Microsoft office

DR: Eman

Eng : Shereen

Eng : Rana Mohamed

Eng : Hossam Medhat

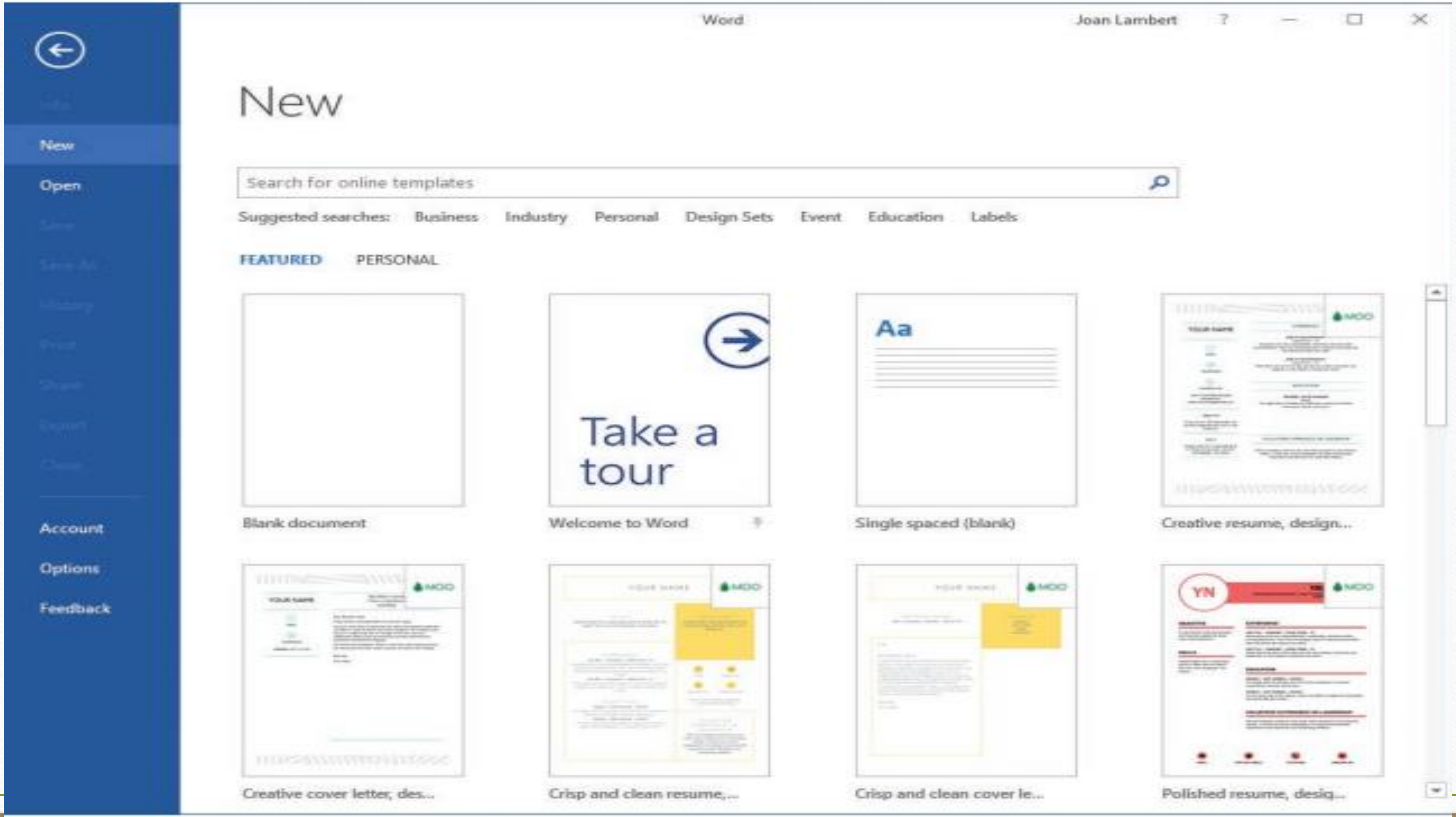
Microsoft Office

- Presentations, word files, excel sheets, working with databases – are all a part of daily tasks for most of us. When you have an in-depth knowledge of MS Office, it means you can make better presentations, use more features in Word, Excel or Access and thus make your mark on work in your style.

Create documents

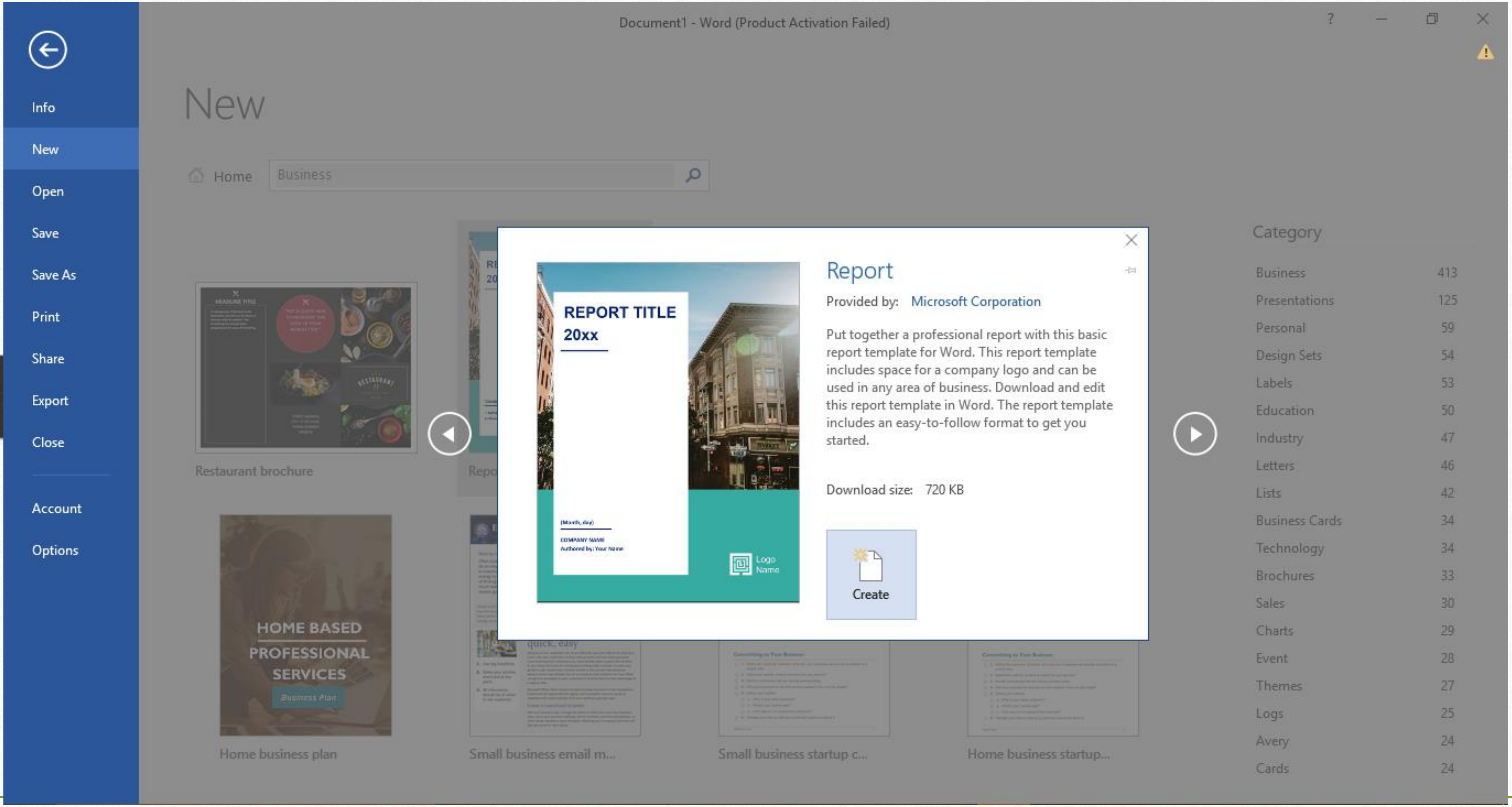
Create a new blank document

- Start Word
- Click File
- Click New
- Click the Blank document


Word
Joan Lambert
?
Info
New
Open
Save
Save As
History
Print
Share
Export
Close
Account
Options
Feedback
New
Search for online templates
Suggested searches:
Business
Industry
Personal
Design Sets
Event
Education
Labels
FEATURED
PERSONAL
Take a tour
Aa
Blank document
Welcome to Word
Single spaced (blank)
Creative resume, design...
Creative cover letter, des...
Crisp and clean resume,...
Crisp and clean cover le...
Polished resume, desig...
YN
MOO

Create a new document based on an installed template

- **Start Word**
- **Click File**
- **Click New**
- **Locate the template from which you want to create a document**
- **then in the template information window, click Create.**



Report

Provided by: Microsoft Corporation

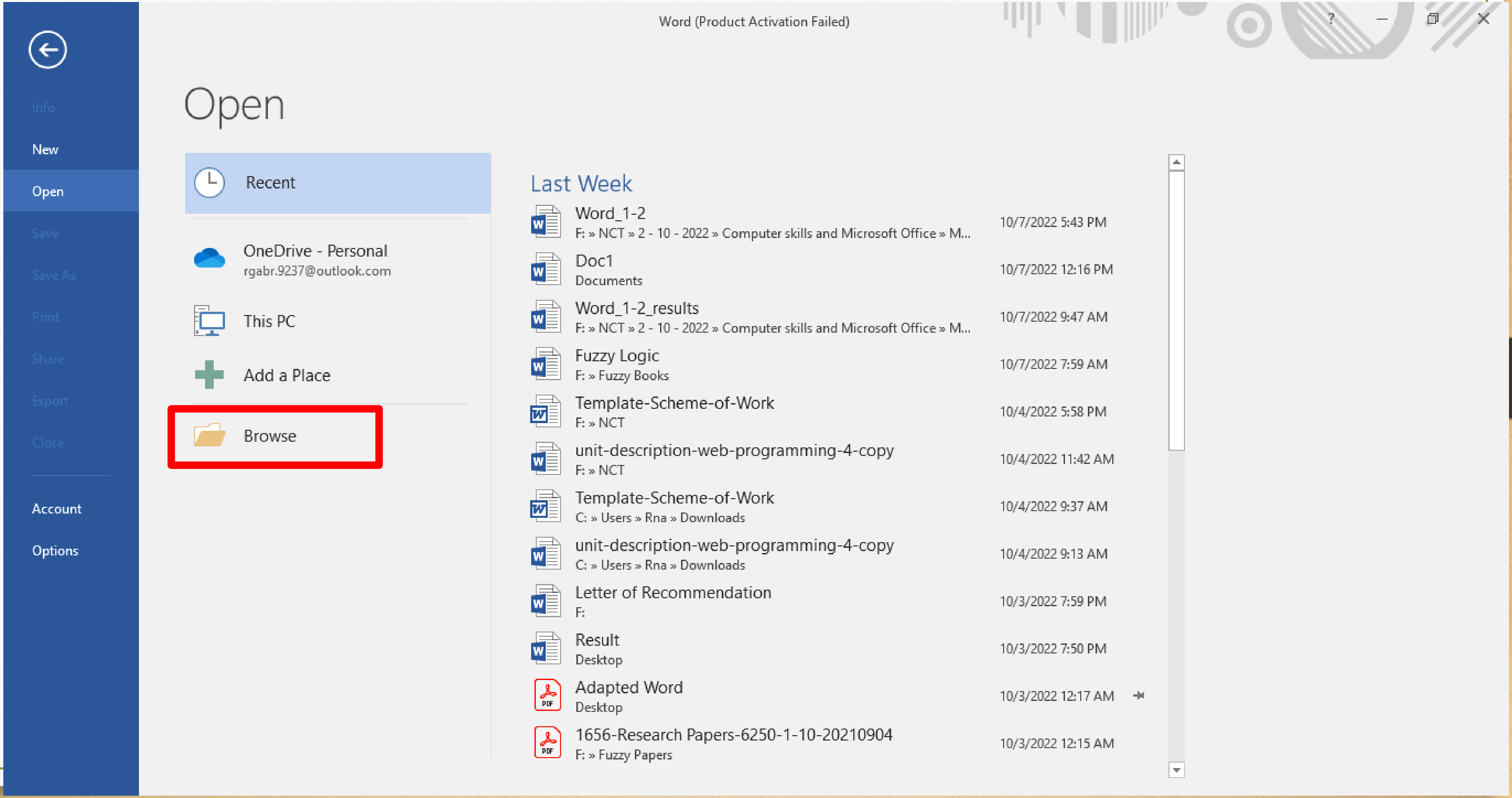
Put together a professional report with this basic report template for Word. This report template includes space for a company logo and can be used in any area of business. Download and edit this report template in Word. The report template includes an easy-to-follow format to get you started.

Download size: 720 KB

Document1 - Word (Product Activation Failed)
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
New
Home
Business
REPORT TITLE
20xx
Logo Name
Create
Restaurant brochure
HOME BASED PROFESSIONAL SERVICES
Business Plan
Home business plan
Small business email m...
Small business startup c...
Home business startup...
Category
Business 413
Presentations 125
Personal 59
Design Sets 54
Labels 53
Education 50
Industry 47
Letters 46
Lists 42
Business Cards 34
Technology 34
Brochures 33
Sales 30
Charts 29
Event 28
Themes 27
Logs 25
Avery 24
Cards 24

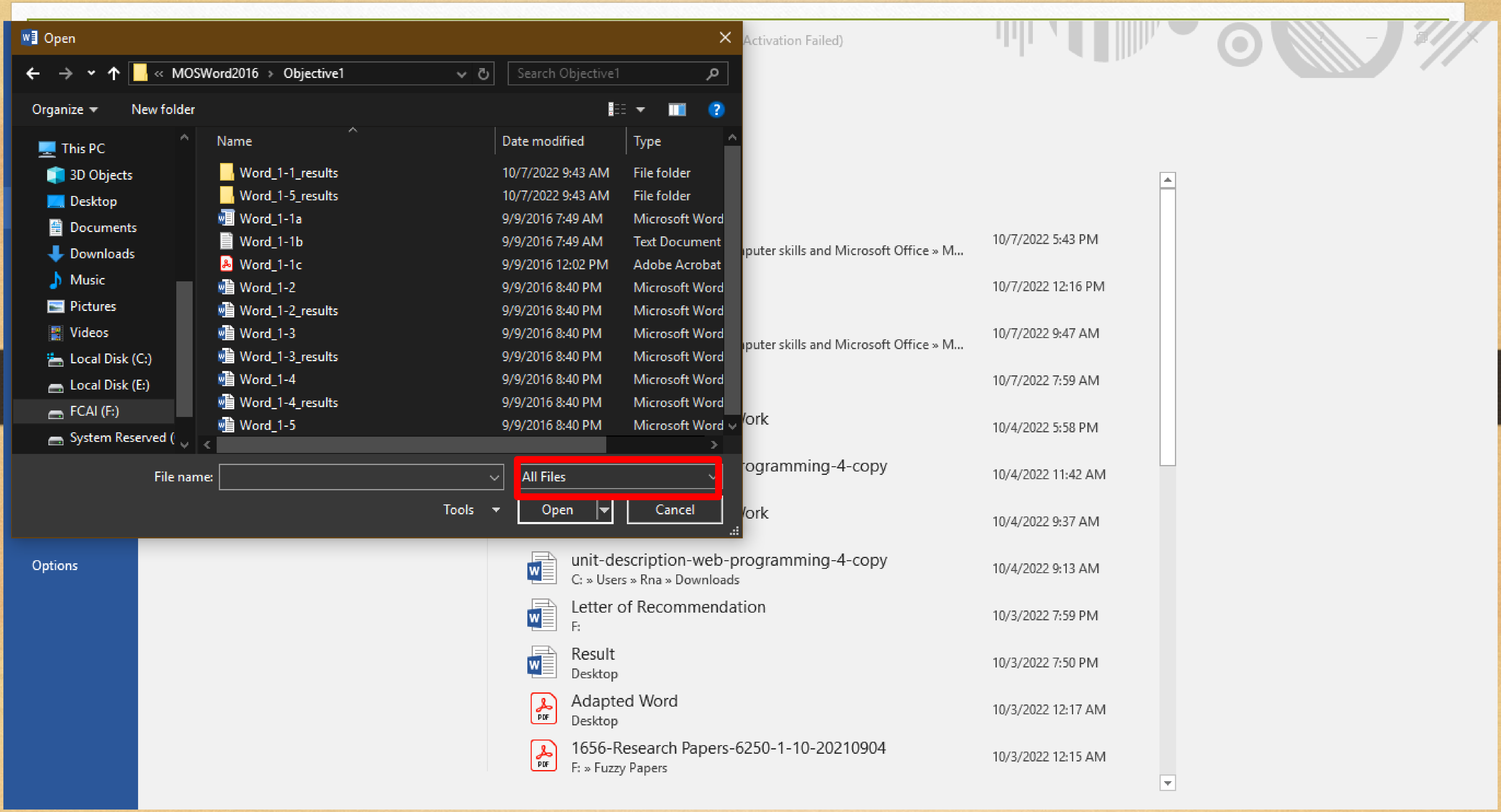
Open a PDF file in Word

- **On the Open page of the Backstage view, navigate to the file location.**
- **In the Open dialog box, in the file type list to the right of the File name box, click All Files to display all the files in the folder**
- **In the Open dialog box, locate the file you want to open**
- **Click the file, and then click Open.**


