

Kurdistan Regional Government- Iraq
Ministry of Education
General Directorate of Curriculum and Printing

Information Technology

Microsoft Word

Basic Education

Grade Eight

Prepared by:

A committee from Ministry of Education

Scientific Review and updating:

Samir Diler Abdullah
Rebaz Najat Majeed
Segvan Hessen Ali
Adil Qasim Abdulrahman

Karzan Othman Qader
Tara Aboubakr Abdulqadir
Serbest Tofiq Arif
Dyar Bibo Haji

Translated by:

Parzhin Abdulrahman Ali

Scientific Supervision: Samir Diler Abdullah

Printing supervision: Othman Pirdawd Kawas - Nabaz Mustafa Abdulla

Designer: Nabaz Mustafa Abdulla

Cover Designer : Rawand Saaed Sabir

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Introduction

Today's era is the era of technology while considering the enormous influences that technology imposes on our lives as individuals and as communities. Technology has immersed itself in all aspects of human life, take for example: (Education, Health, Military Affairs, Scientific Research, Traffics, etc.).

Furthermore, with this rapid ongoing progress in the field of Computer, transforming the computer curriculum implemented in schools by Ministry of Education in Kurdistan Regional Government is considered to be an urgent responsibility. Our beloved students should not be left behind these up-to-date advances in this indispensable and widespread science, but indeed should be aware of as well as privileged with them. Therefore, we prepared this book.

Dear honored and beloved teacher:

You are the solid ground for the success of learning process. This sacred trust is embodied in you with your enduring efforts in nurturing the intellectual as well as emotional awareness of our children that will, for sure, result in escalation in the quality of learning and teaching.

We trust you with this book. We thank you. We hope that you will have a significant role in the achievement of this curriculum's goals.

Dear beloved student:

You are the hope for the tomorrow of your nation, you are the light to brighten the horizon of your homeland. You are well-worth of all the devotion given to you by the Ministry of Education in the Kurdistan Regional Government. You are the focus of education; the center of the whole process of teaching and learning. The renovation in education program is for your advantages.

Committee

First Semester



Word 2016

Microsoft Word

1st Chapter

The learning goals of this chapter include:

- Microsoft Word 2016
- The importance and advantages of Microsoft Word
- The interface of Word 2016
- Opening and existing Word 2016
- The Home tab commands and their functions
- The shortcuts



• Microsoft Word

It is Word a processing program allows you to create many different styles of documents. Microsoft Word has features for text , font formatting, inserting various images and shapes, and creating tables and much more.

One of the advantages of Information Technology is typing, editing and saving documents on computers.

There are other word processing applications such as Lotus Word Pro, WordPerfect and Works Write.

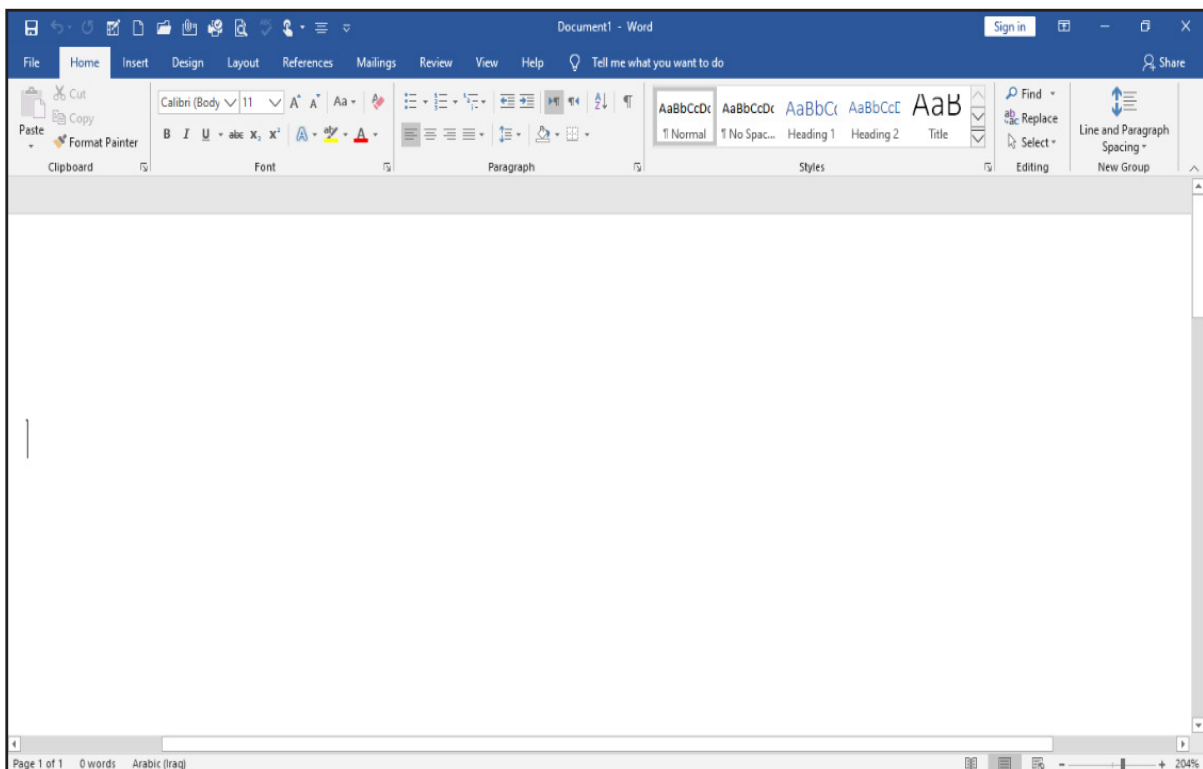
Microsoft Word is one of the office productivity applications included in the Microsoft Office suite. Many of its versions are available and used such as (Word2007, Word2010, Word2013, and Word2016). In this book, we will focus on Word2016.

• Word Features

Microsoft Word offers special capabilities and features in terms of word processing. The features that distinguish Microsoft Word from other word processing applications are:

1. Editing and formatting text documents though font size, font color, font style, background color.
2. Inserting text box, graphs, shapes, images, symbol, charts, comments and internet links.
3. Splitting texts into two or more columns.
4. Inserting Header and Footer and page number.

-
5. Inserting or drawing table, adjusting cell size (width and height), modifying cell alignment and text direction and font.
 6. To copy, cut and paste data or selected text and then place them in the same or another document.
 7. Inserting date and time and checking box to update automatically.
 8. Adding different border styles around the page or selected text or paragraph.
 9. Inserting watermark behind the content of a document.
 10. Coloring the background behind the text or the page or using ready-made style of windows and modifying the style as needed
 11. Checking the spelling and grammar of text in a document.
 12. Changing English alphabets as needed.
 13. Setting the direction of page to be displayed from right to left or left to right.
 14. Setting password for word document to protect the document and this encrypts the file's contents so it can't be accessed by anyone.

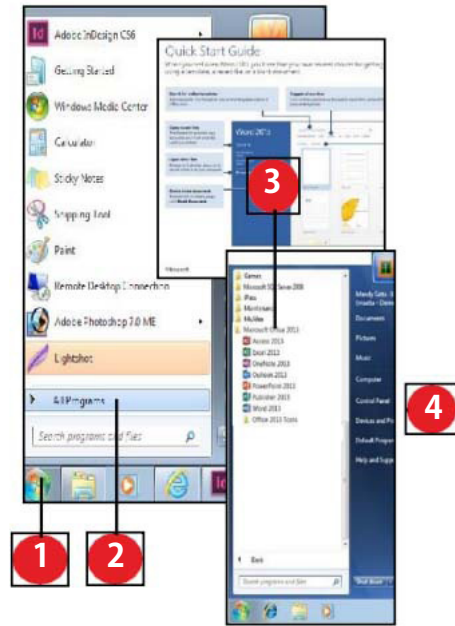
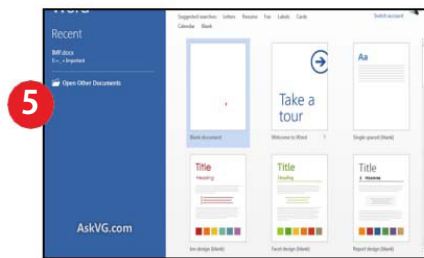


Starting with Microsoft Word 2016

Microsoft Word is word processing program, which is part of the Microsoft Office Suite. The way to Open Microsoft Word differs according to the operating system or windows version on the computer.

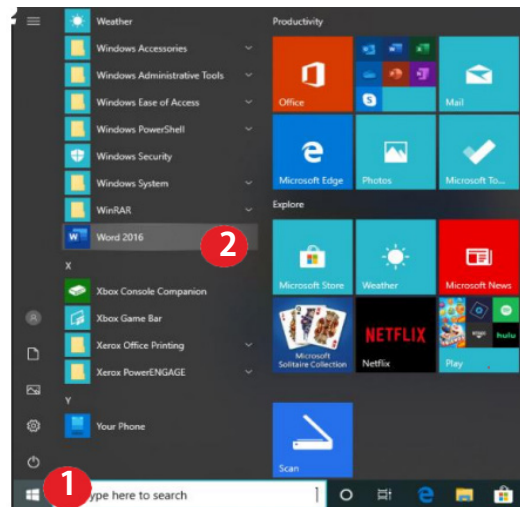
• Opening Microsoft Word 2016 on windows 7

1. Click **Start** button.
2. Click **All Programs**.
3. Scroll down and click **Microsoft Office** folder
4. Click **Microsoft Word 2016**
5. Click **Blank document**.



• Opening Microsoft Word 2016 on windows 10

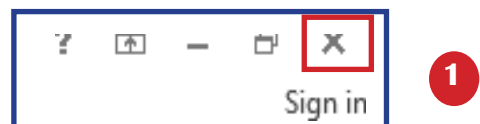
1. Click **Start** button.
2. Click **Microsoft Word 2016**



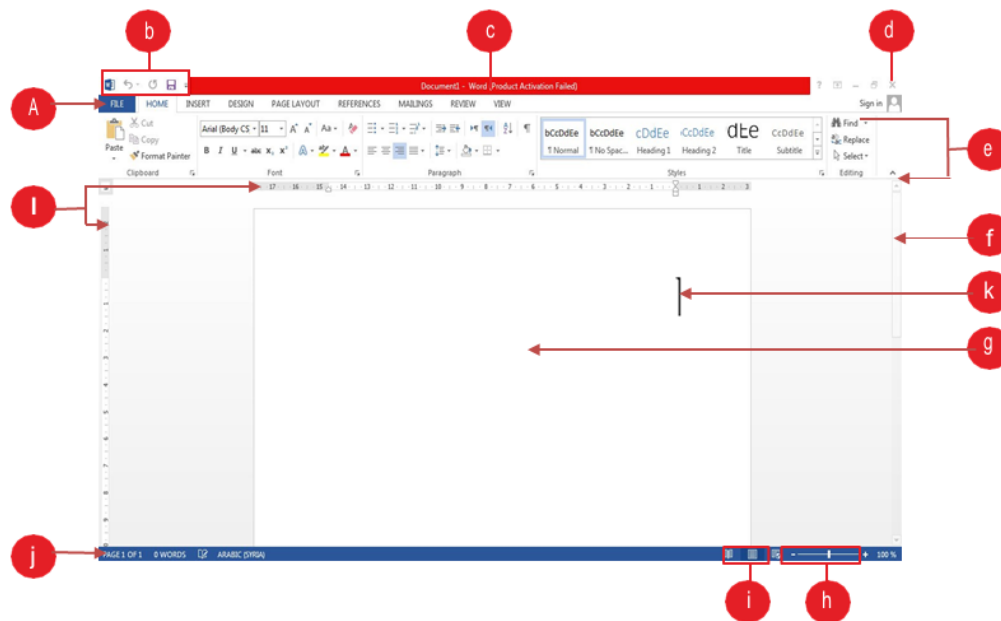
Exiting Microsoft Word

To exit from Microsoft Word, choose one of the following:

1. Click (X) in the upper-right corner of the title bar.
2. Press **ALT+F4**



• The Interface of Word 2016

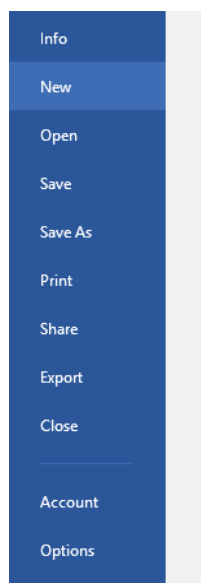


- | | | |
|--------------------------------|-------------------------|------------------------|
| A. File Tab | E. Ribbon | I. View Buttons |
| B. Quick Access Toolbar | F. Scroll Bars | J. Status Bar |
| C. Title Bar | G. Document Pane | K. Cursor |
| D. Control Buttons | H. Zoom Control | L. Ruler |

A. File Tab

It is located in the upper-left corner, when the File Tab is clicked, the Backstage View will open which contains basic commands of managing the document or file such as:

- Info
- New
- Open
- Save
- Save as
- Print
- Share
- Export
- Close
- Account
- Options



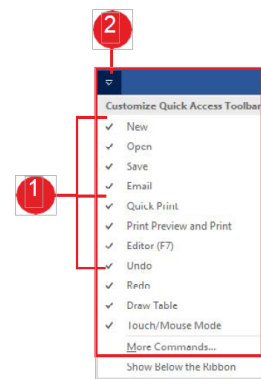
B. Quick Access Toolbar

It is used for quick access to frequently used commands such as: save, copy, paste, new page...etc.

- Adding Commands to **Quick Access Toolbar**:



1. Click **Customize Quick Access Toolbar**
2. Add commands that are wanted.



C. Title Bar

This bar displays the name of the document and application.

D. Control Buttons

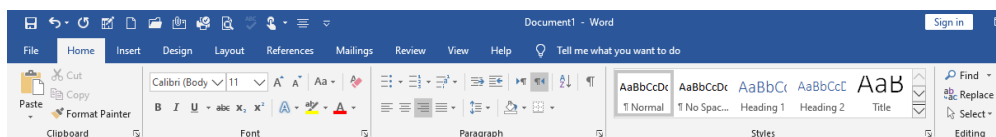
The control button contains minimize, restore down/maximize and close.



E. Ribbon

The Ribbon contains multiple tabs and it is composed of the following basic sections:

1. Tabs
2. Groups
3. Buttons



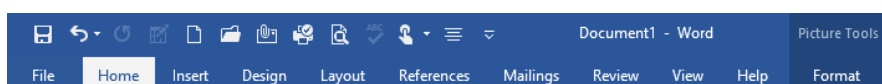
1. **Tabs**: the commands are organized into Tabs on the ribbon. Each Tab contains a set of Commands; there are two different types of Tabs:

- **Command Tabs**: These Tabs appear by default when opening Word2016. It comprises of seven tabs:

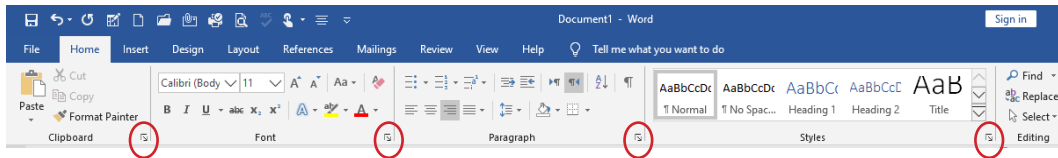
Home, Insert, Layout, References, Mailings, Review, View

- **Contextual Tabs**: These tabs are displayed only when a particular object is selected.

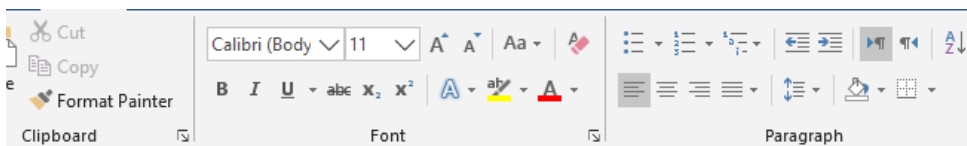
For example: when an image is selected, a Format tab appears.



2. **Groups:** they are a labeled set of related commands and it consists of the commands that are needed to complete a task. Click (**Dialogue Box Launcher**) in the bottom-right corner of groups to display more commands.



3. **Buttons:** they are the smallest components of Ribbon; these buttons are used for managing and performing a task.

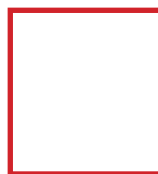


F. Scroll Bars: it is used to scroll the pages of document vertically and horizontally:

1. **Vertical Scroll Bar:** it is on the right or left side of the document that is used to move the window content up and down.
2. **Horizontal Scroll Bar:** it is at the bottom of the document that is used to move the window content right and left.



G. Document Pane: this is where the user types the text and draws table in a Word document.



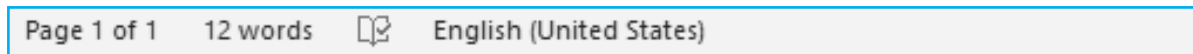
H. Zoom Control: it is used for zooming in and out of a document page.



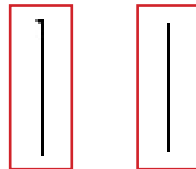
I. Views shortcuts:



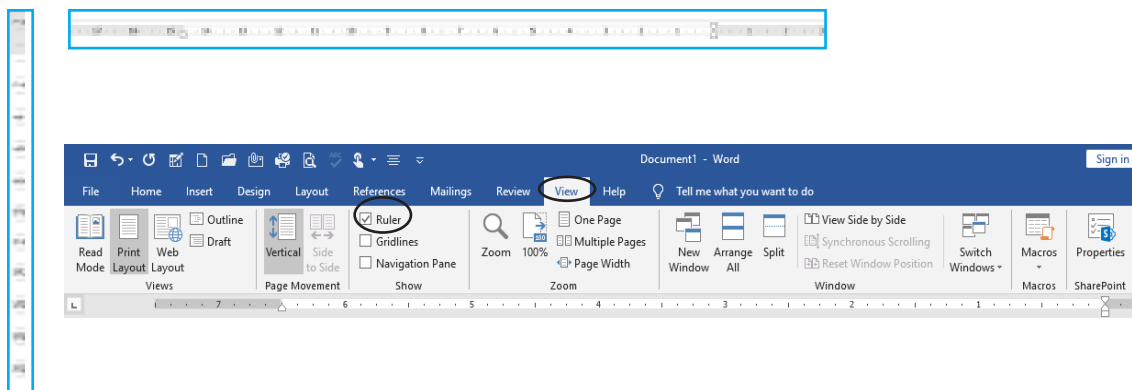
J. Status Bar: It displays information about the number of words and pages, the page you are working on, and the language.



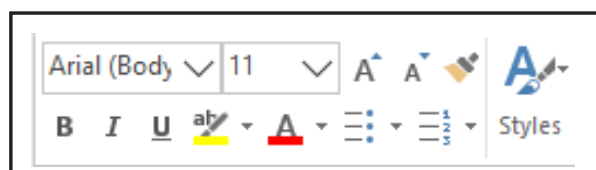
K. Cursor: it is a vertical blinking line in document that indicates where text is inserted while typing.



L. Ruler: it is displayed horizontally and vertically around the edge of document pane. It is used to make alignment, spacing adjustment and measurement. To display the ruler, go to the **View** tab and check **Ruler** box. Similarly, the **ruler** can be hidden by un-checking ruler checkbox.



• **Mini Toolbars:** it is a small toolbar and it appears whenever a text is highlighted. Mini toolbar consists of some of the most common formatting commands.

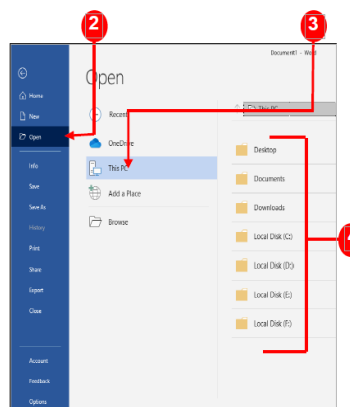


• Opening Document in Microsoft Word 2016

There are multiple ways to open a document that is previously created and saved by a particular name:

a) Open a document saved in the local storage

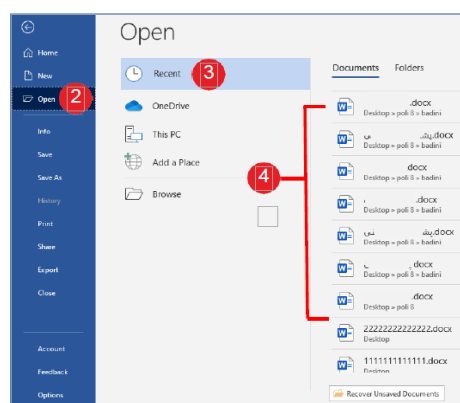
1. Click **File** Tab
2. Click **Open**
3. Click **This PC**
4. Locate and select **the document**
5. Double click on the **document**.



b) Opening Recent Document

To open recently edited document:

1. Click **File**
2. Click **Open**
3. Click **Recent**
4. Choose and click the **document wanted**



• Closing Document in Microsoft Word 2016

To close document in Microsoft Word 2016, take the following steps:

1. Click **File**
2. Click **Close**



1

Exercises of Chapter One

Q1. Explain how you can add commands to the **Quick Access Toolbar**?

Q2. Write down some features of Microsoft Word?

Q3. Write down the steps for **opening Microsoft Word 2016** on Windows 10.

Q4. Choose the correct answer:

1- ----- is used to move the Cursor from the end to the beginning of the line in a text.

- a. End
- b. Insert
- c. Shift
- d. Home

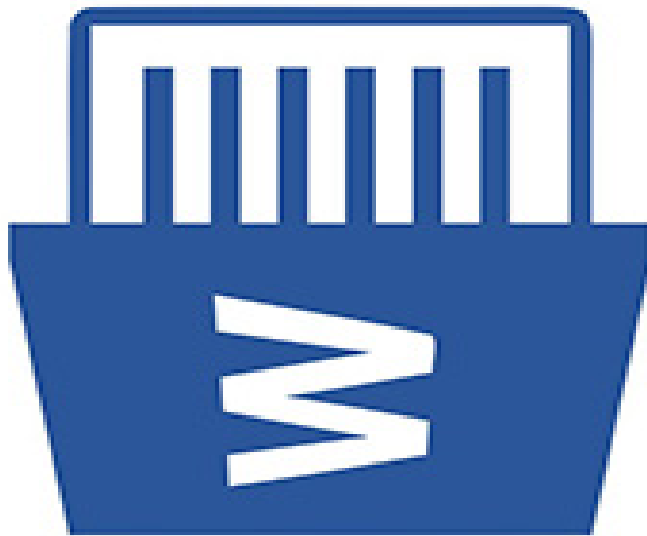
2. Shortcut of closing Microsoft Word is:

- a. Ctrl+F4
- b. Ctrl + ALT
- c. Ctrl+ L
- d. Ctrl + C

Q5. Explain how you can show or hide **Ruler**.

Q6. Explain the steps of **Opening Recent Documents**.



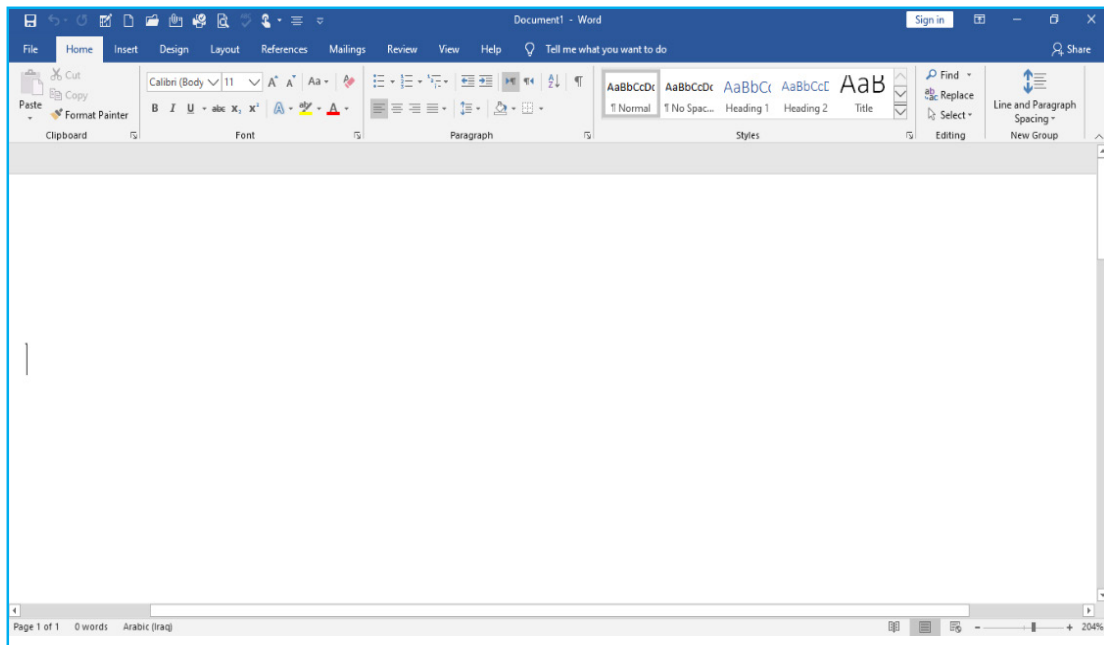


Working on Microsoft Word 2016

2nd Chapter

The learning goals of this chapter include:

1. Creating a new document.
2. Typing in Microsoft Word.
3. Saving document.
4. Saving document in different ways.
5. Putting password on document.
6. Document preview and print.



• The Objectives of Microsoft Word

The main objective of Microsoft Word is to enable the user to create and edit documents and print a copy of the document for accomplishing daily office tasks.

