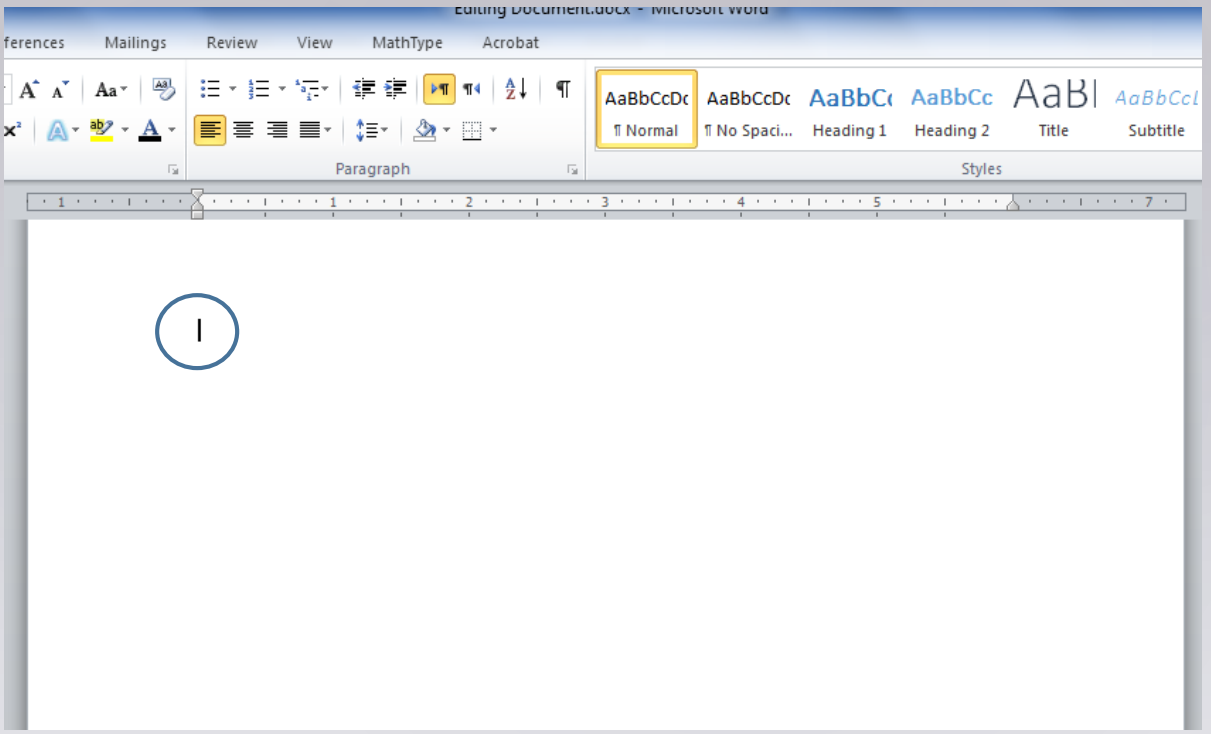




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Skill 1- Entering Text

- Create a new document, name it as “Your last name-Editing Document”, save it on the desktop, you will see a **flashing vertical bar** called the **cursor**, which represents the current position where text will appear when you type.



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Skill 1- Entering Text

- Enter letters from the keyboard one by one, use the **Space bar Key** to add spaces between different words.



http://ux.stackexchange.com/questions/51608/why-doesnt-the-space-bar-have-anything-written-on-it

- If **Caps Lock** key is not activated, the letters will be written in the lowercase.
- **Caps Lock** key is a toggle Key, you can always switch from one case to the other by pressing on that key again.
- To switch from one case to the other for one letter, press the **Shift** key and hold, then press the desired latter.

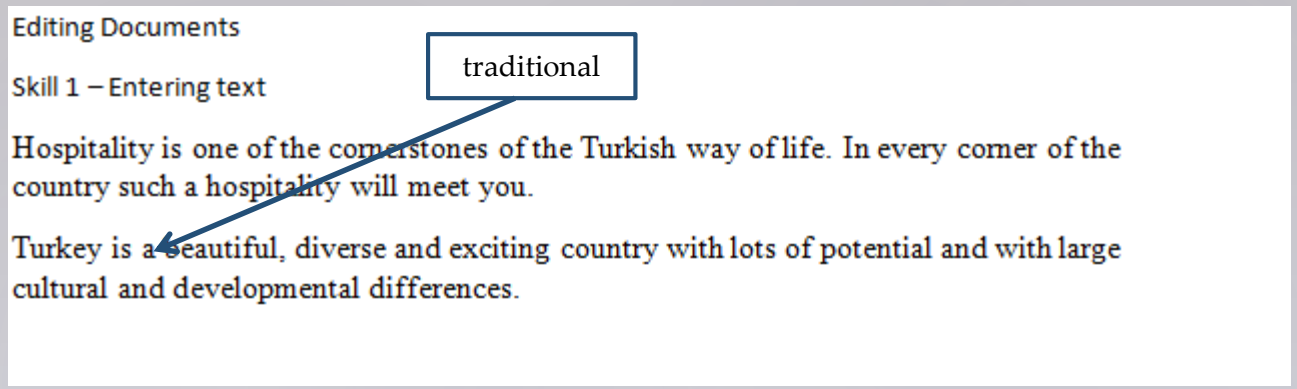
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Skill 1- Entering Text

- You don’t need to press the **Enter Key** in order to move to the next line within the same paragraph.
- Press the **Enter Key** when you would like to start a new paragraph.
- Save the changes you have made, close the document.

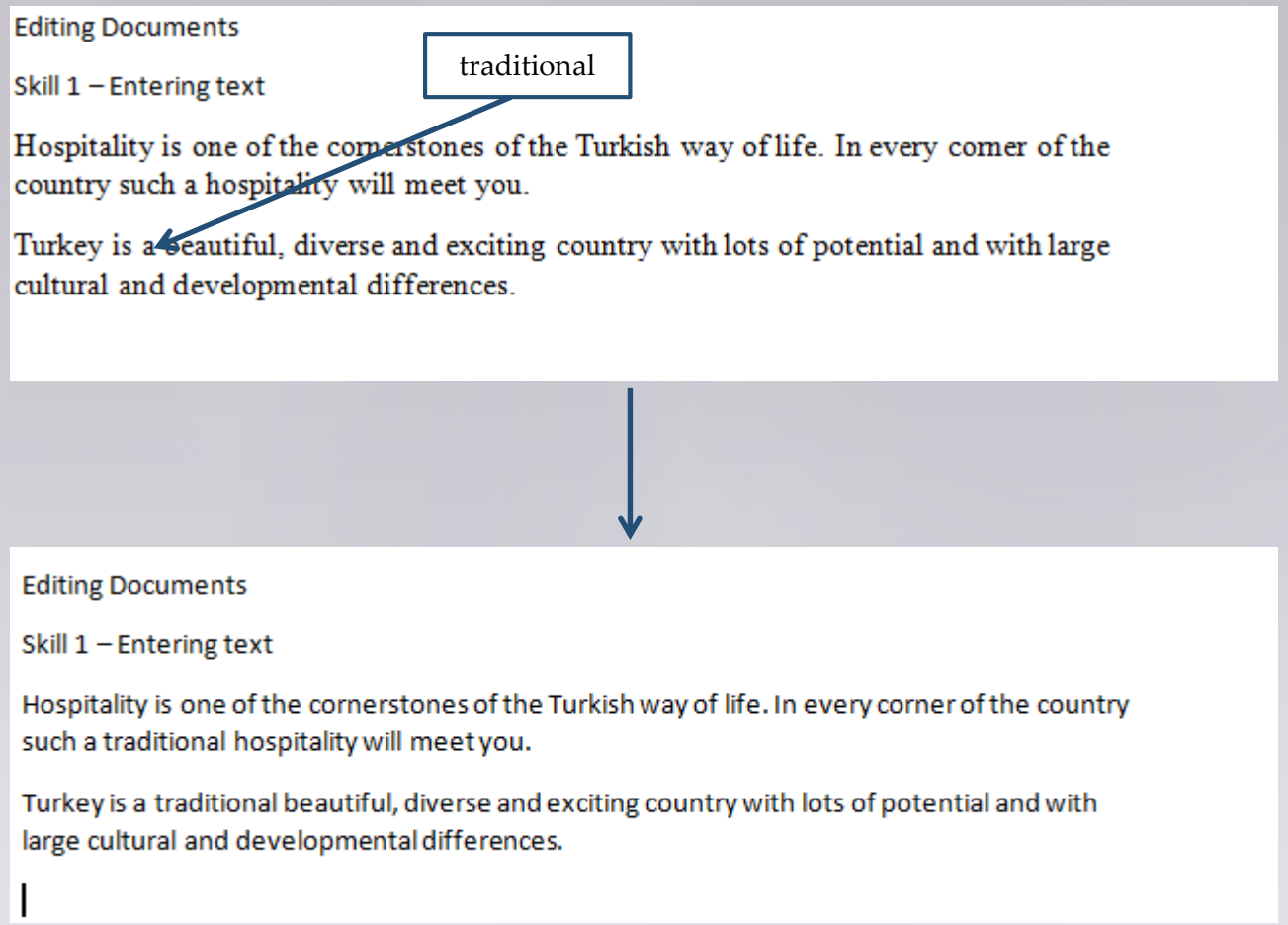
T.C. Adnan Menderes University Faculty of Engineering