Word (Product Activation Failed)
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Open
Recent
OneDrive - Personal
rgabr.9237@outlook.com
This PC
Add a Place
Browse

Last Week

Word_1-2	F: » NCT » 2 - 10 - 2022 » Computer skills and Microsoft Office » M...	10/7/2022 5:43 PM
Doc1	Documents	10/7/2022 12:16 PM
Word_1-2_results	F: » NCT » 2 - 10 - 2022 » Computer skills and Microsoft Office » M...	10/7/2022 9:47 AM
Fuzzy Logic	F: » Fuzzy Books	10/7/2022 7:59 AM
Template-Scheme-of-Work	F: » NCT	10/4/2022 5:58 PM
unit-description-web-programming-4-copy	F: » NCT	10/4/2022 11:42 AM
Template-Scheme-of-Work	C: » Users » Rna » Downloads	10/4/2022 9:37 AM
unit-description-web-programming-4-copy	C: » Users » Rna » Downloads	10/4/2022 9:13 AM
Letter of Recommendation	F:	10/3/2022 7:59 PM
Result	Desktop	10/3/2022 7:50 PM
Adapted Word	Desktop	10/3/2022 12:17 AM
1656-Research Papers-6250-1-10-20210904	F: » Fuzzy Papers	10/3/2022 12:15 AM



Open

« MOSWord2016 › Objective1

Search Objective1

Organize ▾ New folder

- This PC
  - 3D Objects
  - Desktop
  - Documents
  - Downloads
  - Music
  - Pictures
  - Videos
  - Local Disk (C:)
  - Local Disk (E:)
  - FCAI (F:)
  - System Reserved (

Name	Date modified	Type
Word_1-1_results	10/7/2022 9:43 AM	File folder
Word_1-5_results	10/7/2022 9:43 AM	File folder
Word_1-1a	9/9/2016 7:49 AM	Microsoft Word
Word_1-1b	9/9/2016 7:49 AM	Text Document
Word_1-1c	9/9/2016 12:02 PM	Adobe Acrobat
Word_1-2	9/9/2016 8:40 PM	Microsoft Word
Word_1-2_results	9/9/2016 8:40 PM	Microsoft Word
Word_1-3	9/9/2016 8:40 PM	Microsoft Word
Word_1-3_results	9/9/2016 8:40 PM	Microsoft Word
Word_1-4	9/9/2016 8:40 PM	Microsoft Word
Word_1-4_results	9/9/2016 8:40 PM	Microsoft Word
Word_1-5	9/9/2016 8:40 PM	Microsoft Word

File name:

All Files

Tools ▾ Open Cancel

Activation Failed)

Options

puter skills and Microsoft Office » M...	10/7/2022 5:43 PM
	10/7/2022 12:16 PM
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	10/7/2022 7:59 AM
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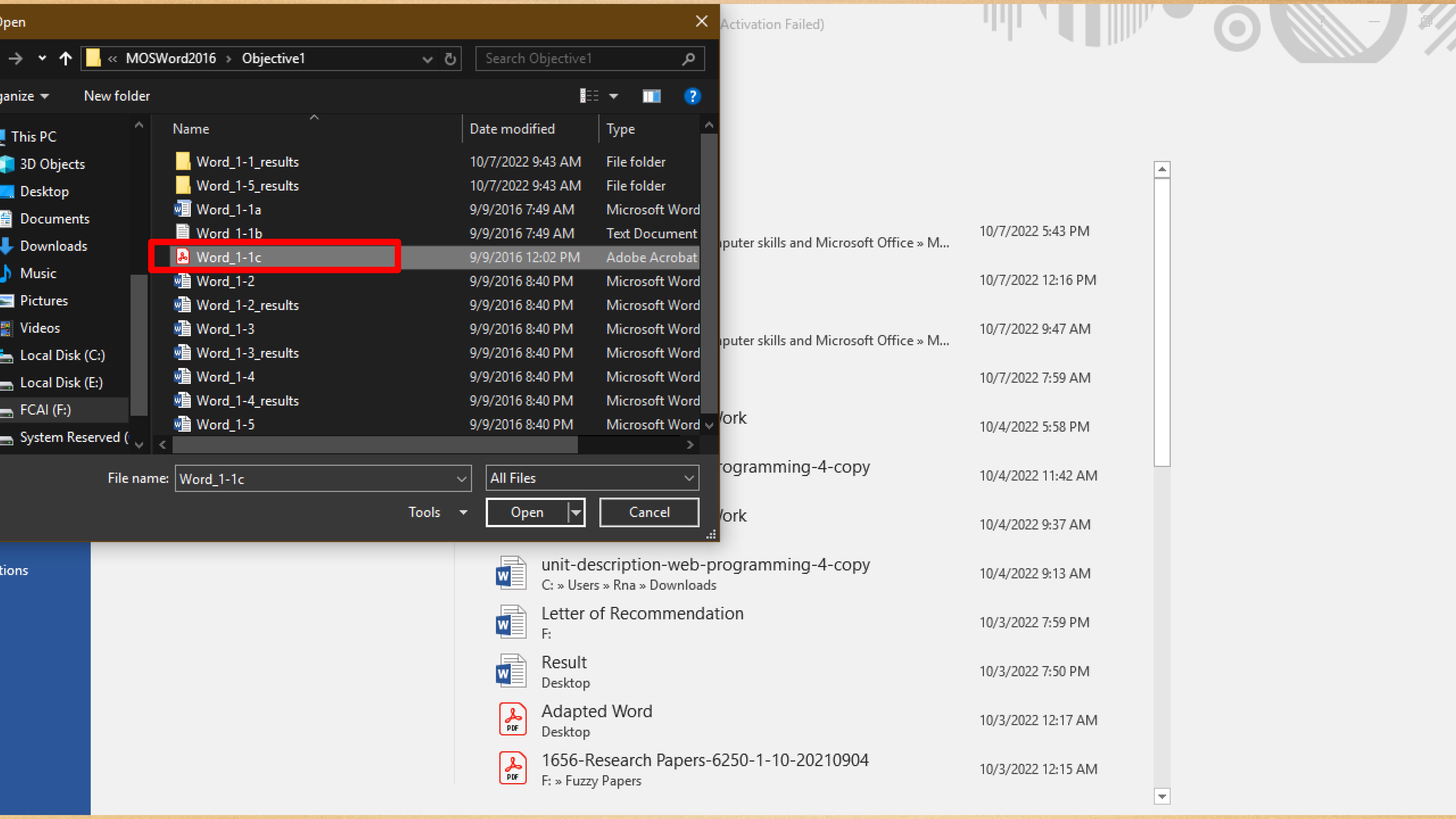
unit-description-web-programming-4-copy C: » Users » Rna » Downloads	10/4/2022 9:13 AM
Letter of Recommendation F:	10/3/2022 7:59 PM
Result Desktop	10/3/2022 7:50 PM
Adapted Word Desktop	10/3/2022 12:17 AM
1656-Research Papers-6250-1-10-20210904 F: » Fuzzy Papers	10/3/2022 12:15 AM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MOSWord2016 › Objective1
Search Objective1
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New folder
This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Local Disk (E:)
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System Reserved (
Tools
Open
Cancel
Activation Failed)
tions

Name	Date modified	Type
Word_1-1_results	10/7/2022 9:43 AM	File folder
Word_1-5_results	10/7/2022 9:43 AM	File folder
Word_1-1a	9/9/2016 7:49 AM	Microsoft Word
Word_1-1b	9/9/2016 7:49 AM	Text Document
Word_1-1c	9/9/2016 12:02 PM	Adobe Acrobat
Word_1-2	9/9/2016 8:40 PM	Microsoft Word
Word_1-2_results	9/9/2016 8:40 PM	Microsoft Word
Word_1-3	9/9/2016 8:40 PM	Microsoft Word
Word_1-3_results	9/9/2016 8:40 PM	Microsoft Word
Word_1-4	9/9/2016 8:40 PM	Microsoft Word
Word_1-4_results	9/9/2016 8:40 PM	Microsoft Word
Word_1-5	9/9/2016 8:40 PM	Microsoft Word

File name: Word_1-1c

All Files

puter skills and Microsoft Office » M...	10/7/2022 5:43 PM
	10/7/2022 12:16 PM
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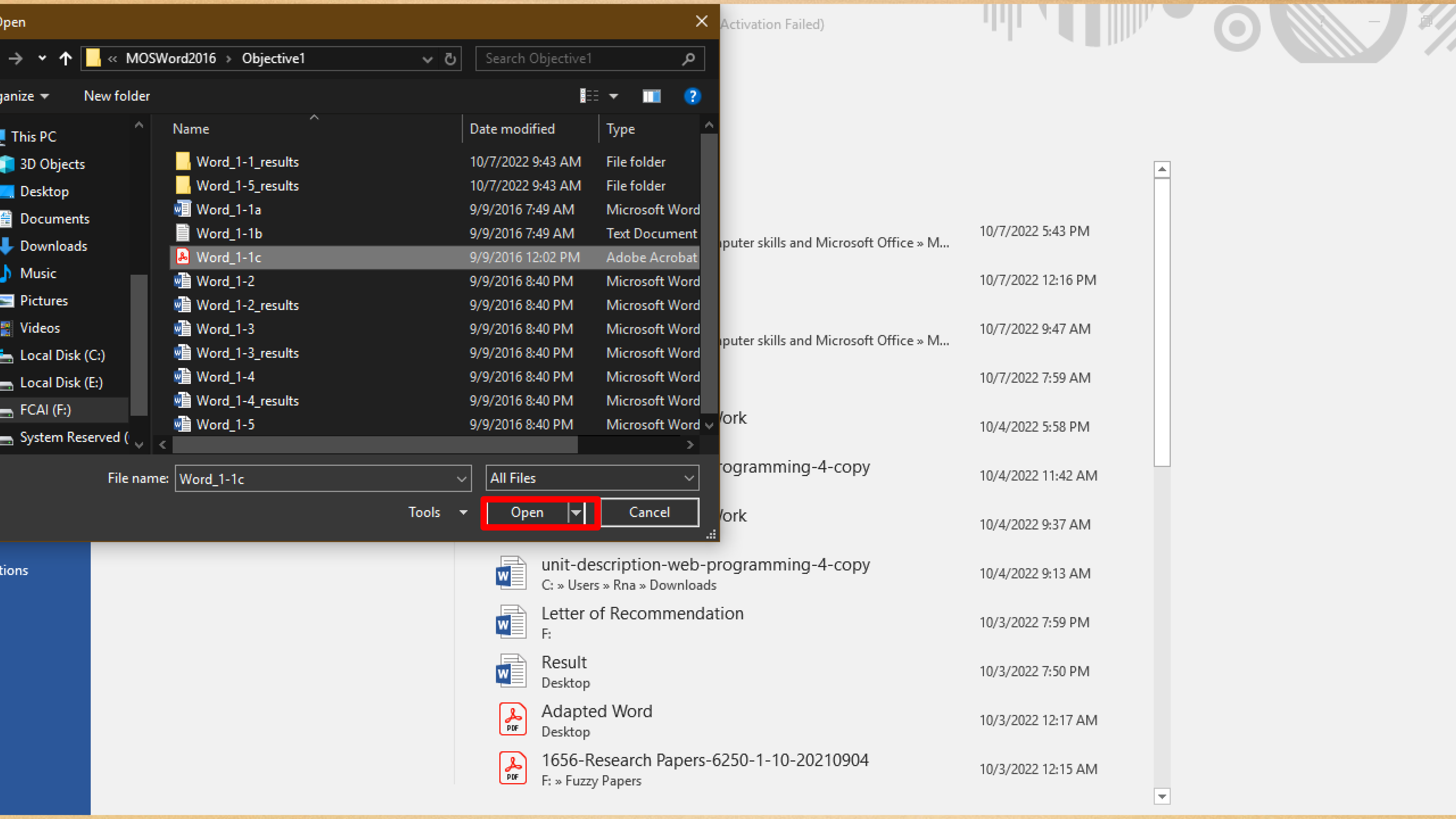
Letter of Recommendation F:	10/3/2022 7:59 PM
Result Desktop	10/3/2022 7:50 PM
Adapted Word Desktop	10/3/2022 12:17 AM
1656-Research Papers-6250-1-10-20210904 F: » Fuzzy Papers	10/3/2022 12:15 AM


pen
Activation Failed)
MOSWord2016 › Objective1
Search Objective1
ganize
New folder
This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Local Disk (E:)
FCAI (F:)
System Reserved (
Tools
Open
Cancel
tions

Name	Date modified	Type
Word_1-1_results	10/7/2022 9:43 AM	File folder
Word_1-5_results	10/7/2022 9:43 AM	File folder
Word_1-1a	9/9/2016 7:49 AM	Microsoft Word
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Word_1-1c	9/9/2016 12:02 PM	Adobe Acrobat
Word_1-2	9/9/2016 8:40 PM	Microsoft Word
Word_1-2_results	9/9/2016 8:40 PM	Microsoft Word
Word_1-3	9/9/2016 8:40 PM	Microsoft Word
Word_1-3_results	9/9/2016 8:40 PM	Microsoft Word
Word_1-4	9/9/2016 8:40 PM	Microsoft Word
Word_1-4_results	9/9/2016 8:40 PM	Microsoft Word
Word_1-5	9/9/2016 8:40 PM	Microsoft Word