• Types of Microsoft Word Documents

By using Microsoft Word, the user can create, adjust, write, save, edit and print the following types of documents:

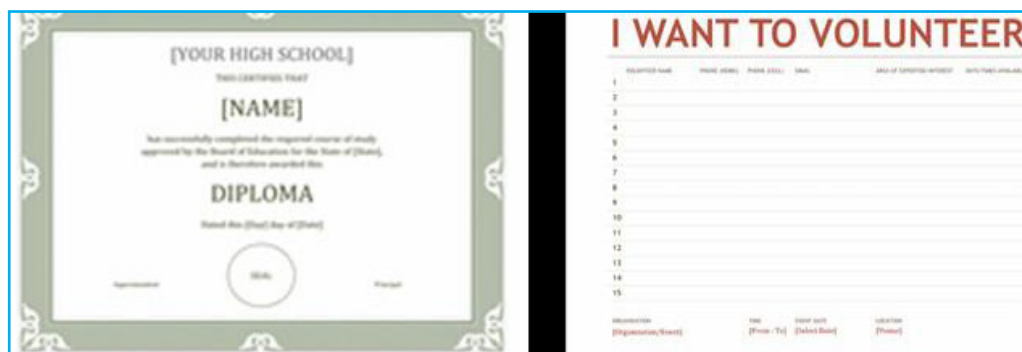
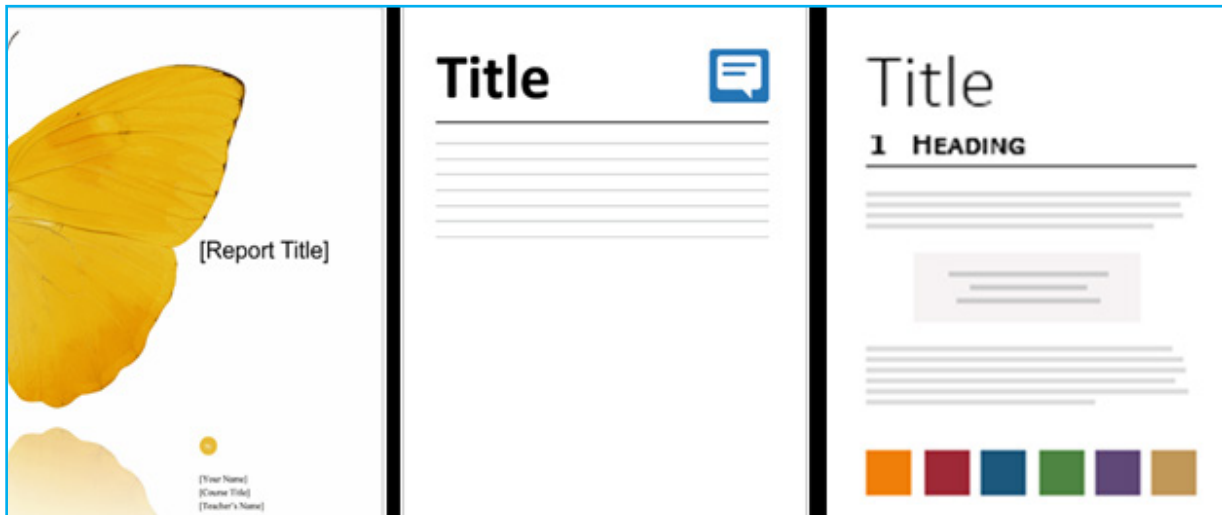
- Blog Post
- Memos
- Books
- To do list
- Minutes
- Posters
- Covers
- Newsletters
- Fax
- Papers and reports
- Web pages

Working on a document

Documents can be saved in different formats, such as the old versions of Word or any other preferred format.



- Samples of Microsoft Word 2016 Templates

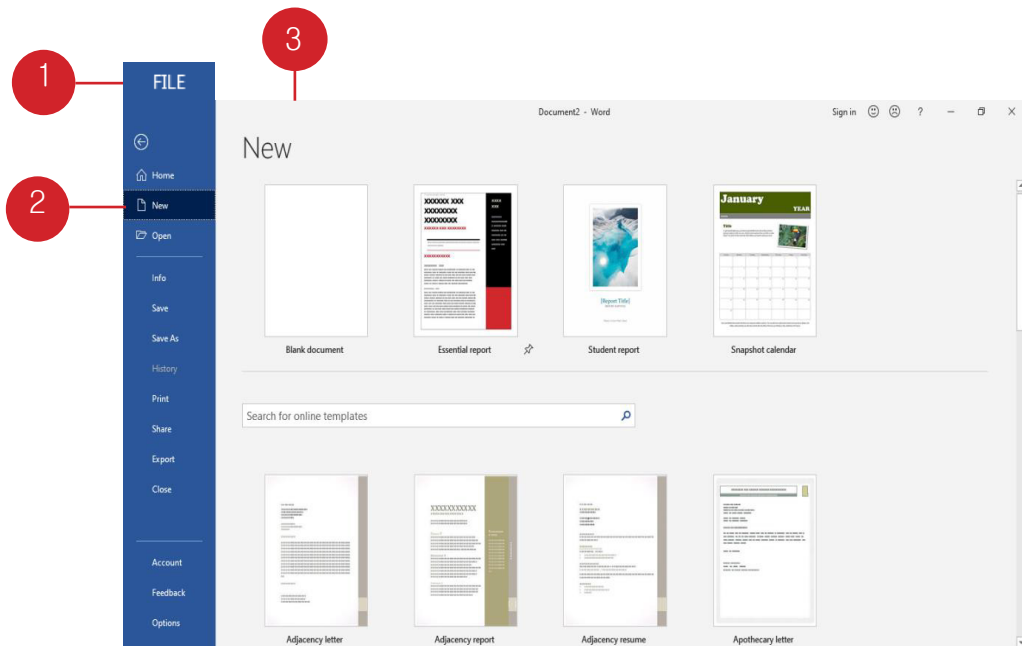


• Creating a New Document

When opening Word, a blank document appears and its name is displayed as Document 1 in the Tile Bar.

•To create a new document:

1. Click File
2. Click New
3. Click New Document

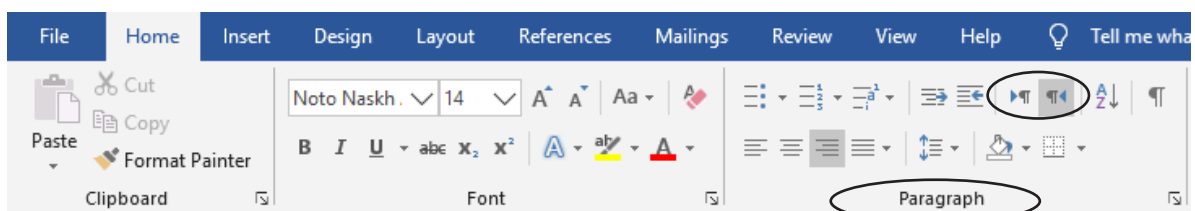


Tip

A new document can be opened by pressing **Ctrl + N**.

• Writing in Word 2016

1. **English and Arabic Language**: text direction can be switched from right to left and vice versa by taking the following steps:
 - a. Press **Ctrl+Shift** or **ALT+Shift** on Keyboard
 - b. On the Home tab, in the Paragraph group, click **Align Left** or **Align Right**.



2. Kurdish Language:

the direction of writing in Kurdish is from right to left. There are many types of Kurdish fonts to choose from. Previously, challenges and encoding problems were occurring frequently when transferring a file containing texts in Kurdish, from one computer to another due to unsupported fonts and characters. The problem of undefined characters is solved by creating **UniKurd fonts** for writing in Kurdish which eliminated the errors of undefined character when transferring a file, the change does not happen to the script even if the computer to which it is transferred does not contain these fonts. **UniKurd fonts** have also facilitated writing emails, websites in Kurdish. The following are some of the fonts:

Unikurd –Unikurd Peshiw- Unikurd Hemen – Unikurd Koch

Most of the Kurdish Alphabet letters are not displayed on the keyboard because they are similar to Latin letters. Note the table below:

Keys	Click Key	Press key +Shift
A	ا	آ
C	ج	چ
V	ف	ظ
D	د	ذ
Y	ی	ئ
R	ر	ر
U	ئ	ء
K	ك	ك
P	ب	ث
L	ل	ل
J	ژ	أ
G	گ	غ
F	ف	إ
X	خ	ص
Z	ز	ض
N	ن	ة
T	ت	ط

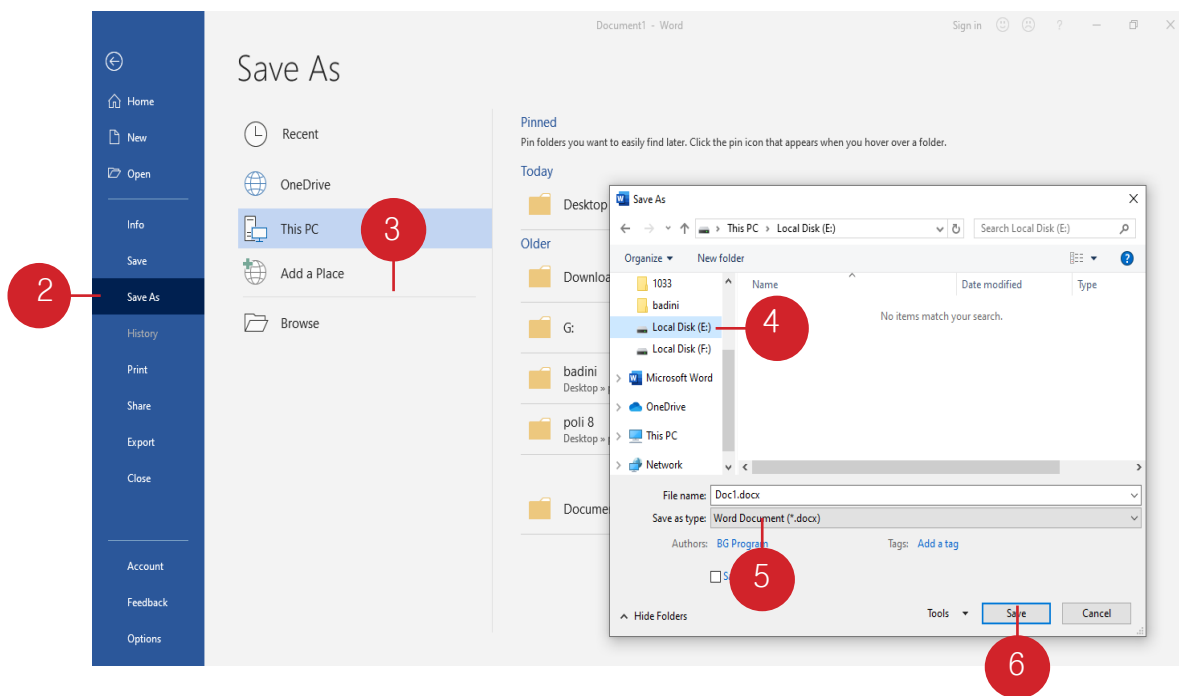
• Save a Document




It is important to save Word document when the data entry is finished. It facilitates to work on the document again, edit and print or make another copy and give it a new file name.

• To save a document:

1. Click the **File Tab**
2. Click **Save as**
3. Double click **This PC**
4. Choose a **location for the document**
5. Type a name for your document in the **File name box**
6. Click **Save button**



Tip:

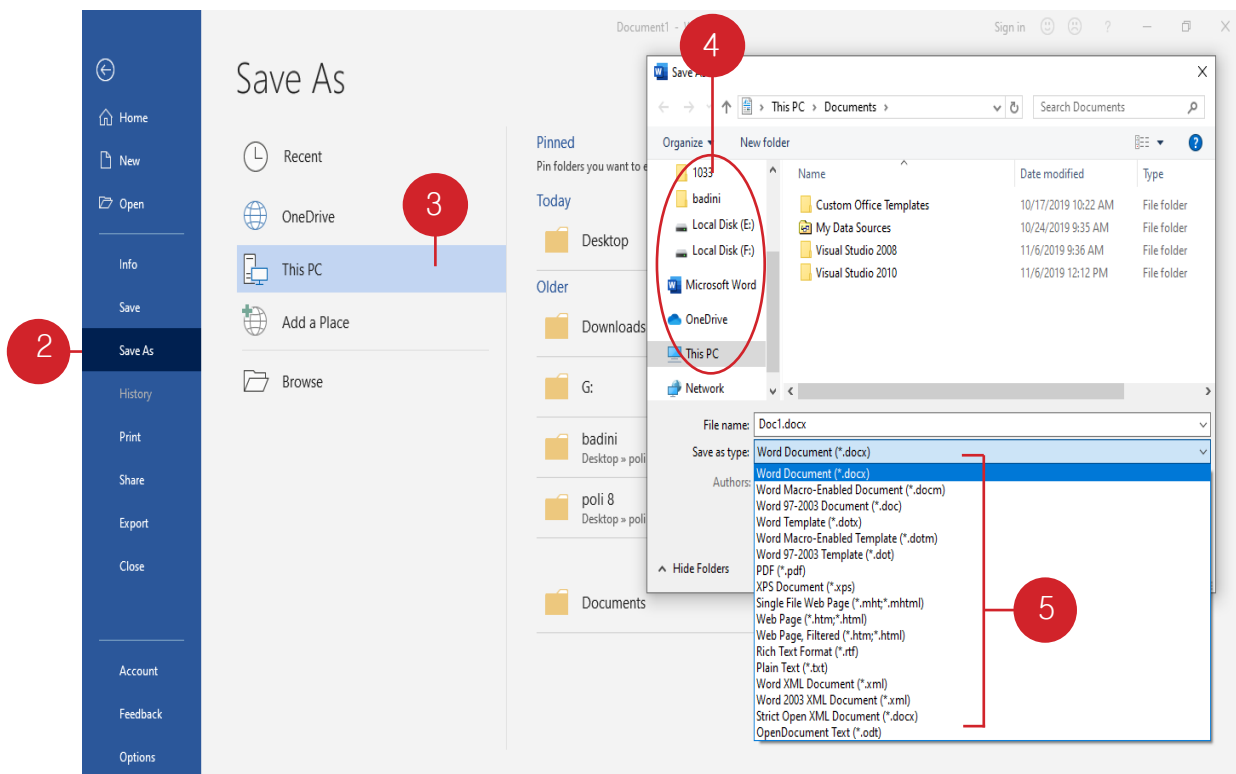
when saving the file for the first time, Click Save command or press **Ctrl+S** on keyboard. When making modification to the document that have been saved as a file, click Save or Press **Ctrl+S** again to  save changes.

• Save a Document in a Different File Type

Saving document in different file type facilitates sharing document and exporting document from word to a variety of file types. In **word 2016**, documents can be saved as other file types such as **PDF**, **docx** or the older versions of word such as (**doc**) for Word 2003.

•To save as Document:

1. Click the **File Tab**
2. Click **Save as**
3. Double click **This PC**
4. Choose a **location for the document**
5. Click Save as type, select a file type for example (**PDF**)
6. Click **Save**



• Protect Document

Any word document can be encrypted with a password to restrict others from accessing and editing our file and keep the information private. But, the password must be selected carefully because the document cannot be accessed in case if the password is lost or forgotten.



• Steps of encrypting a Word 2016 Document with password:

1. Click **File**
2. Click **Info**
3. Click **Protect Document**
4. Click **Encrypt with Password**
5. Enter a **password** and click **Ok**
6. Re-enter the **password** and click **Ok**

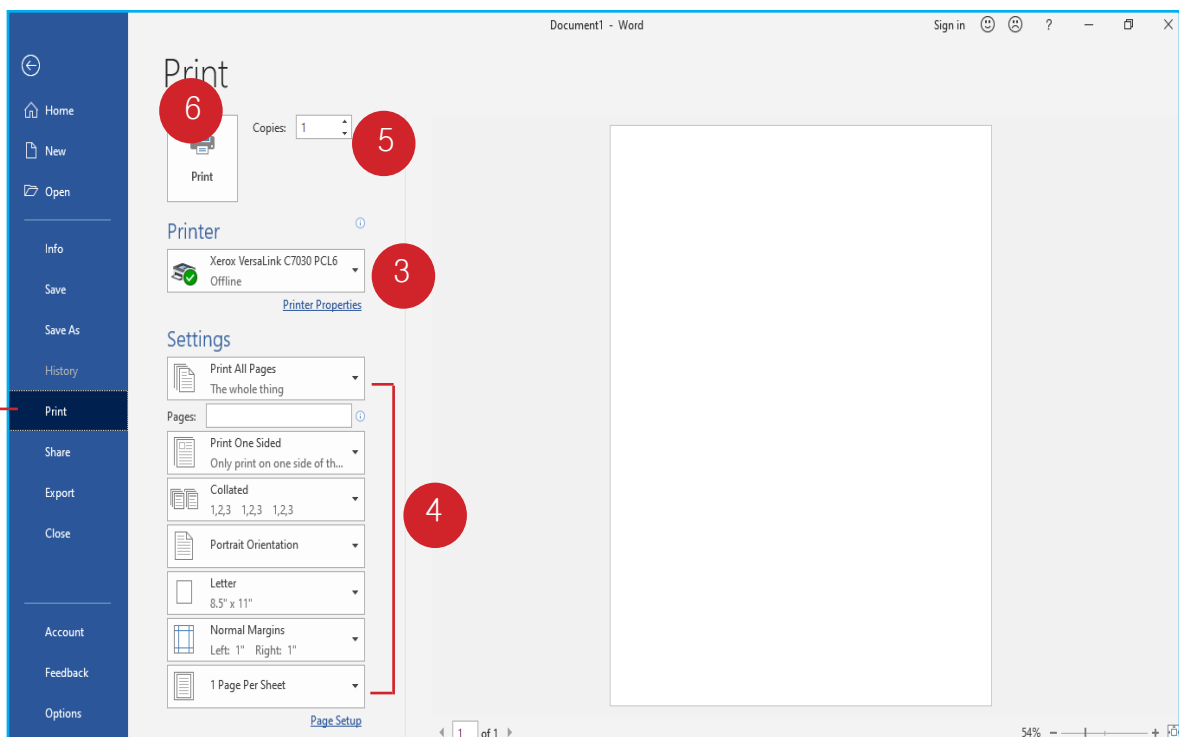
The image illustrates the process of encrypting a Word document. It shows the 'File' ribbon, the 'Info' tab, and the 'Protect Document' dropdown menu. The 'Encrypt with Password' option is highlighted. The 'Encrypt Document' dialog box prompts for a password, and the 'Confirm Password' dialog box prompts for the password to be re-entered. Red circles with numbers 1-6 indicate the sequence of steps.

• Document Preview and Print

Once the document has been created and ready to be printed, print preview is helpful for viewing word documents before print.

• To preview document and print:

1. Click **File**
2. Click **Print**
3. Select **printer**
4. **Select** any additional **Settings** if needed
5. Enter **number of copies** to print
6. Click **Print**



Exercises of Chapter Two

Q1/ A. Save the file as (Student Information) on a local disk and inside (School) folder then close the file.

B. Open the file of (Student information) and add (birthday and address) information.

C. Save the changes and then save the file as PDF.

Q2/ what is the difference between Save and Save as?

Q3/ Choose the correct answer:

1. To open a new document, click File and then

- a. Click Open
- b. Click Info
- c. Click Save
- d. Click New

2. Open a new document on keyboard, press

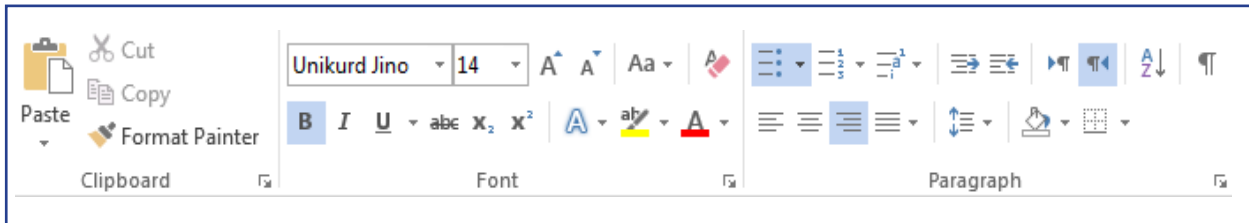
- a. Ctrl+O
- b. Shift+N
- c. Ctrl+N
- d. Ctrl+W

Q4/ Write down the steps of document preview and print

Q5/ What are the steps of setting password on a document?

Formatting Text

3rd Chapter



The learning goals of this chapter include:

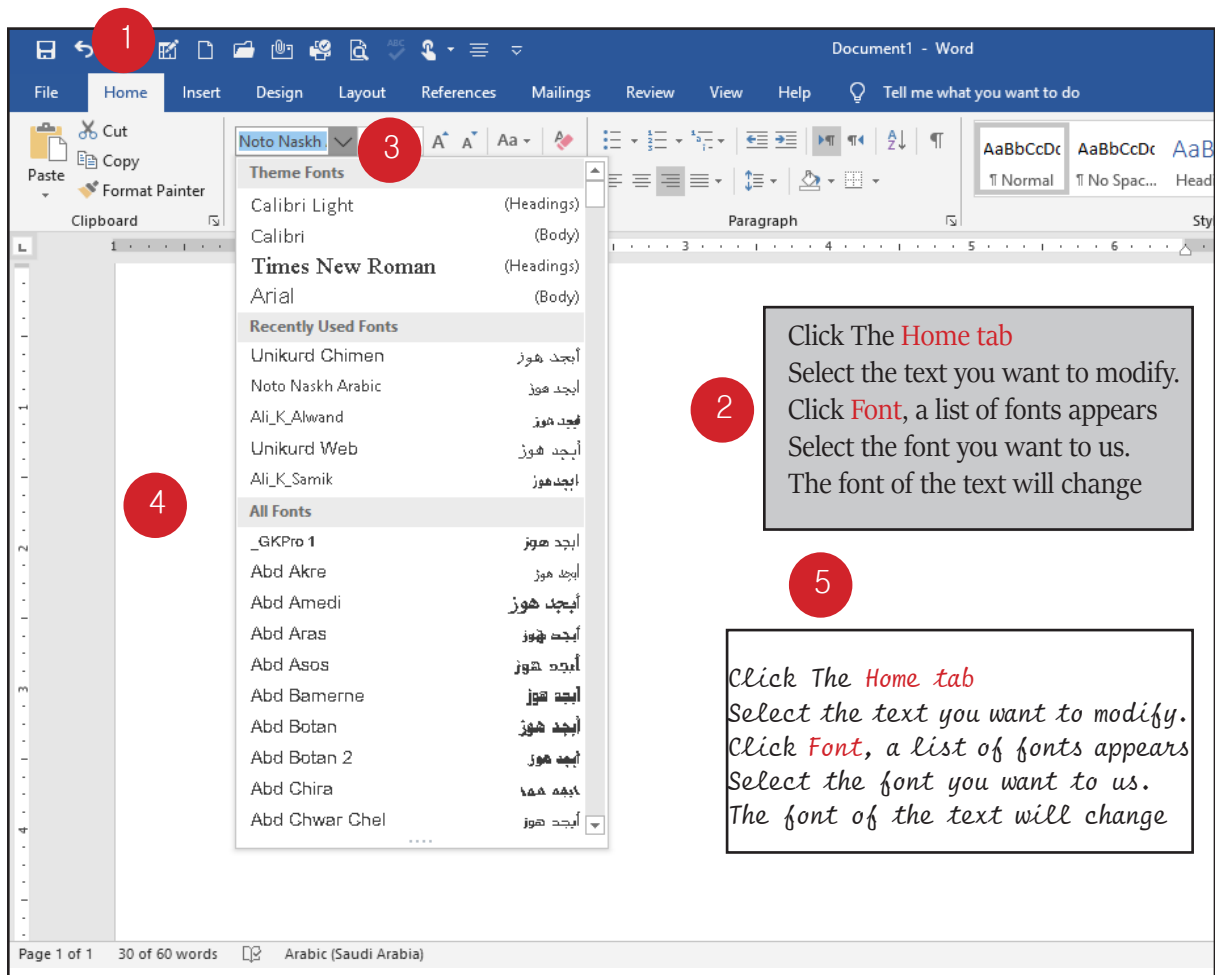
- Changing the **Font**
- Changing the **Font Size**
- Using **Bold**, **Italic** and **Underline** Commands
- Adding **Subscript** and **Superscript** to Text
- Changing **Font Color**
- Text **Alignment**
- **Bullets** and **Numbering**
- Line Spacing (**Decrease and Increase**)
- Customizing the Space between **Paragraphs**
- Adding **color** to the **Background** of Text
- Changing **Text Direction**
- Sorting **Data in a Document**
- Copy **Text Formats**

• Changing Font Times New Ro ▾

There are a variety of fonts that can be seen in **Font** box and you can select the font you want to use.

To change the font of a text:

1. Click The **Home** tab
2. Select the text you want to modify.
3. Click **Font**, a list of fonts appears
4. Select the **font** you want to use
5. The font of the text will change



Tip:

To change the font using keyboard shortcut;
Press **Ctrl+Shift+F** to open font dialog box and then select the font you want to use.

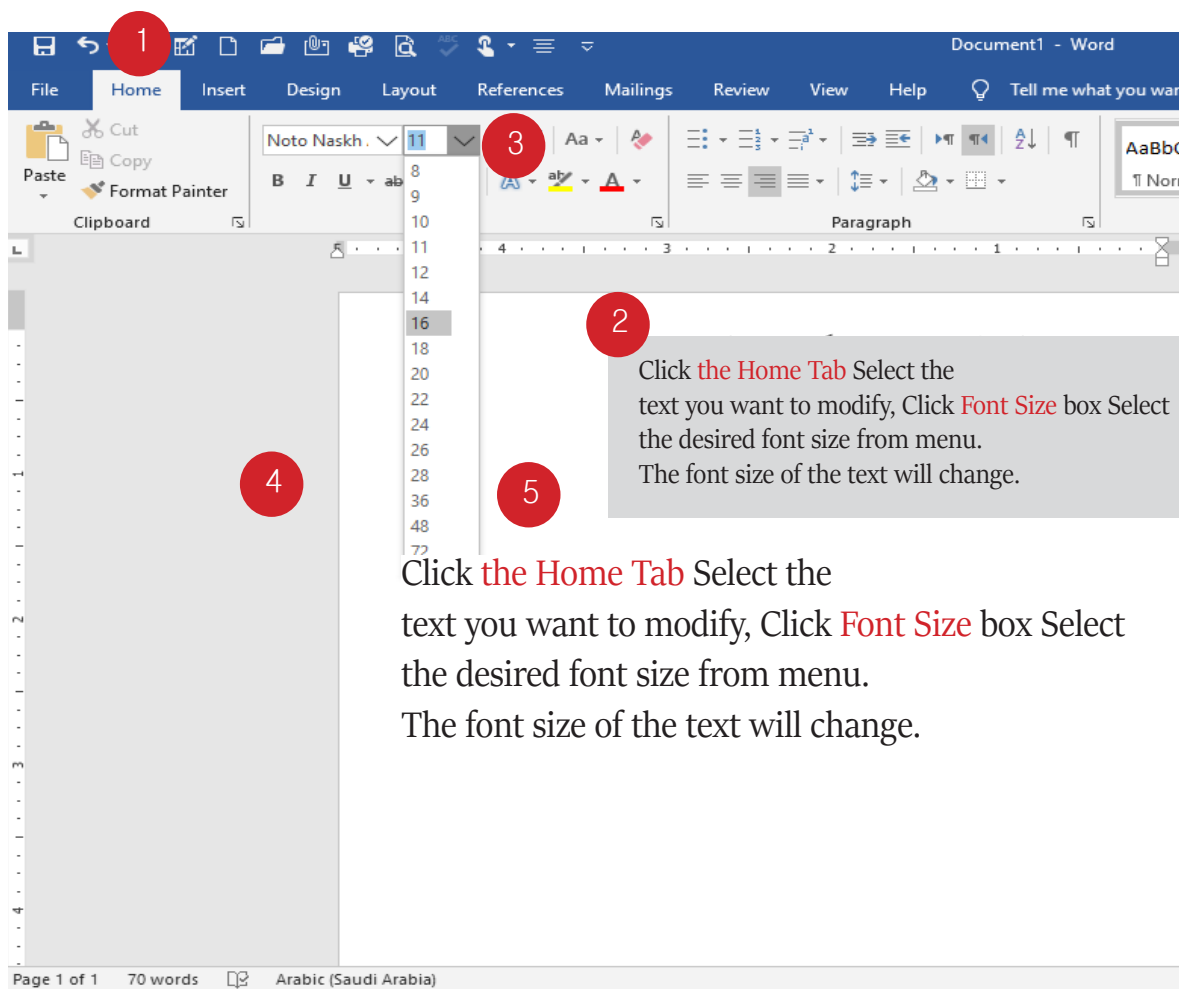
• Changing Font Size



This command is used for changing the size of text and it is located in the Font group on the **Home** tab .