Skill 2-Inserting Text



T.C. Adnan Menderes University Faculty of Engineering

Skill 2-Inserting Text



T.C. Adnan Menderes University Faculty of Engineering

Skill 2-Inserting Text

- Open the file.
- Move the cursor to the desired insertion location
  - By mouse clicking on that location.
  - Using the **Arrows Keys.**



http://www.myblogger-tricks.com/2013/06/blogger-easy-navigation-with-keyboard.html

- Write the word, press **Space bar** key when it is necessary.

T.C. Adnan Menderes University Faculty of Engineering

Objective
Method

Skill 3- Selecting Text

Selecting a word

Turkish

Selecting a sentence

Hospitality is one of the cornerstones of the Turkish way of life.

Selecting a line

Hospitality is one of the cornerstones of the Turkish way of life. In every corner of the

Selecting a paragraph

Hospitality is one of the cornerstones of the Turkish way of life. In every corner of the country such a traditional hospitality will meet you.

Selecting the entire document

Editing Documents

Skill 1 – Entering text

Hospitality is one of the cornerstones of the Turkish way of life. In every corner of the country such a traditional hospitality will meet you.

Turkey is a beautiful, diverse and exciting country with lots of potential and with large cultural and developmental differences.

Selecting adjacent words, lines, or paragraphs

one of the cornerstones

Selecting non-adjacent words, lines, or paragraphs,

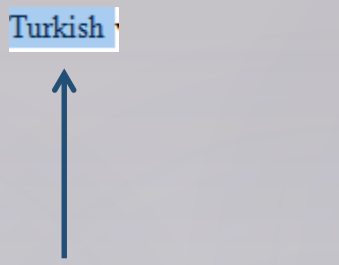
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T.C. Adnan Menderes University Faculty of Engineering

Skill 3- Selecting Text

Selecting a word



double-click anywhere in it.

T.C. Adnan Menderes University Faculty of Engineering

Skill 3- Selecting Text

Selecting a sentence

Hospitality is one of the cornerstones of the Turkish way of life.

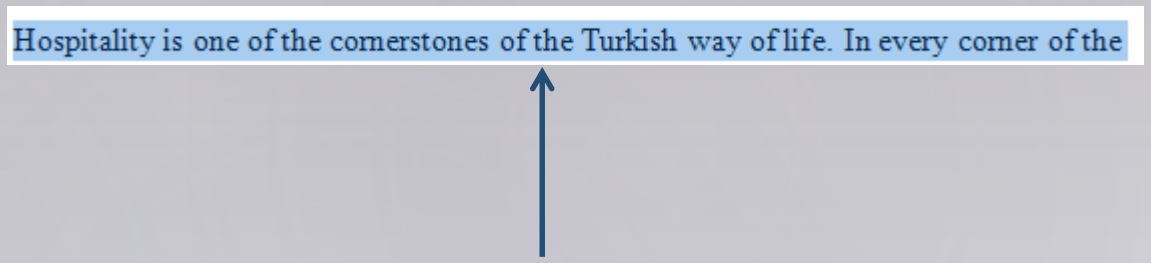


Ctrl + a click anywhere in it.

T.C. Adnan Menderes University Faculty of Engineering

Skill 3- Selecting Text

Selecting a line

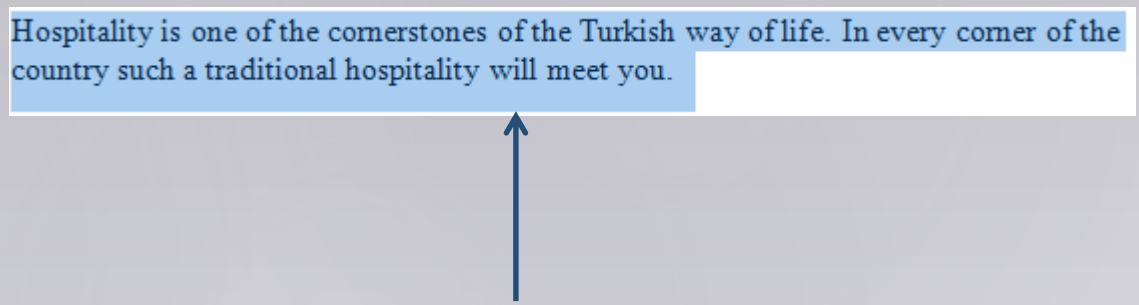


Click in the selection area to the left of the line.

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Skill 3- Selecting Text

Selecting a paragraph



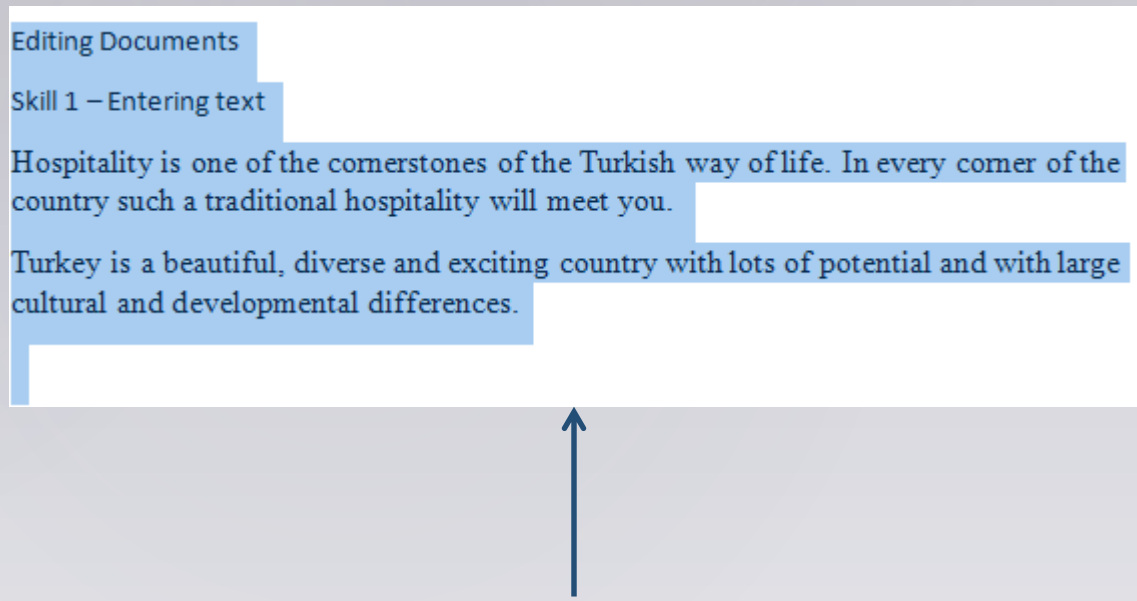
Triple-click anywhere in the paragraph. Or, double-click in the selection area to the left of the paragraph.

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Skill 3- Selecting Text

T.C. Adnan Menderes University Faculty of Engineering

Selecting the entire document



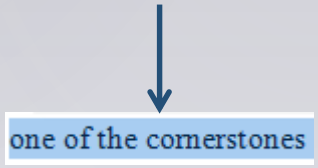
Triple-click in the selection area. Or, press Ctrl+A.

Skill 3- Selecting Text

T.C. Adnan Menderes University Faculty of Engineering

Drag the mouse pointer over the text. Or, click at the beginning of the text, and then hold down the Shift key and click at the end of the text.

Selecting adjacent words, lines, or paragraphs



Skill 3- Selecting Text

T.C. Adnan Menderes University Faculty of Engineering

Make the first selection, and then hold down the Ctrl key and make the second selection.

Selecting non-adjacent words, lines, or paragraphs,

Hospitality is one of the cornerstones of the Turkish way of life. In every corner of the country such a traditional hospitality will meet you.

Turkey is a beautiful, diverse and exciting country with lots of potential and with large cultural and developmental differences.