File name: Word_1-1c

All Files

puter skills and Microsoft Office » M...	10/7/2022 5:43 PM
	10/7/2022 12:16 PM
puter skills and Microsoft Office » M...	10/7/2022 9:47 AM
	10/7/2022 7:59 AM
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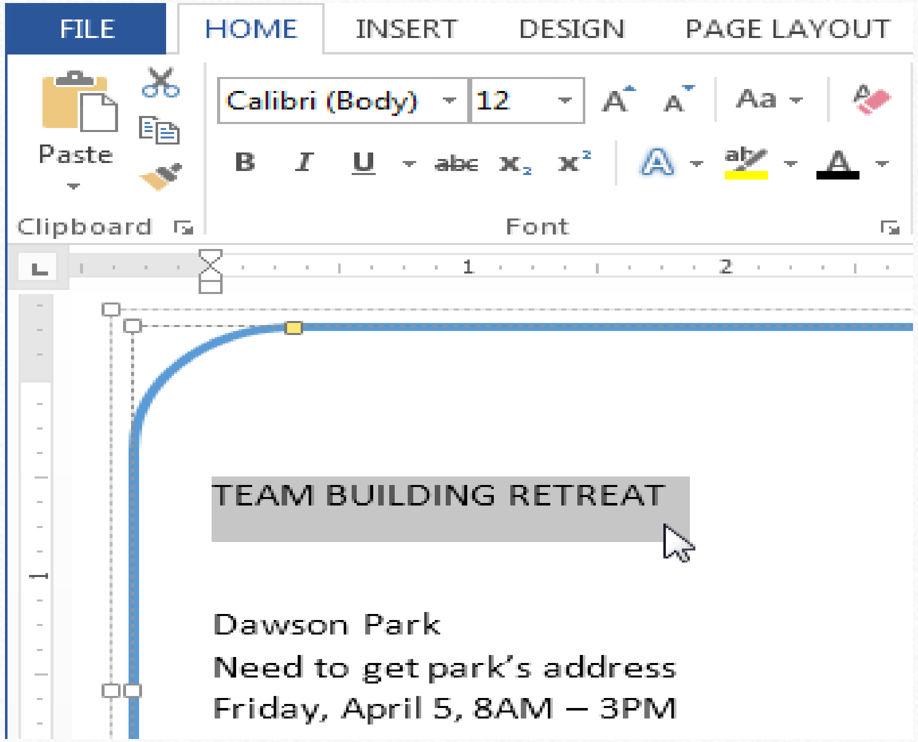
unit-description-web-programming-4-copy C: » Users » Rna » Downloads	10/4/2022 9:13 AM
Letter of Recommendation F:	10/3/2022 7:59 PM
Result Desktop	10/3/2022 7:50 PM
Adapted Word Desktop	10/3/2022 12:17 AM
1656-Research Papers-6250-1-10-20210904 F: » Fuzzy Papers	10/3/2022 12:15 AM

Formatting Text

Change the font

To change the font:

1. Select the text you want to modify.


FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
Paste
Calibri (Body)
12
Aa
B
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abc
Clipboard
Font

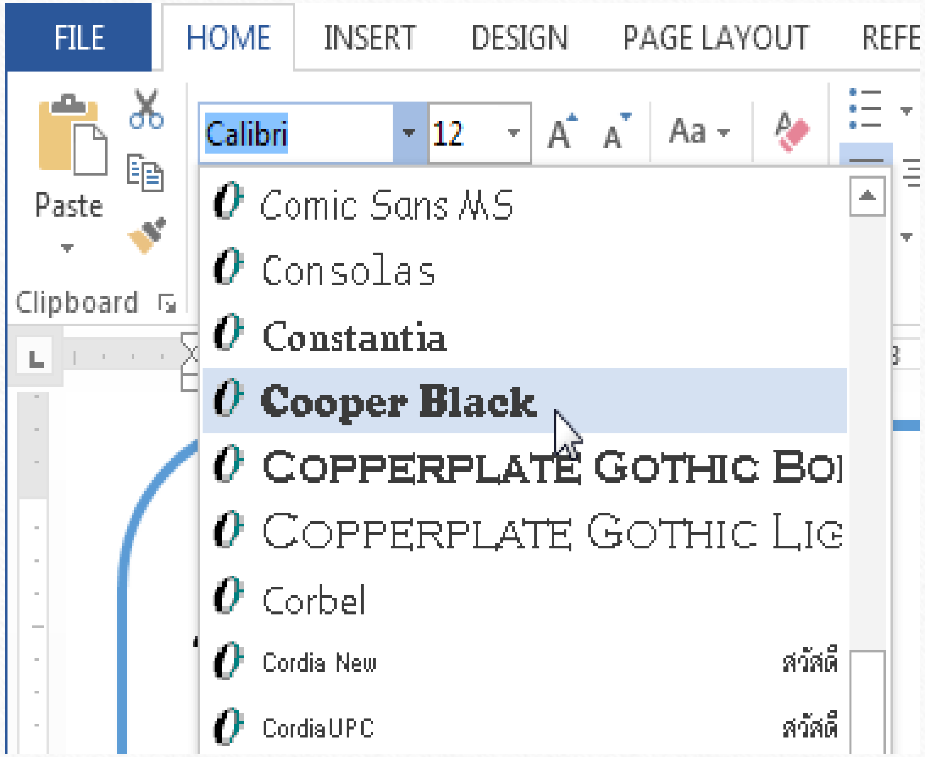
TEAM BUILDING RETREAT

Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM

To change the font:

2. On the Home tab, click the drop-down arrow next to the Font box. A menu of font styles will appear.

3. Move the mouse over the various font styles. A live preview of the font will appear in the document. Select the font style you want to use.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Comic Sans MS
Consolas
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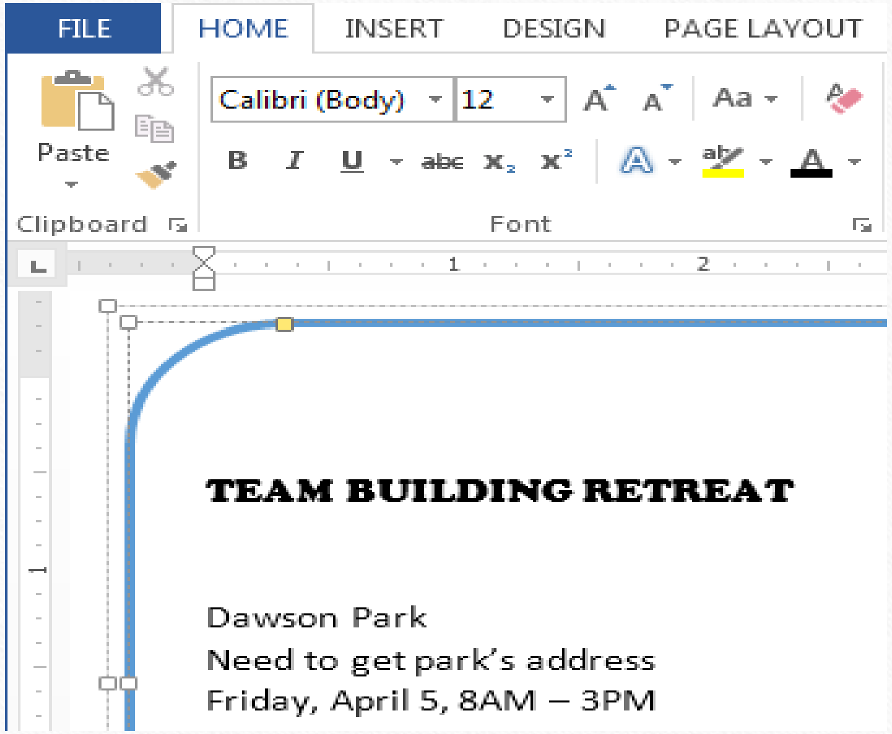
Cooper Black
COPPERPLATE GOTHIC BOI
COPPERPLATE GOTHIC LIG
Corbel
Cordia New
CordiaUPC
สวัสดี
สวัสดี

To change the font:

4. The font will change in the document.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PAGE LAYOUT
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Clipboard
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Font

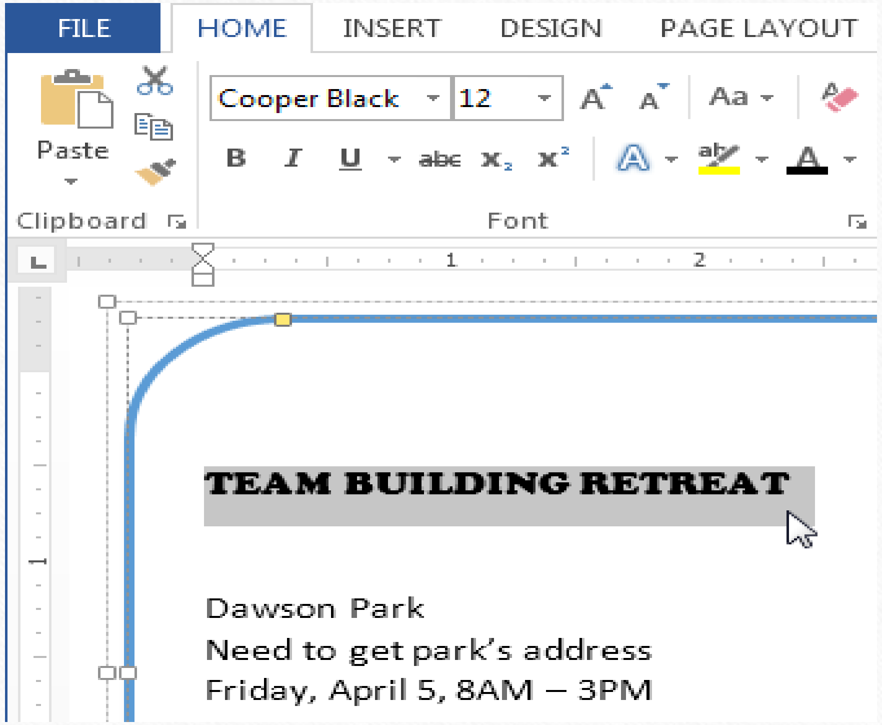
TEAM BUILDING RETREAT

Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM

Change the font size

To change the font size:

1. Select the text you want to modify.


FILE
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Paste
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Cooper Black

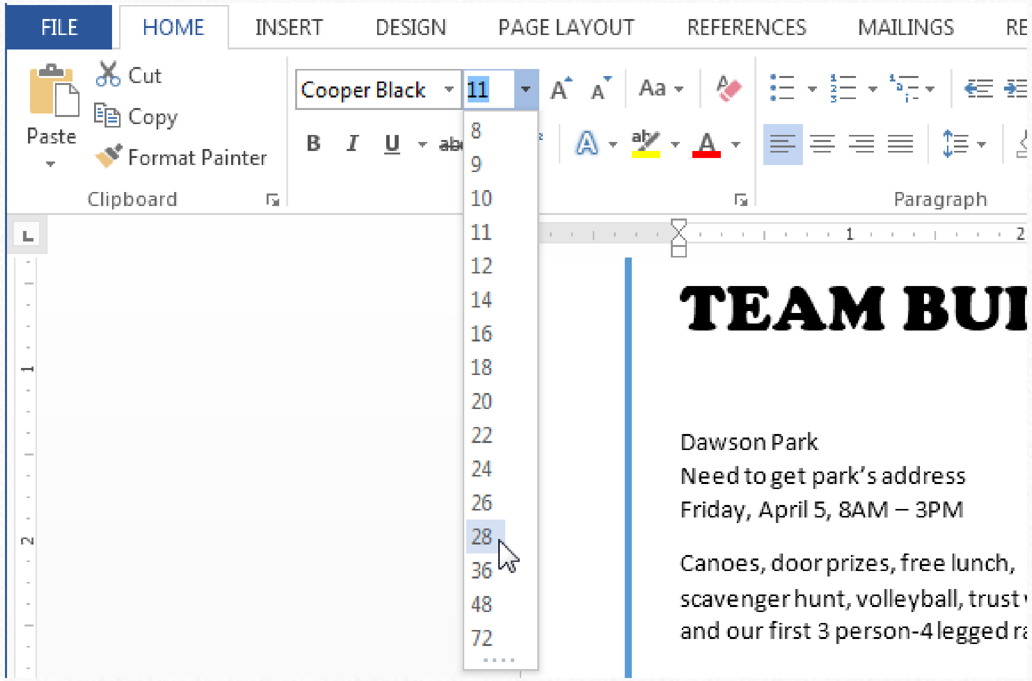
12

TEAM BUILDING RETREAT

Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM

To change the font size:

2. Select the desired font size formatting option:


FILE
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PAGE LAYOUT
REFERENCES
MAILINGS
Paste
Cut
Copy
Format Painter
Clipboard
Cooper Black
11
8
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10
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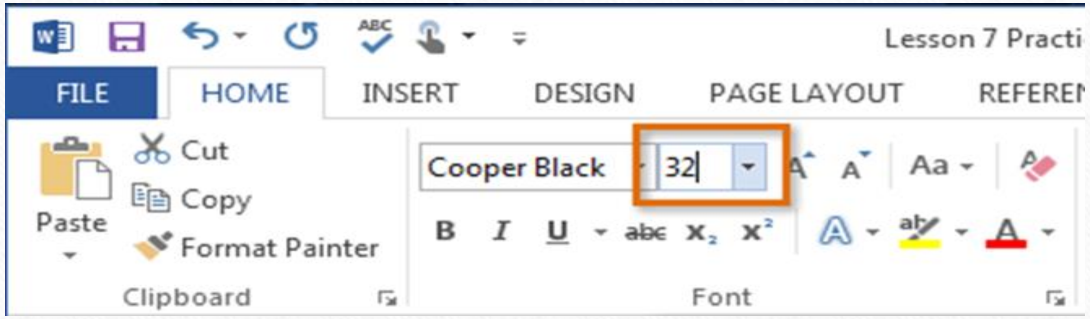
20
22
24
26
28
36
48
72
Paragraph

TEAM BUI

Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM

Canoes, door prizes, free lunch,
scavenger hunt, volleyball, trust
and our first 3 person-4 legged r