To change the font size:

1. Click the **Home** tab
2. Select the text you want to modify
3. Click **Font Size** box
4. Select the desired font size from menu.
5. The font size of the text will change.



Tip:

To change the font size using keyboard shortcut:

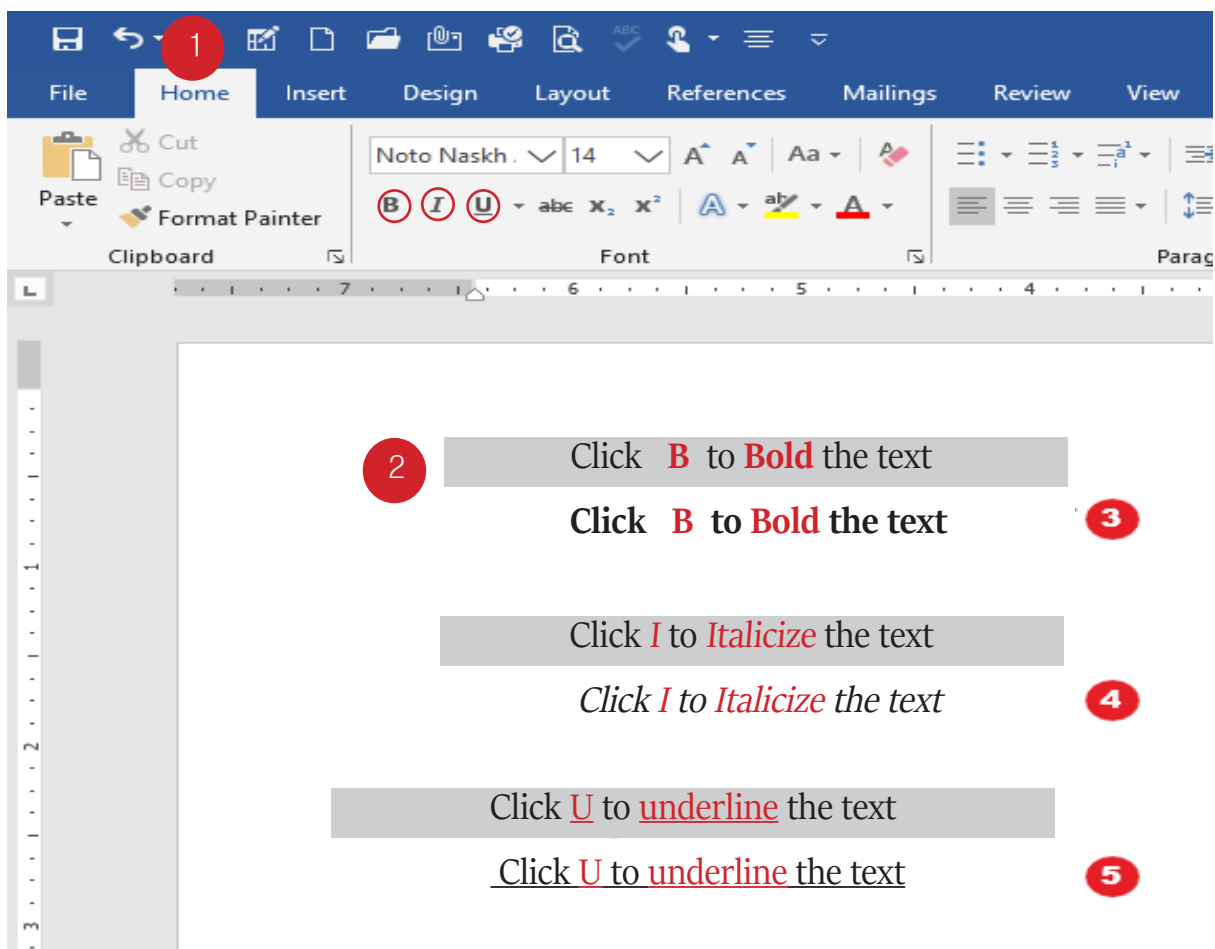
- Press **Ctrl+]** to increase the font size
- Press **Ctrl+ [** to decrease the font size

• Bold, Italic and Underline Commands

These commands are given in the Font group on the Home tab .

To use the bold, italic, and underline commands:

1. Click the **Home** tab
2. Select the text you want to modify
3. Click **B** to Bold the text
4. Click **I** to Italicize the text
5. Click **U** to underline the text



Tip: Keyboard Shortcuts:

- **Bold** : Press Ctrl + B
- *Italic*: Press Ctrl + I
- Underline: Press Ctrl + U

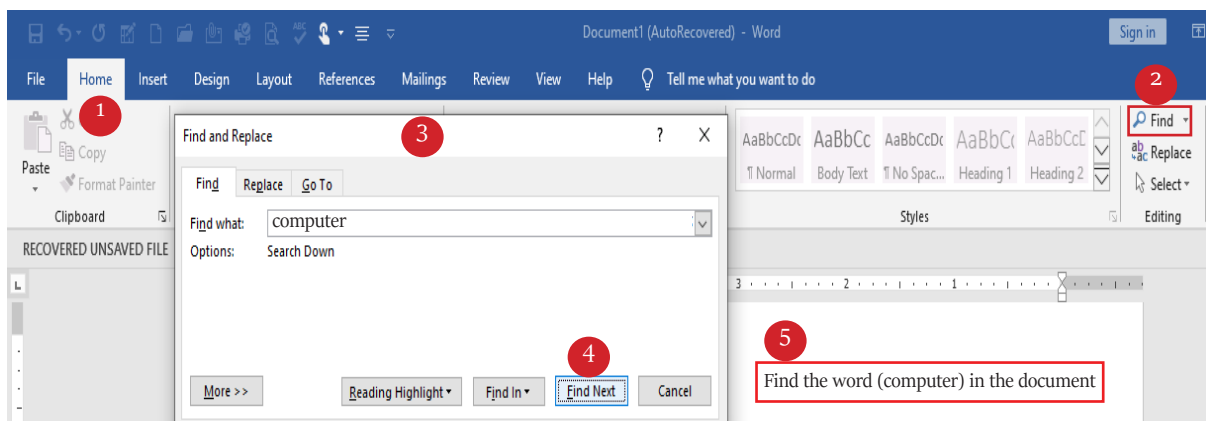
• Find and Replace Text in a Document

Find: this command helps to search and easily find characters, words, and phrases in a Word document.

Replace: this command helps to exchange a particular word or phrase for another in a document.

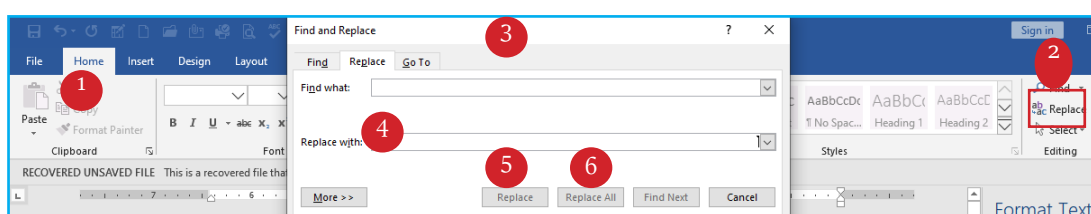
• To Find Text:

1. Click the **Home** tab
2. Click Find icon in **Editing** group
3. Find dialog box appears; type the word or phrase you want to find in the field at the top of the dialog box
4. Click **Find Next**
5. **Find** command highlights the found word or phrase in the document.



• to Replace Text:

1. Click the **Home** tab
2. Click **Replace** icon in Editing group
3. **Replace** dialog box appears; Type the word or phrase you want to find in the **Find what:** field.
4. Type the word or phrase you want to replace it with in the **Replace with:** field
5. Click **Replace** to replace the word or phrase
6. Click **Replace all** to replace all the word or phrase in the document.

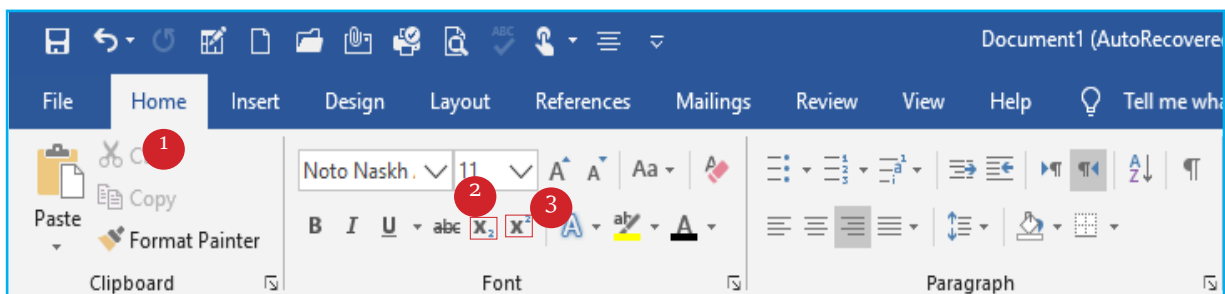


- **Superscript and Subscript**

These two commands are given in Font group on the Home tab . Superscript is to create a number or letter that is smaller than normal line of the type such as ($S^3+S^3+S^3$), Subscript is a number or letter slightly below the text baseline such as ($N_2+ N_2+N_2$).

- **To use Superscript and subscript:**

1. Click the **Home** tab
2. Select the text you want to format as subscript and click **subscript** button.
3. Select the text you want to format as Superscript and click **superscript** button.



H³

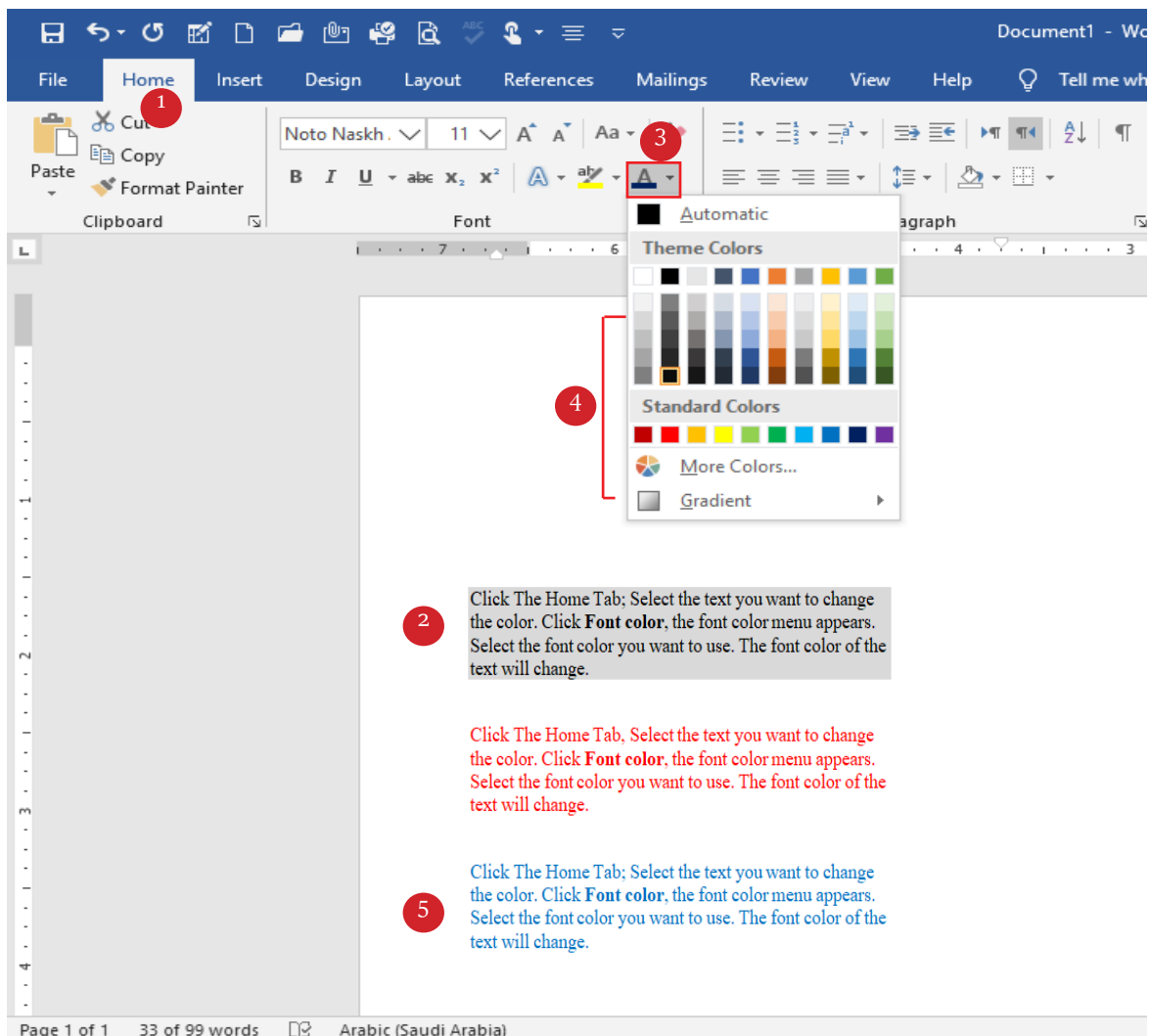
H₂

• Font Color

The font color of text can be changed through Font Color command which is given in Font Group on the **Home** tab .

• To change Font Color of Text:

1. Click the **Home** tab
2. Select the text you want to change the color
3. Click **Font color** , the font color menu appears
4. Select the font color you want to use
5. The font color of the text will change.



Click The Home Tab; Select the text you want to change the color. Click **Font color**, the font color menu appears. Select the font color you want to use. The font color of the text will change.

Click The Home Tab; Select the text you want to change the color. Click **Font color**, the font color menu appears. Select the font color you want to use. The font color of the text will change.

Click The Home Tab; Select the text you want to change the color. Click **Font color**, the font color menu appears. Select the font color you want to use. The font color of the text will change.

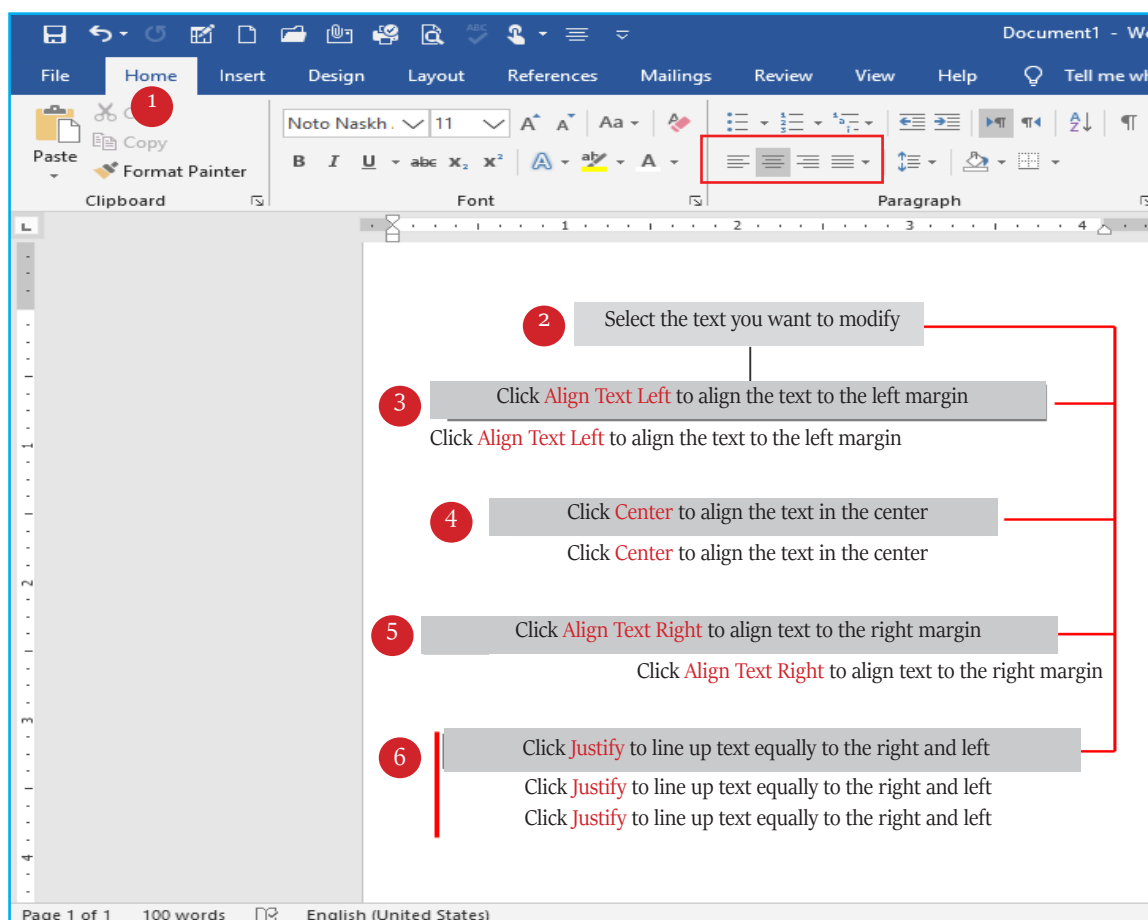
Page 1 of 1 33 of 99 words Arabic (Saudi Arabia)

• Text Alignment

Text in the document can be aligned to the right, left or center. The Align text commands are located in **Paragraph** group on the **Home** tab .

• To change text alignment:

1. Click the **Home** tab
2. Select the text you want to modify
3. Click **Align Text Left** to align the text to the left margin
4. Click **Center to align** the text in the center
5. Click **Align Text Right** to align text to the right margin
6. Click **Justify** to line up text equally to the right and left margin.



Tip: the text alignment shortcuts:

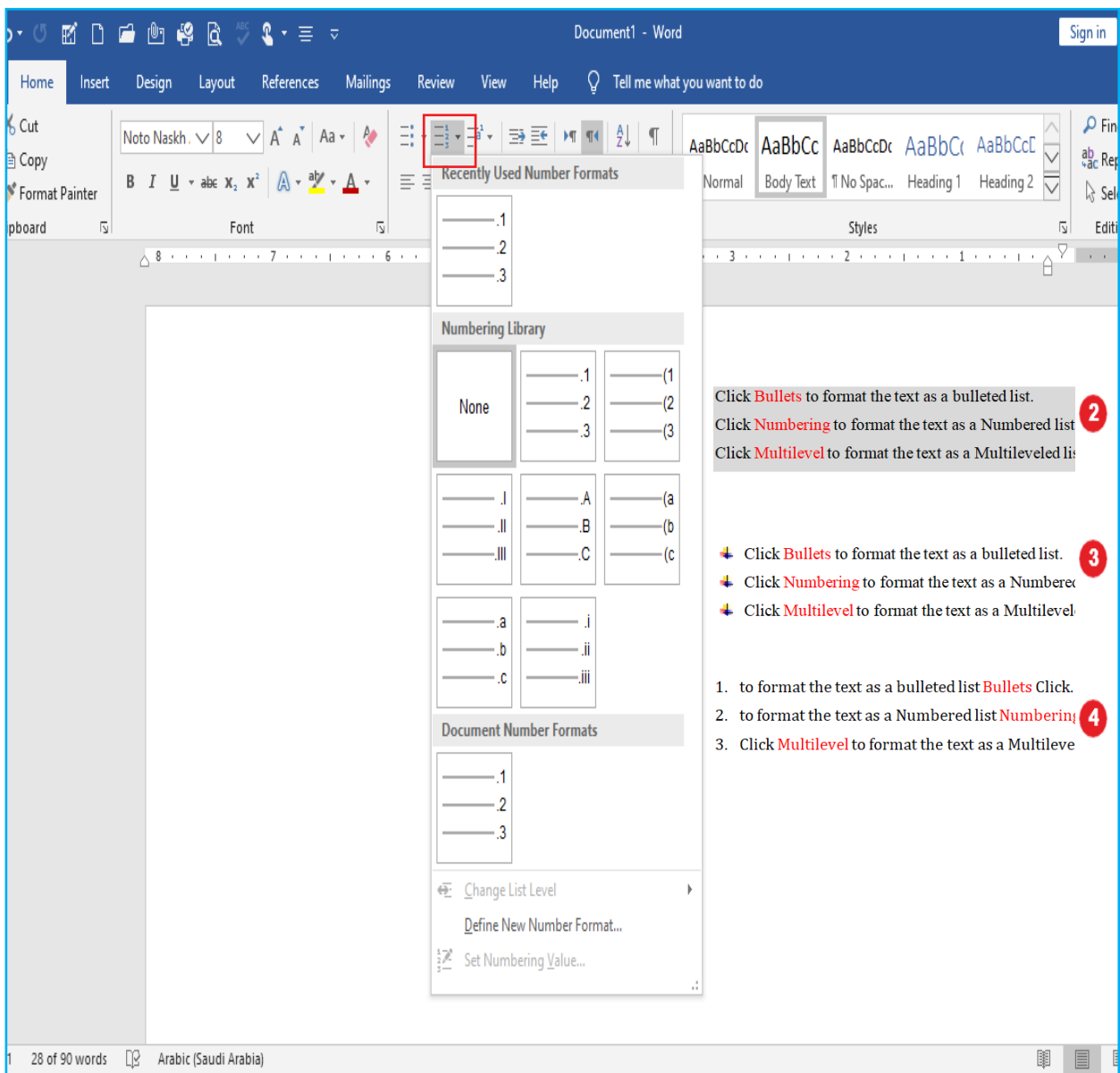
- Align Text to Left: Press **Ctrl + L**
- Center the text: Press **Ctrl + E**
- Align Text to Right: Press **Ctrl + R**
- Justify Text: Press **Ctrl + J**

• Numbering and Bullets

Bullets and Numbering allows you to organize text in lists with bullets, numbers or letters. They are found in Paragraph group on the Home tab .

• To create a bulleted or numbered list:

1. Click the **Home** tab
2. Select the text you want to format as a (Bulleted or Numbered) list
3. Click **Bullets** to format the text as a bulleted list
4. Click **Numbering** to format the text as a Numbered list
5. Click **Multilevel** to format the text as a Multileveled list.



Document1 - Word

Home Insert Design Layout References Mailings Review View Help Tell me what you want to do

Recently Used Number Formats

Numbering Library

None

Document Number Formats

1. to format the text as a bulleted list **Bullets** Click.

2. to format the text as a Numbered list **Numbering** Click.

3. Click **Multilevel** to format the text as a Multilevel

Click **Bullets** to format the text as a bulleted list.

Click **Numbering** to format the text as a Numbered list

Click **Multilevel** to format the text as a Multilevel list

Click **Bullets** to format the text as a bulleted list.

Click **Numbering** to format the text as a Numbered list

Click **Multilevel** to format the text as a Multilevel list

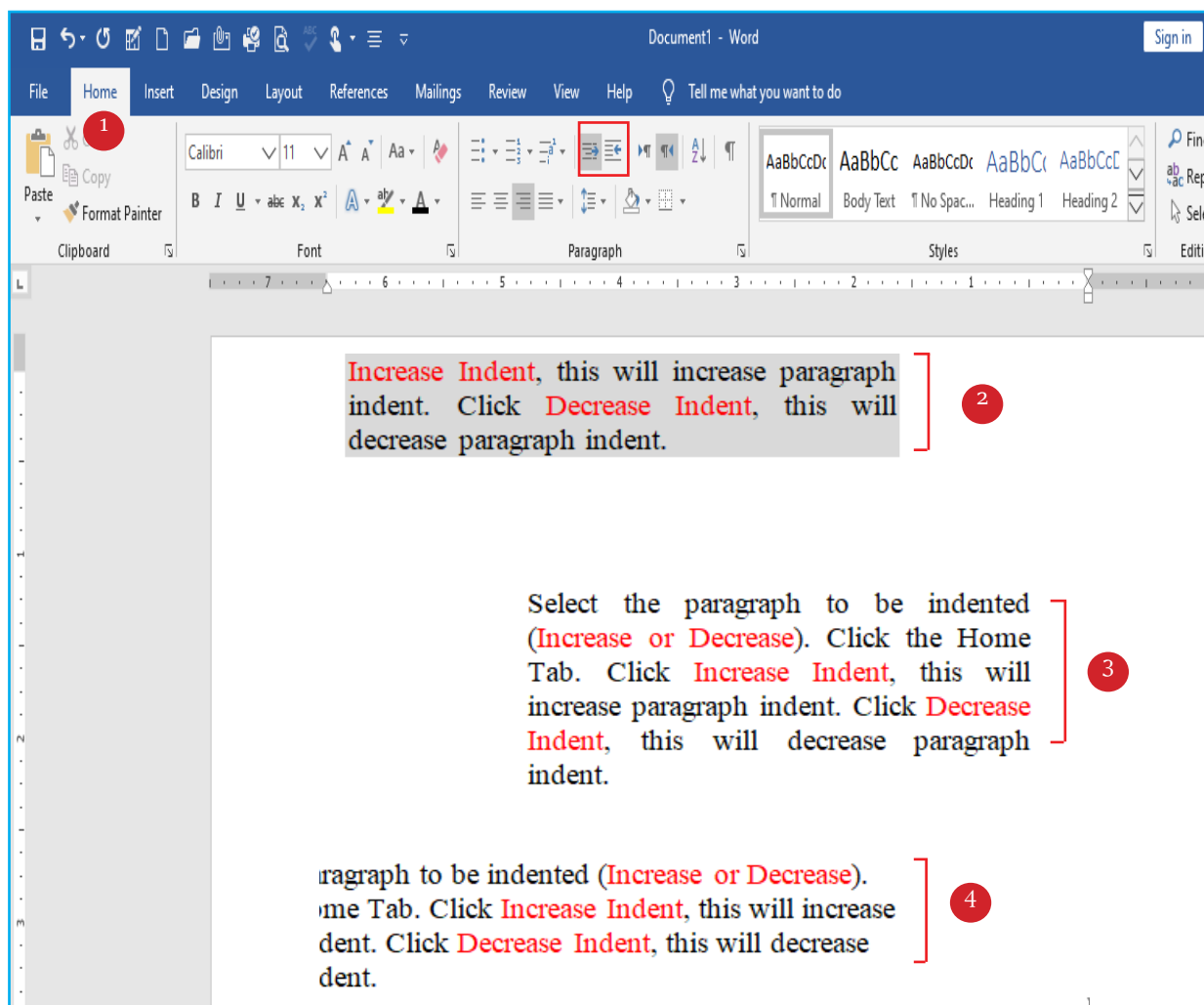
1 28 of 90 words Arabic (Saudi Arabia)

• Increase and Decrease Indent

The commands are used to increase and decrease paragraph indent from the left or right margins. They are in the **Paragraph** group on the **Home** tab .

• To increase and decrease indent:

1. Select the paragraph to be indented (**Increase or Decrease**)
2. Click the **Home** tab
3. Click **Increase Indent**- this will increase paragraph indent
4. Click **Decrease Indent** – this will decrease paragraph indent.

