

# Getting started with Microsoft Office



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# I Using Microsoft Word

## 1. What is MS Word?

### Définition

Microsoft word is the **word processing component** of the **Microsoft office** suite. It is used primarily to **enter, edit, format, save, retrieve** and **print documents**. It is widely used for **writing** and **formatting** text-based documents such as reports and research papers. It also It includes facilities for **spell** and **grammar checking**.



Microsoft Word

### Fondamental

The following are some of the features of Microsoft word:

#### - **User-friendly**

Microsoft Word has an easy-to-use layout, making it simple to find tools and options. You can quickly access important functions through the menu.

\*

#### - **Formatting :**

Word's formatting is powerful, allowing you to change fonts, sizes, colours, and other features to make the documents stand out.

\*

- ***T e m p l a t e s :***

Word also includes ready-made templates for many kinds of documents, saving your time and giving the work a professional look from beginning to end.

\*

- ***G r a p h i c s                      a n d                      m e d i a                      i n t e g r a t i o n :***

Users can effortlessly insert images, shapes, charts, and other media elements into their documents. This feature is beneficial for adding visual appeal and enhancing the overall presentation.

\*

- ***R e v i e w                                      a n d                                      C o m m e n t i n g :***

The Track Changes and Comment features enable easy reviewing and editing of documents. Users can leave comments and suggestions, allowing for effective communication and revision.

\*

- ***S p e l l i n g                                      a n d                                      G r a m m a r                                      C h e c k s :***

Microsoft Word has a tool to check spelling and grammar. It helps users find and fix mistakes in their documents, ensuring they look polished and error-free.

\*

- ***T a b l e                                      o f                                      C o n t e n t s                                      a n d                                      N a v i g a t i o n :***

MS Word allows users to create a table of contents for lengthy documents. They can use headings to navigate easily through the content. This feature enhances document organisation and accessibility.

\*

## **⊕ Complément**

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As a word processing software, Microsoft Word can be utilised for a variety of purposes. Some common use cases where Microsoft Word excels are:

- Document creation and editing.
- Academic assignments.
- Business reports.
- Resume and CV\* creation.
- creative writing and publishing.-

## 2. Creating a Microsoft Word document

### 2.1. Understanding Word interface

After locating Microsoft Word in your computer, you need to double click on the program icon then the program will automatically create a standard letter size (8.5" x 11") blank document.

The first step to start with as a novice user of Microsoft Word is to understand the different parts of the Word work space which are as follows:

**Quick access toolbar:** The Quick Access Toolbar is designed for efficiency, allowing users to quickly access frequently used commands in Microsoft Word. Located in the upper left-hand corner of the application window.

**The ribbon and ribbon groups:** The Ribbon in Microsoft Word serves as a central command center in the user interface, designed to enhance productivity by organizing tools into a logical structure. It features various tabs, such as Home, Insert, and Design, each containing ribbon groups that categorize related commands.

**Title Bar:** The title bar of MS<sup>\*</sup> Word displays the document's name and is located at the top of the window. Key title bar features include quick access to minimize, maximize, and close options. The title bar function in MS Word ensures easy identification of the current document.

**Menu Bar:** The menu bar in MS Word contains various tabs like Home, Insert, Design, Layout, and more. Each tab offers specific tools. Features of the menu bar in MS Word include efficient navigation and access to formatting, alignment, and inserting options. The function of the menu bar in MS Word is to organize tools for productivity.

**Fonts:** The font group in MS Word allows customization of text. Fonts in MS Word can be modified by style, size, and color. Use the MS Word font group to bold, italicize, or underline text, and set a professional tone in documents.

- **Font size:** Font size can be set from the formatting toolbar. Font size is measured in points. A common font size used in business documents is 12-point types.
- **Font style:** Font style is used to make the text bold, italicize, and underline the text formatting toolbar contains a separate button for all of these options.
- **Font color:** Font color option is used to change the color of the text.

**Alignments in MS Word:** alignments improve text presentation. Types of alignments in MS Word include left, center, right, and justified. Use justify alignment in MS Word to evenly space text along both margins, creating a clean layout. Here are different types of alignments in MS Word.

- **Left alignment:** we can align the data to the left side by clicking on the left alignment button or by shortcut key ctrl + L.
- **Right alignment:** we can align the data to the right side by clicking on the right alignment button or by shortcut key ctrl + R.
- **Center alignment:** we can align the data in the middle of the cell by clicking on the center alignment button or by shortcut key ctrl + E.
- **Justify alignment:** Justify alignment is used to align the data on both margins. We can justify the data by clicking on the justify alignment button or by shortcut key ctrl + J.