Lesson 7 Practi
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Format Painter
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Cooper Black
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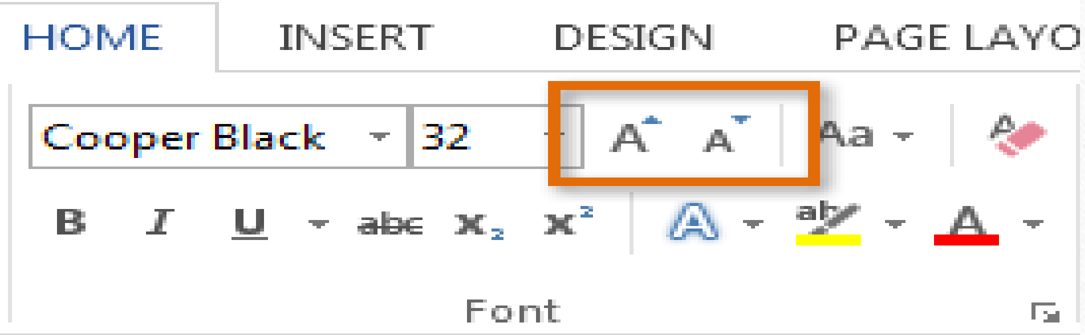
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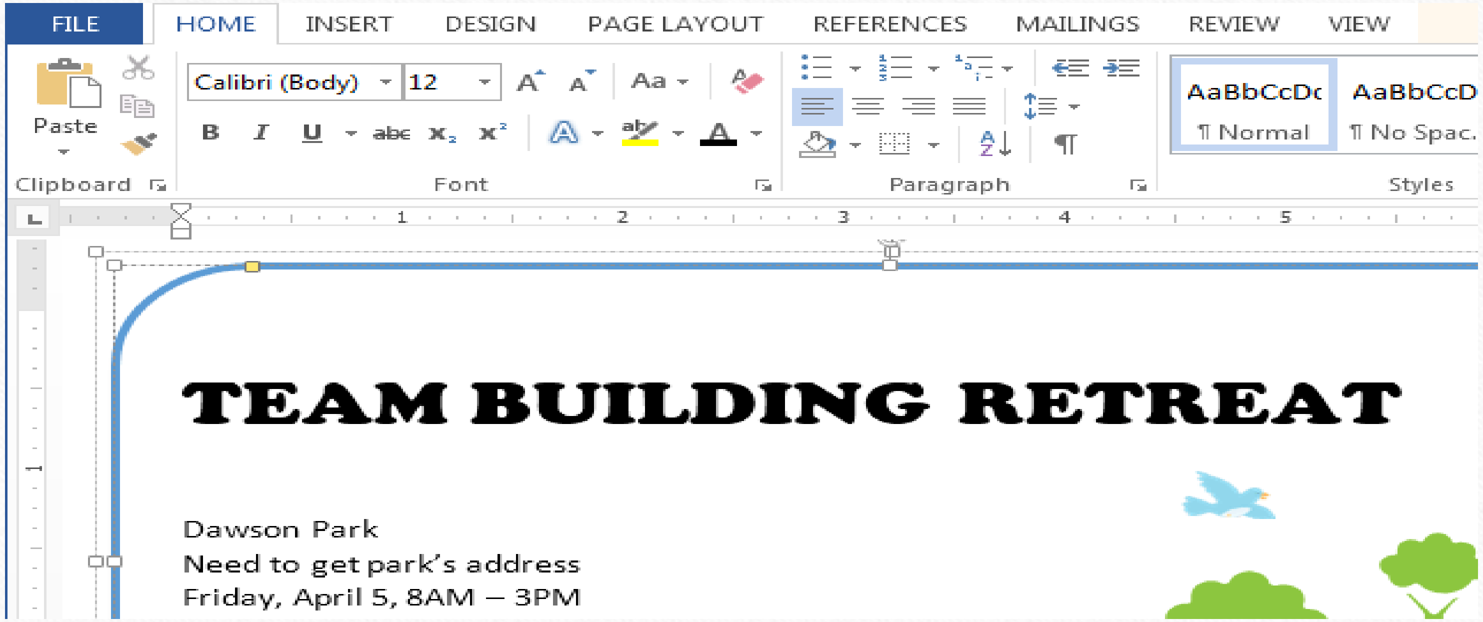
PAGE LAYO
Cooper Black
32
Font

To change the font size:

3. The font size will change in the document


FILE
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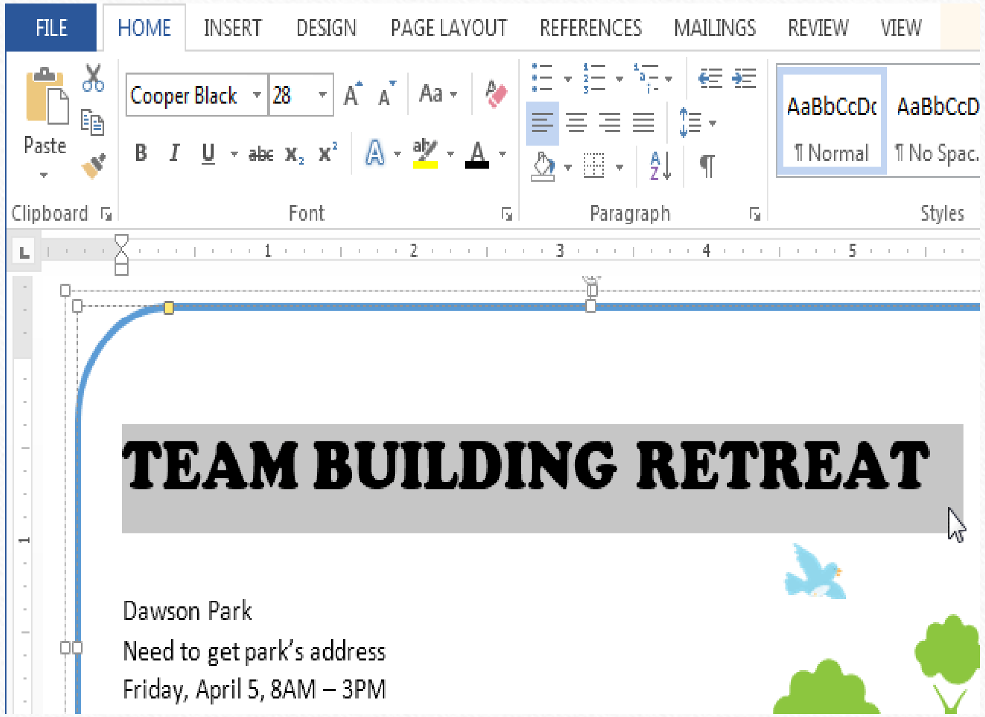
Paste
Clipboard
Calibri (Body)
12
Font
Paragraph
AaBbCcDc
¶ Normal
AaBbCcD
¶ No Spac.
Styles

TEAM BUILDING RETREAT

Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM

Change the font color

To change the font color:


FILE
HOME
INSERT
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PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
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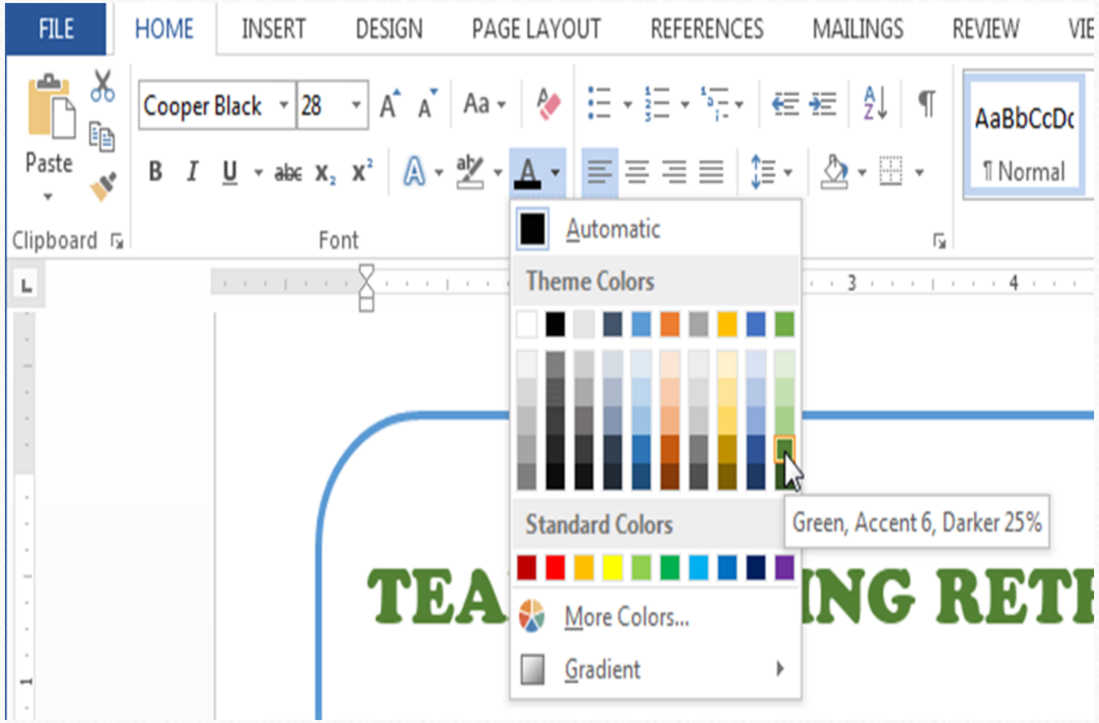
Cooper Black
28
Paste
Clipboard
Font
Paragraph
AaBbCcDc
¶ Normal
AaBbCcD
¶ No Spac.
Styles

TEAM BUILDING RETREAT

Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM


FILE
HOME
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DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
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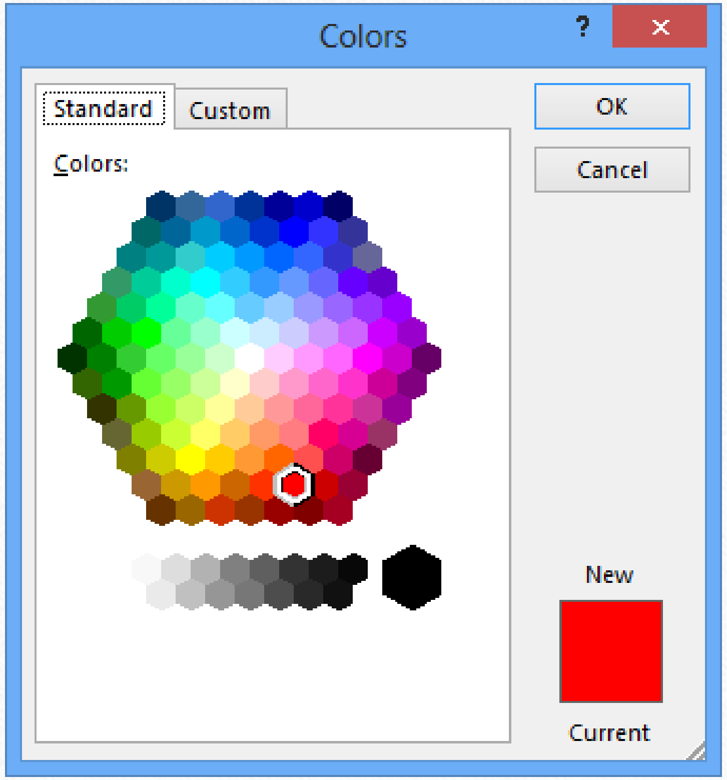
Cooper Black
28
Paste
Clipboard
Font
AaBbCcDc
¶ Normal
Automatic
Theme Colors
Green, Accent 6, Darker 25%
Standard Colors
More Colors...
Gradient

TEA ING RETI

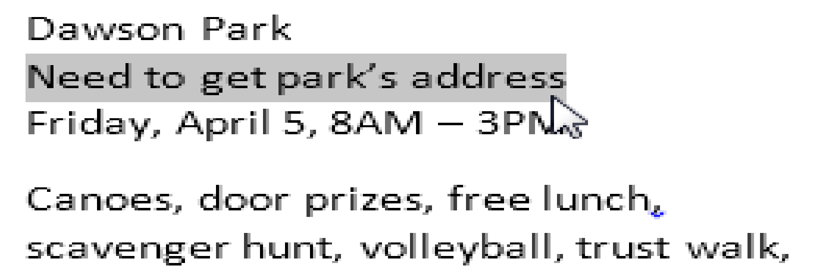
To change the font color:

- Select **More Colors...** at the bottom of the menu to access the **Colors** dialog box. Choose the color you want, then click **OK**.


Colors
?
×
Standard
Custom
Colors:
OK
Cancel
New
Current

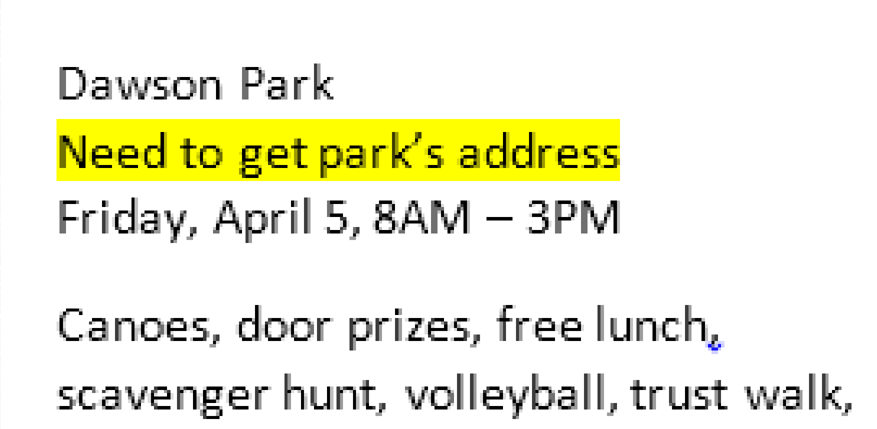
Highlight text

To highlight text:



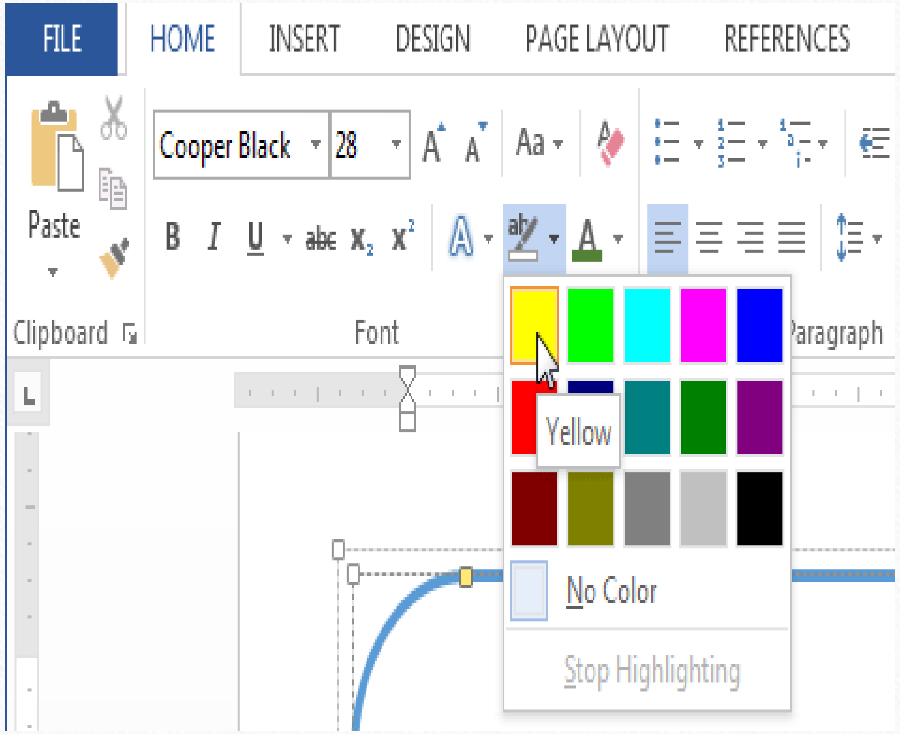
Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM

Canoes, door prizes, free lunch,
scavenger hunt, volleyball, trust walk,



Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM

Canoes, door prizes, free lunch,
scavenger hunt, volleyball, trust walk,


FILE
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DESIGN
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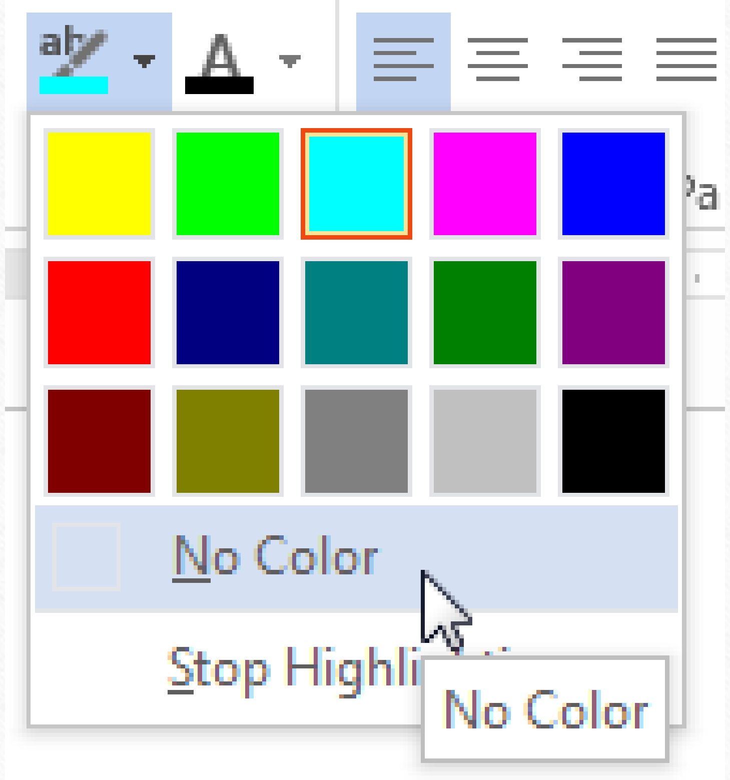
REFERENCES
Paste
Clipboard
Cooper Black
28
Aa
Font
Paragraph
Yellow
No Color
Stop Highlighting

To remove highlighting

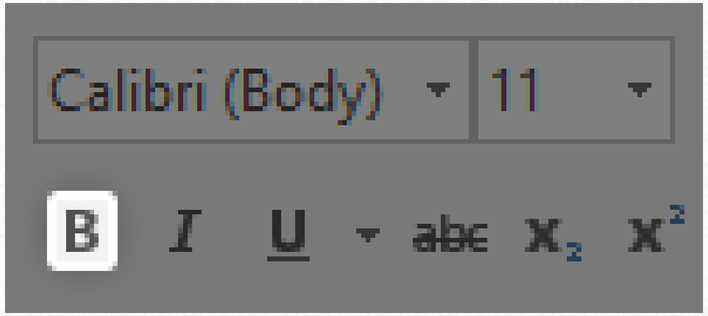
- Select the highlighted text, then click the **Text Highlight Color** drop-down arrow. Select **No Color** from the drop-down menu.