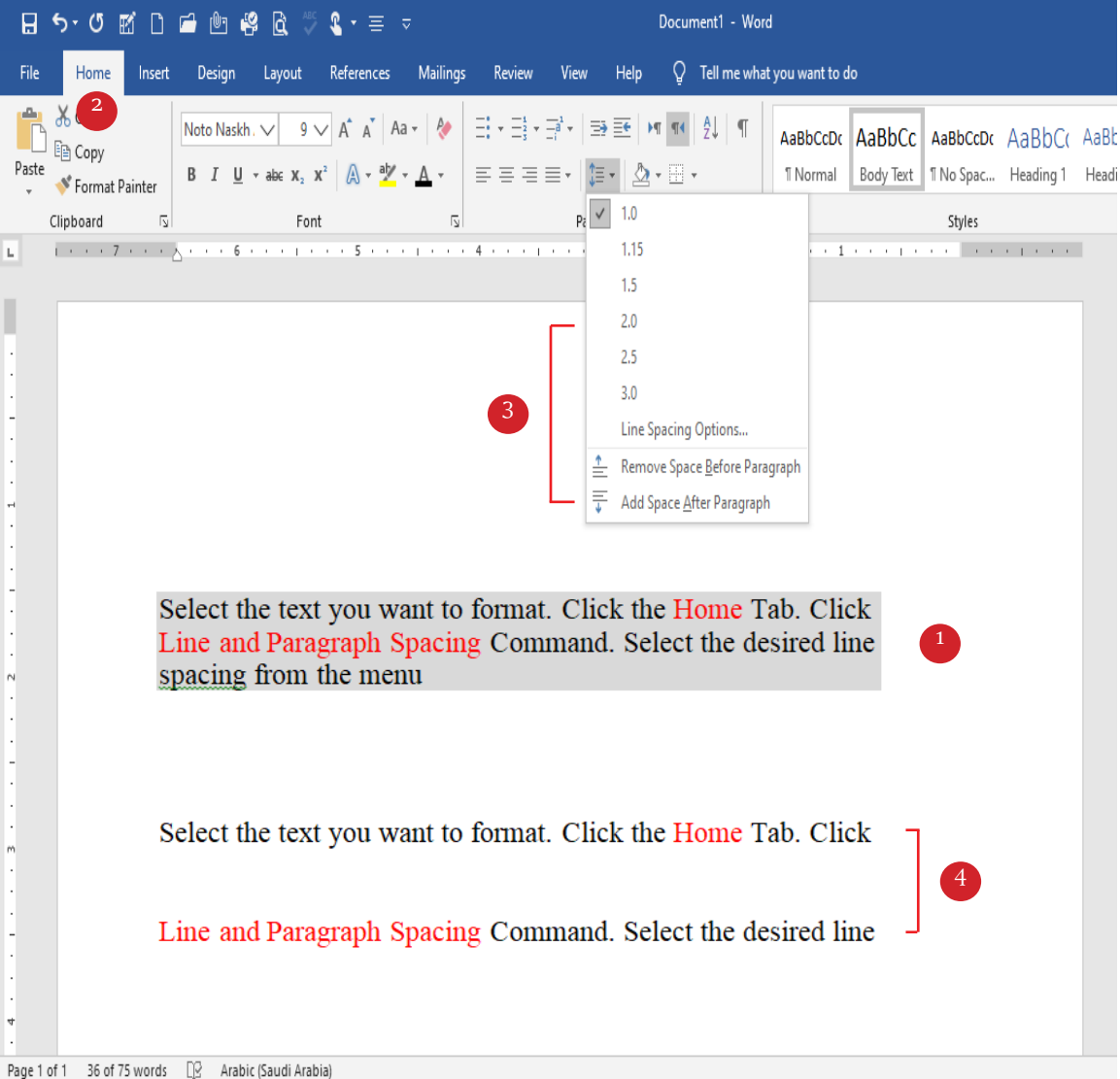


• Line and Paragraph Spacing

Line and Paragraph spacing in word allow you to customize the line between lines and paragraphs; this command is located in **Paragraph** group on the **Home** tab .

• To format the line and paragraph spacing:

1. Select the text you want to format
2. Click the **Home** tab
3. Click **Line and Paragraph Spacing** command
4. Select the desired **line spacing** from the menu



The screenshot shows the Microsoft Word interface with the **Home** tab selected. The **Paragraph** group is visible, and the **Line and Paragraph Spacing** icon (two vertical arrows) is highlighted with a red circle labeled '2'. A dropdown menu is open, showing line spacing options: 1.0, 1.15, 1.5, 2.0, 2.5, 3.0, **Line Spacing Options...**, **Remove Space Before Paragraph**, and **Add Space After Paragraph**. A red bracket labeled '3' indicates the menu options. Below the screenshot, two paragraphs of text are shown. The first paragraph is highlighted with a grey background and a red circle labeled '1'. The second paragraph is also highlighted with a grey background and a red circle labeled '4'. The status bar at the bottom indicates 'Page 1 of 1', '36 of 75 words', and 'Arabic (Saudi Arabia)'.

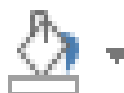
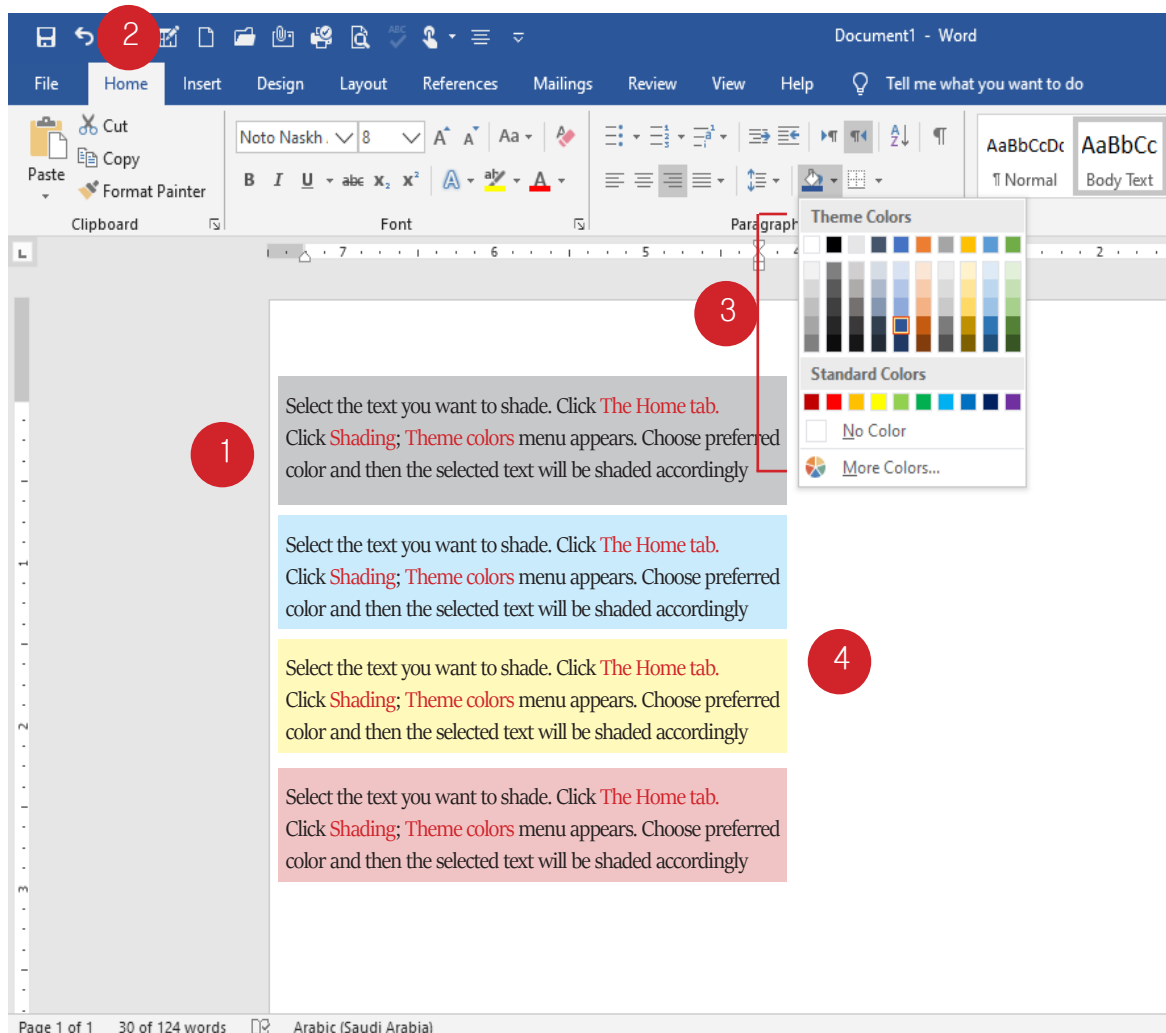


• Adding Shade to Document Background

This command allows you to add shading or color to the background of selected text or paragraph. It is located on the **Home** tab in **Paragraph** group.

To apply shading to the background of a text:

1. Select the text you want to shade
2. Click the **Home** tab
3. Click **Shading**; Theme Colors menu appears
4. Choose preferred color and then the selected text will be shaded accordingly.

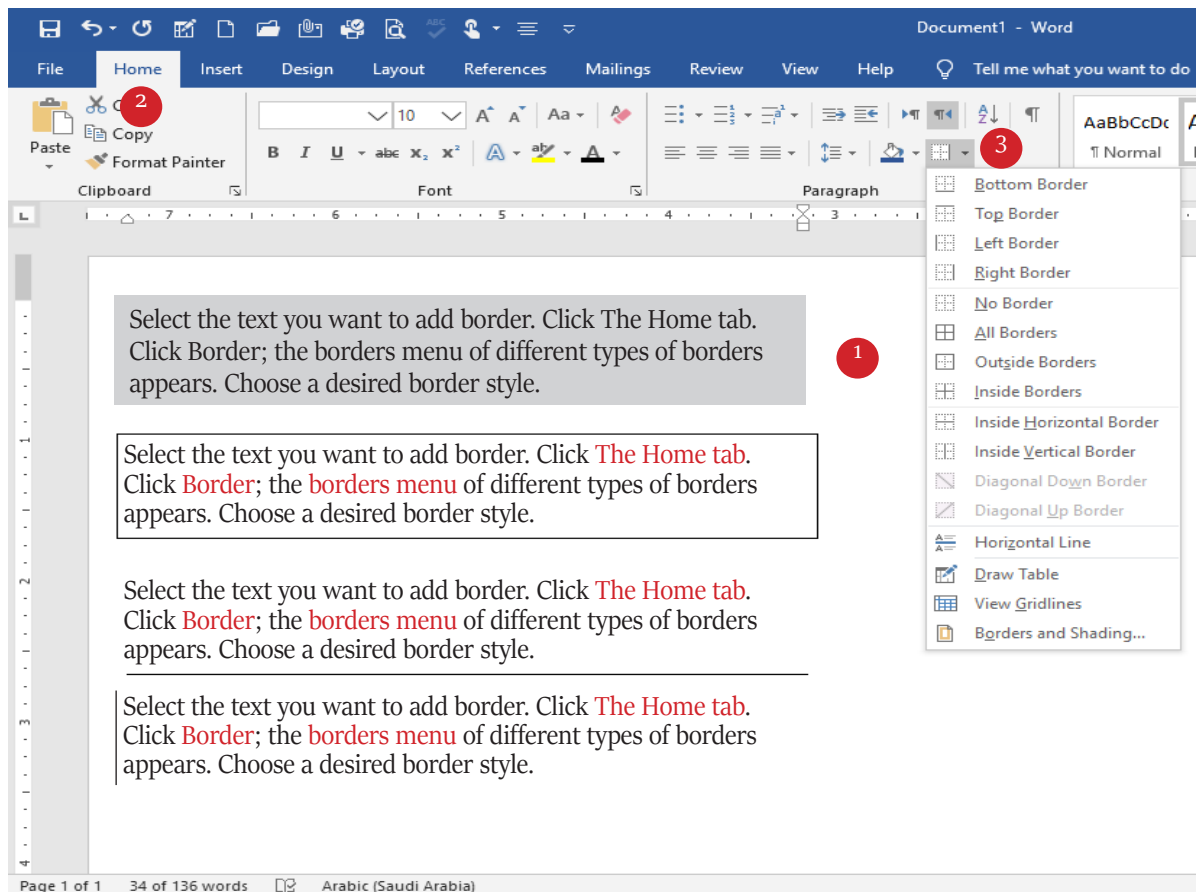


• Adding Border to Paragraph

This command allows you to add border to paragraph such as all borders, bottom or top border, and left or right borders. It is located in the **Paragraph** group on the **Home** tab.

• To Add Border to Paragraph:

1. **Select** the text you want to add border
2. Click the Home tab
3. Click **Border**; the borders menu of different types of borders appears
4. Choose a desired border style.

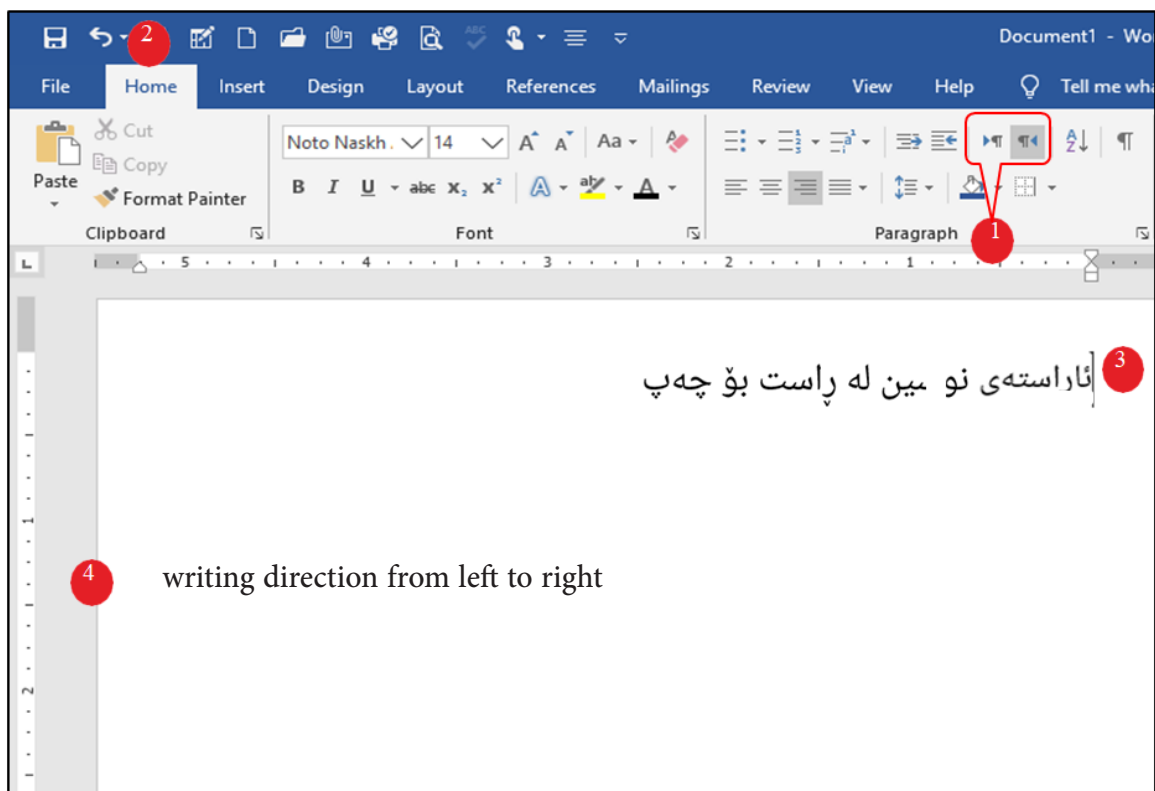


• Changing Text Direction

The direction of text in a document can be set from right to left or left to right by choosing enabled buttons in **Paragraph** group on the **Home** tab .

• To change the direction of text:

1. Click the **Home** tab
2. Click on text in the document or select it.
3. Click **Right to Left** button to switch the direction of text from right to left
4. Click **Left to Right** button to switch the direction of text from left to right.



Tip: keyboard shortcut to switch text direction:

For Right to Left: Press **Ctrl + Left Shift**.

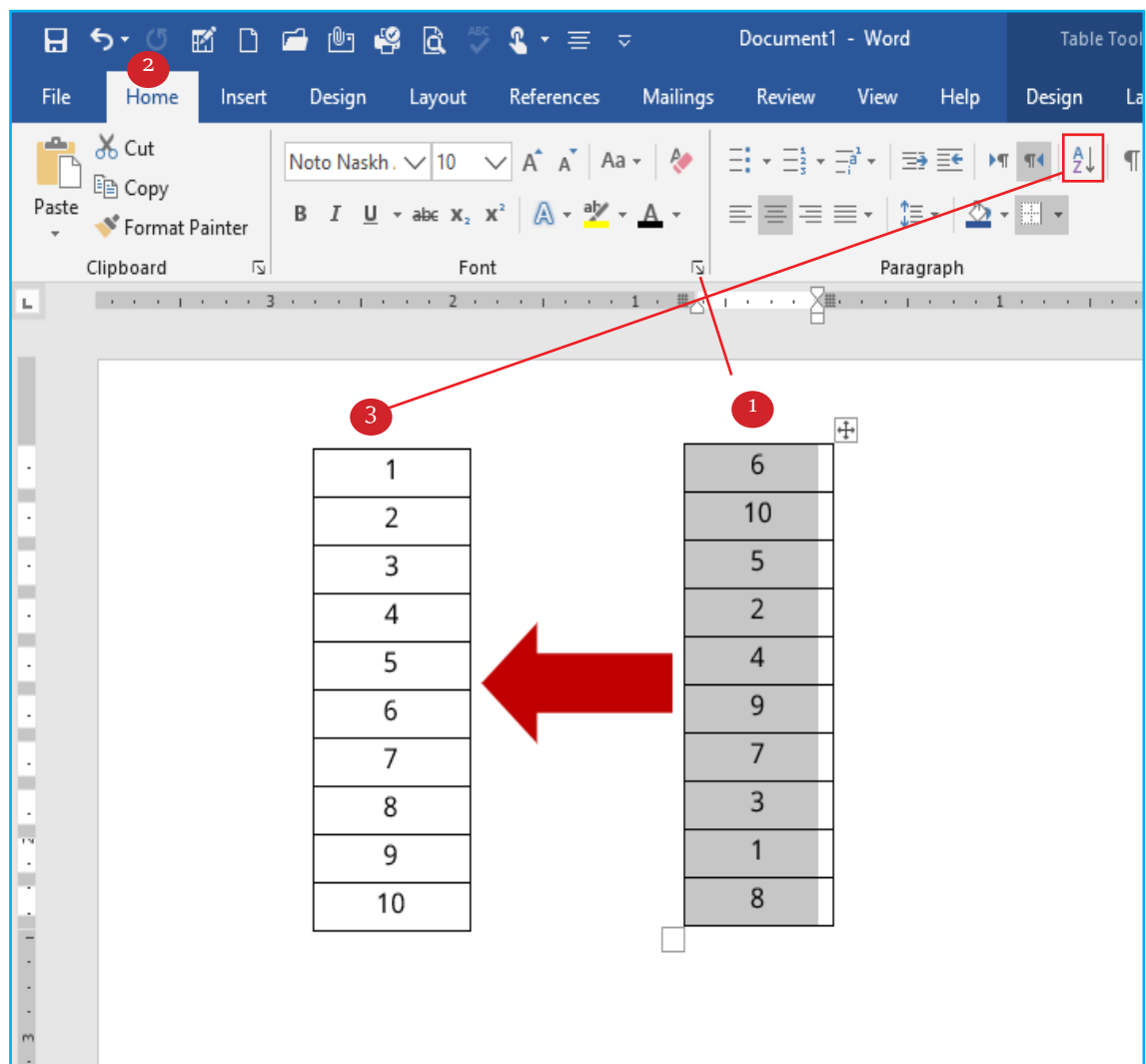
For Left to Right: Press **Ctrl + Right Shift**.

• Sorting Data in Document

Sorting data is a feature designed for organizing data in document and data that are contained within a table alphabetically, numerically, chronologically (by date). This command is in the **Paragraph** group on the **Home** tab .

• To sort a data in a document:

1. Select the data you want to sort
2. Click the **Home** tab
3. Click **Sort** button and choose to sort in Ascending or Descending order.

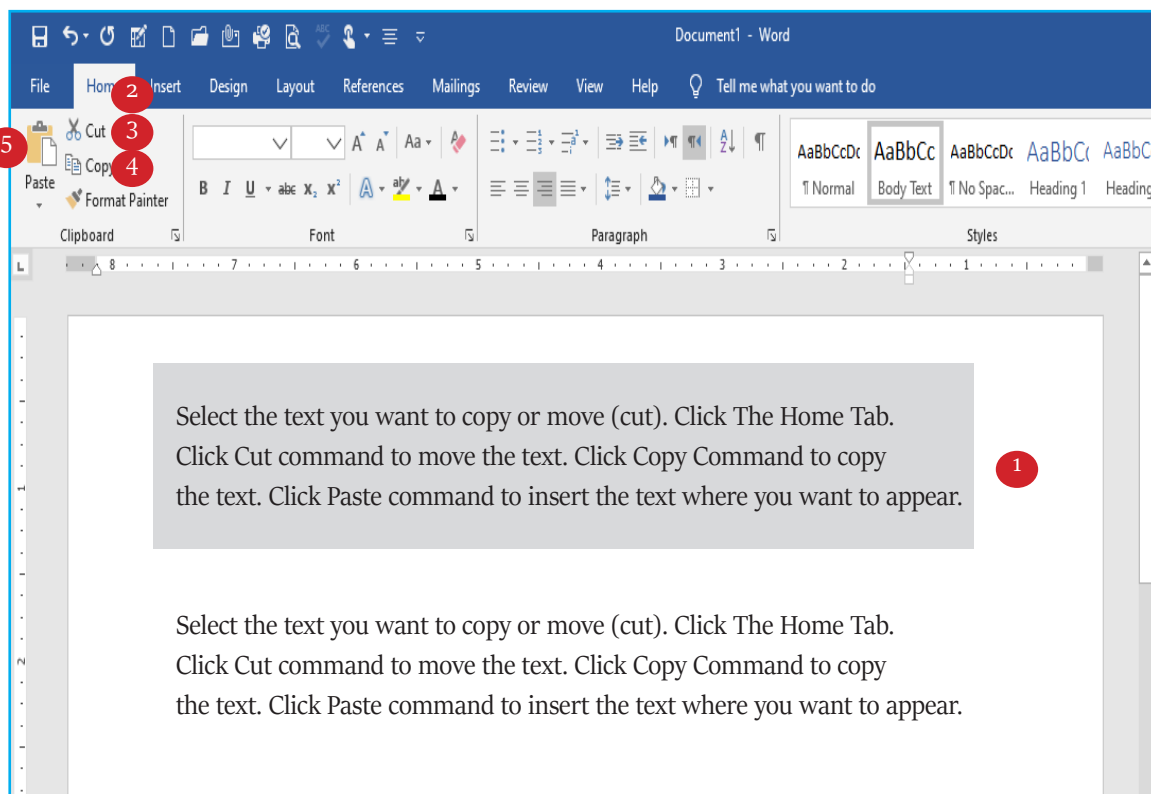


• Cut, Copy, Paste

These commands are used to cut, copy and paste text in document. They are displayed in the **Clipboard group** on the **Home tab**.

• To Cut, Copy, and Paste in a document:

1. Select the text you want to copy or move (cut)
2. Click the **Home** tab
3. Click **Cut** command to move the text
4. Click **Copy** Command to copy the text
5. Click **Paste** command to insert the text where you want to appear.



Tip: Keyboard Shortcuts for:

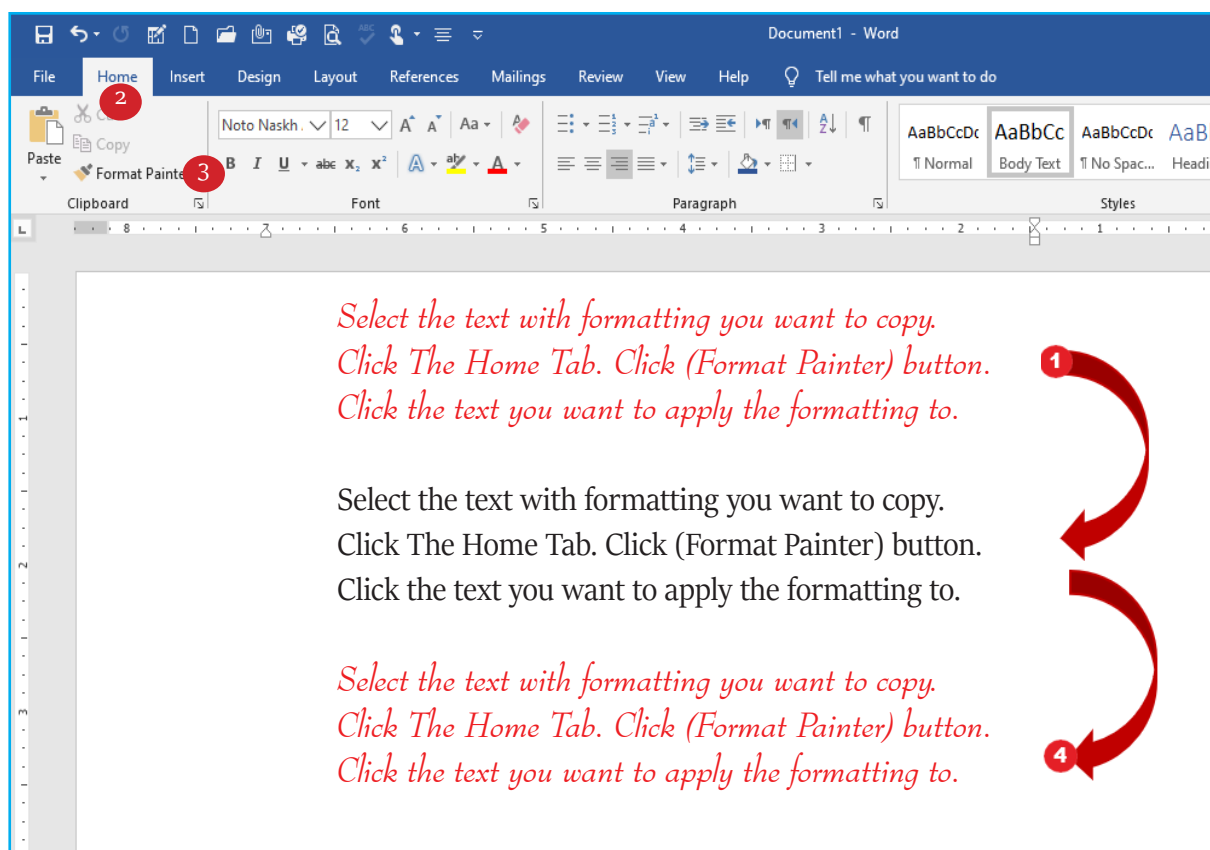
- Cut: Press **Ctrl + X**
- Copy: Press **Ctrl + C** Paste:
Press **Ctrl + V**
- The Paste command must be preceded by Copy or Cut command so as to be activated.

• Format Painter

The Format Painter in word is a tool that lets you copy same formatting of a text and apply it to another. It is located in **Clipboard** group on the **Home** tab .

• To use Format Painter:

1. Select the text with formatting you want to copy
2. Click The **Home** tab
3. Click **Format Painter** button
4. Click the text you want to apply the formatting to.