Skill 3- Selecting Text

Selecting a word	Double-click anywhere in it
Selecting a sentence	Ctrl + a click anywhere in it
Selecting a line	Click in the selection area to the left of the line
Selecting a paragraph	Triple-click anywhere in the paragraph. Or, double-click in the selection area to the left of the paragraph
Selecting the entire document	Triple-click in the selection area. Or, press **Ctrl+A**
Selecting adjacent words, lines, or paragraphs	Drag the mouse pointer over the text. Or, click at the beginning of the text, and then hold down the **Shift key** and click at the end of the text
Selecting non-adjacent words, lines, or paragraphs,	Make the first selection, and then hold down the **Ctrl key** and make the second selection.
Deselecting selected text	A click anywhere in the document.

T.C. Adnan Menderes University Faculty of Engineering

Skill 4- Deleting Text

Editing Documents

Skill 1 – Entering text

Hospitality is one of the cornerstones of the Turkish way of life. In every corner of the country such a traditional hospitality will meet you.

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Editing Documents

Skill 1 – Entering text

Hospitality of the Turkish way of life. In every corner of the country such a traditional hospitality will meet you.

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Editing Documents

Skill 1 – Entering text

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T.C. Adnan Menderes University Faculty of Engineering

Skill 4- Deleting Text

Editing Documents

Skill 1 – Entering text

Hospitality is ~~one of the cornerstone~~s of the Turkish way of life. In every corner of the country such a traditional hospitality will meet you.

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Editing Documents

Skill 1 – Entering text

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T.C. Adnan Menderes University Faculty of Engineering

Skill 4- Deleting Text

Editing Documents

Skill 1 – Entering text

Hospitality is one of the cornerstones ~~of the Turkish way of life. In every corner of the~~ country such a traditional hospitality will meet you.

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Editing Documents

Skill 1 – Entering text

Hospitality is one of the cornerstones country such a traditional hospitality will meet you.

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T.C. Adnan Menderes University Faculty of Engineering

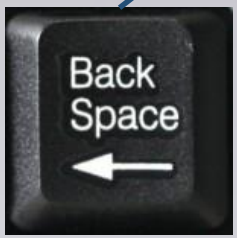
Skill 4- Deleting Text

Editing Documents

Skill 1 – Entering text

Hospitality is one of the cornerstones of the Turkish way of life. In every corner of the country such a traditional hospitality will meet you.

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http://www.sgvulcan.com/wp-content/uploads/2010/03/backspace.jpg



http://digitalunite.com/sites/default/files/images/help%20my%20computer%20keeps%20freezing001.jpg

Removes the character to the **left** of the cursor, **one** character at a time.

Removes the text to the **right** of the cursor, **one** character at a time.

Alternatively, you can select the text that you want to delete, and then press the **Delete key**.

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Skill 5- Copying Text

Editing Documents

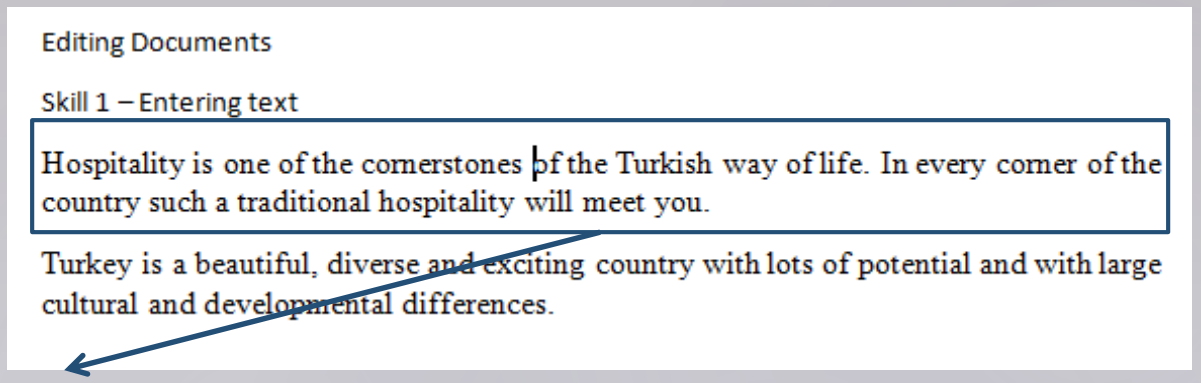
Skill 1 – Entering text

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Skill 5- Copying Text



T.C. Adnan Menderes University Faculty of Engineering

Skill 5- Copying Text

Editing Documents

Skill 1 – Entering text

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Editing Documents

Skill 1 – Entering text

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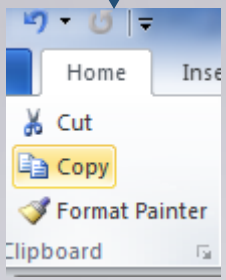
Skill 5- Copying Text

Editing Documents

Skill 1 – Entering text

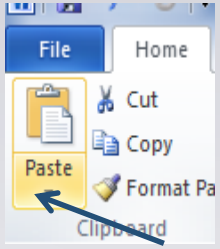
Hospitality is one of the cornerstones of the Turkish way of life. In every corner of the country such a traditional hospitality will meet you.

Turkey is a beautiful, diverse and exciting country with lots of potential and with large cultural and developmental differences.



Or, press **Ctrl+C**

Click in the document where you want to paste the text.



Or, press **Ctrl+V**.

NOTE: Clicking the arrow on the **Paste** button displays additional paste options.

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Skill 6- Moving Text

Editing Documents

Skill 1 – Entering text

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Editing Documents

Skill 1 – Entering text

Turkey is a beautiful, diverse and exciting country with lots of potential and with large cultural and developmental differences.

Hospitality is one of the cornerstones of the Turkish way of life. In every corner of the country such a traditional hospitality will meet you.

(Ctrl)

T.C. Adnan Menderes University Faculty of Engineering

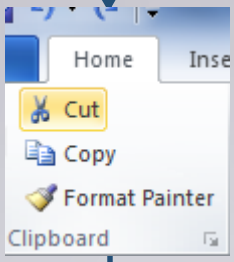
Skill 6- Moving Text

Editing Documents

Skill 1 – Entering text

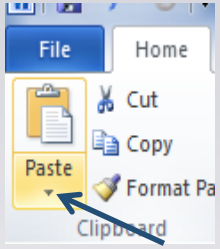
Hospitality is one of the cornerstones of the Turkish way of life. In every corner of the country such a traditional hospitality will meet you.

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Or, press **Ctrl+X**

Click in the document where you want to paste the text.



Or, press **Ctrl+V**.

NOTE: Clicking the arrow on the **Paste** button displays additional paste options.

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Undoing and Redoing Changes

You may like to undo or redo the last actions you have made:

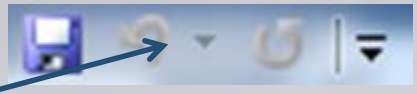
T.C. Adnan Menderes University Faculty of Engineering

Undoing and Redoing Changes

You may like to undo or redo the last actions you have made:

- Undoing an action:

  On the Quick Access toolbar, click the **Undo button** . Or, press Ctrl+Z.



Undoing an action or **Ctrl+Z**

T.C. Adnan Menderes University Faculty of Engineering

Undoing and Redoing Changes

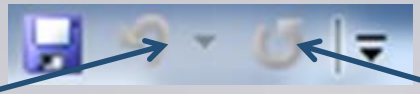
You may like to undo or redo the last actions you have made:

- Undoing an action:

  On the Quick Access toolbar, click the **Undo button** . Or, press Ctrl+Z.

- redoing an action:

  On the Quick Access toolbar, click the **Redo button** . Or, press Ctrl+Y.



Undoing an action or **Ctrl+Z**

Redoing an action or **Ctrl+Y**

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Formatting Characters

Editing Documents

Skill 1 – Entering text

Hospitality is one of the cornerstones of the Turkish way of life. In every corner of the country such a traditional hospitality will meet you.

Turkey is a beautiful, diverse and exciting country with lots of potential and with large cultural and developmental differences.

Turkey has the world's 22th largest nominal GDP.

Turkey has the world's 17th largest nominal GDP,[36] Turkey is also a part of the EU Customs Union.