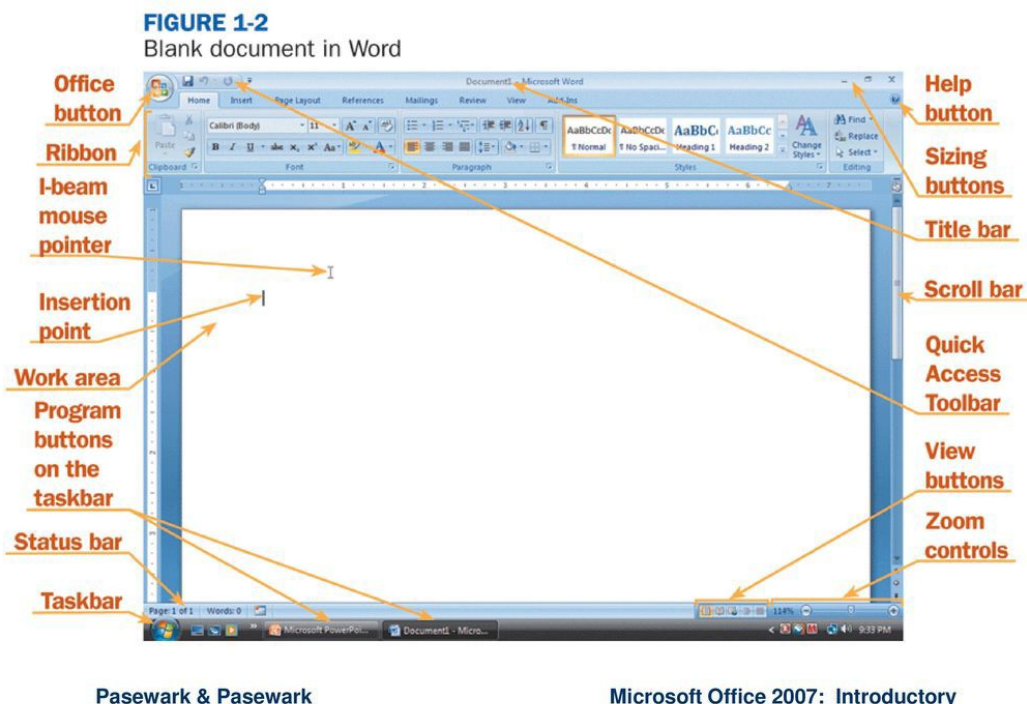
**Status Bar:** displays the word count, page number, and layout options. The function of the status bar in MS Word also includes zooming and customization for added convenience. Status bar components make navigation and editing intuitive.

**Quick Access Toolbar** provides shortcuts for saving, undo, redo, and more. Quick Access Toolbar features include the ability to add frequently used tools for efficient workflow.

- **The undo command** is used to remove the last change made in the document. We can also apply to undo option by shortcut key ctrl + Z.
- **The redo command** is used to remove the last effect of undo. We can also apply the redo option by short cut key ctrl + Y
- **Save:** this option is used to save the document for future use. The shortcut key of Save is (Ctrl + S)

**Scroll Bars:** MS Word includes both vertical and horizontal scroll bars. The scroll bar in MS Word facilitates easy movement within the document. The function of the scroll bar in MS Word ensures seamless navigation up, down, left, or right.

**Rulers:** help set tab stops, indents, and margins. The function of rulers in MS Word includes precise placement of elements on the page. Types of rulers in MS Word include horizontal and vertical rulers for enhanced control.



## Word interface

### Remarque

Each part of the Word interface will be demonstrated to the students on their computers. The students will discover these options more once they start creating their Word documents and perform different tasks on them.

[cf. res]

## 2.2. Tasks to perform in Microsoft Word

The students will practice different tasks to create a simple word document. The tasks are as follows:

Typing text, Deleting text, Highlighting text, undoing and redoing, formatting text, copying, cutting and pasting text, applying different commands in the font group, inserting images and tables.

### *Remarque*

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The students will be informed of how to perform each task on their word document. All the students will be guided throughout the practical session to create a simple word document.

### *Exemple*

---

The students will be asked to type a small text (provided by the teacher) on their word document to perform the first task of typing.

As for the task of deleting, the students will be asked to delete a small chunk of the text they typed earlier after showing them how to perform the option of deleting.

### *Remarque*

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The students are expected to have some prior knowledge of the different components of the computer keyboard.

## 2.3. Saving Word documents and converting them to pdf files.

Explaining to students the different saving options:

### **Save:**

- Save for the first time.\*
- Saving updates to a current document.\*

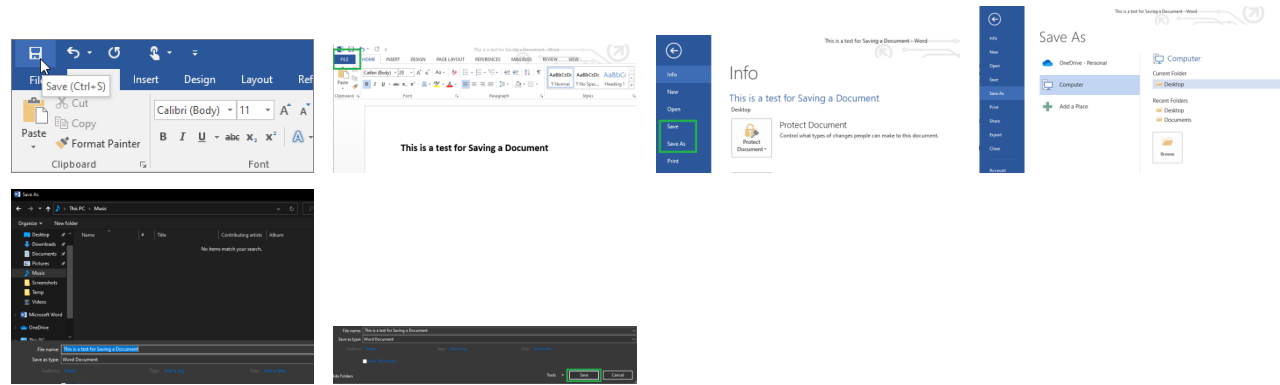
### **Save as:**

- When changing the file's location.\*
- When changing the file's name.\*
- When changing the file's format.\*

### **Save as Adobe pdf.**

- Converts and saves the word file as a pdf.\*

Saving Word documents and converting them to pdf files.





# Abréviations

**CV** : Curriculum Vitae

**MS** : Microsoft

# Références

## *Introduction to Microsoft word*

Introduction to Microsoft Word, the National Institute of Food and Agriculture, U.S. Department of Agriculture.

## *The knowledge Academy*

PRINCE2 Training, PRINCE2 Courses, ITIL Training and PMP Training - United States, <https://www.theknowledgeacademy.com/us/>

# Crédits des ressources

**Microsoft Word** p. 3

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