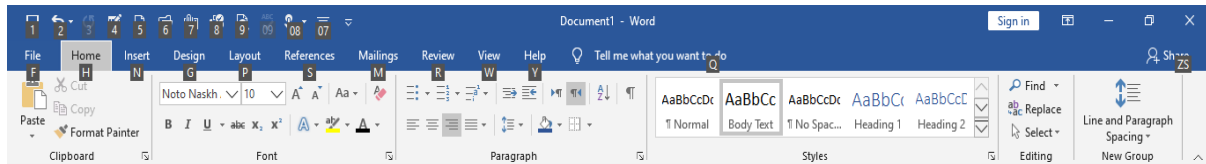
Tip: Keyboard Shortcut for Format Painter:

Press **Ctrl+Shift+C** to copy format

Press **Ctrl+Shift+V** to paste format

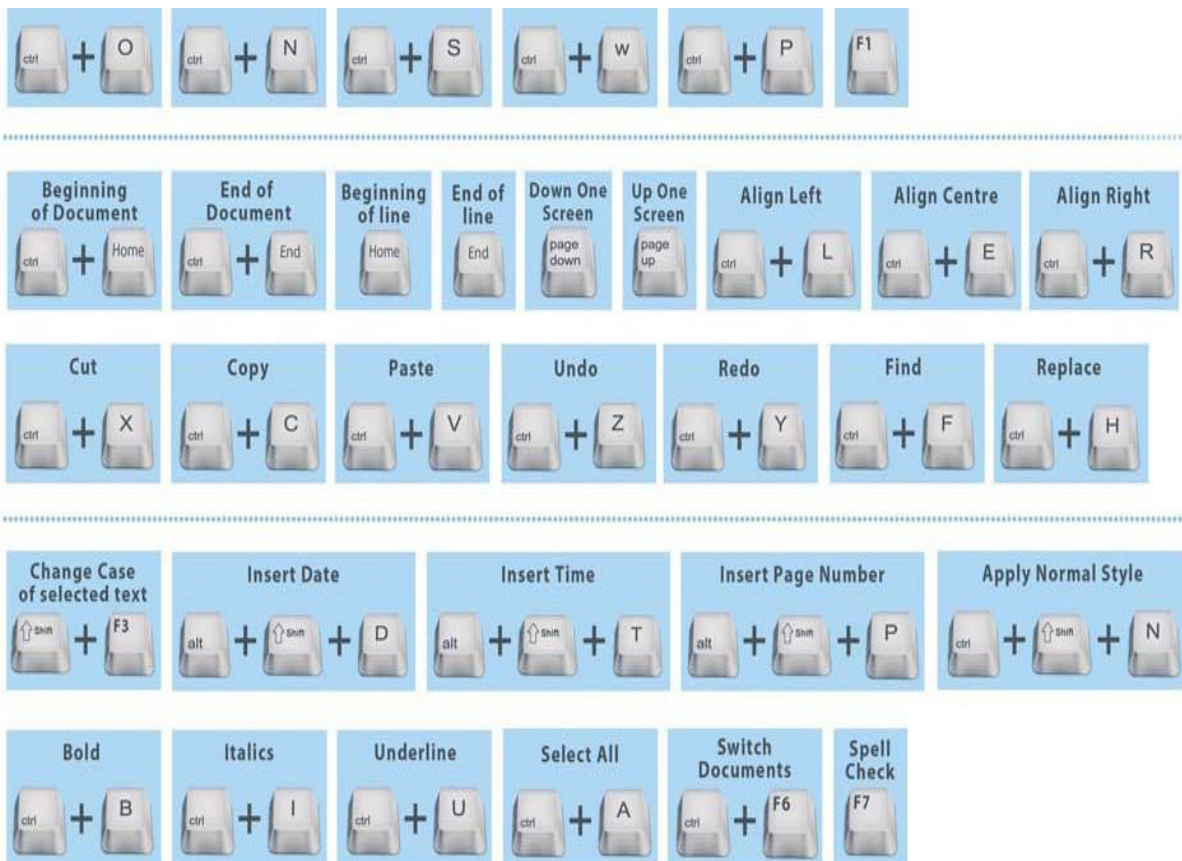
• Keyboard Shortcuts

Keyboard shortcuts are used to perform certain function or command in Word and they help to get work done faster. For example; press Alt key letters in little boxes called Key Tips appear over each tab and command by pressing the letter shown in the Key Tip the command gets performed.



Examples of Key Tip:

- Bold : Press Alt + H + 1
- Italic: Alt + H + 2
- Copy: Alt + H + C
- Align to right: Alt + H + A + R



Tip:

the text you want to modify should be selected before performing the commands.

Exercises of Chapter Three

3

Q1/ Write down the steps of creating a list with **Bullets** and **Numbering**.

Q2/ Choose correct answer:

1. One of the following is not a **Keyboard Shortcut** in Word 2016

- a. Ctrl + O
- b. Ctrl + W
- c. Ctrl + J
- d. Ctrl + 6

2. Key board shortcut to copy a selected text is:

- a. Ctrl + G
- b. Ctrl + F
- c. Ctrl + C
- d. Ctrl + S

3. Keyboard shortcut for **Format Painter** is:

- a. Ctrl + Shift + C
- b. Ctrl + Shift + V
- c. Ctrl + C
- d. Ctrl + V

Q3/ Write down the steps of **Find and Replace** text commands separately.

Q4/ Rewrite the following equations using **Superscript** and **Subscript** commands:

- $4S_3 + 3S_2 - 5S^{-2} = 0$
- $X_2 + Y_2 = Z_2$
- $2H_2 + O_2 = H_2O$

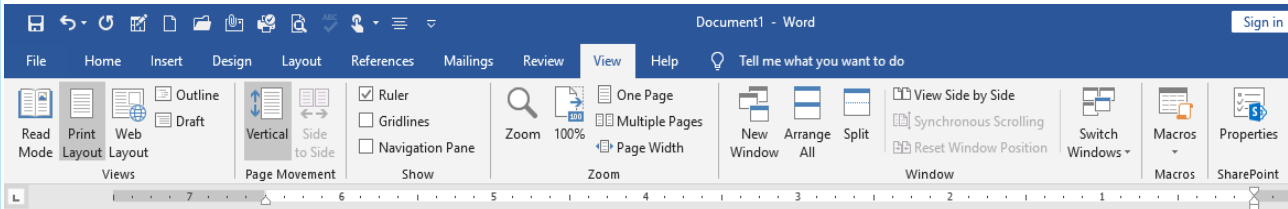
Q5/ Write down the steps of performing **format painter** command on a text.

Second Semester



Inserting various items into document and Using Word elements in Graphic

4th Chapter



The learning goals of this chapter include:

- Inserting **Header** and **Footer**
- Inserting **Page Number**
- Inserting **Cover Page**
- Inserting **Picture** into a Document
- Inserting **Shapes**
- Inserting **Symbols**
- Inserting **Mathematical Equation**
- Inserting **Schemes**
- Inserting **Text Box**
- Inserting **WordArt**
- Inserting **Table**
- Inserting **Water Marks**
- Adding **Color** to the Document **Background**
- Adding **Border** and **Shading** to the Document

• Insert Header and Footer

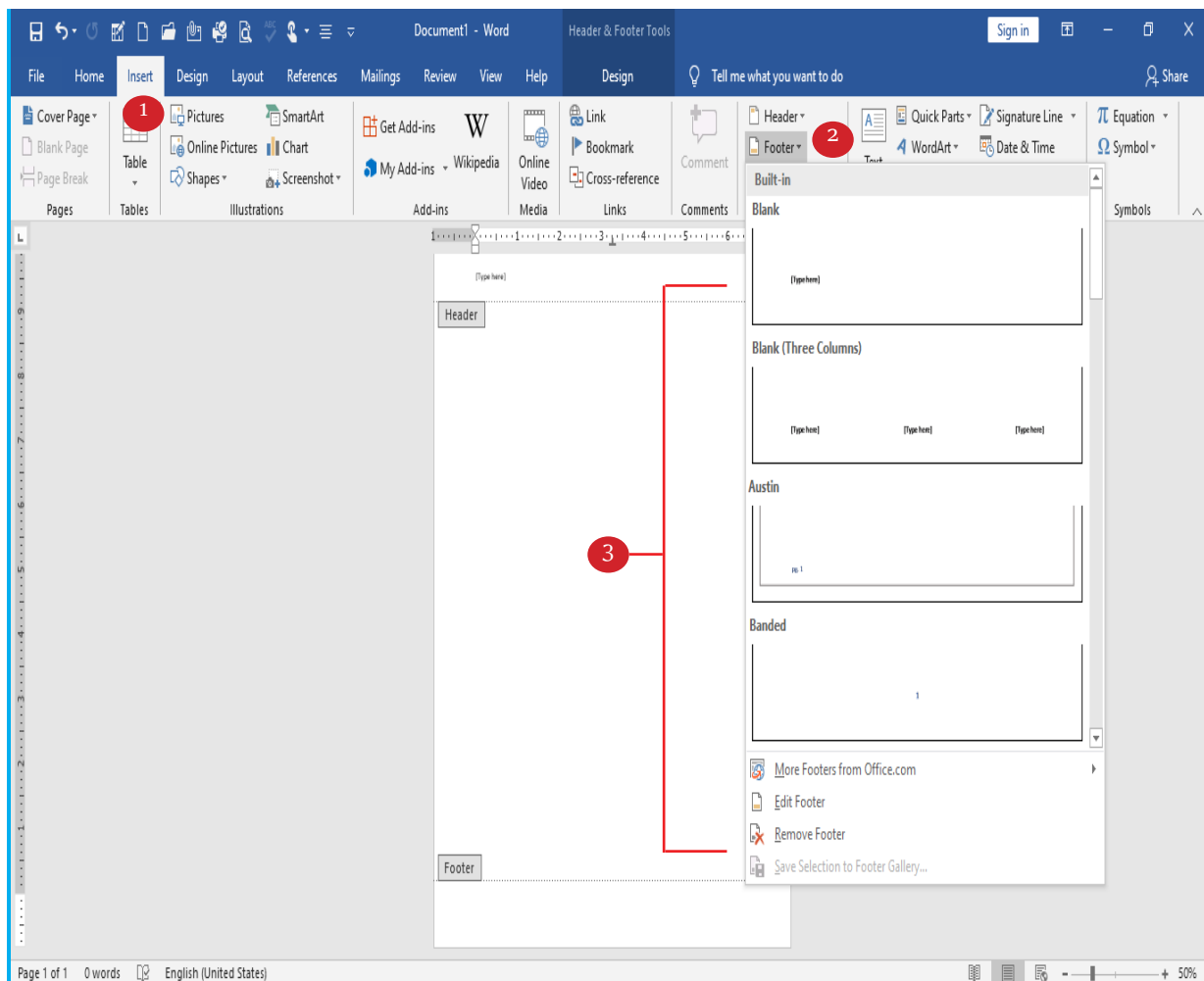


Header and Footer are used to add additional information such as the page number, date, and document name. **Header** appears in the top margin of the document, while **footer** appears in the bottom margin of the document.

Header and Footer are in **Head & Footer** group on the **Insert** tab.

• To Insert Header or Footer into a document:

1. Click the **Insert** tab
2. Click on either **Header** or **Footer**, a drop-down menu will appear.
3. Select the desired **header or footer** style.

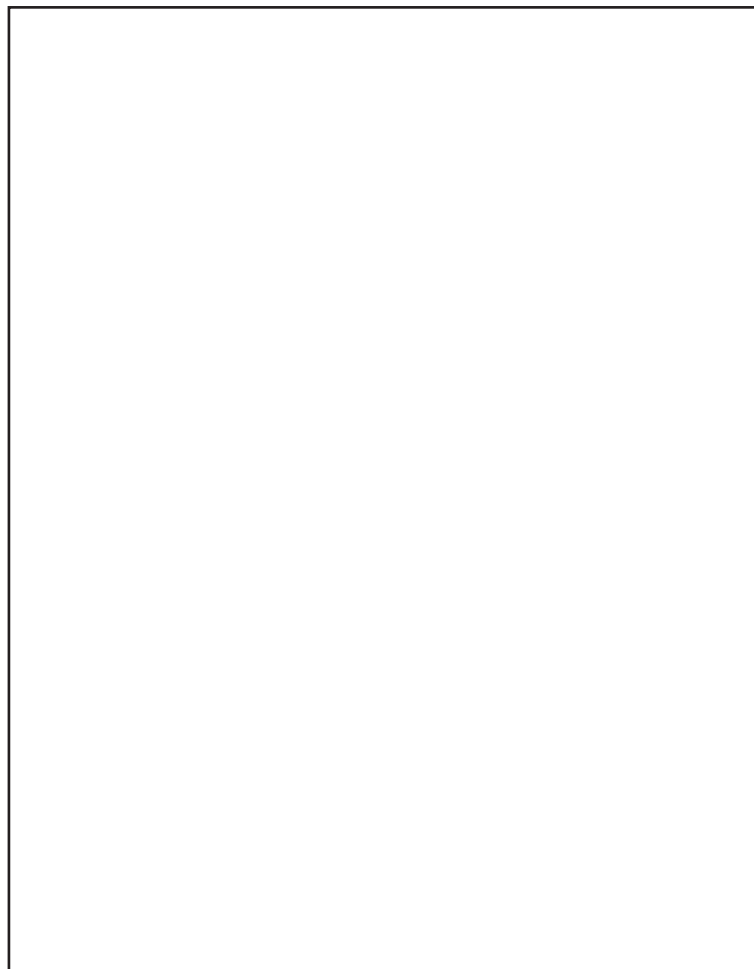
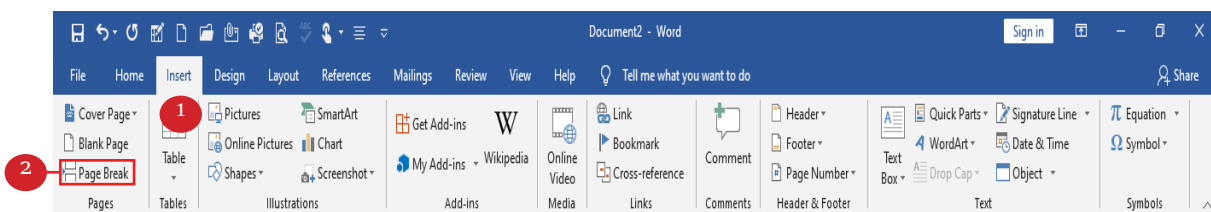


• Insert Page Break

The Page Break command is used to end current page and insert a new page . This command is available in **Pages group** on the **Insert tab**.

• To insert Page Break:

1. Click the **Insert** tab
2. Click **Page Break**
3. A page break will be inserted

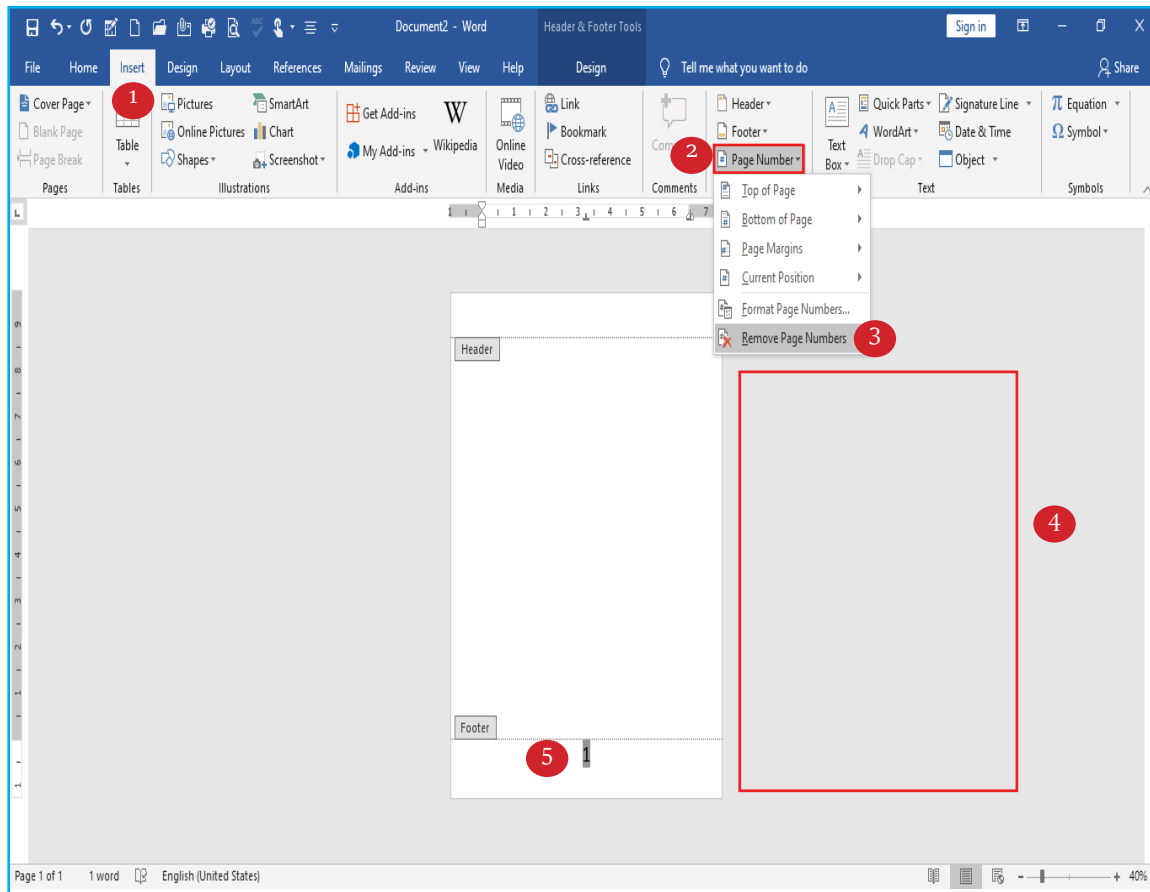


• Insert Page Number

Page Number command is used to number each page in a document. The page number can be placed at the top, bottom or margins of the page. This command is available in (Header& Footer) group on the Insert tab

• To insert Page Numbers into a document:

1. Click the **Insert** tab
2. Click the **Page Number** command
3. Select where you want the number to be positioned from the drop-down menu.
4. Select the desired style of number from the drop-down menu
5. Page Numbering will appear.



Tip:

To remove a page number; select the number then press the Delete key to **delete** the page number.

• Insert Cover Page

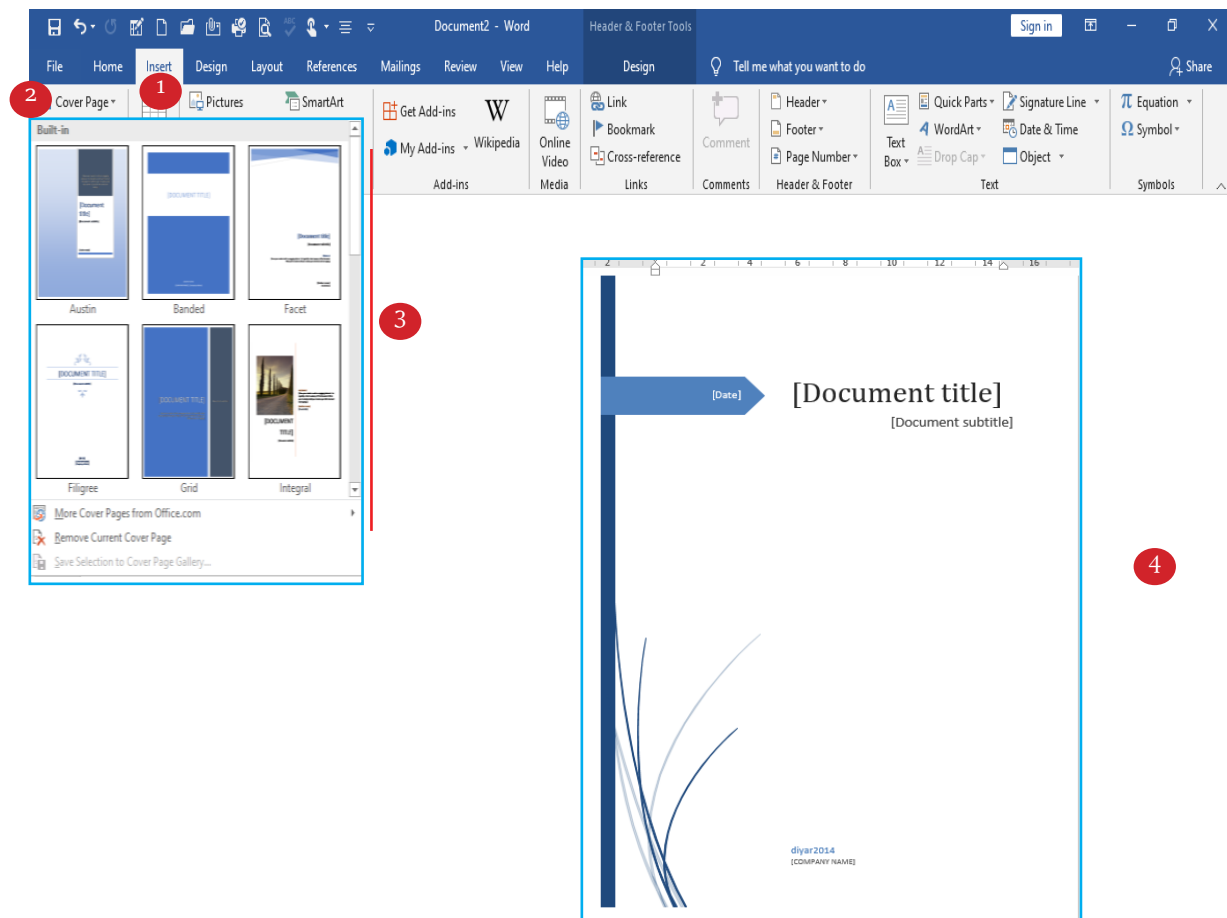


This command allows you to add a fully-formatted cover page to your document. Microsoft Word offers a gallery of built-in cover pages which can be used as the cover of book; you can customize the color and design and add your document title, date, author...etc.

The Cover Page command is located in the **Pages** Group on the **Insert** tab.

• To insert cover page:

1. Click the **Insert** tab.
2. Click the **Cover Page**, a menu of Cover Page layout appears each with different title.
3. Click the **Cover Page** format as per your requirements
4. Click the **Cover Page** and make required customizations.

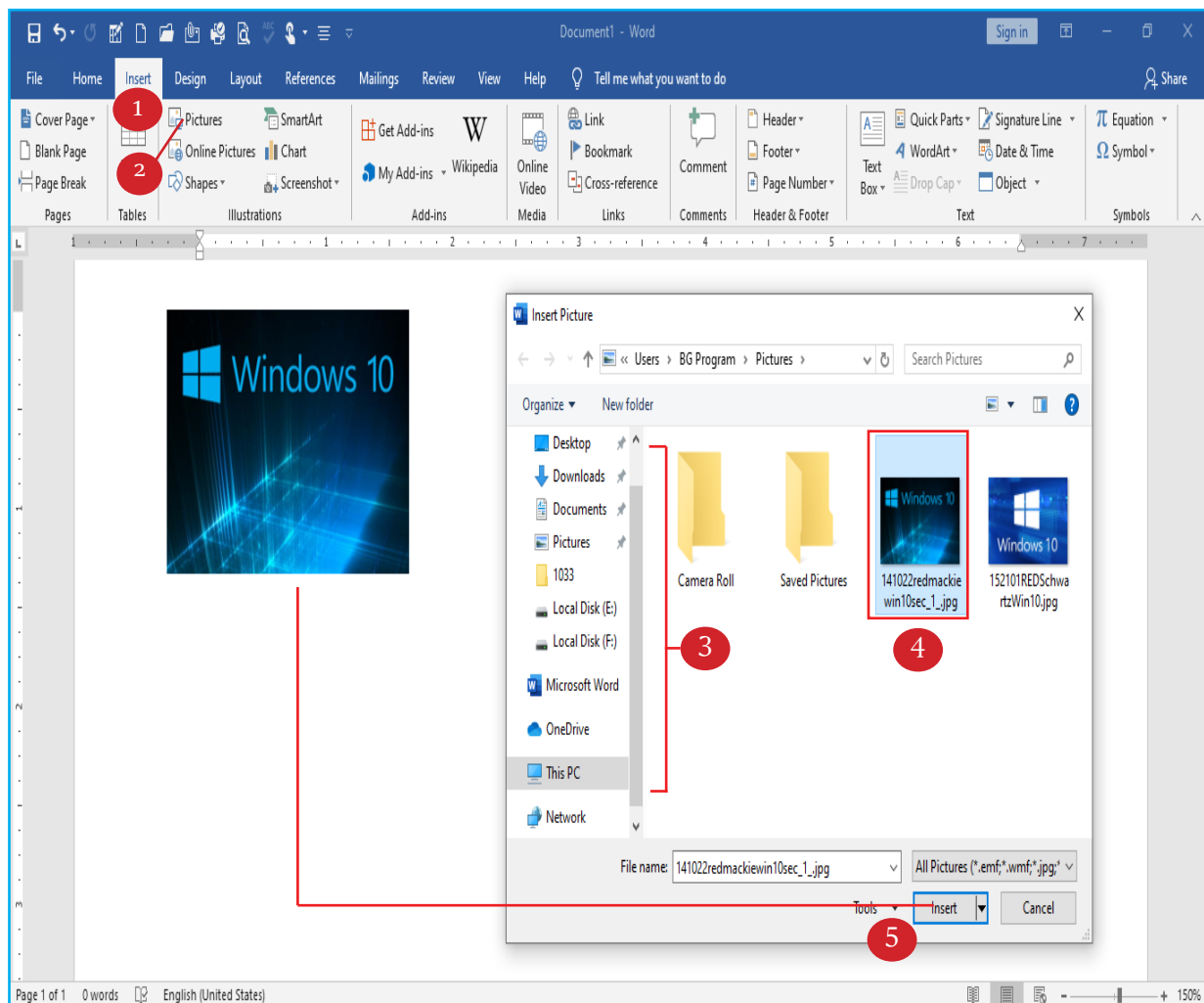


• Insert Picture

This button makes it easier to add picture to a document; you can insert a picture saved locally on computer or from external drive or any allowed location from Microsoft Word. This command is in the **Illustrations** group on the **Insert** tab.

• To Insert picture in word document:

1. Click the **Insert** tab
2. Insert the **Picture** command
3. The Insert Picture dialog box appears, navigate to the folder where your image is located
4. Select the desired image
5. Click **Insert** and the image will appear in the document and you can resize the picture.