Editing Documents

Skill 1 – Entering text

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T.C. Adnan Menderes University Faculty of Engineering

Skill 7- Changing The Font

Editing Documents

Skill 1 – Entering text

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Editing Documents

Skill 1 – Entering text

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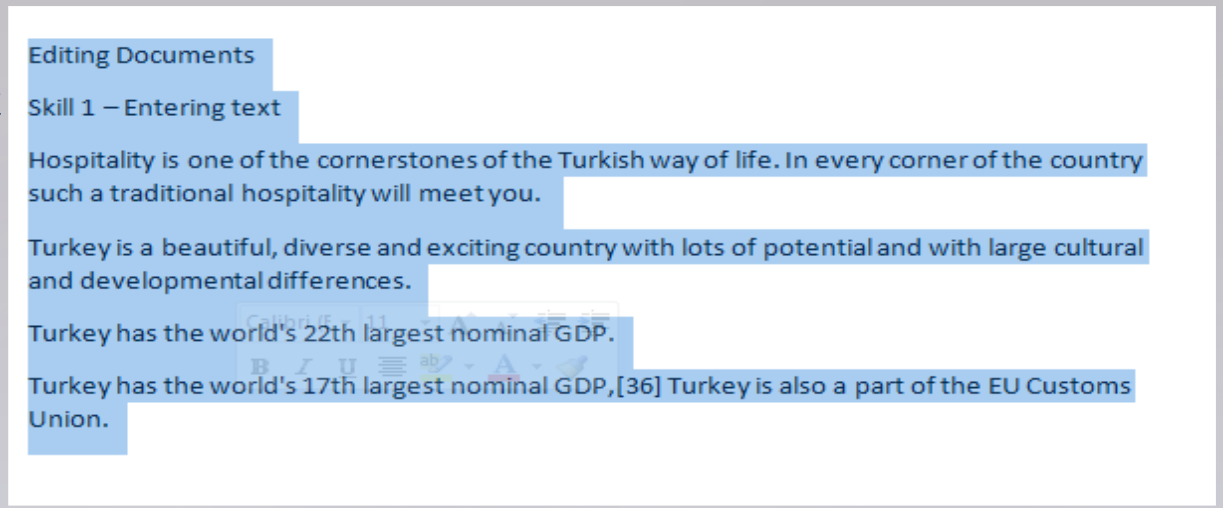
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T.C. Adnan Menderes University Faculty of Engineering

Skill 7- Changing The Font

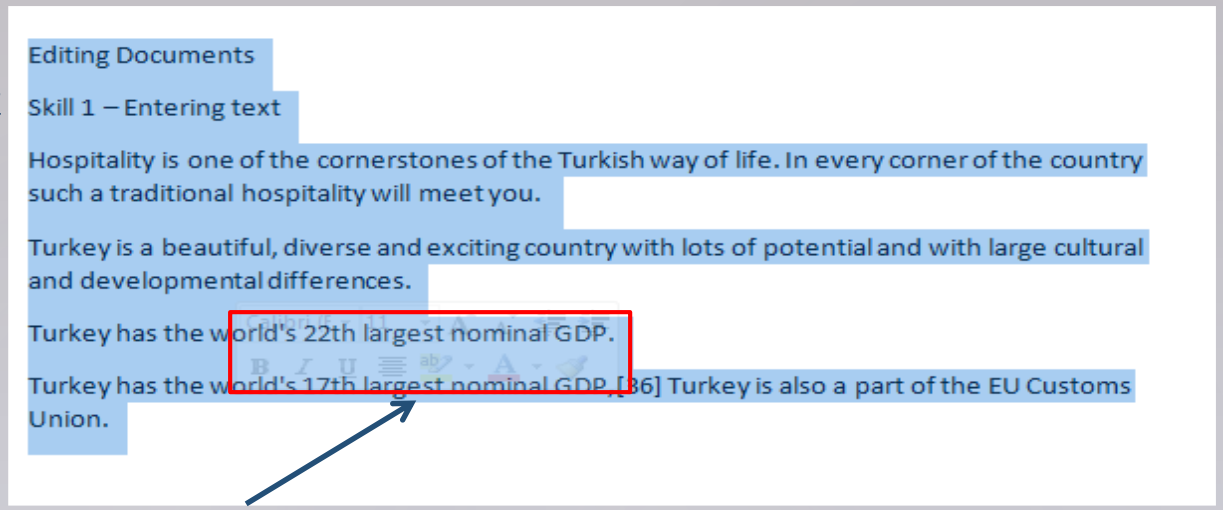
1-Select the text



T.C. Adnan Menderes University Faculty of Engineering

Skill 7- Changing The Font

1-Select the text

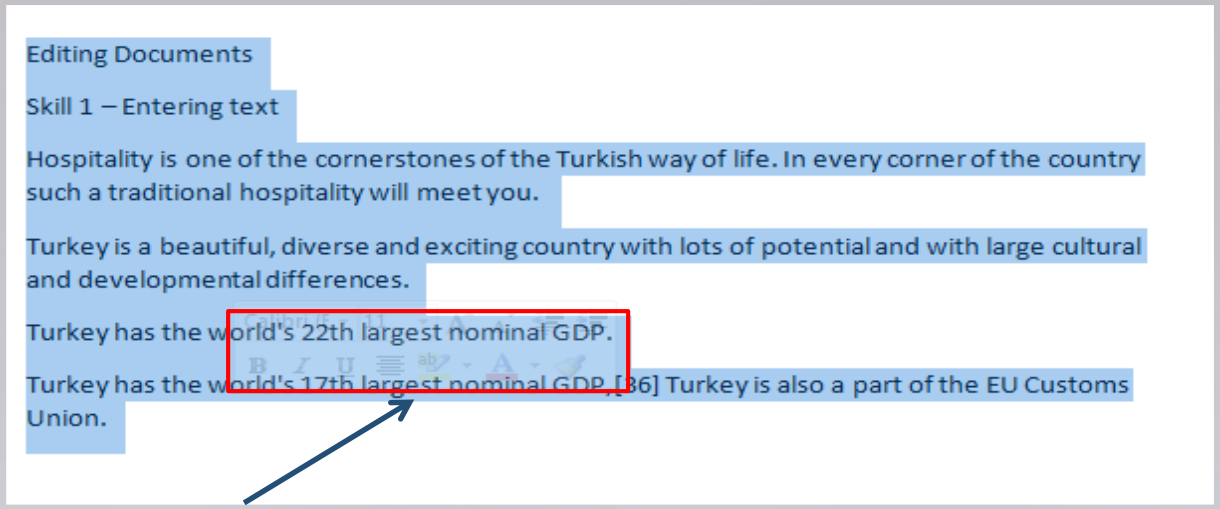


2-Move the cursor to the semi-transparent **Mini Toolbar** to activate it.

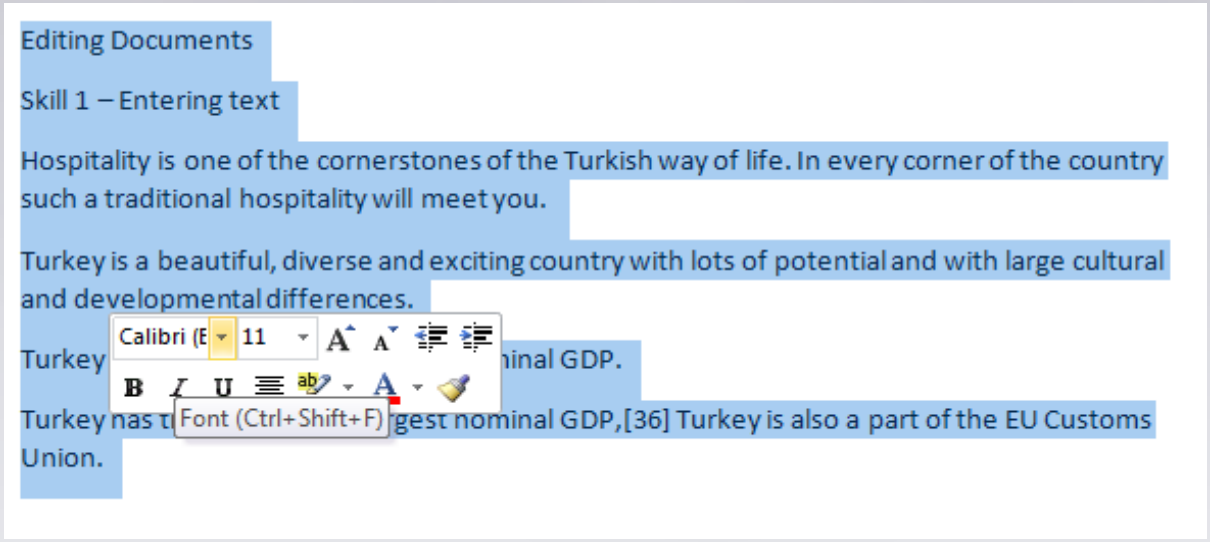
T.C. Adnan Menderes University Faculty of Engineering