No Color
Stop Highli
No Color

Use the Bold, Italic, and Underline commands:

To use the Bold, Italic, and Underline commands:

Ctrl + B


Calibri (Body)
11
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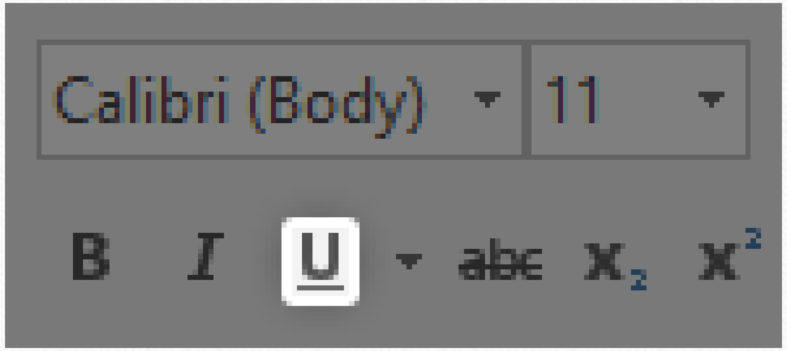
x₂
x²

Ctrl + U


Calibri (Body)
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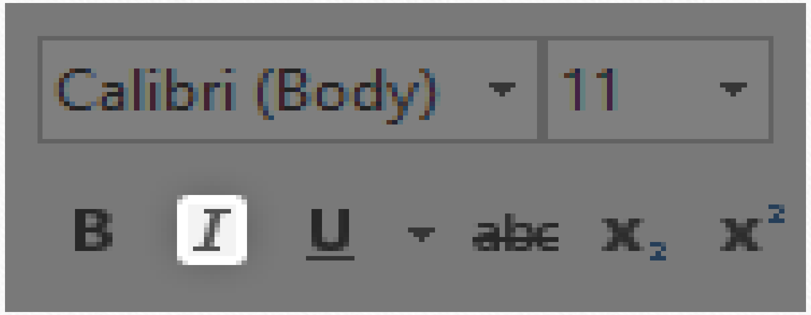
abc
x₂
x²

Ctrl + I


Calibri (Body)
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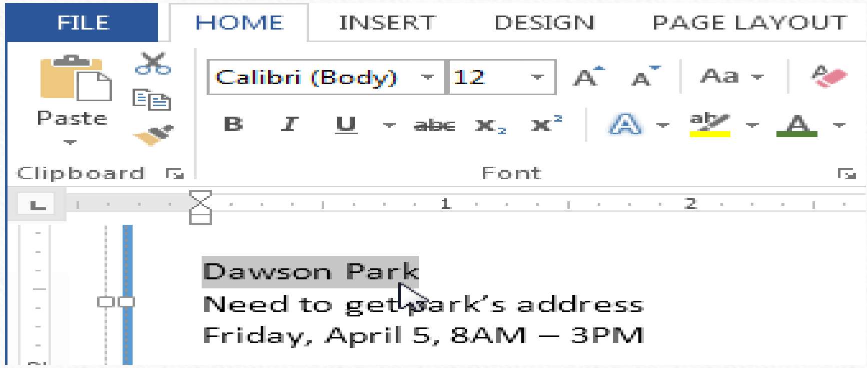
To use the Bold:


FILE
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DESIGN
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Paste
Clipboard
Calibri (Body)
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Aa
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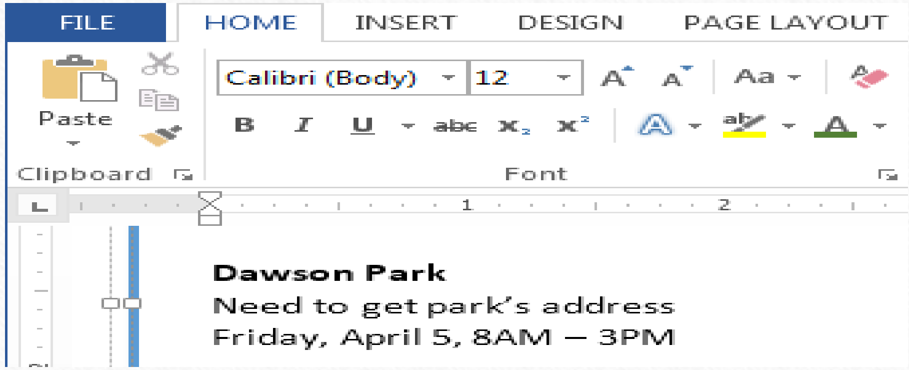
abc
Font

Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM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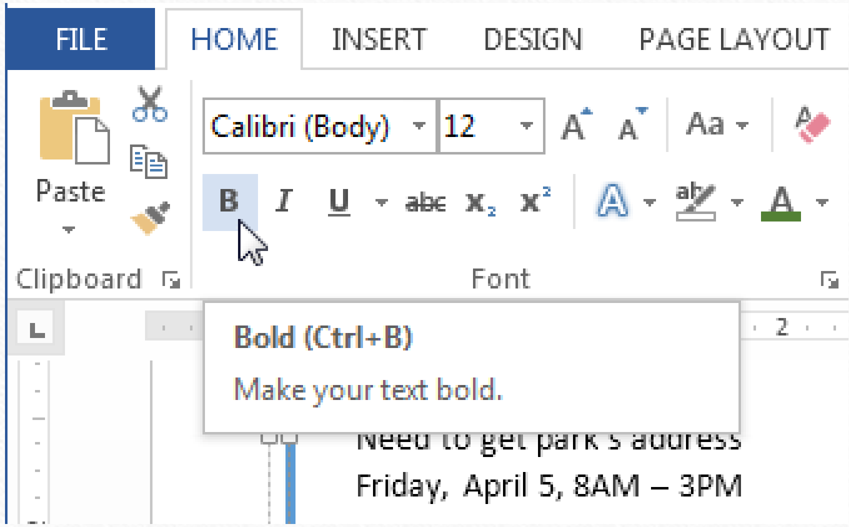
Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM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Paste
Clipboard
Calibri (Body)
12
Aa
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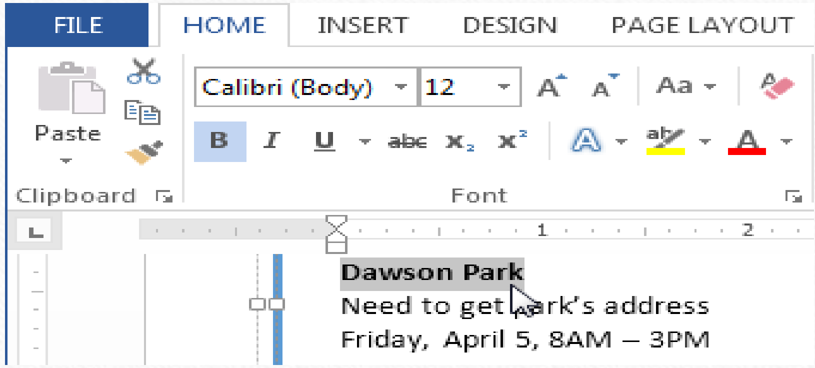
abc
Font

Bold (Ctrl+B)
Make your text bold.

Need to get park's address
Friday, April 5, 8AM – 3PM

Change the text case:

To change the text case:


FILE
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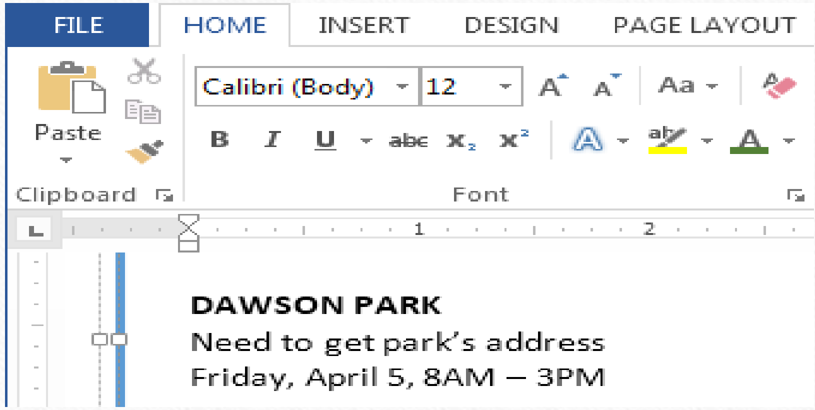
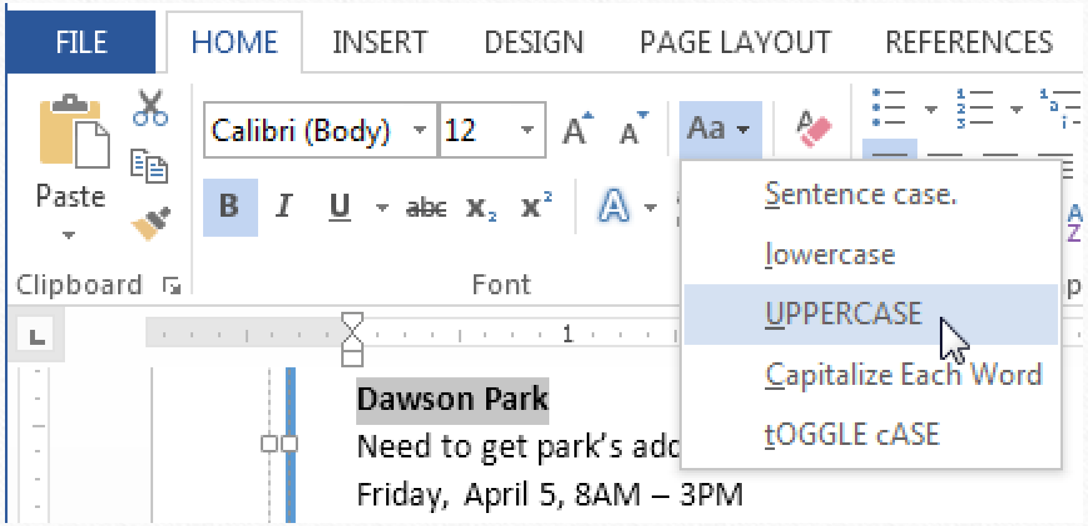
DESIGN
PAGE LAYOUT
Calibri (Body)
12
Aa
Paste
Clipboard
Font

Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM


FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
Calibri (Body)
12
Aa
Paste
Clipboard
Font

DAWSON PARK
Need to get park's address
Friday, April 5, 8AM – 3PM

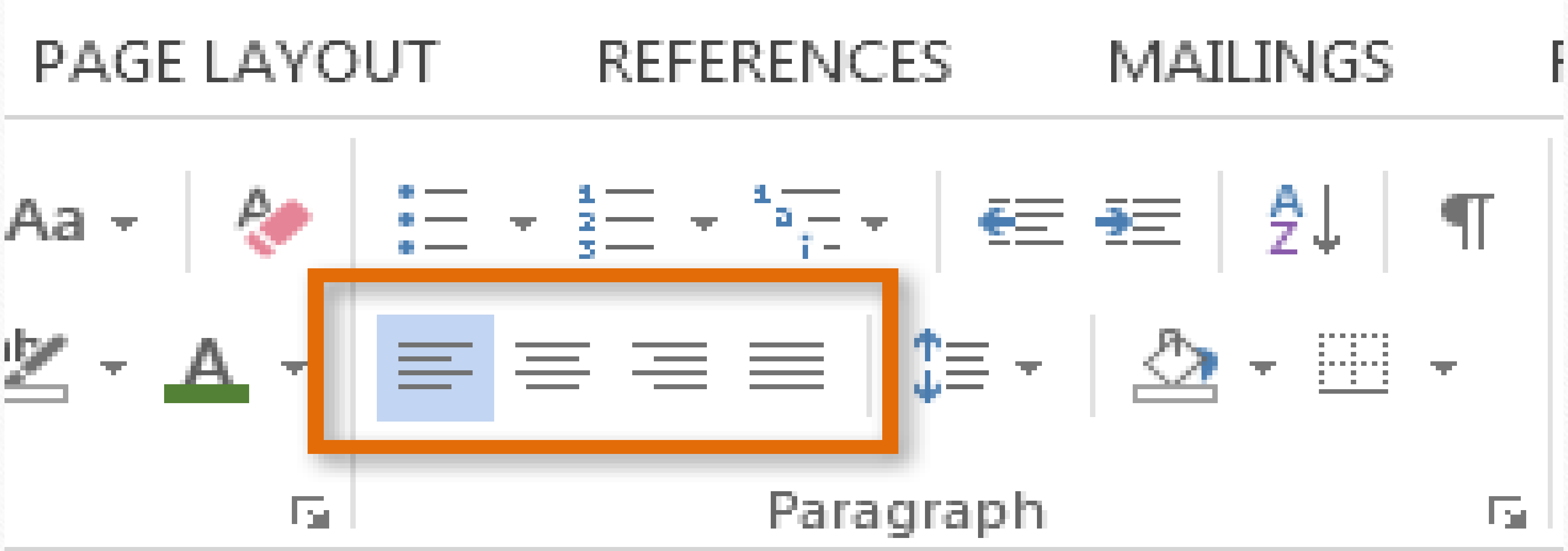

FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
Calibri (Body)
12
Aa
Paste
Clipboard
Font
Sentence case.
lowercase
UPPERCASE
Capitalize Each Word
tOGGLE cASE

Dawson Park
Need to get park's add
Friday, April 5, 8AM – 3PM

Change text alignment:

To change text alignment:

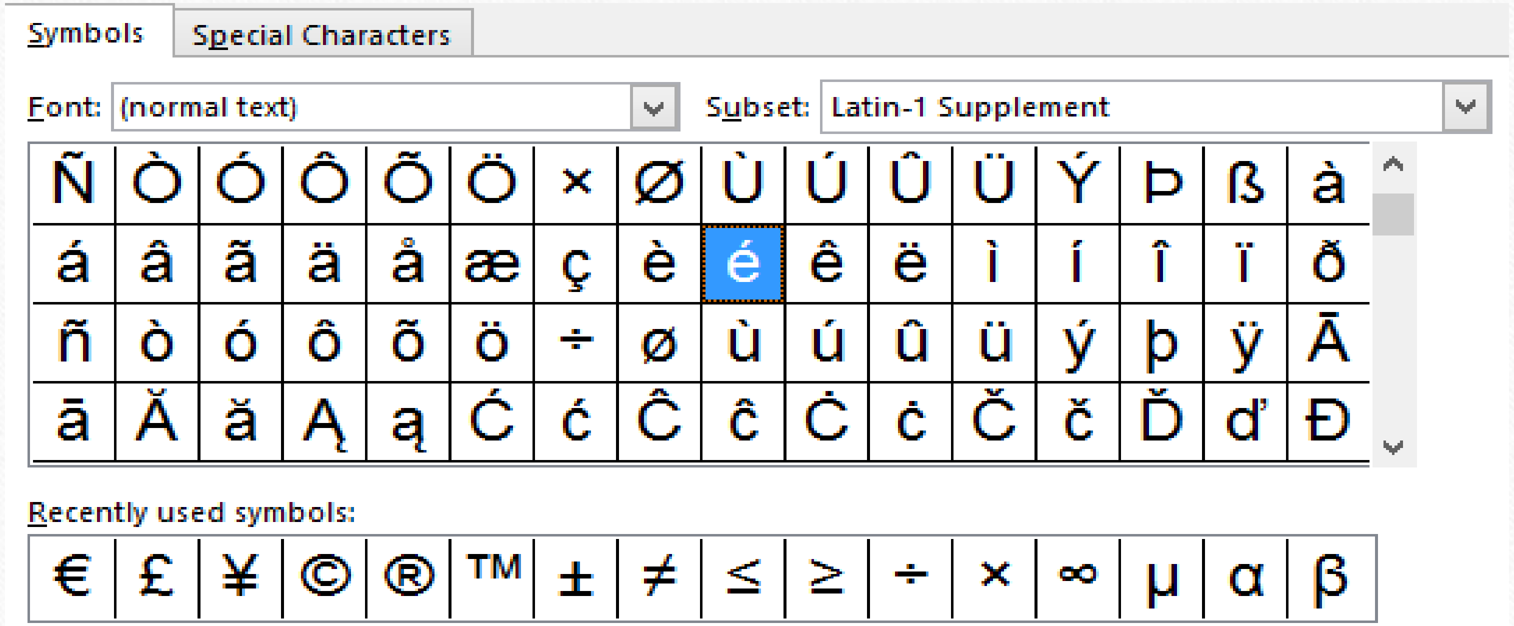
1. Select the text you want to modify.
2. On the **Home** tab, select one of the four **alignment options** from the **Paragraph** group.


PAGE LAYOUT
REFERENCES
MAILINGS
Aa
Paragraph

Symbols

Symbols

- To add a **symbol** to your text, such as the Copyright symbol ©.


Symbols
Special Characters

Font: (normal text)

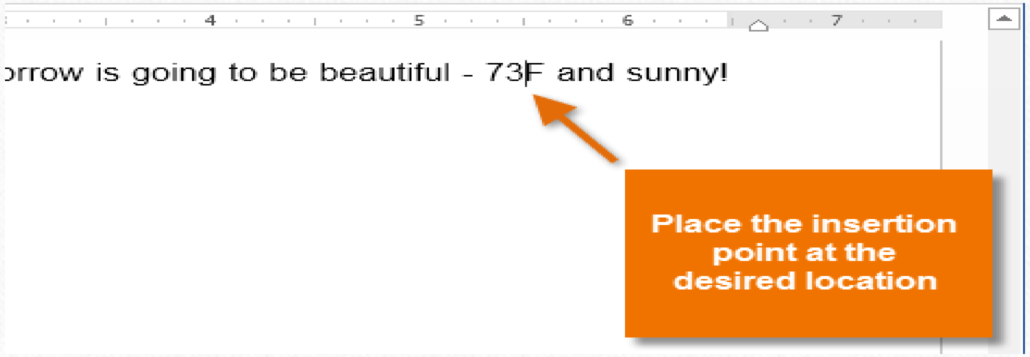
Subset: Latin-1 Supplement

Ñ	Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý	Þ	ß	à
á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï	ð
ñ	ò	ó	ô	õ	ö	÷	ø	ù	ú	û	ü	ý	þ	ÿ	Ā
ā	Ă	ă	Ą	ą	Ć	ć	Ĉ	ĉ	Ċ	ċ	Č	č	Ď	ď	Đ

Recently used symbols:

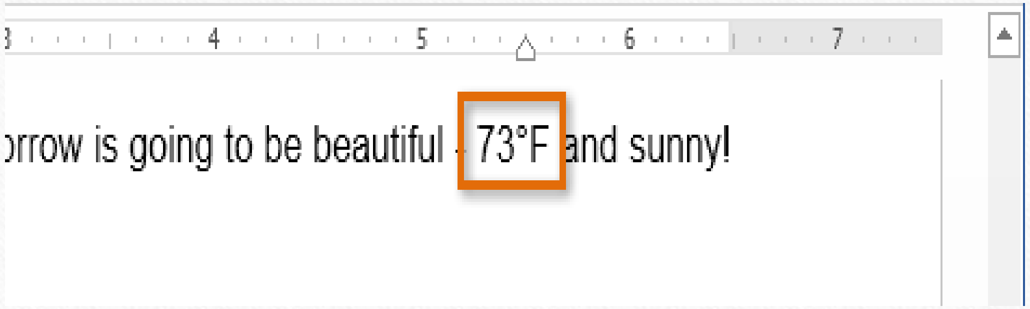
€	£	¥	©	®	™	±	≠	≤	≥	÷	×	∞	μ	α	β

To insert a symbol:

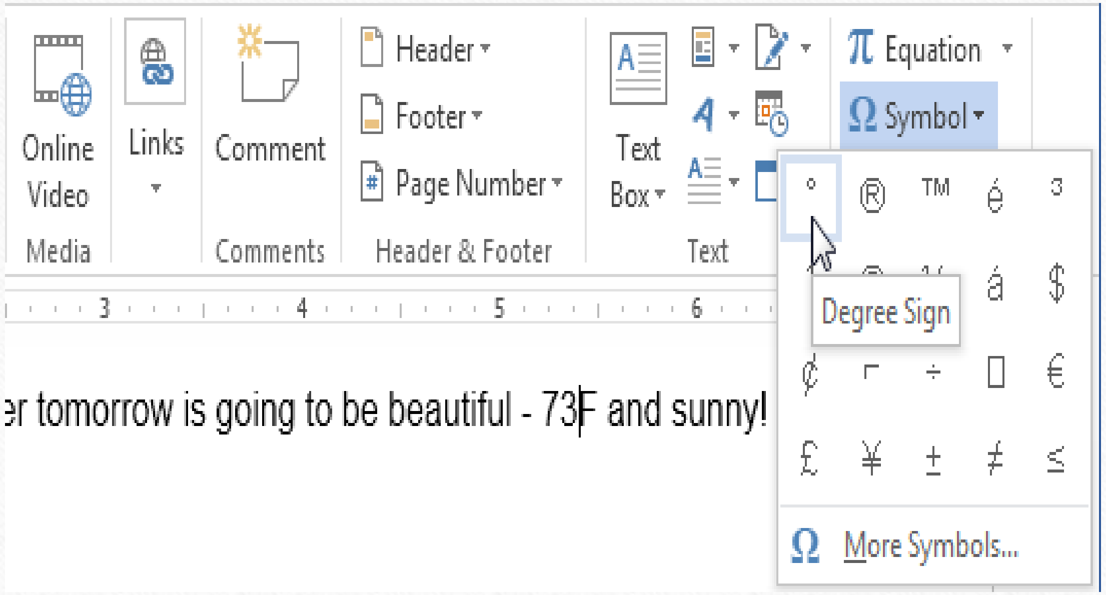


orrow is going to be beautiful - 73F and sunny!

Place the insertion point at the desired location



orrow is going to be beautiful - 73°F and sunny!

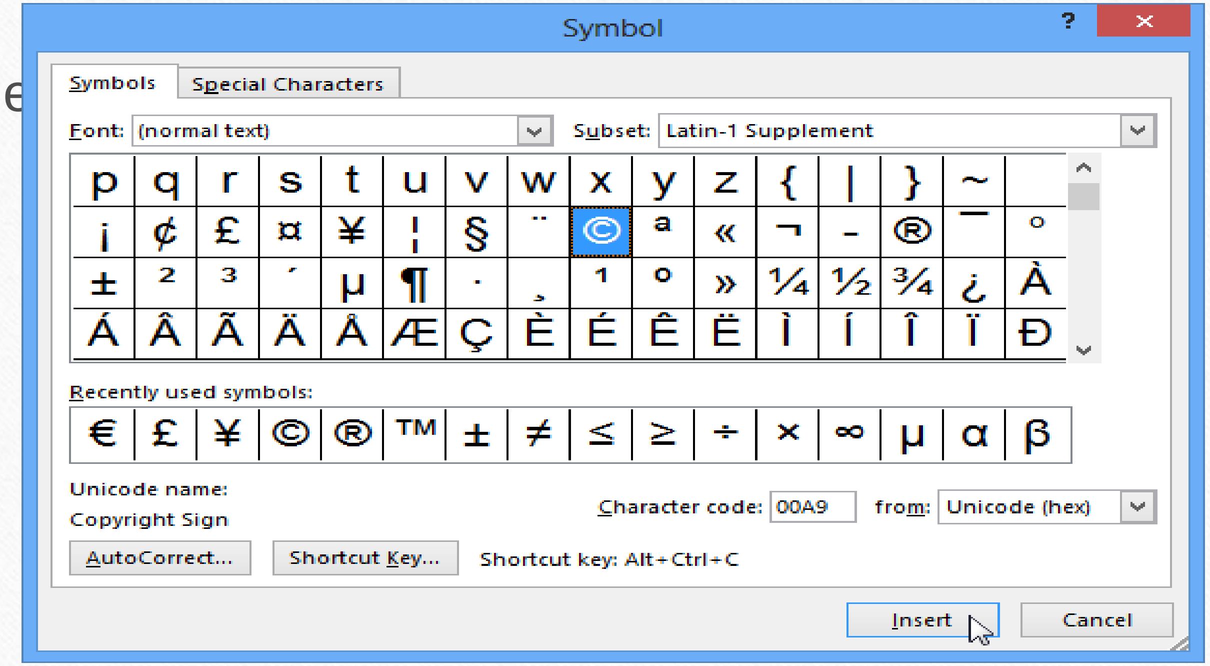


er tomorrow is going to be beautiful - 73F and sunny!

Online Video
Media
Links
Comment
Comments
Header
Footer
Page Number
Header & Footer
Text Box
Text
Equation
Symbol
Degree Sign
° ® ™ é ε
á $
¢ ⌐ ÷ €
£ ¥ ± ≠ ≤
More Symbols...

To insert a symbol:

- If you don't see the symbol you're looking for, click **More Symbols...** to open the Symbol dialog box. Locate and select the desired symbol, then click Insert.



Symbol

Symbols | Special Characters

Font: (normal text) Subset: Latin-1 Supplement

p	q	r	s	t	u	v	w	x	y	z	{	|	}	~	
¡	¢	£	¤	¥	¦	§	¨	©	ª	«	¬	-	®	¯	°
±	²	³	´	µ	¶	·	¸	¹	º	»	¼	½	¾	¿	À
Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï	Ð

Recently used symbols:

€	£	¥	©	®	™	±	≠	≤	≥	÷	×	∞	µ	α	β

Unicode name:
Copyright Sign

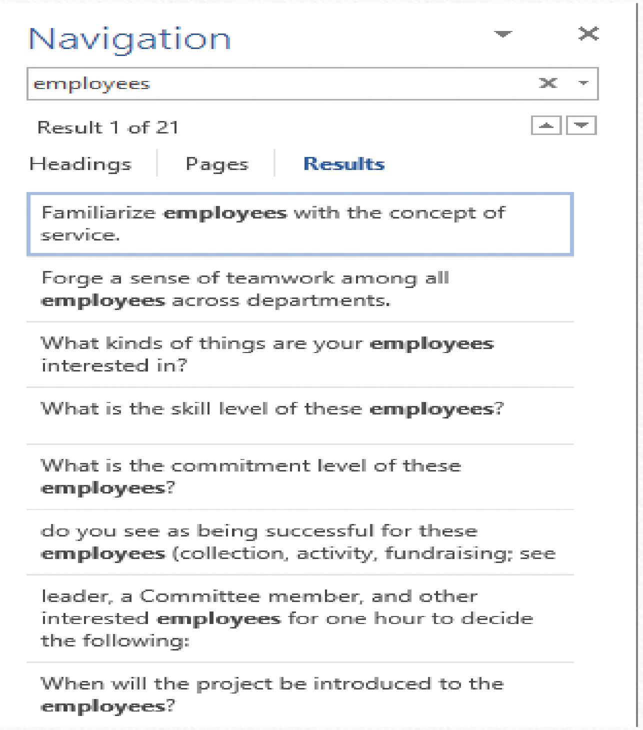
Character code: 00A9 from: Unicode (hex)

Shortcut key: Alt+Ctrl+C

Search for text

Search for text – way 1

- You can search for text from the Navigation pane
- The Results page of the Navigation pane displays the search results in context



Familiarize **employees** with the concept of service.

Forge a sense of teamwork among all **employees** across departments.

What kinds of things are your **employees** interested in?

What is the skill level of these **employees**?

What is the commitment level of these **employees**?