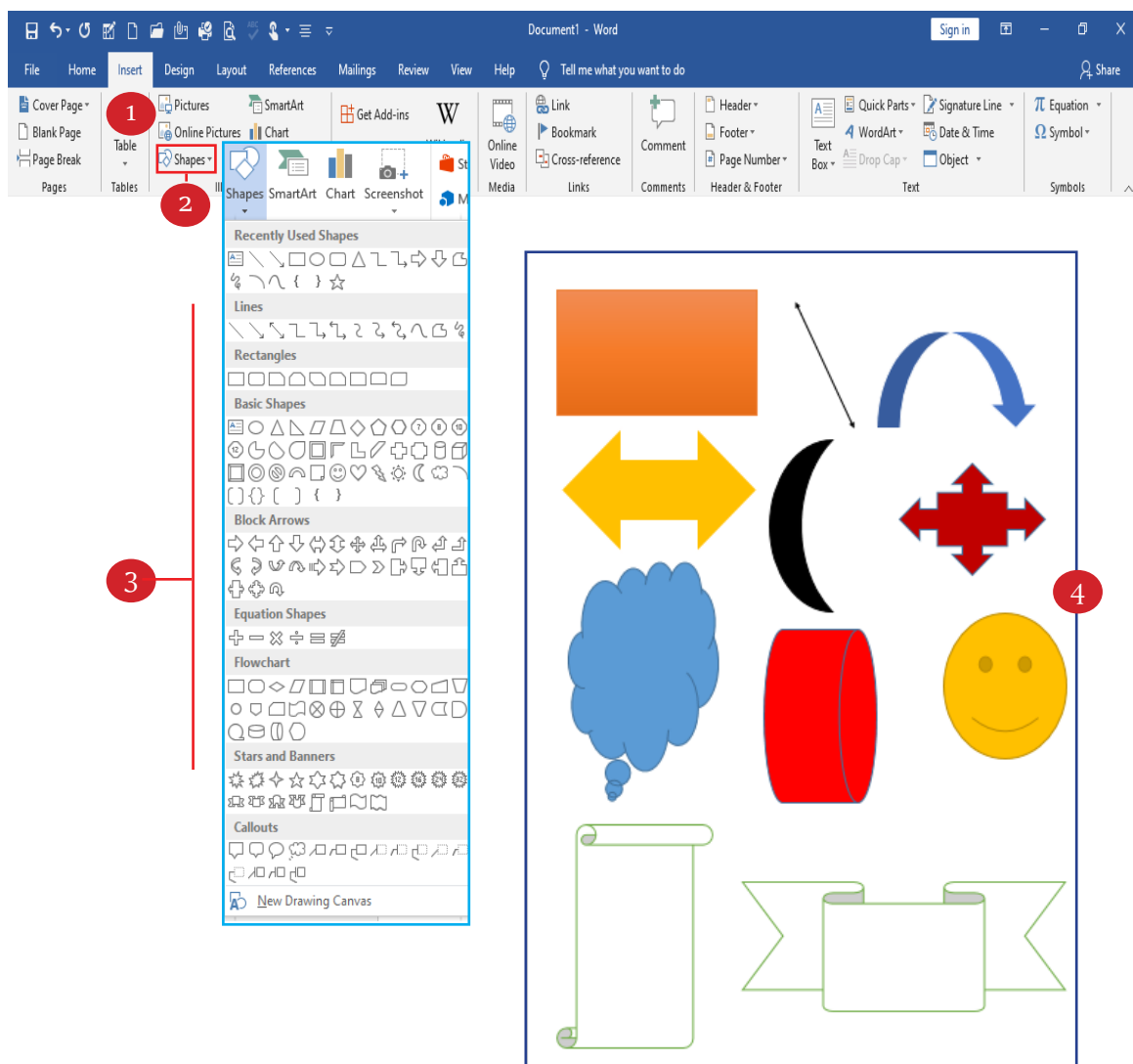
• Insert Shapes

Microsoft Word offers a group of ready-made shapes that can be inserted into the document. They can be used as design element and for drawing pictures or creating shapes with text to add visual appeal and clarity.

The shape command can be accessed via **Illustrations** group on the **Insert** tab.

• To insert a shape in a word document:

1. Click the **Insert** tab
2. Click **Shapes**, a drop-down menu of shapes will appear.
3. Select the desired shape, the mouse pointer changes to a plus sign
4. Click and drag the mouse in the document where you want the shape to appear.

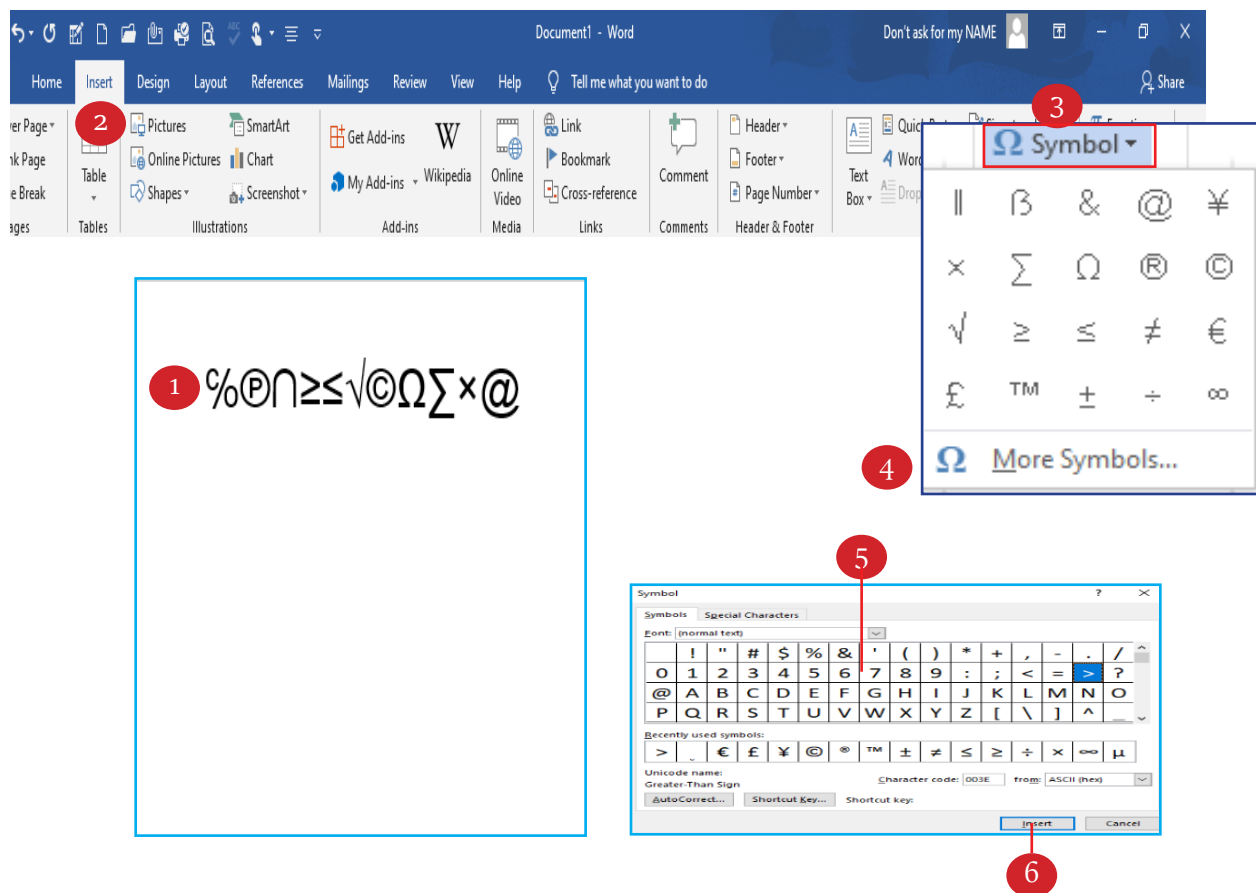


• Insert Symbol

Microsoft Word provides a variety of symbols such as copyright symbols, trademark symbols and mathematical equations ...etc. The Symbol command is available in the **Symbols** group on the **Insert** tab.

• To Insert Symbols to a document:

1. Place cursor in the document where you want to **insert** the symbol.
2. Click the **Insert** tab
3. Click the **Symbol** command, a dialog box of letters and symbols appear
4. Click **More Symbols** to display more symbols
5. Select the **symbol** you want to use
6. Click the **Insert** button or double click, the symbol will appear in the document.



• Insert Equation

This tool contains preset mathematical equations that make it easier to use the equations in the document. This command is available in the **Symbols** group on the **Insert** tab.

• To Insert a preset Equation to document:

1. Click the **Insert** tab
2. Click **Equation** command, a dialog box appears
3. Select and click the equation that you want to insert.

The screenshot shows the Microsoft Word interface with the **Insert** tab selected. The **Equation** command is highlighted in the **Symbols** group. The **Equation** dialog box is open, displaying a gallery of mathematical equations. The gallery includes:

- Area of Circle: $A = \pi r^2$
- Binomial Theorem: $(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$
- Expansion of a Sum: $(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots$
- Fourier Series: $f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$
- Pythagorean Theorem: $a^2 + b^2 = c^2$

Other equations visible in the gallery include the quadratic formula $\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$, a 3x3 identity matrix $\begin{bmatrix} 1 & 0 & 0 \\ 0 & 1 & 0 \\ 0 & 0 & 1 \end{bmatrix}$, a limit $\lim_{n \rightarrow \infty} \left(1 + \frac{1}{n} \right)^n$, and a square root $\sqrt{a^2 + b^2}$.

Tip:

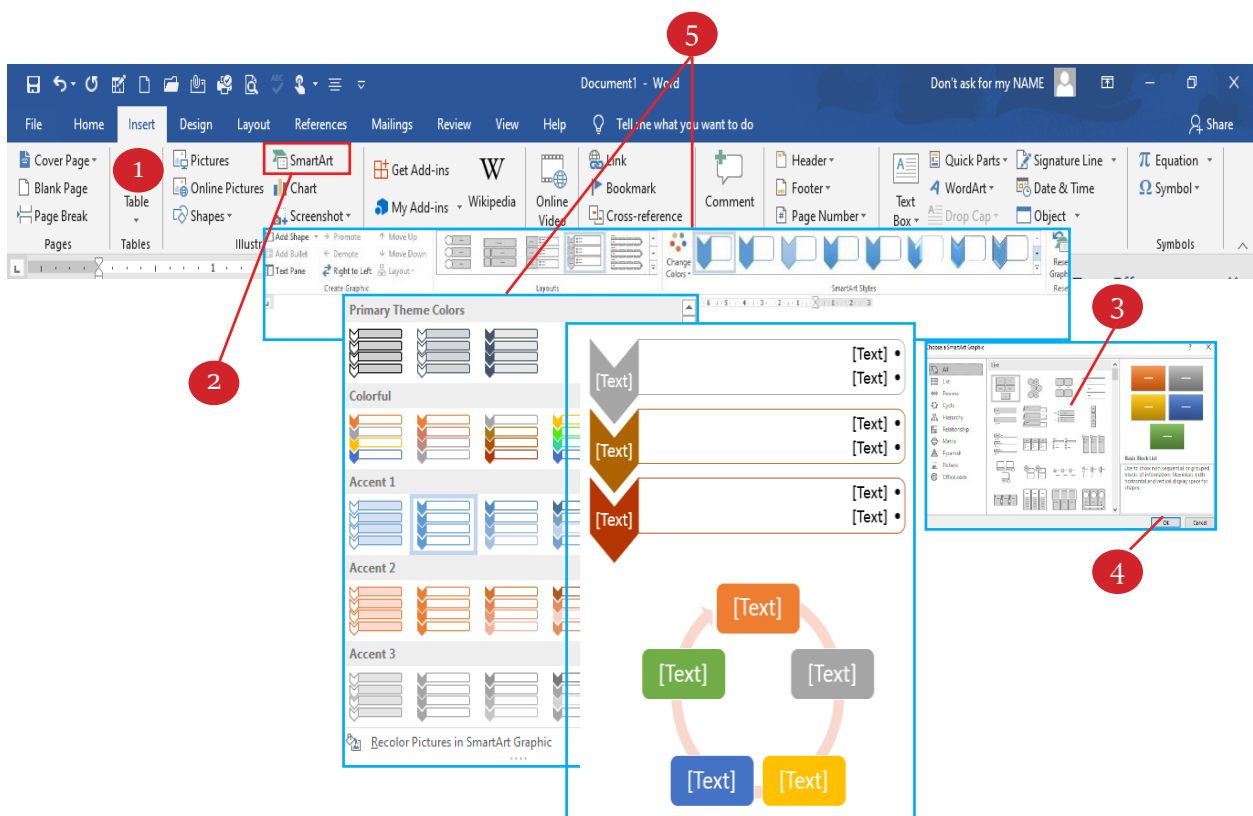
To insert equation using keyboard keys; Press (**Alt + =**) keys and Word opens the Design tan under Equation Tools.

• Insert SmartArt

SmartArt graphic is used for visual presentation of information and ideas. There are a variety of categories and different graphic layouts to choose from to illustrate your idea. This command is located in the **Illustrations** group on the **Insert** tab.

• To Insert SmartArt to document:

1. Click the **Insert** tab
2. Click the **SmartArt** command, a dialog box appears a list of categories.
3. Select the desired graphic to use
4. Click **OK** to insert to document, the graphic will appear in the document
5. Click the **Change Colors** to change the color of the graphic.

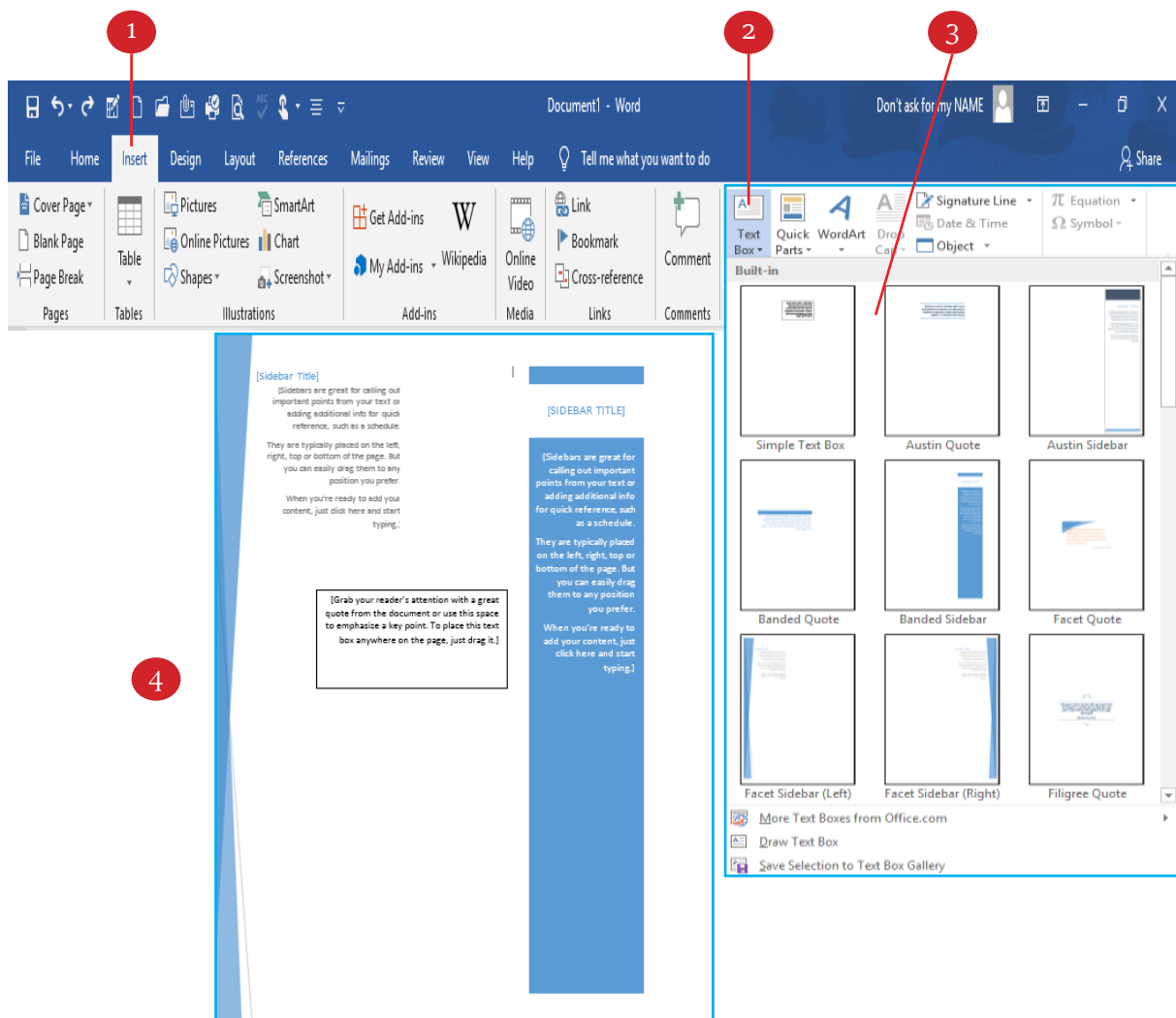


• Insert Text Box

Text Box can be useful for formatting borders for a specific text in the document. There are a number of built-in text boxes that are preformatted and can be used to type text in it. Text Box command is in the **Text** group on the **Insert** tab.

• To insert a text box:

1. Click the **Insert** tab
2. Click the **Text Box** command, a drop-down menu of ready-made text boxes appears
3. Click the desired **Text Box**.
4. You can create text inside the text box



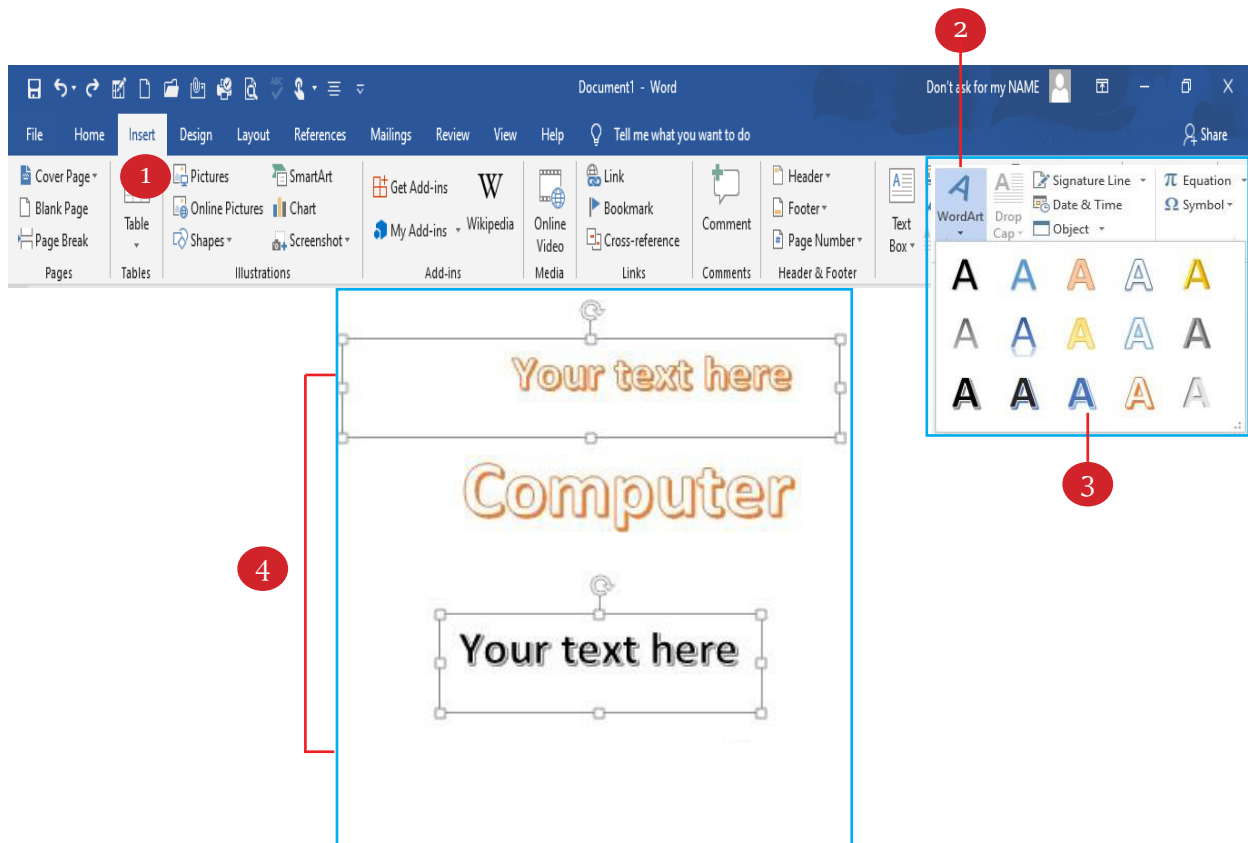
• Insert WordArt



This command makes it easier and faster to add effects to the text such as shadow, color level... etc. Word allows you to customize WordArt as per your requirements. WordArt command is located in the **Design** group on the **Insert** tab.

• To insert a WordArt to a document:

1. Click the **Insert** tab
2. Click the **WordArt** command, a drop-down menu of WordArt styles will appear.
3. Select the desired style you want to use; a text will appear in the selected style.
4. Type the text you want to appear as a WordArt.

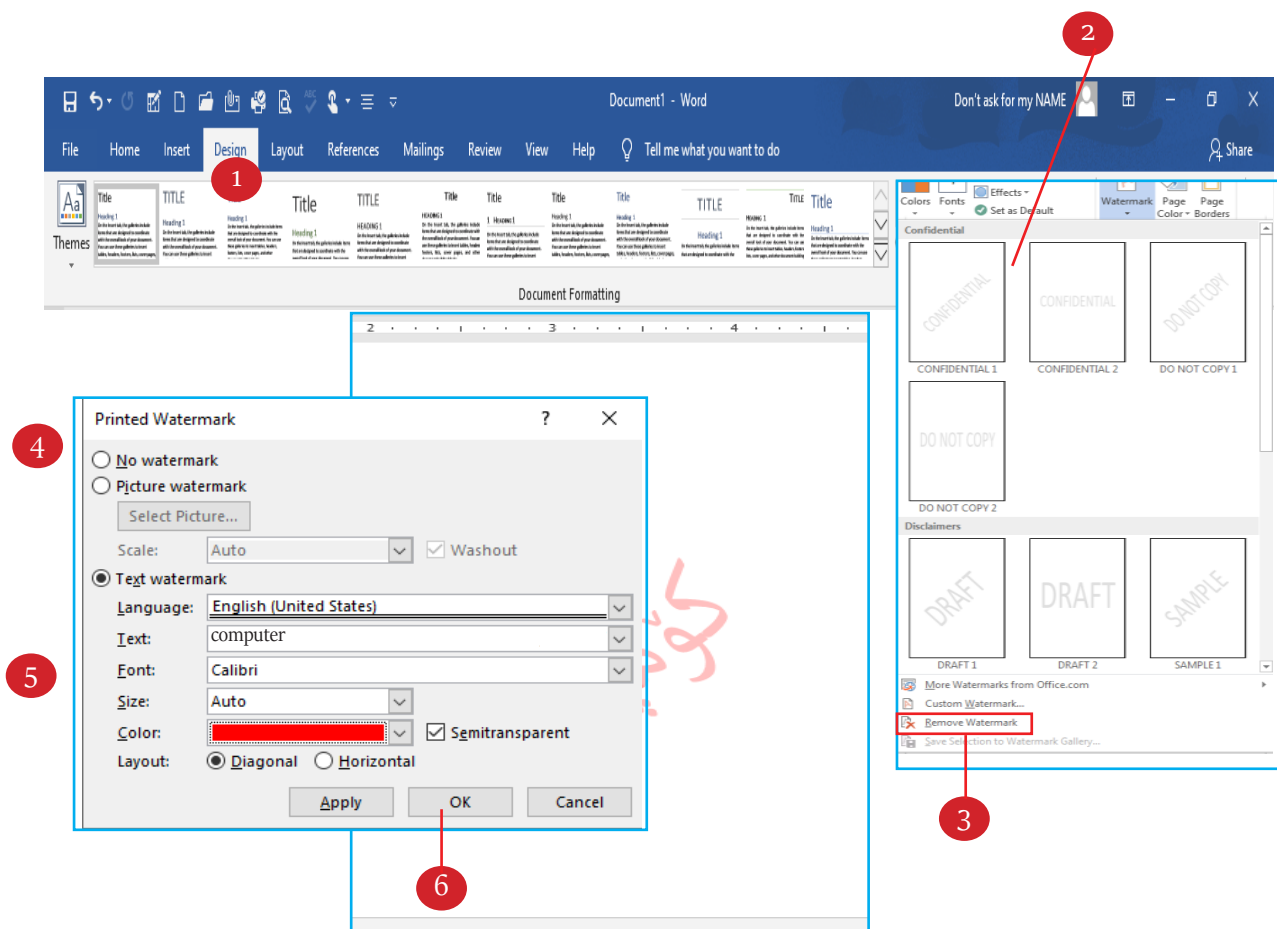


• Insert Watermark

The Watermark is a faded background of image, text, shape or logo displayed behind the content of all pages in the document. This is often used to indicate the document state such as copyright protection, confidentiality, draft...etc. This command is in the **Page Background** group on the **Design** tab.

• To insert a Watermark to a document:

1. Click the **Design** tab.
2. Click **Watermark** command.
3. Click **Custom Watermark** to customize the watermark.
4. Click the **Picture Watermark** to set an image as a **watermark** in the document background
5. Click the **Text Watermark** to set a text as a **watermark** in the document background; you can change the text direction, font style, font size and color.
6. Click Ok button to insert the watermark to the document background.

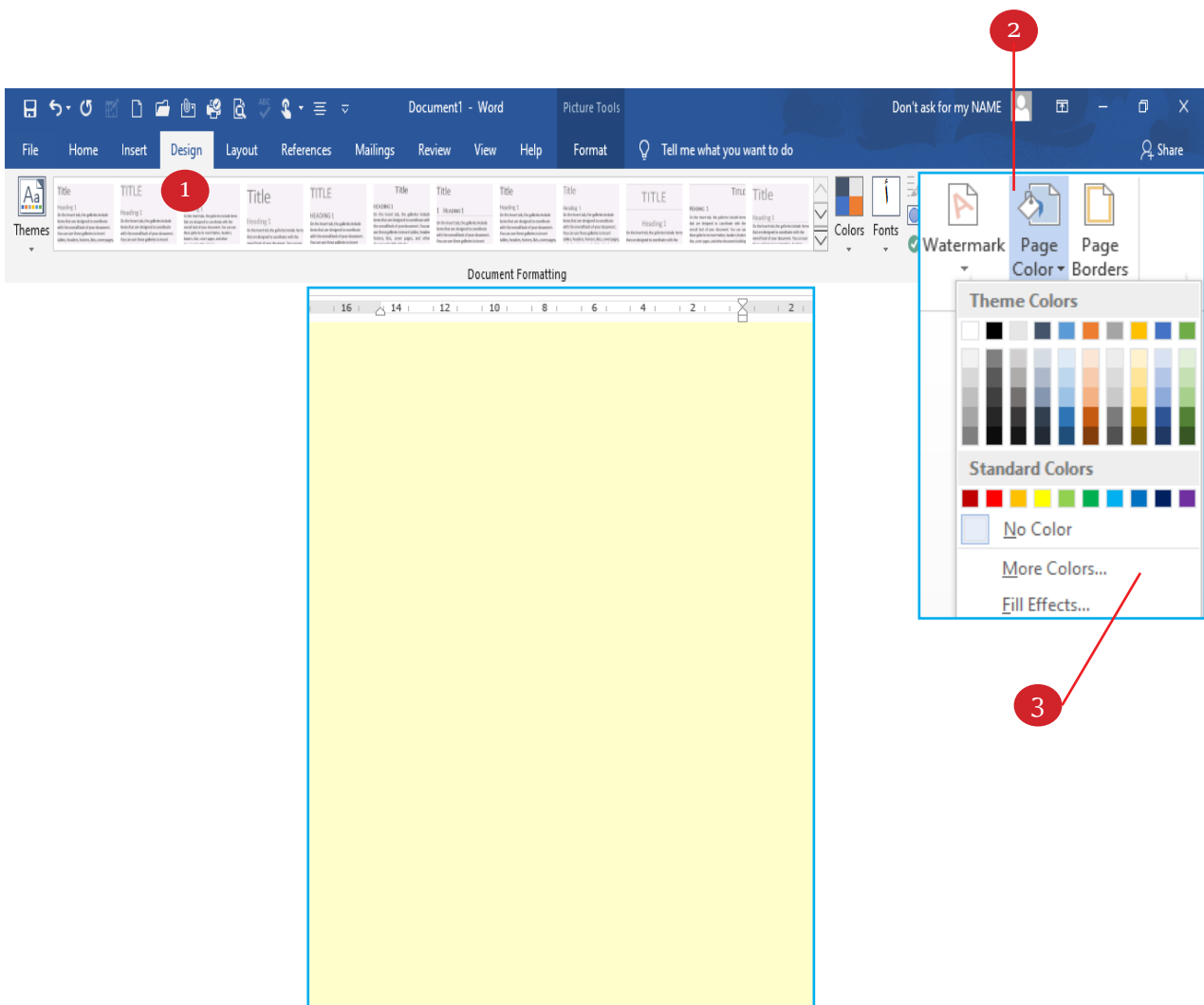


• Add Page Color

This command is used to add color to the document background. It is available in the **Page Background** group on the **Design** tab.