Skill 7- Changing The Font

1-Select the text



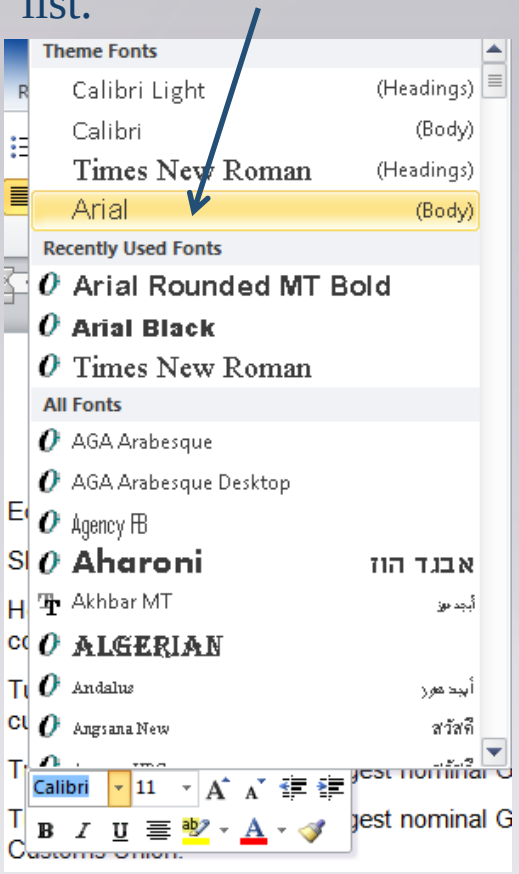
2-Move the cursor to the semi-transparent **Mini Toolbar** to activate it.



T.C. Adnan Menderes University Faculty of Engineering

Skill 7- Changing The Font

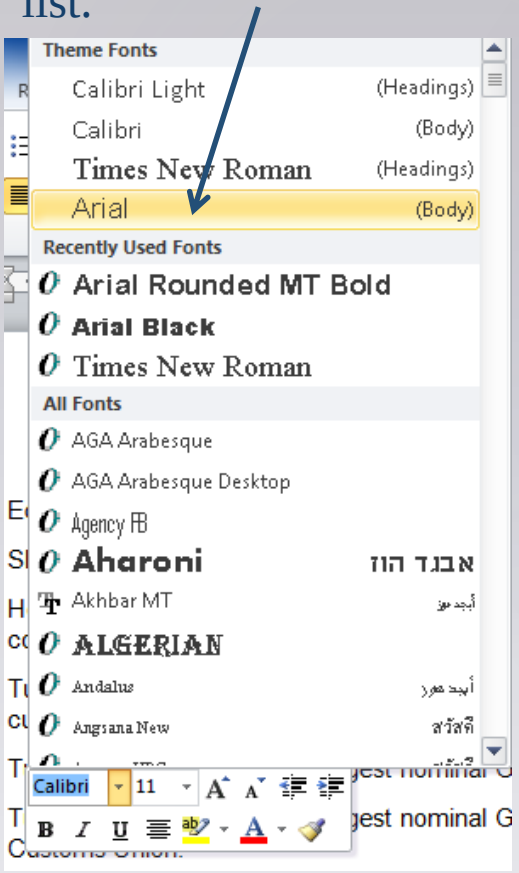
3- Click on the **Font** arrow, then select the desired font from the list.



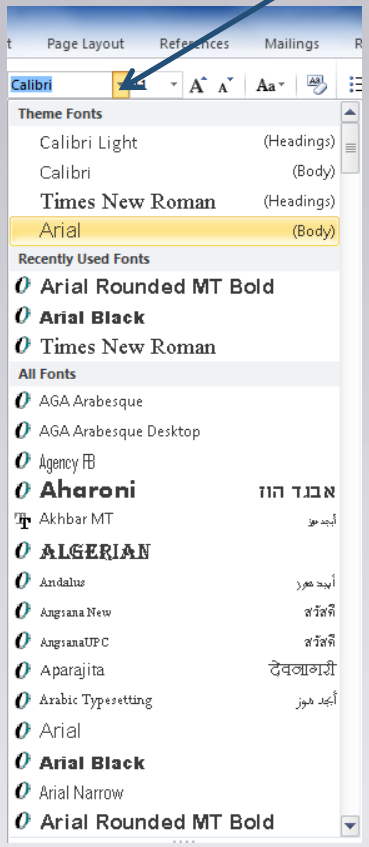
T.C. Adnan Menderes University Faculty of Engineering

Skill 7- Changing The Font

3- Click on the **Font** arrow**,** then select the desired font from the list.



Or Alternatively, on the **Home** tab**,** in the **Font** group, click the **Font** arrow and select the desired font from the list.



T.C. Adnan Menderes University Faculty of Engineering

Skill 8- Changing the Font Size

Font Size =11

Editing Documents

Skill 1 – Entering text

Hospitality is one of the cornerstones of the Turkish way of life. In every corner of the country such a traditional hospitality will meet you.

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18

11

12

14

Editing Documents

Skill 1 – Entering text

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Skill 8- Changing the Font Size

Font Size =11

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Editing Documents

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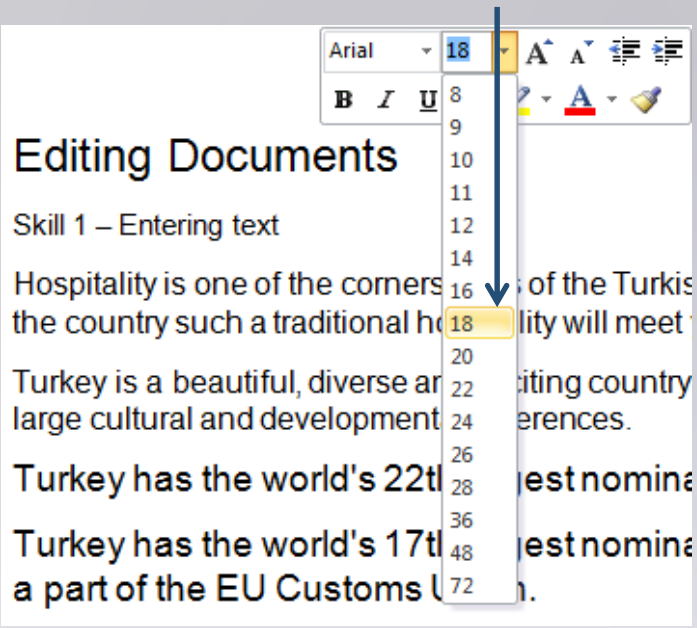
Turkey has the world's 17th largest nominal GDP,[36] Turkey is also a part of the EU Customs Union.

Skill 8- Changing the Font Size

1-Select the text.

2-Move the cursor to the semi-transparent **Mini Toolbar** to activate it.

3-Click on the **Font Size** arrow , and choose the desired size from the list.



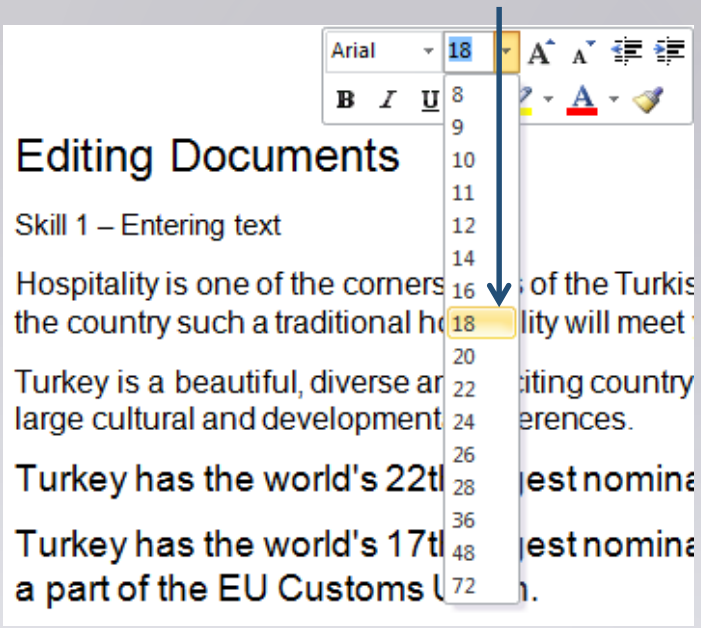
T.C. Adnan Menderes University Faculty of Engineering

Skill 8- Changing the Font Size

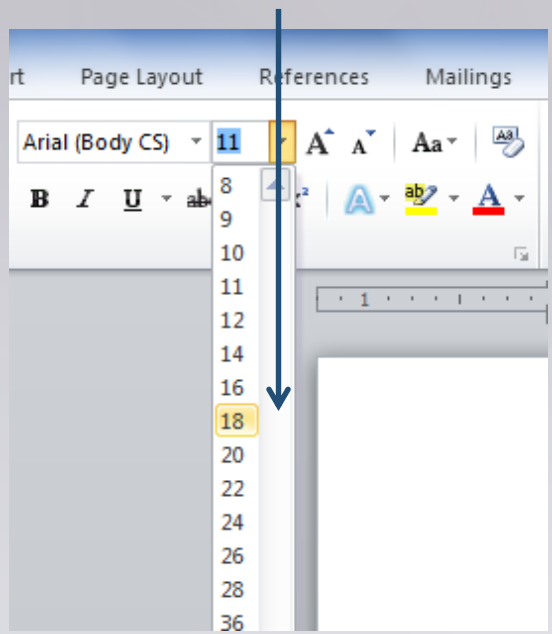
1-Select the text.