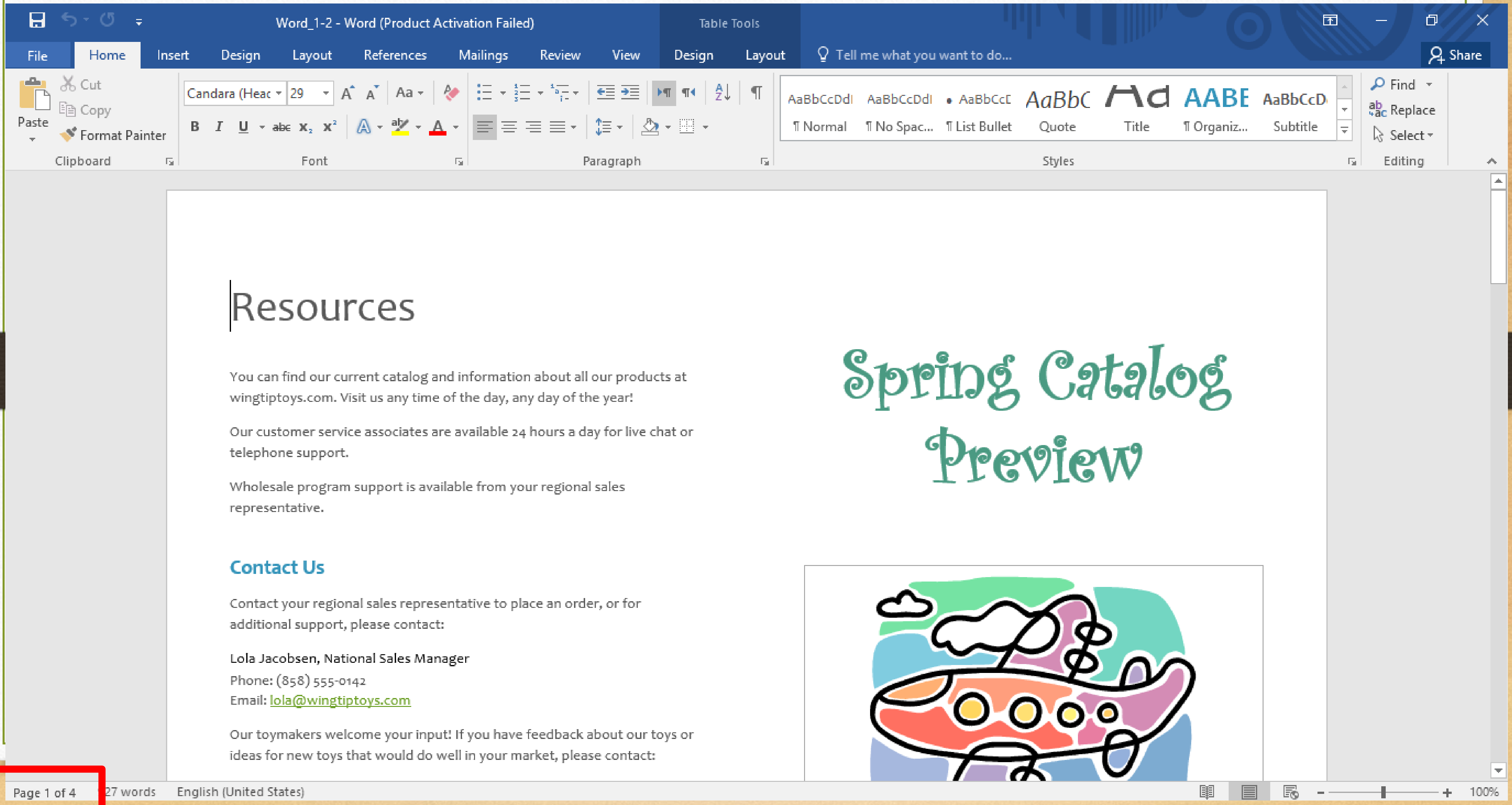
do you see as being successful for these **employees** (collection, activity, fundraising; see

leader, a Committee member, and other interested **employees** for one hour to decide the following:

When will the project be introduced to the **employees**?

To activate the Navigation pane search box

- Display the Navigation pane, and then click in the search box.
- Press Ctrl+F.
- On the Home tab, in the Editing group, click the Find button.


Word_1-2 - Word (Product Activation Failed)
Table Tools
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Design
Layout
Tell me what you want to do...
Share
Paste
Cut
Copy
Format Painter
Clipboard
Candara (Heac
29
Font
Paragraph
AaBbCcDdI ¶ Normal
AaBbCcDdI ¶ No Spac...
AaBbCcI ¶ List Bullet
AaBbC Quote
Ad Title
AABE ¶ Organiz...
AaBbCcD Subtitle
Styles
Find
Replace
Select
Editing
Page 1 of 4
27 words
English (United States)
100%

Resources

You can find our current catalog and information about all our products at wingtiptoys.com. Visit us any time of the day, any day of the year!

Our customer service associates are available 24 hours a day for live chat or telephone support.

Wholesale program support is available from your regional sales representative.

Contact Us

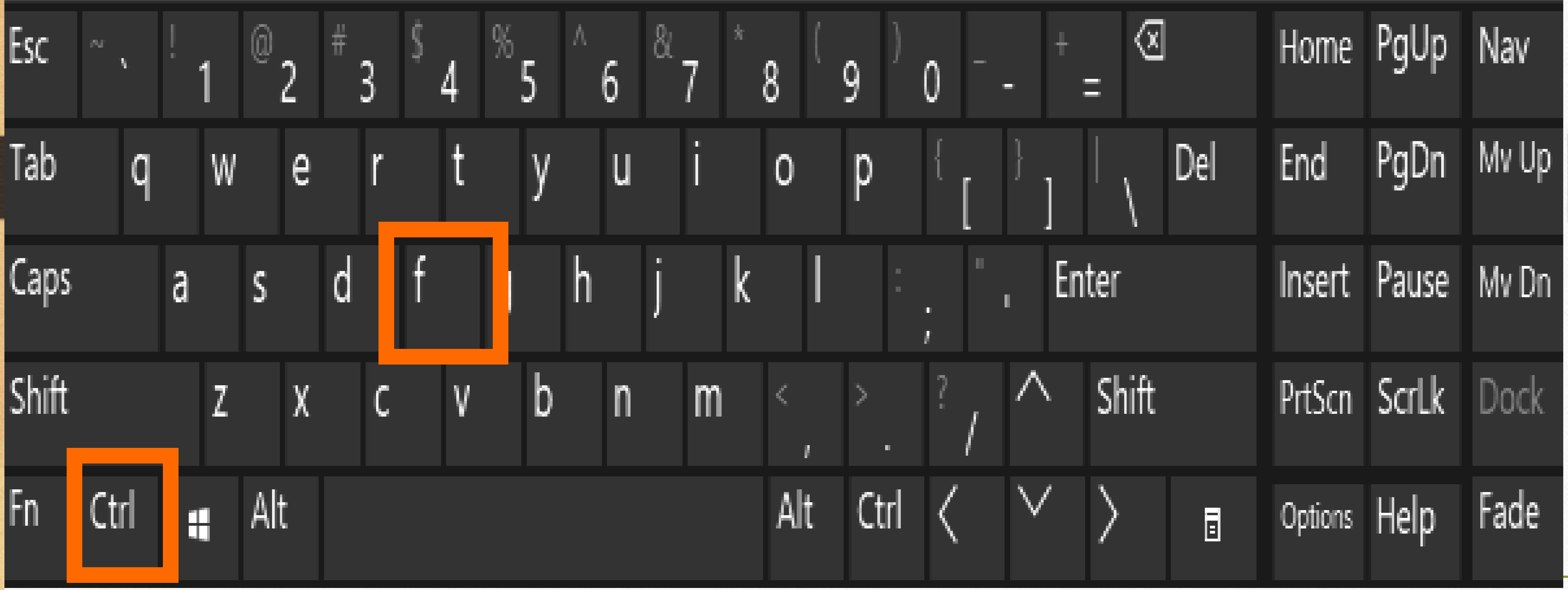
Contact your regional sales representative to place an order, or for additional support, please contact:

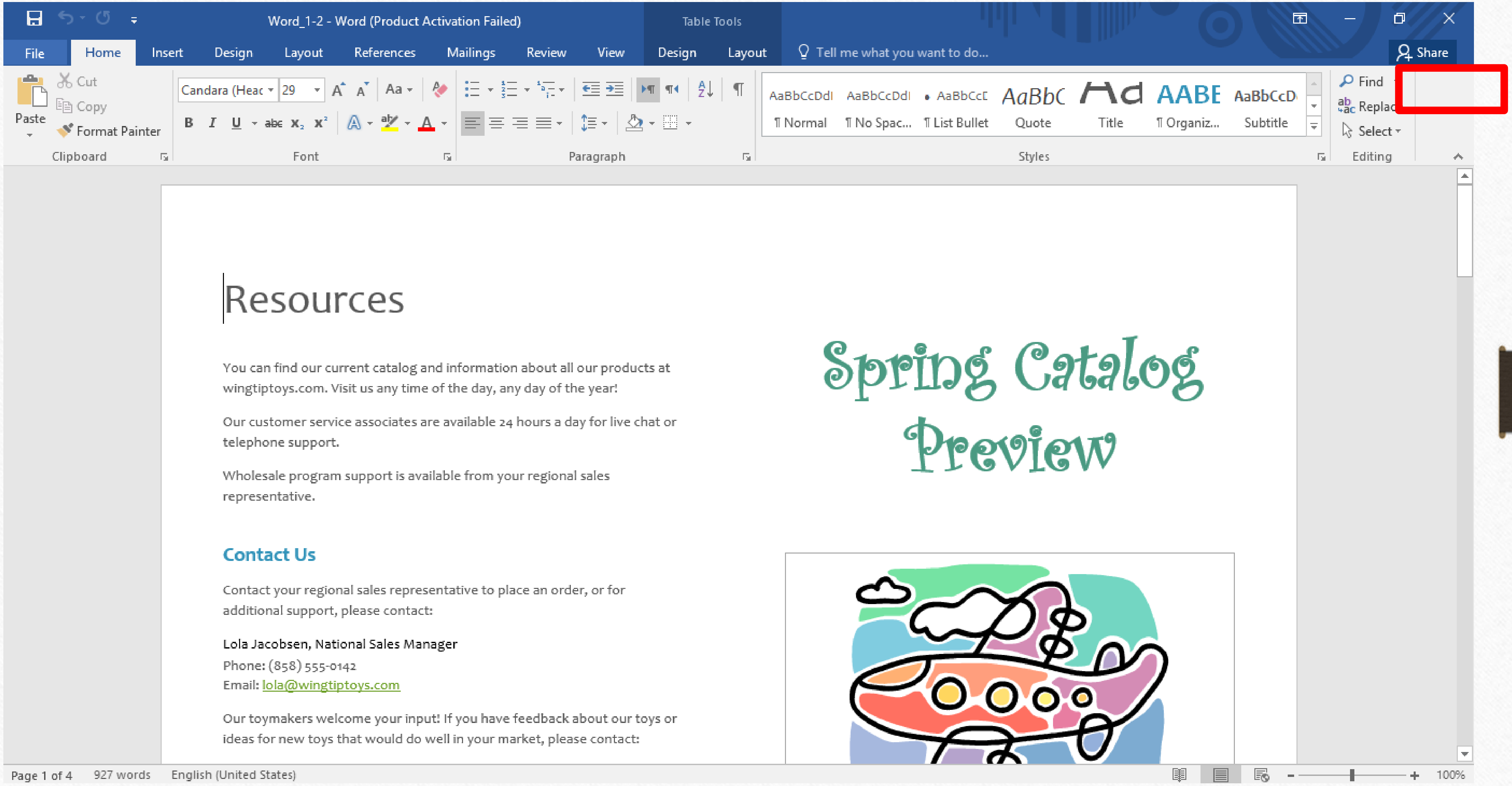
Lola Jacobsen, National Sales Manager
Phone: (858) 555-0142
Email: lola@wingtiptoys.com

Our toymakers welcome your input! If you have feedback about our toys or ideas for new toys that would do well in your market, please contact:

Spring Catalog Preview

CTRL + F


Esc ~ ` ! 1 @ 2 # 3 $ 4 % 5 ^ 6 & 7 * 8 (9) 0 _ - + = ⌫
Home PgUp Nav
Tab q w e r t y u i o p { [}] | \ Del
End PgDn Mv Up
Caps a s d f g h j k l : ; " ' Enter
Insert Pause Mv Dn
Shift z x c v b n m < , > . ? / ^ Shift
PrtScn ScrLk Dock
Fn Ctrl Alt Alt Ctrl < v >
Options Help Fade


Word_1-2 - Word (Product Activation Failed)
Table Tools
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Design
Layout
Tell me what you want to do...
Share
Paste
Cut
Copy
Format Painter
Clipboard
Candara (Heac
29
Font
Paragraph
AaBbCcDdI ¶ Normal
AaBbCcDdI ¶ No Spac...
AaBbCcI ¶ List Bullet
AaBbC Quote
Ad Title
AABE ¶ Organiz...
AaBbCcD Subtitle
Styles
Find
Replac
Select
Editing
Page 1 of 4
927 words
English (United States)
100%

Resources

You can find our current catalog and information about all our products at wingtiptoys.com. Visit us any time of the day, any day of the year!

Our customer service associates are available 24 hours a day for live chat or telephone support.

Wholesale program support is available from your regional sales representative.

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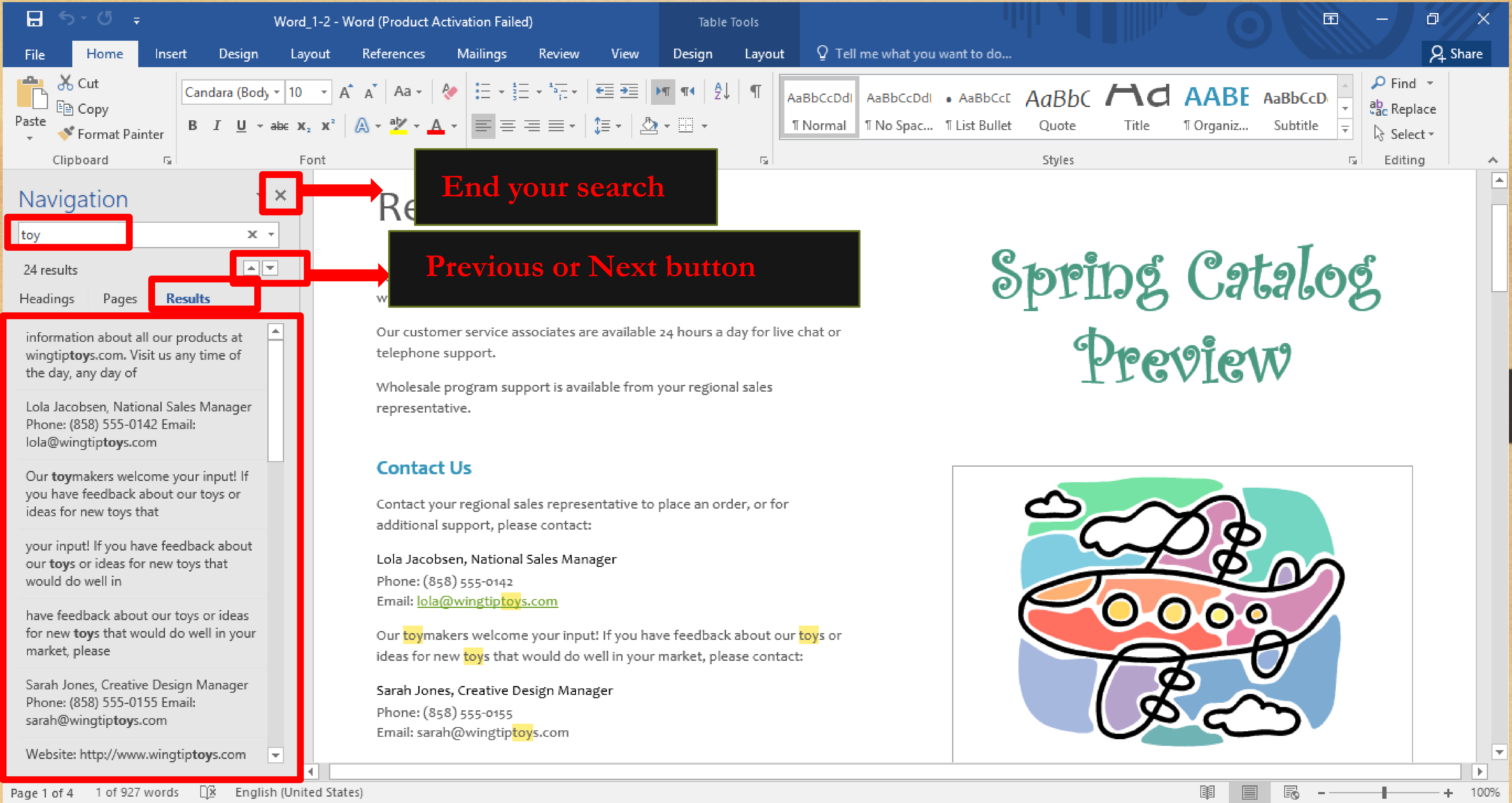
Spring Catalog Preview

To locate specific text

1. In the **Navigation** pane search box, enter a search term (words, characters, and caret codes) in the search box to highlight all occurrences of the search term in the document and display them on the Results page of the Navigation pane.
2. Display the **Results** page of the **Navigation** pane, and then do any of the following: Review the search results in context to locate a specific result.
    - Point to a search result to display the number of the page on which it appears and the heading that precedes it.
    - Click a search result to move to that location in the document.
    - Click the **Previous** or **Next** button to move among the search results.
    - Click the **End your search** button (the X) at the right end of the search box to clear the search results.