• To add Page color to a document:

1. Click the **Design** tab.
2. Click the **Page Color** command, a drop-down menu of colors will appear
3. Click the desired color.



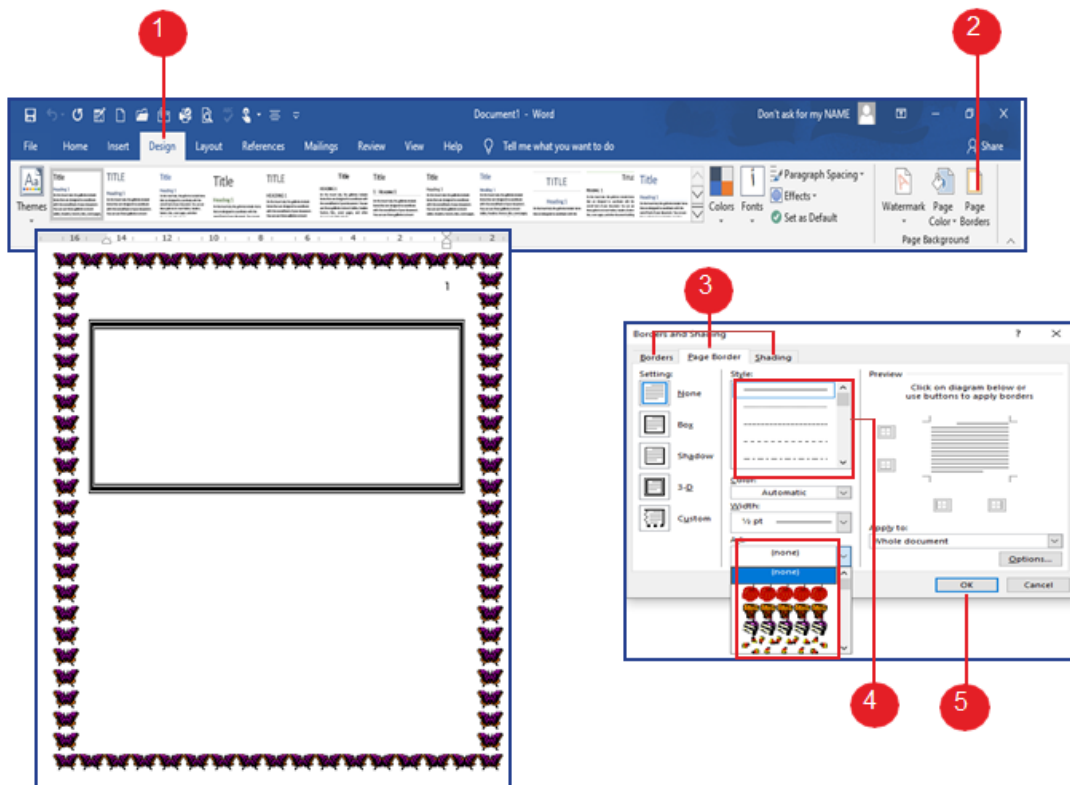
• Insert Page Borders

Border: it is to place a line or designed shapes around the text or image or around the page.

Shading: it is to add a degree of background color to border or Page Borders command is located in the **Page Background** group on the **Design** tab.

• To add page border to a document:

1. Click the **Design** tab
2. Click the **Page Borders** command, A Borders and Shading dialog box will appear on screen
3. Select **Borders** to add border to text, select Page Border to add border around the page and select Shading to add shade.
4. Select the **desired border** style
5. Click **Ok**



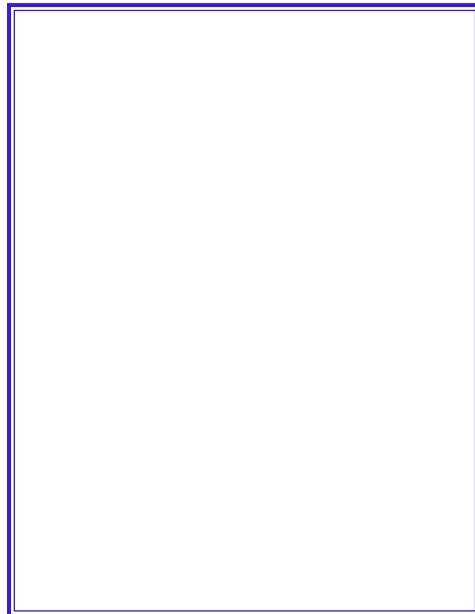
Exercises of Chapter Four

4

Q1/ Write down the steps of adding **Header** and **Footer** to a document.

Q2/ Write down the steps of adding **Page Number** to a document.

Q3/ Add a **border** as follow to a document and write down the steps.



Q4/ Write down the steps of **inserting SmartArt** to a document.

Q5/ Write down the steps of **inserting a picture** to a document.

Q6/ Write down the steps of **inserting Watermark in name of (Kurdistan)** to a document

Page Setup

5th Chapter

The learning goals of this chapter include:

- Page Size
- Page Orientation
- Page Margins
- Adding text Columns to a document

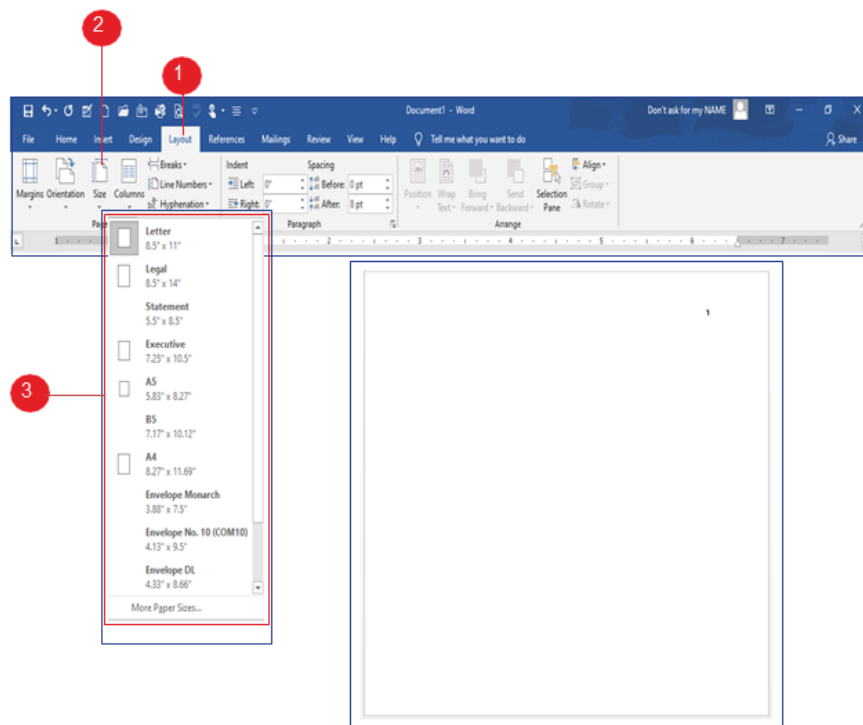


• Page Size

By default, the page size of a new document is (21 cm Width by 29.7 cm Height). Depending on your project; you may need to adjust your document's page size. Before modifying the default page size, you should check to see which page sizes your printer can accommodate. This command is located on the **Layout** tab in the **Page Setup** group

• To change the page size:

1. Select the **Layout** tab
2. Click the Size command
3. A drop-down menu will appear. The current page size is highlighted. Click the desired predefined page size.

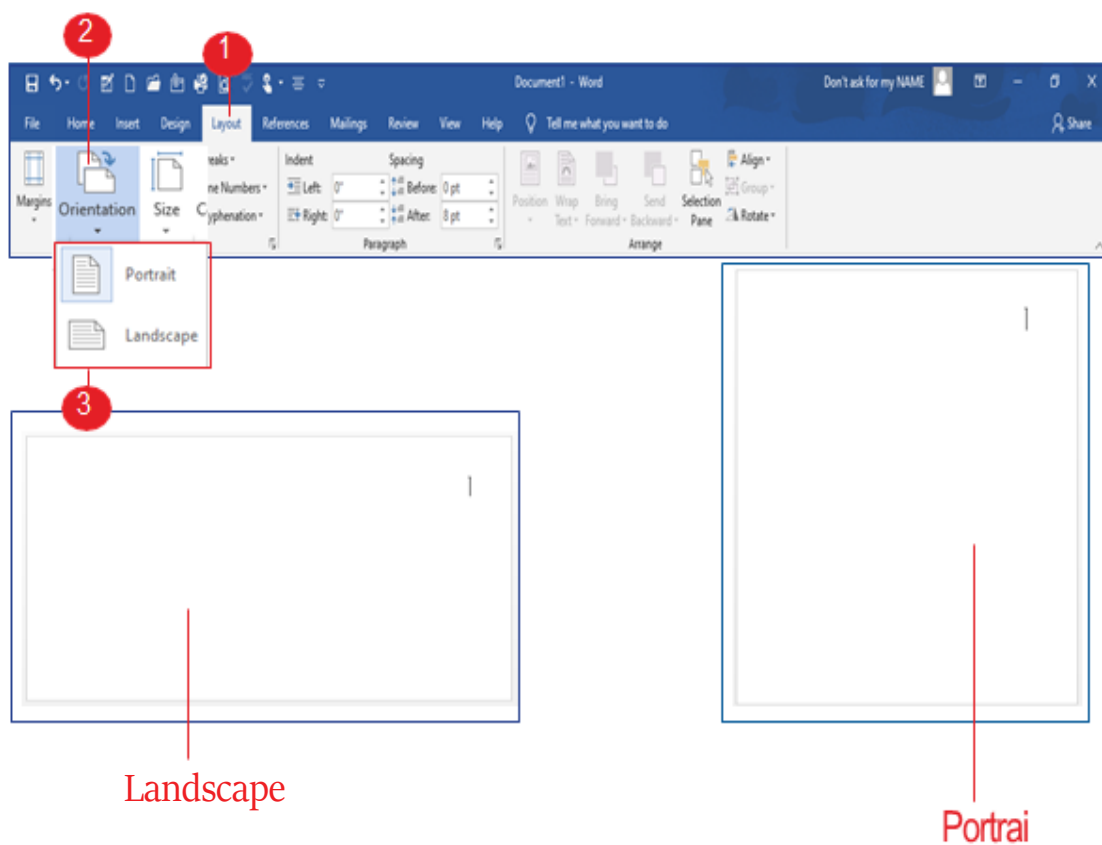


• Page Orientation

Word offers two page orientation options: **portrait** (the page is oriented vertically) and **landscape** (the page is oriented horizontally). This command is located in the **Page Setup** group on the **Layout** tab.

• To change page orientation:

1. Select the **Layout** tab
2. Click the **Orientation** command
3. A drop-down menu with two options will appear;
Portrait for vertical orientation and **Landscape** for horizontal orientation.
4. Click the desired page **orientation**.

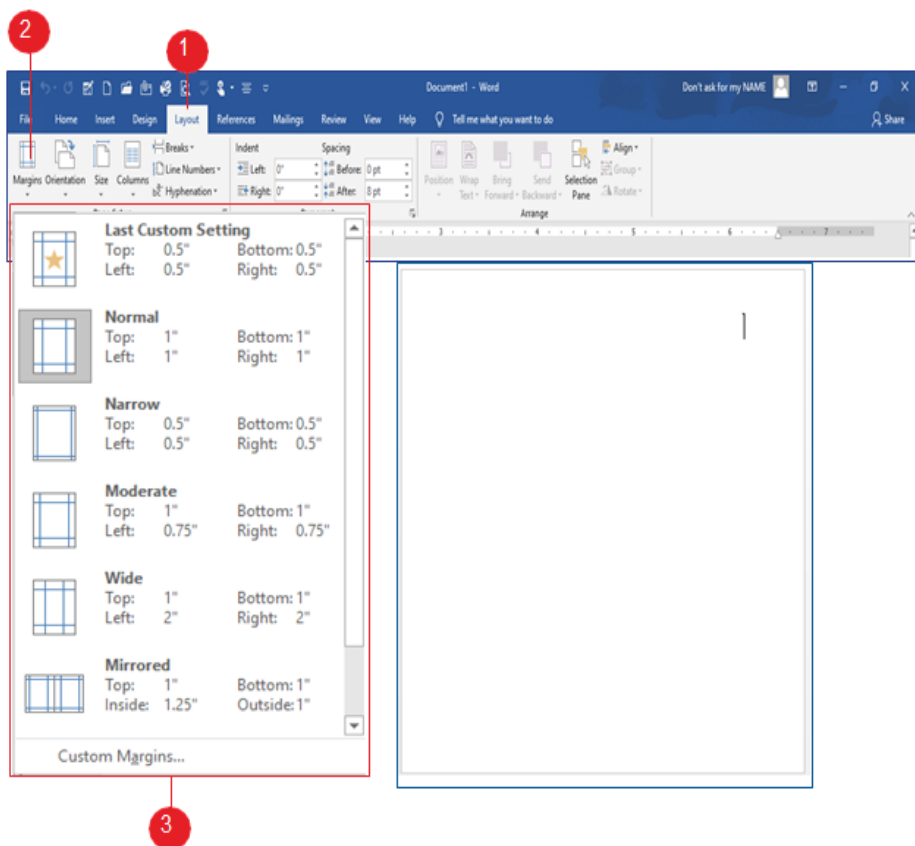


• Page Margins

A margin is the space between the text and the edge of your document. Depending on your need, you can change your document's margin size. Word has a variety of predefined margin sizes to choose from which are appropriate for all types of printers. This command is located in the **Page Setup** group on the **Layout** tab.

• To change page margins:

1. Select the **Layout** tab
2. Click the **Margins** command
3. A drop-down menu with predefined margin size will appear.
4. Click the **margin** size you want.

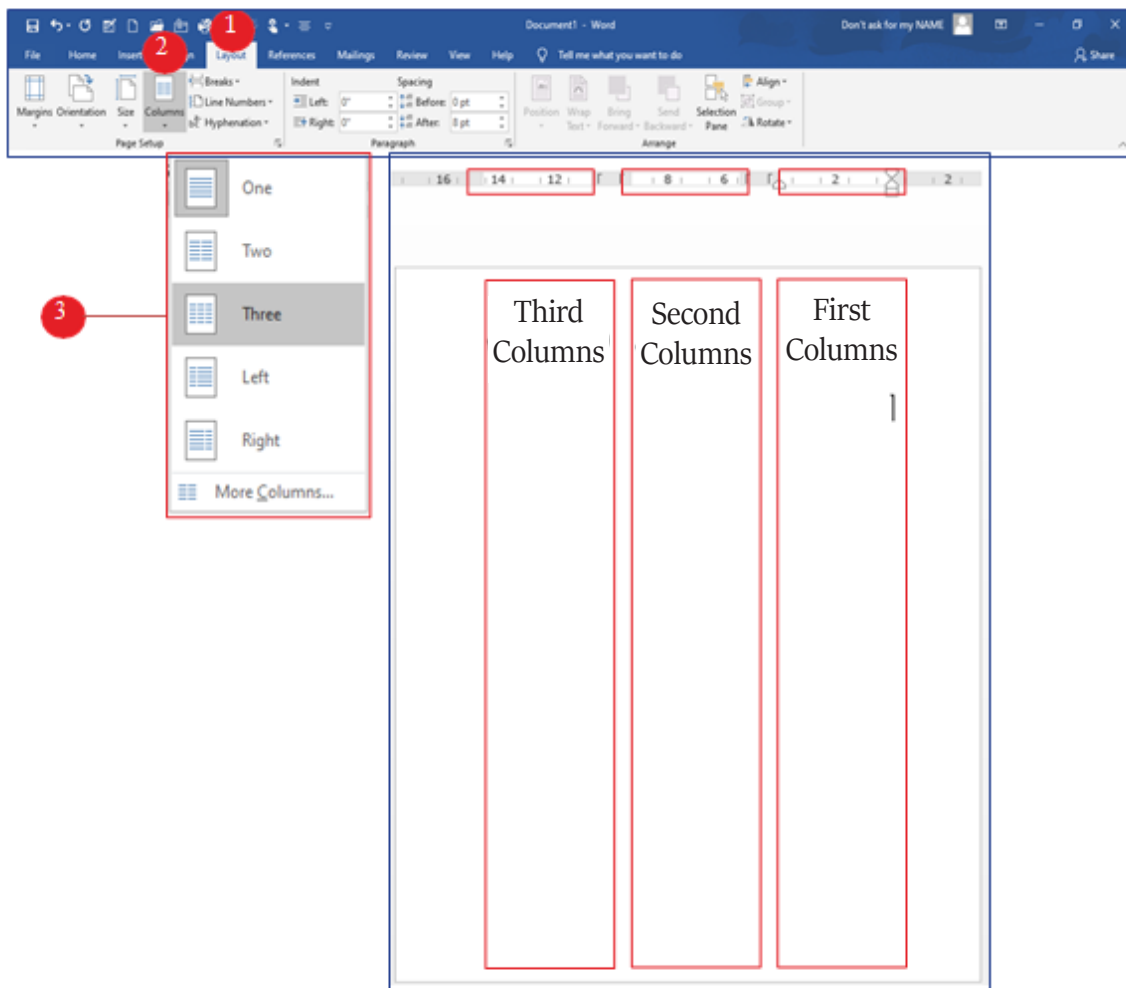


- **Adding text Columns**

This command is used to display text into columns on one page like newspapers, newsletters and flyers- this helps to improve readability and the presentation of information. This command is in the **Page Setup** group on the **Layout** tab.

- **To add text columns to a document:**

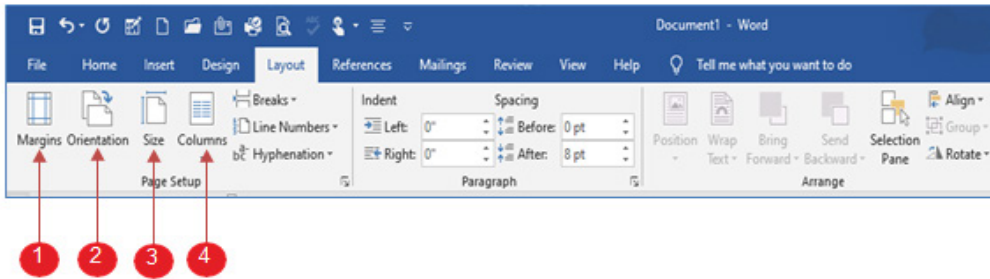
1. Click the **Layout** tab
2. Click the **Columns** command. A drop-down menu of number and style of columns will appear
3. Select the number and style of columns you want to create.



5

Exercises of Chapter Five

Q1/ Write down the purpose of the following commands in Word:



1. Margins
2. Orientations
3. Size
4. Columns

Q2/ Write down the steps of changing page orientation from portrait to landscape.

Q3/ In which **tab** and which **group** are the following commands located?

1. Page Size
2. Margins
3. Orientation
4. Columns

Q4/ Open a new document and apply A3 page size and then write down the steps of changing page size of a document.



• Tables

The learning goals of this chapter include:

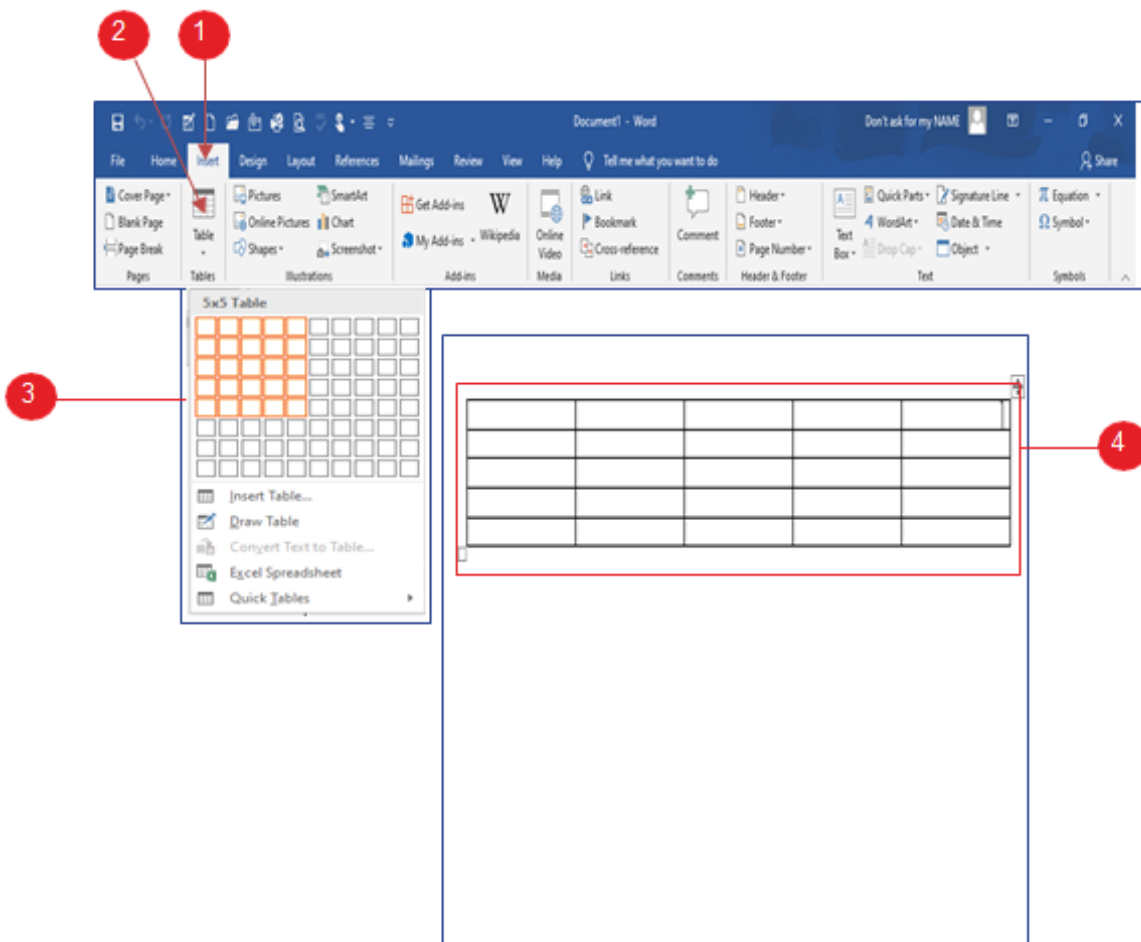
- Inserting **Table** to a document
- Inserting **Table** using Table Dialog Box
- Inserting **Quick Tables**
- Drawing **Table**
- Selecting **Table Cells** (columns and rows)
- Adjusting **column width** and **row height**
- Distributing **columns** and **rows** evenly
- Adding **column** and **row** in **table**
- Deleting **column** and **row** in **table**
- Merging **Cells** in **table**
- Splitting **Cells** in **table**
- Deleting **Cells** in **table**
- Deleting **Table**
- Applying **Table Styles**
- Changing **Cell Alignment** and **Text Orientation** in **table**

• Inserting Table

In word you can easily and quickly add a blank table via a drop-down menu of grids. Click the table command and hover the mouse over the grid to select the number of columns and rows you want. The Table command is located on the **Insert** tab in the **Tables** command.

• To insert a table to a document:

1. Click the **Insert** tab
2. Click the **Table** command in the **Tables** group.
3. Hover your mouse over the grid to highlight the number of columns and rows you want
4. Click your mouse and the table appears in the document.

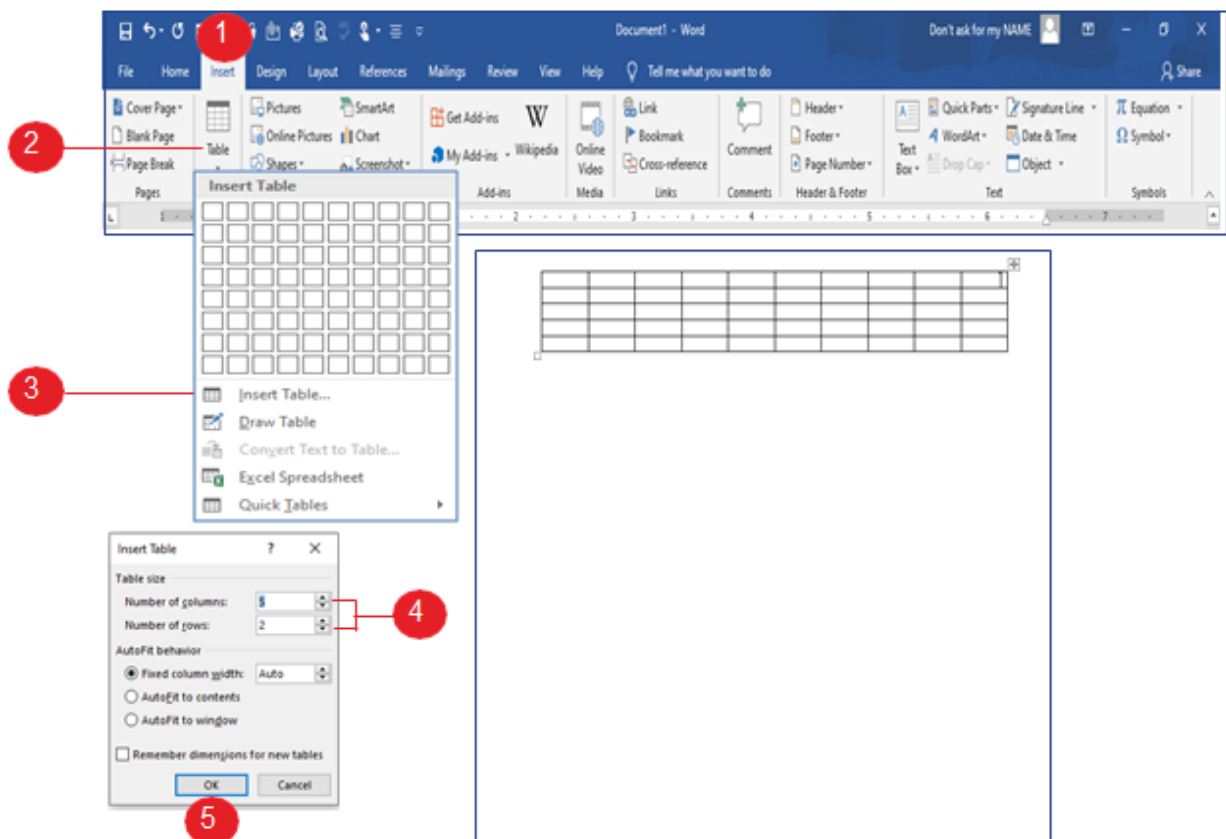


• Inserting Table Using Table Dialog Box

If you want to create a table with many columns and rows, you can insert table via table dialog box where you enter the number of columns and rows you want. This command is in the **Tables** group on the **Insert** tab.