2-Move the cursor to the semi-transparent **Mini Toolbar** to activate it.

3-Click on the **Font Size** arrow , and choose the desired size from the list.



Or Alternatively, in Step 3, on the **Home** tab, in the **Font** group, click the **Font Size** arrow and select the desired font from the list

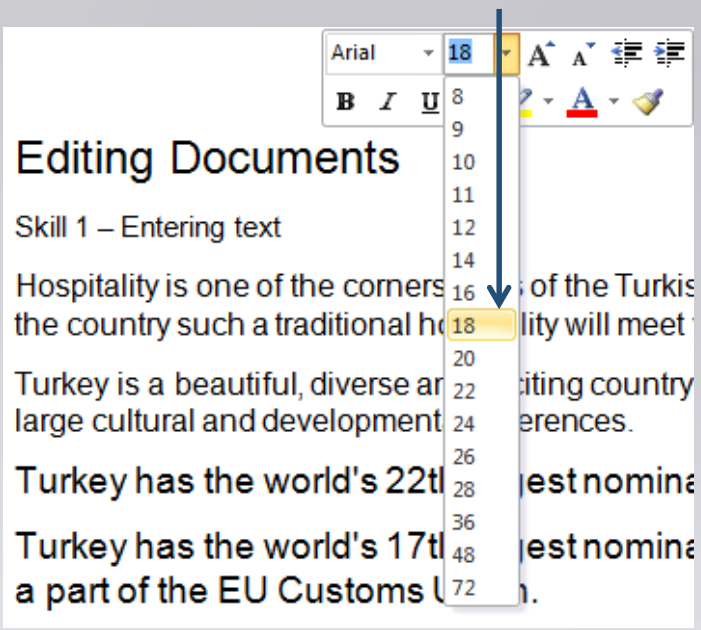


T.C. Adnan Menderes University Faculty of Engineering

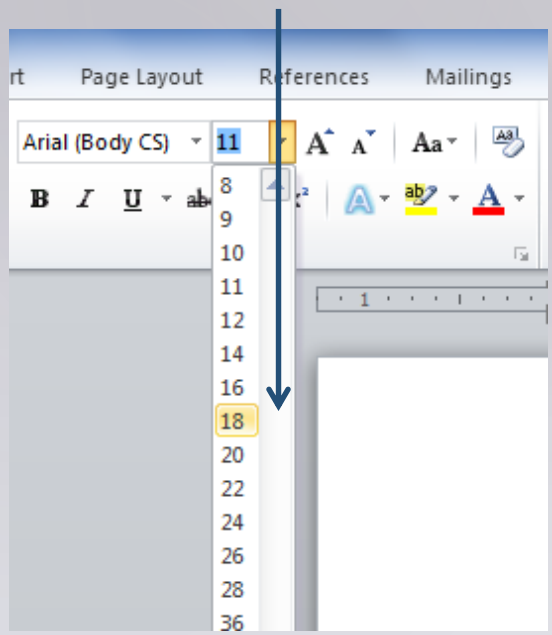
Objective
Method

Skill 8- Changing the Font Size

1-Select the text.
2-Move the cursor to the semi-transparent **Mini Toolbar** to activate it.
3-Click on the **Font Size** arrow , and choose the desired size from the list.



Or Alternatively, in Step 3, on the **Home** tab, in the **Font** group, click the **Font Size** arrow and select the desired font from the list



You can also change the font size by clicking the **Grow Font** button or **Shrink Font** button in the **Font** group on the **Home** tab of the **Ribbon**.

T.C. Adnan Menderes University Faculty of Engineering

Skill 9- Changing the Font Color

Editing Documents

Skill 1 – Entering text

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Editing Documents

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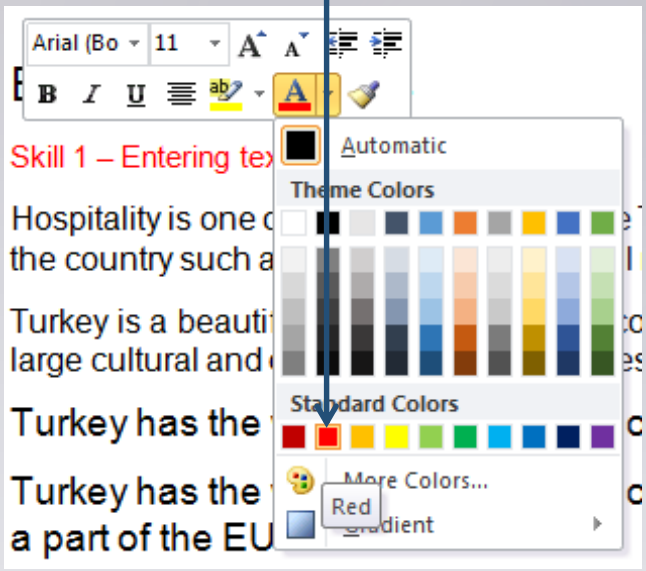
Turkey has the world's 17th largest nominal GDP,[36] Turkey is also a part of the EU Customs Union.

Skill 9- Changing the Font Color

1-Select the text.

2-Move the cursor to the semi-transparent **Mini Toolbar** to activate it.

3-Click on the **Font Color** arrow, and choose the desired color from the list.



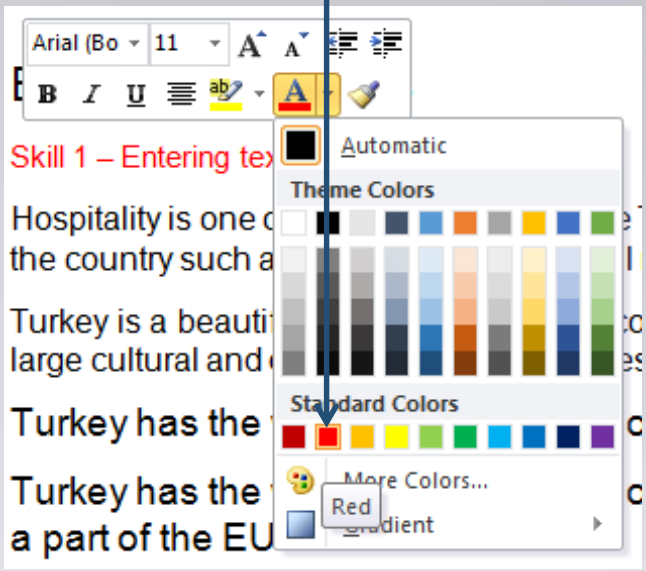
T.C. Adnan Menderes University Faculty of Engineering

Skill 9- Changing the Font Color

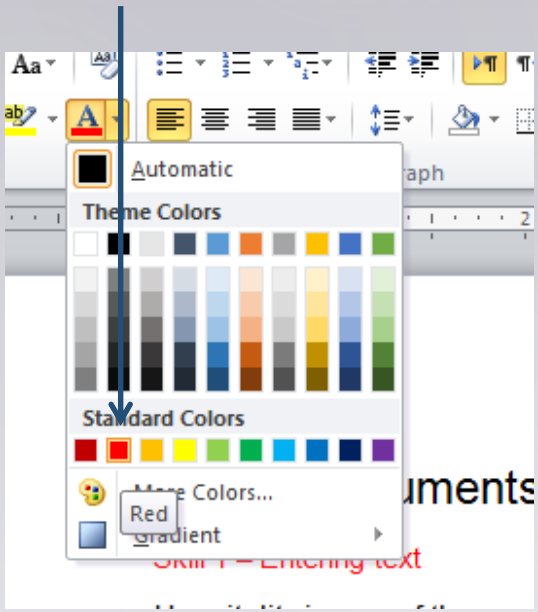
1-Select the text.

2-Move the cursor to the semi-transparent **Mini Toolbar** to activate it.

3-Click on the **Font Color** arrow, and choose the desired color from the list.