• To insert a table Using table dialog box:

1. Click the **Insert** tab
2. Click the **Table** command in the Tables group.
3. Click the **Insert Table** on the drop-down menu.
4. In the dialog box, enter the **number of columns and rows**.
5. Click **OK** and the table appears in the document.



• Inserting Quick Tables

Quick tables are preformatted tables that you can insert into your document such as calendars, tabular list, and table with subhead...etc. This command is located in the **Tables** group on the **Insert** tab.

• To insert a quick table:

1. Click the **Insert** tab
2. Click the **Table** command in the **Tables** group.
3. Click the **Quick Tables** on the drop-down menu.
4. Select and click the preformatted table that you want.

The screenshot shows the Microsoft Word interface with the **Insert** tab selected. The **Tables** group is expanded, and the **Quick Tables** option is highlighted. A red box highlights the **Quick Tables** menu, and a red circle with the number 4 points to the selected calendar option. A red circle with the number 3 points to the **Quick Tables** menu item. A red circle with the number 2 points to the **Table** button in the **Tables** group. A red circle with the number 1 points to the **Insert** tab. The main document area displays a table titled "Enrollment in local colleges, 2005" and four calendar options (December, May, December, December).

College	New students	Graduating students	Change
Undergraduate			
Cedar University	110	103	+7
College	223	214	+9
Academy	197	120	+77
College	134	121	+13
Institute	202	210	-8
Graduate			
University	24	20	+4
College	43	53	-10
Academy	3	11	-8
College	9	4	+5
Institute	53	52	+1
Total	998	908	90

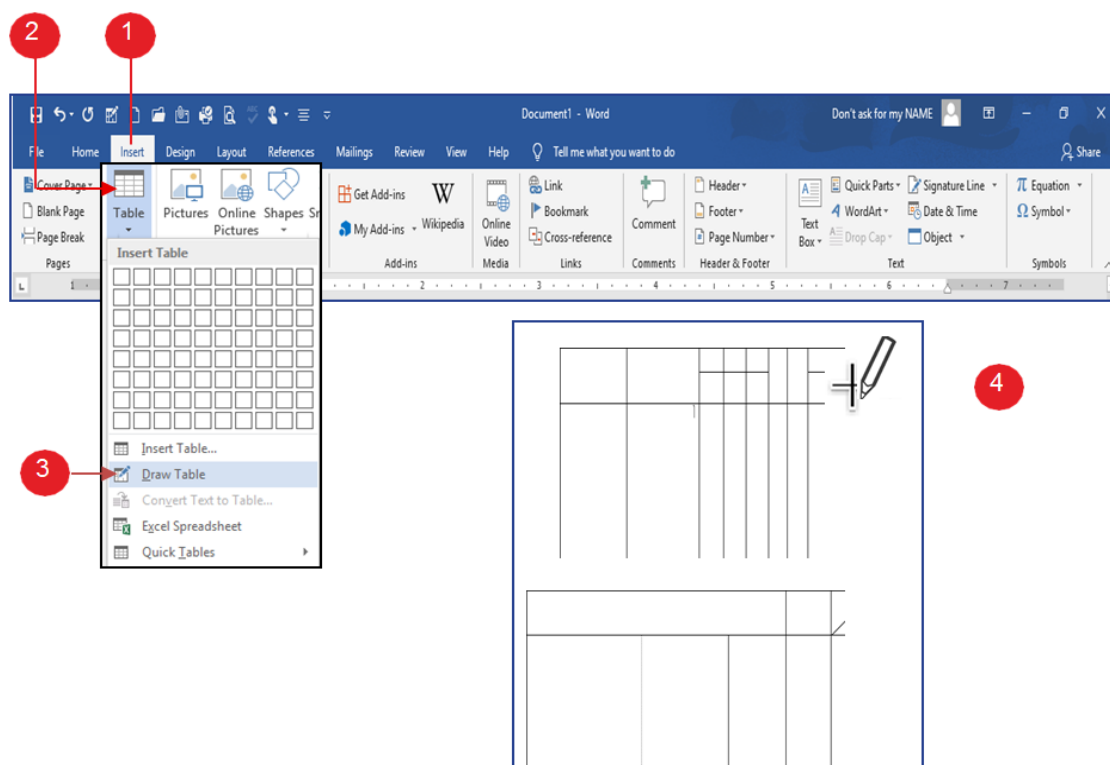


• Drawing Table

The Draw Table feature in Word allows you to create a table with the desired number of columns and rows and exactly as you want. In your document, click Draw Table then the mouse pointer changes to a pencil icon. Drag and draw the table where you want. This command is located in the **Tables** group on the **Insert** tab.

• To draw table in a document:

1. Click the **Insert** tab
2. Click the **Tables** command.
3. Click the **Draw Table** on the drop-down menu.
4. The mouse pointer changes to a pencil tool, Click and hold the left mouse button, drag the cell into the desired size and then release.



• Selecting Table Cells (columns and rows)

There are times you need to select a single cell, an entire row or column, multiple rows or columns, or an entire table to format. The way to select cells is to position the mouse pointer in any cell within the column or row then select and drag the mouse over the cells that you want to select.

• To select cells in a table:

1. To select a column, move the cursor over the column and then click to select that column.
2. To select a row, move the cursor to the left of the row then double click to select that row
3. To select multiple columns or rows, click and drag the mouse over the other columns or rows you want to select.
4. To select a cell, move the mouse to the side of the cell and click to select the cell.
5. To select an entire table, click on the table selection icon in the upper corner of the table.

The screenshot displays the Microsoft Word interface with a table titled "Class Teacher Roster". The table has three columns: Class, Teacher, and Room. Five different selection methods are demonstrated with red boxes and numbered callouts:

- 1:** A single column (Room) is selected.
- 2:** A single row (English 2) is selected.
- 3:** Multiple rows (English 1 through Geography 2) are selected.
- 4:** A single cell (English 2, Sue Lewis) is selected.
- 5:** The entire table is selected.

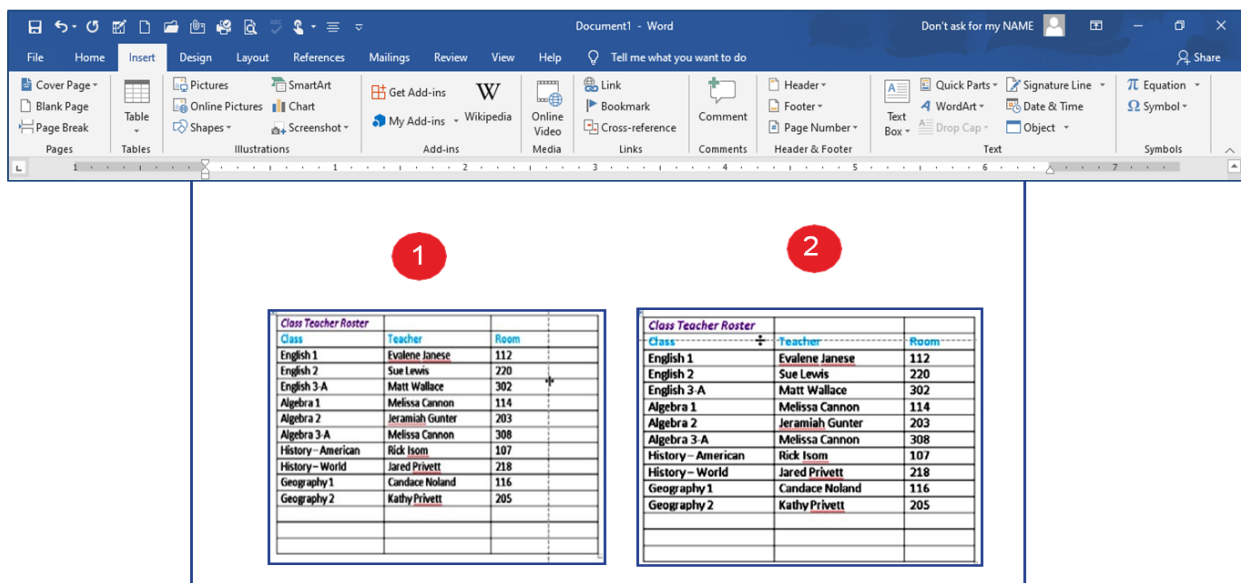
Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
English 3-A	Matt Wallace	302
Algebra 1	Melissa Cannon	114
Algebra 2	Jeremiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History--American	Rick Isom	107
History--World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

• Adjusting Column Width and Row Height

There are times you need to adjust column width and row height to fit the table to the text or data. Word makes it easy via clicking and dragging the resize boundary icon until the column width or row height is resized.

• To adjust column width and row height:

1. To adjust column width manually, place the mouse pointer over the border of the column and then click and drag to adjust the column width.
2. To adjust row height manually, place the mouse pointer over the border of the row and then click and drag to adjust the row height.

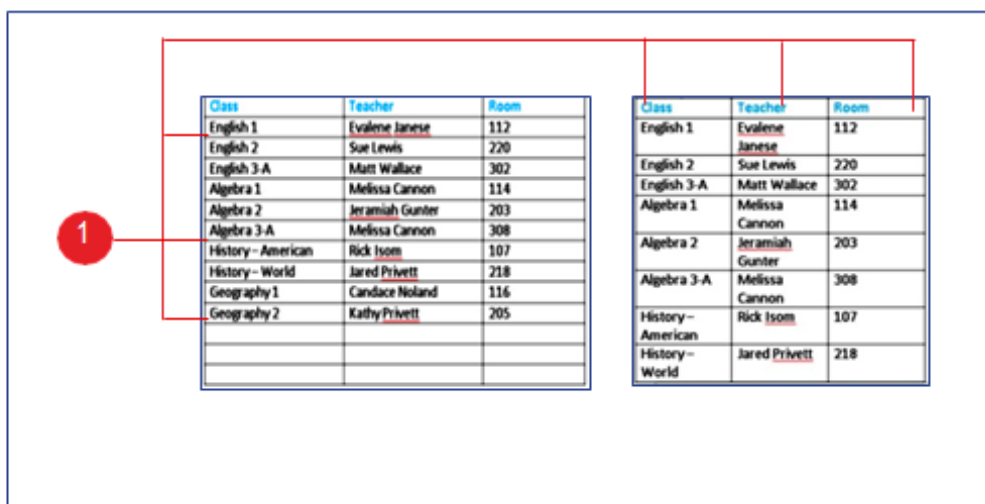
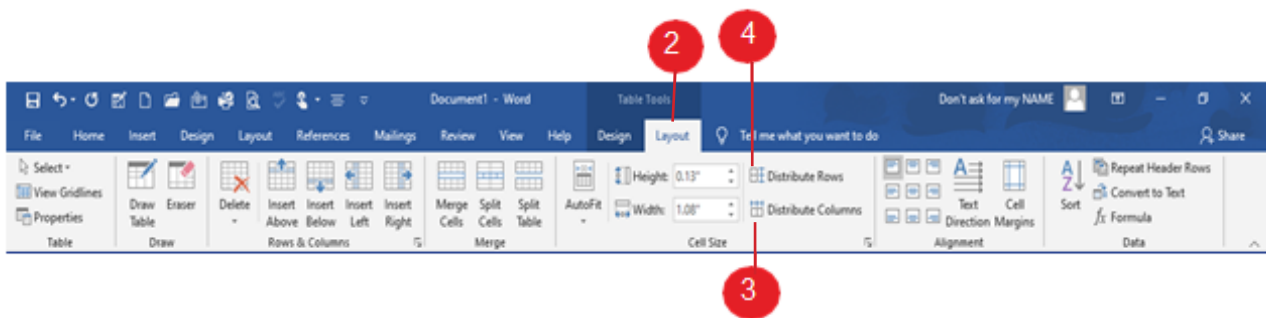


• Distributing Columns and Rows Evenly

In Word, columns width and rows height can be distributed evenly. This command is located in the **Cell Size** group on the **Layout** tab.

• To distribute columns and rows evenly:

1. Select the columns and rows
2. Click the **Layout** tab.
3. Click the **Distribute Rows** to set row height equally.
4. Click the **Distribute Columns** to set column width equally.



• Adding Column and Row

Word allows you to add column and row to a table easily. This command is located in the **Rows & Columns** group on the **Layout** tab.

• To add columns and rows to a table:

1. Place your cursor in a column or row which you want to add column or row
2. Click the **Layout** tab.
3. To add column, click **Insert Right** or **Insert Left**.
4. To add row, click **Insert Above** or **Insert Below**

The screenshot shows the Microsoft Word ribbon with the **Layout** tab selected. The **Rows & Columns** group is highlighted, with four red circles and arrows pointing to specific buttons: 1 points to the **Insert Below** button, 2 points to the **Insert Right** button, 3 points to the **Insert Left** button, and 4 points to the **Insert Above** button.

Below the ribbon are four diagrams illustrating the result of adding a column or row to a table. The original table has three columns: Class, Techer, and Rom.

- Top Left:** A 4x3 table with the middle column shaded. A red arrow points from the **Insert Right** button to this shaded column.
- Top Right:** A 4x4 table with the fourth column shaded. A red arrow points from the **Insert Left** button to this shaded column.
- Bottom Left:** A 4x3 table with the middle column shaded. A red arrow points from the **Insert Above** button to this shaded row.
- Bottom Right:** A 4x3 table with the fourth row shaded. A red arrow points from the **Insert Below** button to this shaded row.

New Column Added (under the bottom-left diagram)

New Row Added (under the bottom-right diagram)

• Deleting Columns and Rows



Word allows you to delete unwanted columns and rows in a table easily. By deleting a column or a row, the data entered will be deleted as well. This command is located in the **Rows & Columns** group on the **Layout** tab.

• To delete columns and rows in a table:

1. Select a column or row you want to delete
2. Click the **Layout** tab.
3. Click **Delete command** and a drop-down menu will appear
4. Click **Delete Columns** to delete a column, Click **Delete Rows** to delete a row.

The screenshot shows the Microsoft Word interface with the **Layout** tab selected. The **Delete** command is highlighted, and its drop-down menu is open, showing **Delete Columns**, **Delete Rows**, and **Delete Table**. Red circles and arrows indicate the steps: 1. Selecting a row in a table, 2. Clicking the **Layout** tab, 3. Clicking the **Delete** command, and 4. Clicking **Delete Columns**.

Below the screenshot are two examples of table deletion:

Column Deleted: A table with 4 columns (Class, Techer, Address, Rom) and 4 rows. The **Address** column is shaded grey, indicating it is selected for deletion. The resulting table has 3 columns (Calass, Techer, Rom) and 4 rows.

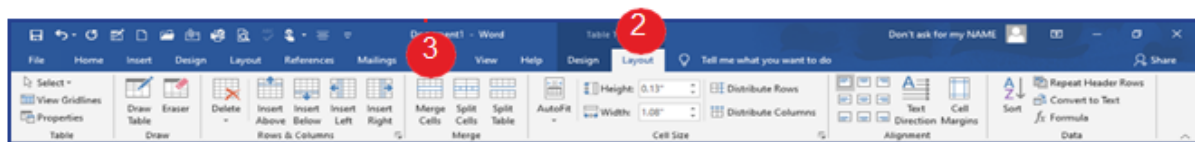
Row Deleted: A table with 4 columns (Class, Techer, Address, Rom) and 4 rows. The second row is shaded grey, indicating it is selected for deletion. The resulting table has 4 columns (Calass, Techer, Rom) and 3 rows.

• Merging Cells in Table

Word allows you to merge two or more table cells into a single cell. This command is located in the **Rows & Columns** group on the **Layout** tab.

• To merge cells in a table:

1. Select the table cells you want to merge
2. Click the **Layout** tab.
3. Click **Merge Cells** command
4. The cells will be merged.



1

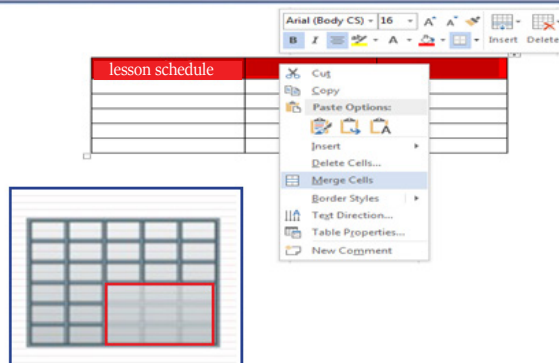
lesson schedule		

4 merged cell

lesson schedule		

Note: Second way

on the selected cells, Right - click and click **Merge cells**



• Splitting Cells in Table

Word allows you to split a cell into two or more cells. This command is located in the **Merge** group on the **Layout** tab.

• To split cells in a table:

1. Select the cell that you want to split
2. Click the **Layout** tab.
3. Click **Split Cells** command
4. The **split cell dialog** cell will appear, enter the number of columns and rows that you want
5. Click **OK**

The image illustrates the steps to split a cell in a table. It shows the Microsoft Word interface with the **Layout** tab selected. The **Split Cells** command is highlighted in the **Merge** group. A dialog box titled **Split Cells** is shown with the following settings:

- Number of columns: 6
- Number of rows: 1
- Merge cells before split

The **OK** button is highlighted. The final result shows the **Lesson schedule** cell split into six columns, with the text **Lesson schedule** appearing in the rightmost cell. The text **split cells** is written next to the resulting table.

• Deleting Cells in Table

Word allows you to delete cells in table. This command is located in the **Rows & Columns** group on the **Layout** tab.

• To split cells in a table:

1. Select the cell that you want to delete
2. Click the **Layout** tab.
3. Click **Delete** command and a drop-down menu will appear.
4. Click **Delete Cells** in the menu.
5. The delete cells dialog box will appear, choose Shift cells left or Shift cells up to delete cells.
6. Click **OK**

3

2

4

1

12314	23451	43056	
21405	98439	78430	
39200	76594	54090	
34205	54667	87883	

Deleted cells

5

6

12314	23451	43056	
4205	98439	78430	
	76594	54090	
	54667	87883	

Delete Cells ? X

Shift cells left

Shift cells up

Delete entire row

Delete entire column

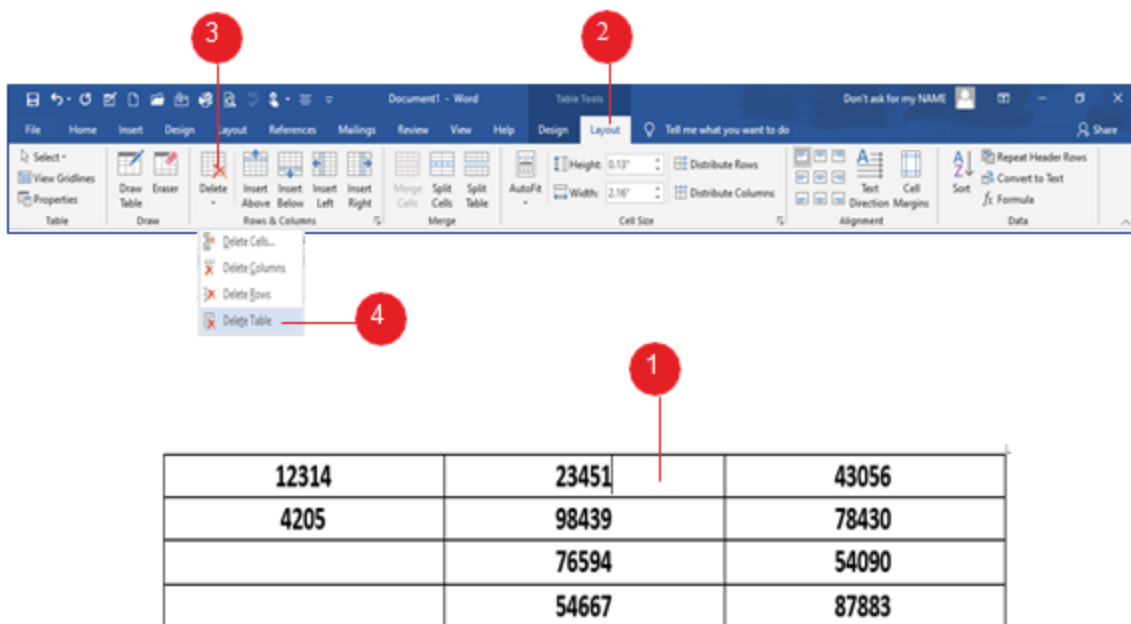
OK Cancel

• Deleting Table

Word makes it possible to delete table that you do not want. This command is located in the **Rows & Columns** group on the **Layout** tab.

• To delete table:

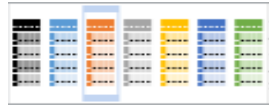
1. Select the table that you want to delete
2. Click the **Layout** tab.
3. Click **Delete** command and a drop-down menu will appear.
4. Click **Delete Table** in the menu.
5. The table will be deleted.



Deleted table 



• Applying Table Style



Word lets you apply table styles to change the look and feel of your table instantly. They control several design elements, including fonts and fonts' size, color and borders and shading. This command is located in the **Table Styles** group on the **Design** tab.

• To apply table style:

1. Select the table that you want to apply the table style
2. Click the **Design** tab.
3. Click **More** drop-down arrow to see the full list of styles.
4. Click the Table Style you want.

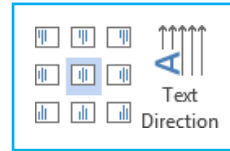
The screenshot shows the Microsoft Word interface with the **Design** tab selected. The **Table Styles** group is visible, showing a gallery of table styles. A table with four rows and three columns is selected in the document. The table contains the following data:

12314	23451	43056
21405	98439	78430
39200	76594	54090
34205	54667	87883

The **Table Styles** gallery is open, showing a grid of various styles. A red circle labeled '4' points to a specific style in the gallery. A red circle labeled '1' points to the selected table in the document. A red circle labeled '2' points to the **Design** tab. A red circle labeled '3' points to the **More** drop-down arrow in the **Table Styles** group.



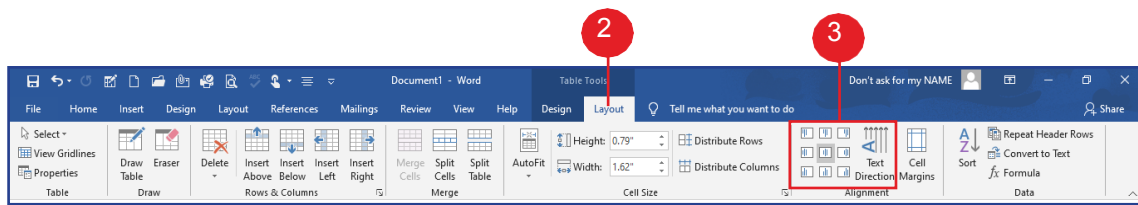
• Changing Cell Alignment and Text Orientation



You can change the alignment of your cells to left, right or center and the direction of your text from horizontal to vertical. These commands are located in the **Alignment** group on the **Layout** tab.

• To change cell alignment and text orientation in table

1. Select the **cell** that you want to modify
2. Click the **Layout** tab.
3. Click **Alignment** commands.
4. The **changes** will appear.



1

job	Age	Address	Name

4

job	Age	Address	Name

job	Age	Address	Name

job	Age	Address	Name

Exercises of Chapter Six

6

Q1/ Choose the correct answer:

1. In Word, the command of combining two or more table cells into a single cell is called:

- a. Split Cell
- b. Merge Cells
- c. Merge all cells
- d. Delete cell

2. Organizing information in columns and rows is called:

- a. List
- b. Address
- c. Table
- d. Merge

3. The pre-formatted tables in word documents are called:

- a. Built-in tables
- b. Table
- c. Quick Tables
- d. Insert Table

4. The rectangle intersection of a row and column is called:

- a. Cell
- b. Merged cells
- c. Split cells
- d. Table

Q2/ Write the steps of Splitting cell.

Q3/ Write the steps of deleting table.

Law Number 6 of 2008
Law on Prevention of Misuse of Communications Devices
In Kurdistan Region- Iraq

Article 1

Telephone calls, postal and electronic communications are private and inviolable.

Article 2

A person who misuses a cell phone or wired or wireless communication devices or the Internet or electronic post (email) for threatening, slandering, insulting or spreading fabricated news that provoke terror or leaking out conversations or publishing fixed or animated pictures or short text messages which are inconsistent with public morals or taking photos without permission or attribution of dishonorable matters or incitement to commit crimes or acts of debauchery or publishing information about individual's private life or family no matter how the information is obtained and even if it is true, if the information leakage and distribution would offend or harm him/her, shall be punished by imprisonment for a period of no less than six months and not exceeding five years and a fine of no less than one million Iraqi dinars and not more than five million Iraqi dinars, or one of these two penalties.

Article 3

A person who intentionally uses a cell phone or any wired or wireless communication devices or the Internet or electronic post (email) to disturb people other than those cases mentioned in article 2 of this Law, shall be punished by imprisonment for a period of not less than three months and not more than one year and a fine of not less than seven hundred and fifty thousand dinars and not more than three million dinars or one of these two penalties.

Article 4

If the committed acts in accordance with articles 1 and 2 of this law results in committing of a crime, the person who incites the crime is considered a partner in crime and shall be punished with the penalty prescribed for the committing the offence.

Article 5:

Committing one of the crimes mentioned in the articles 2 and 3 is an aggravating circumstance for the purpose of implementing the provisions of this law. If the perpetrator is a member of the armed forces or internal

security forces or who takes advantage of an official power or who is informed of the personal or family privacy of individuals by virtue of his/her job or profession and anyone who uses a device of others to commit one of the aforementioned offenses.

Article 6 :

Telecommunication companies operating in the Region shall perform the following:

- I. Registration of the electronic mobile card, electronic communication devices and other mobile phones supplied by company prior to the implementation of this Law in the name of the person who is the owner and not subscribed within a period of six months from the effective date and cancellation of the card if the holder fails to visit the company during that period.
2. To submit any information relating to the subscription card and the subscriber to the court when necessary.
3. The company who is violating sections 1 and 2 of this article shall be liable to a fine of not less than 50 million dinars and not more than 100 million dinars.

Article 7:

The Council of Ministers and the relevant authorities shall implement the provisions of this Law.

Article 8:

This Law shall be implemented from the date of its issue and shall be published in the Official Gazette (Waqaa'ia Kurdistan).

Masud Barzany
President of Kurdistan Region-Iraq

- This law is issued in Erbil on 13th Jozardan 2708 (Kurdish calendar) opposite to 29th Jamadi al-awal 1429 of Hijri calendar and opposite to 3rd June 2008



A series of horizontal dotted lines for writing, spanning the width of the page.



**WATER IS THE SOURCE OF LIFE
THEREFORE PRESERVE IT**