Or Alternatively, in Step 3, on the **Home** tab, in the **Font** group, click the **Font Color** arrow and select the desired color from the list



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Skill 10- Highlighting Text

Editing Documents

Skill 1 – Entering text

Hospitality is one of the cornerstones of the Turkish way of life. In every corner of the country such a traditional hospitality will meet you.

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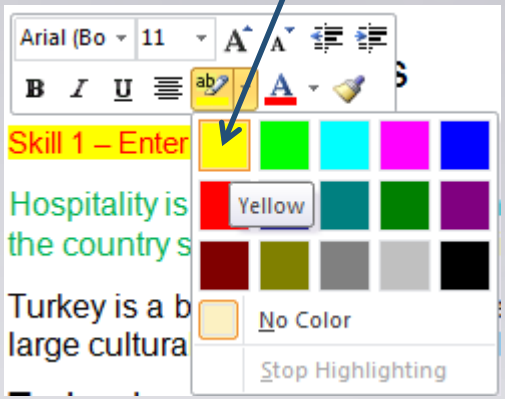
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Skill 10- Highlighting Text

1-Select the text.

2-Move the cursor to the semi-transparent **Mini Toolbar** to activate it.

3-Click on the **Text Highlight Color** arrow, and choose the desired color from the color palette.



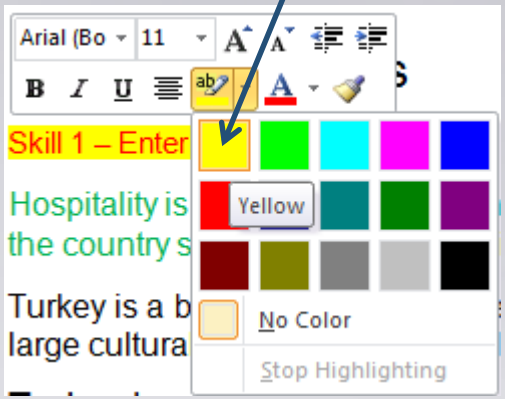
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Skill 10- Highlighting Text

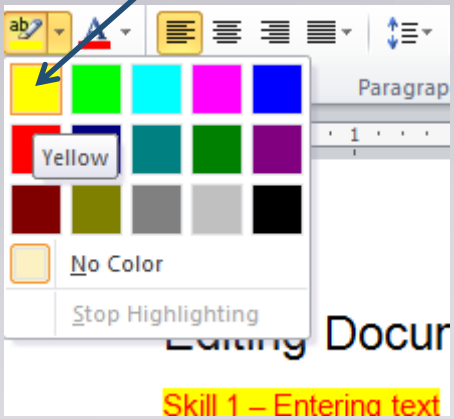
1-Select the text.

2-Move the cursor to the semi-transparent **Mini Toolbar** to activate it.

3-Click on the **Text Highlight Color** arrow, and choose the desired color from the color palette.



Or Alternatively, in Step 3, on the **Home** tab**,** in the **Font** group, click the **Text Highlight Color** arrow and select the desired color from the color palette



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Skill 11- Bolding Text

Editing Documents

Skill 1 – Entering text

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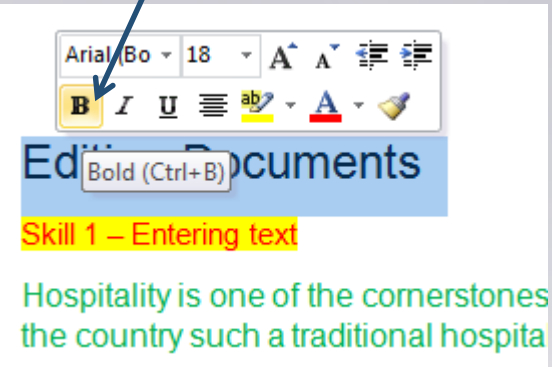
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Skill 11- Bolding Text

1-Select the text.
2-Move the cursor to the semi-transparent **Mini Toolbar** to activate it.
3-Click on the **Bold** button..



Or Alternatively, in Step 3, On the **Home** tab**,** in the **Font** group, click the **Bold** button



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Skill 12- Italicizing Text

Editing Documents

Skill 1 – Entering text

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Skill 12- Italicizing Text

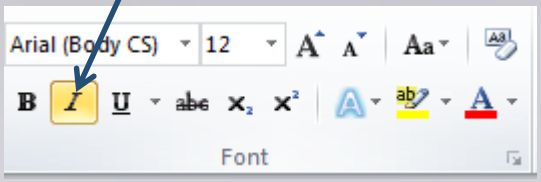
1-Select the text.

2-Move the cursor to the semi-transparent **Mini Toolbar** to activate it.

3-Click on the **Italic** button..



Or Alternatively, in Step 3, On the **Home** tab**,** in the **Font** group, click the **Italic** button



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Skill 13- Underlining Text

Editing Documents

Skill 1 – Entering text

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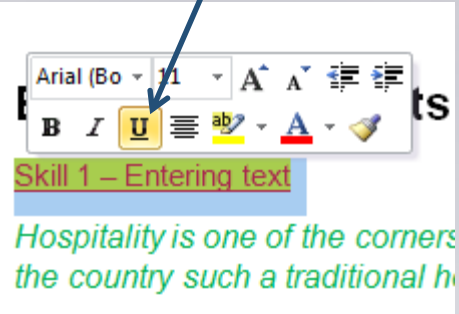
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Skill 13- Underlining Text

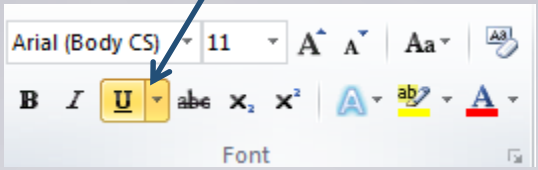
1-Select the text.

2-Move the cursor to the semi-transparent **Mini Toolbar** to activate it.

3-Click on the **Underline** button..



Or Alternatively, in Step 3, On the **Home** tab**,** in the **Font** group, click the **Underline** button



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Skill 14- Strikethroughing Text

Editing Documents

Skill 1 – Entering text

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Editing Documents

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Skill 14- Strikethroughing Text

1- Select the text.

2- On the **Home** tab**,** in the **Font** group, click on the **Strikethrough** button..



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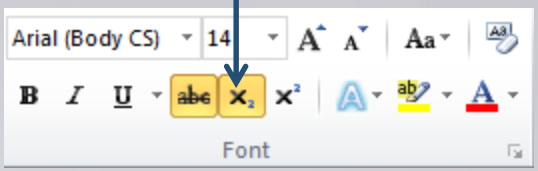
Skill 15- Subscripting and Superscripting Text



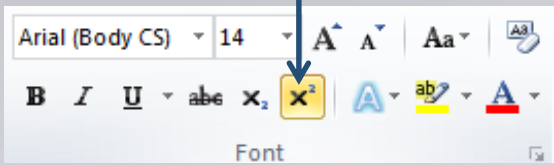
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Skill 15- Subscripting and Superscripting Text

1-Select the text.
2-On the **Home** tab**,** in the **Font** group, click the **Subscript** button.



Or Alternatively, in Step 3, On the **Home** tab**,** in the **Font** group, click the **Superscript** button.



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Skill 16- Adding Text Effects

Editing Documents

Skill 1 – Entering text

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Editing Documents

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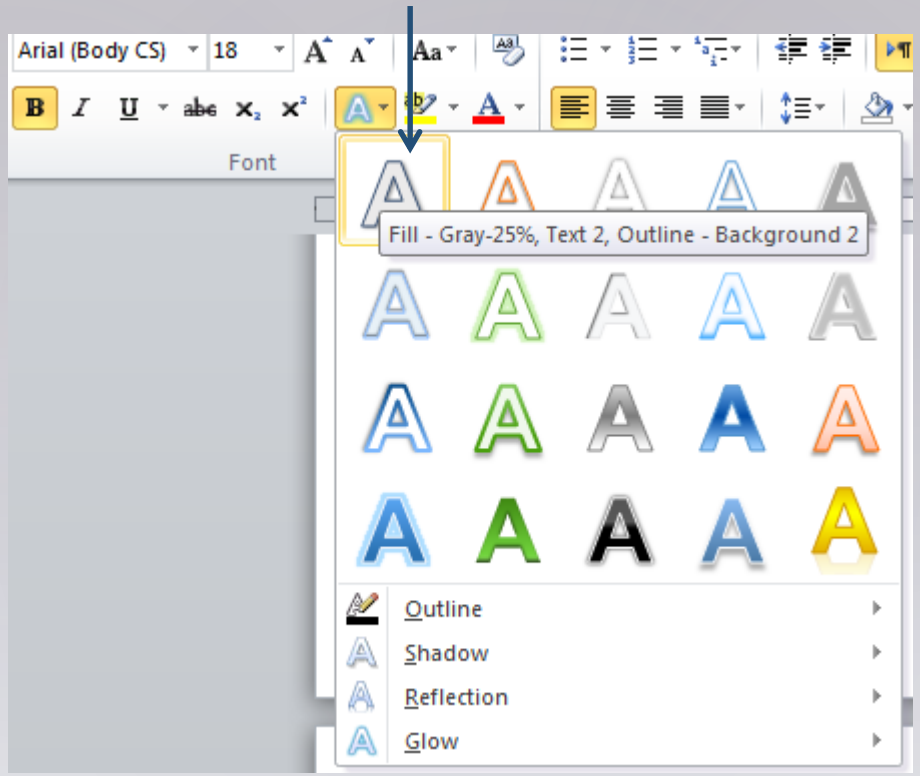
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Skill 16- Adding Text Effects

1-Select the text.

3-On the **Home** tab**,** in the **Font** group, click the **Text Effects** button.



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Skill 17- Copying Text Format

Editing Documents

Skill 1 – Entering text

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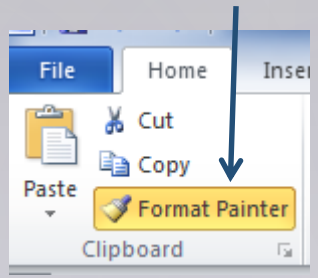
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Skill 17- Copying Text Format

1-Select the text that has the formatting you want to copy.

2-On the **Home** tab**,** in the **Clipboard** group, click the **Format Painter** button. The mouse pointer changes to an I-beam with a paintbrush



3- Select the text to which you want to apply the copied formatting.

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Skill 18- Clearing Text Format

Editing Documents

Skill 1 – Entering text

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Skill 1 – Entering text

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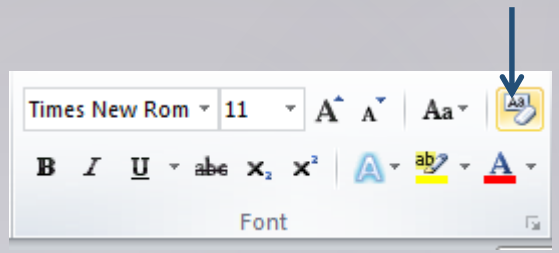
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Skill 18- Clearing Text Format

1-Select the text.

3-On the **Home** tab**,** in the **Font** group, click the **Clear All Formatting** button.



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Skill 19- Changing Text Case

Editing Documents

Skill 1 – Entering text

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Editing Documents

Skill 1 – Entering Text

Hospitality Is One Of The Cornerstones Of The Turkish Way Of Life. In Every Corner Of The Country Such A Traditional Hospitality Will Meet You.

TURKEY IS A BEAUTIFUL, DIVERSE AND EXCITING COUNTRY WITH LOTS OF POTENTIAL AND WITH LARGE CULTURAL AND DEVELOPMENTAL DIFFERENCES.

tURKEY hAS tHE wORLD'S 22TH lARGEST nOMINAL gDP.

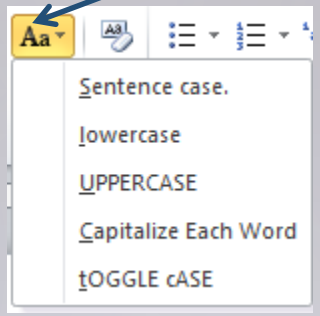
turkey has the world's 17th largest nominal gdp,[36] turkey is also a part of the eu customs union.

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Skill 19- Changing Text Case

1-Select the text.

3-On the **Home** tab**,** in the **Font** group, click the **Change Case** button.



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References

- California State University, Los Angelos, Information Technology Services, Microsoft Word 2010 Part 1: Introduction to Word. https://www.calstatela.edu/its/training/pdf/**word2010**p1.pdf
- Microsoft Word 2010 Help.

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Lab Work

- Write a letter
  - Scenery
    - Goods purchased, e.g. books, CDs etc.
    - Fast delivery
    - Quality products
    - Good price

Lab Work

- Write a letter
  - Include
    - Date (left aligned)
    - Salutation (left aligned)
    - Address (left aligned)
    - Subject (left aligned)
    - Letter body (centered)
    - Complimentary closing (left aligned)
    - Writer‘s identification (left aligned)

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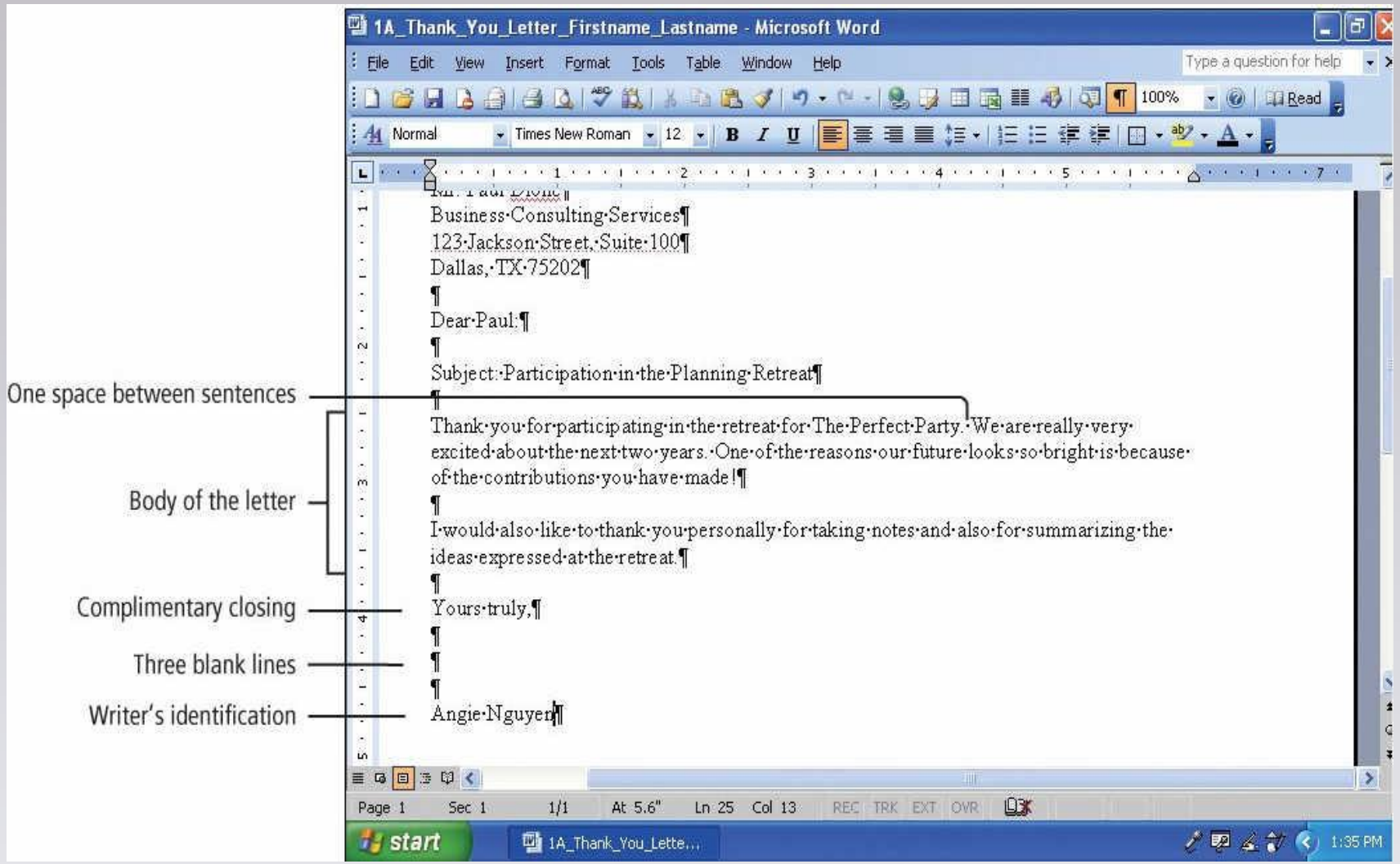
Lab Work

- Write a letter
  - 1.5 space between lines
  - Font: Arial
  - Font size: 12
  - Subject: Bold

- Save as:
    - Thank_You_Letter_*Your Name*
    - Folder: My Documents → Word Lab Work

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Lab Work Example



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Next Lecture

Introduction to MS Word 2010-Part 2

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