Word_1-2 - Word (Product Activation Failed)
Table Tools
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Design
Layout
Tell me what you want to do...
Share
Paste
Cut
Copy
Format Painter
Clipboard
Candara (Body
10
Font
Normal
No Spac...
List Bullet
Quote
Title
Organiz...
Subtitle
Styles
Find
Replace
Select
Editing
Navigation
Headings
Pages
Results
Page 1 of 4
1 of 927 words
English (United States)
100%

End your search

Previous or Next button

toy

24 results

information about all our products at wingtiptoys.com. Visit us any time of the day, any day of

Lola Jacobsen, National Sales Manager Phone: (858) 555-0142 Email: lola@wingtiptoys.com

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your input! If you have feedback about our toys or ideas for new toys that would do well in

have feedback about our toys or ideas for new toys that would do well in your market, please

Sarah Jones, Creative Design Manager Phone: (858) 555-0155 Email: sarah@wingtiptoys.com

Website: http://www.wingtiptoys.com

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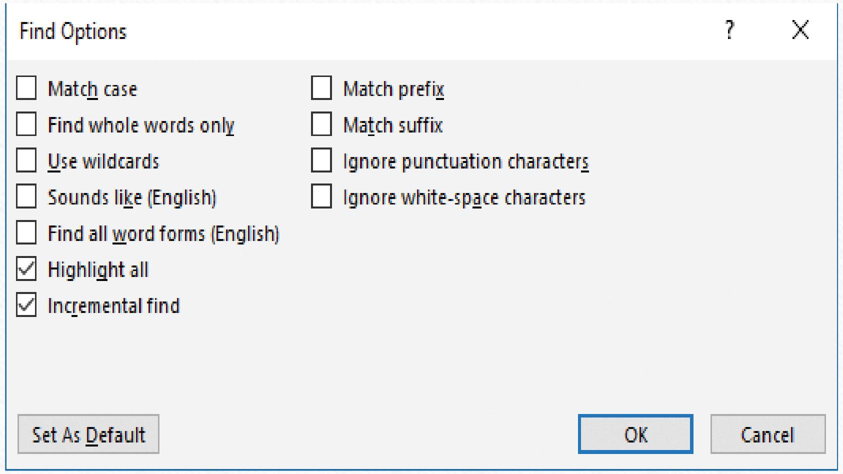
Phone: (858) 555-0155
Email: sarah@wingtiptoys.com

Spring Catalog Preview

To restrict text search results from the Navigation pane

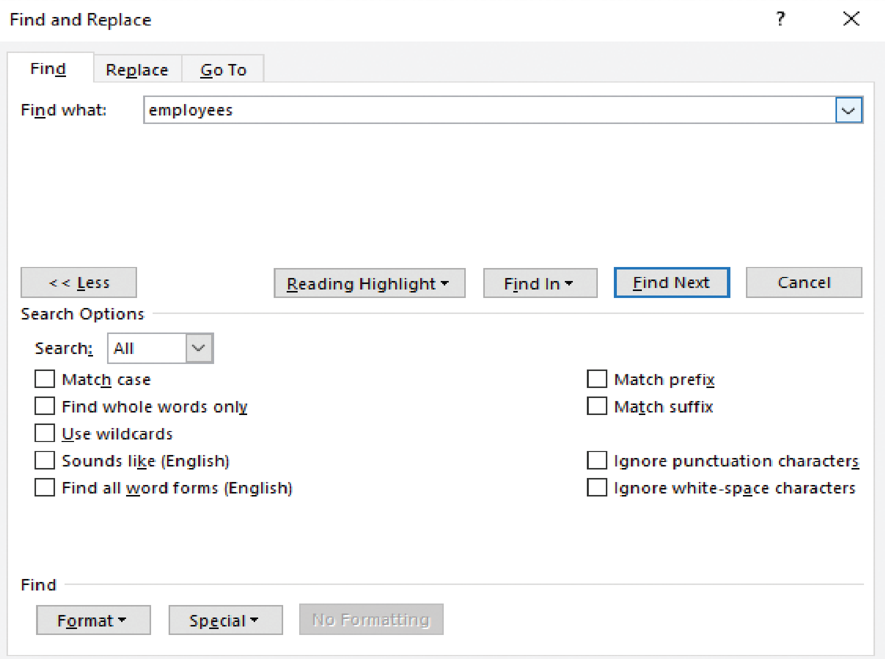
1. In the **Navigation** pane, click the **Search for more things** arrow at the right end of the search box, and then click **Options**.
2. In the **Find Options** dialog box, select the search criteria you want, and then click **OK**.
3. Enter the search term in the Search box.



☐ Match case
☐ Find whole words only
☐ Use wildcards
☐ Sounds like (English)
☐ Find all word forms (English)
☑ Highlight all
☑ Incremental find
☐ Match prefix
☐ Match suffix
☐ Ignore punctuation characters
☐ Ignore white-space characters

Search for text – way 2

- You can search for text from the Find page of the Find And Replace dialog box.
- The Find page locates only one instance of the search term at a time but allows you to define more search criteria.


Find and Replace
?
Find
Replace
Go To
<< Less
Reading Highlight
Find In
Find Next
Cancel
Search Options
Find
Format
Special
No Formatting

Find what: employees

Search: All

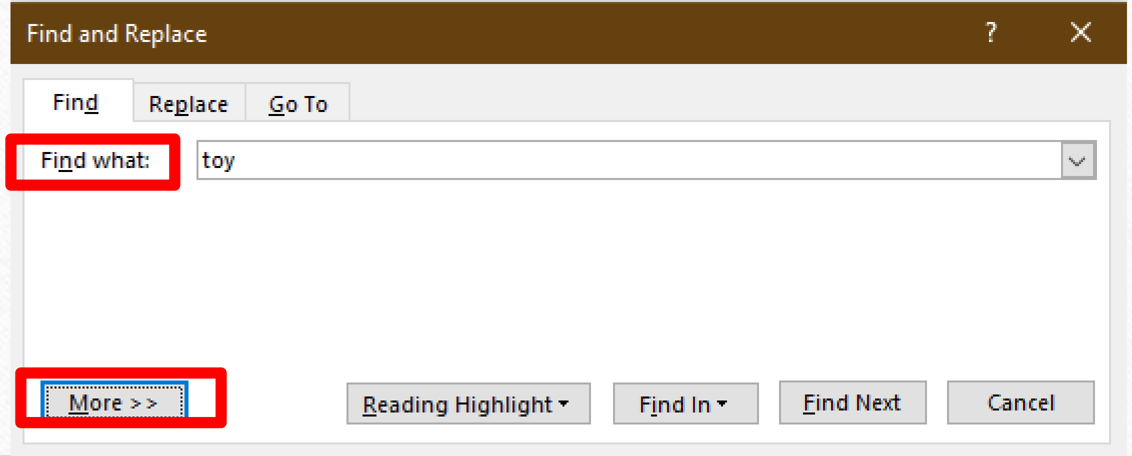
☐ Match case
☐ Find whole words only
☐ Use wildcards
☐ Sounds like (English)
☐ Find all word forms (English)
☐ Match prefix
☐ Match suffix
☐ Ignore punctuation characters
☐ Ignore white-space characters

To display the Find tab of the Find And Replace dialog box

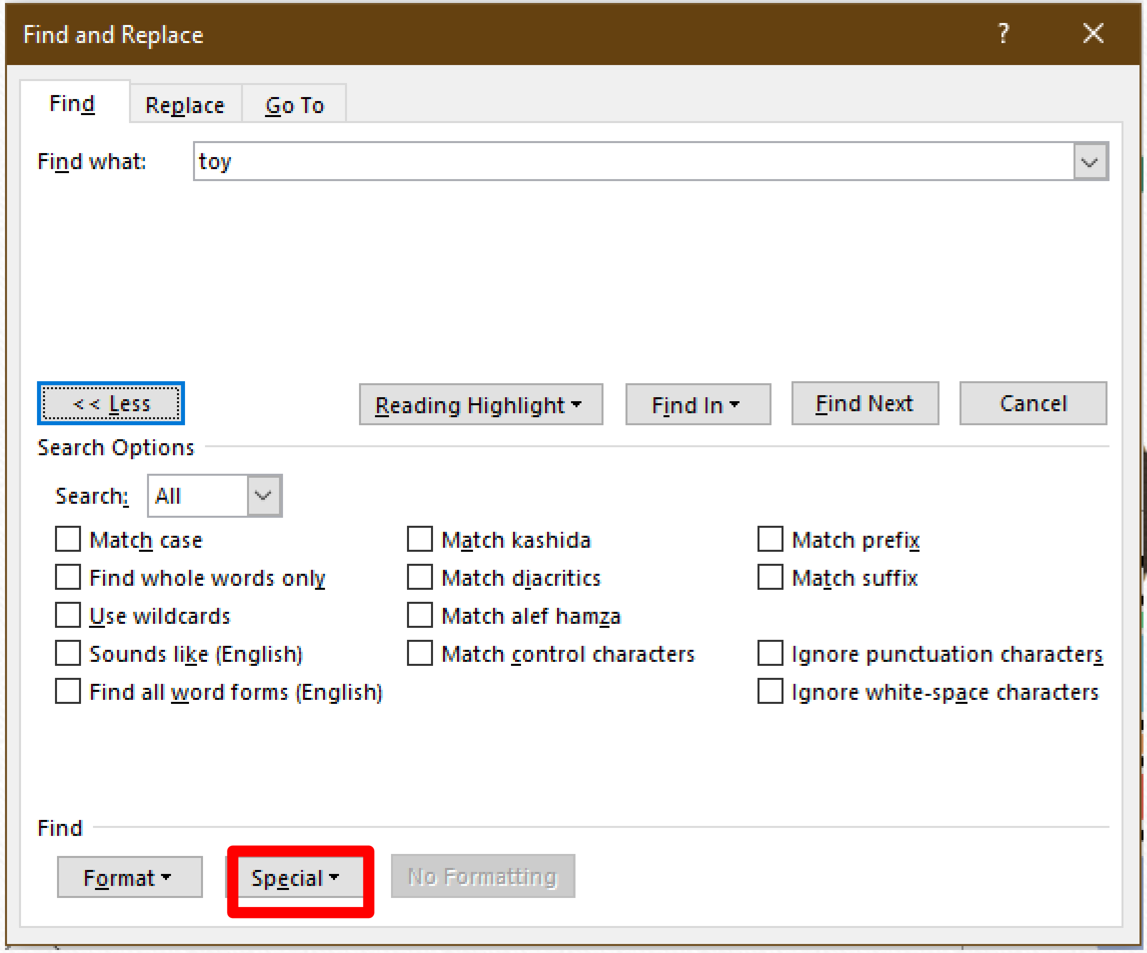
- In the **Navigation** pane, click the **Search for more things** arrow at the right end of the search box, and then click **Advanced Find**.
- On the **Home** tab, in the **Editing** group, click the **Find** arrow, and then click **Advanced Find**.
- Press **Ctrl+G**, and then click the **Find** tab.

To locate text and special characters from the Find And Replace dialog box

1. Display the **Find** page of the **Find and Replace** dialog box.
2. Click **More** in the lower-left corner of the dialog box to display additional search options.
3. In the **Find what** box, enter the text you want to locate. If you want to include a special character or wildcard in your search term, click the **Special** button, and then click the item you want to locate to insert its caret code into the Find What box.


Find and Replace
?
Find
Replace
Go To
More >>
Reading Highlight
Find In
Find Next
Cancel

Find what: toy


Find and Replace
?
Find
Replace
Go To
<< Less
Reading Highlight
Find In
Find Next
Cancel
Search Options
Find
Format
Special
No Formatting

Find what: toy

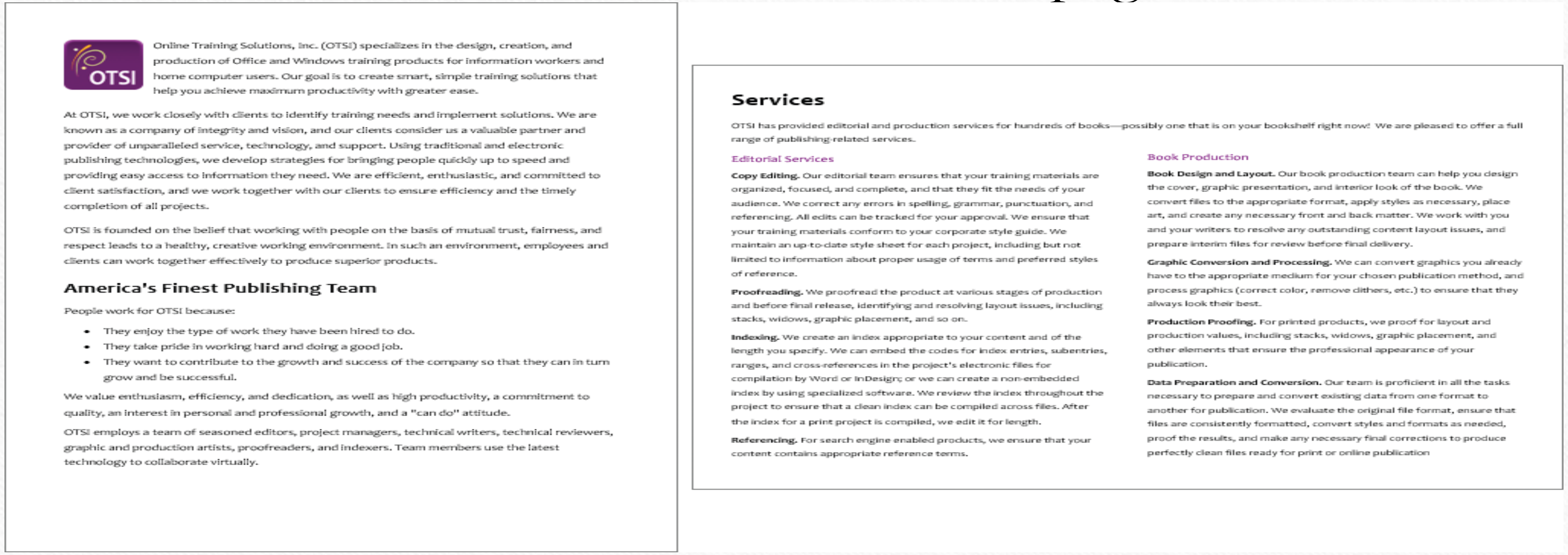
Search: All

☐ Match case
☐ Find whole words only
☐ Use wildcards
☐ Sounds like (English)
☐ Find all word forms (English)
☐ Match kashida
☐ Match diacritics
☐ Match alef hamza
☐ Match control characters
☐ Match prefix
☐ Match suffix
☐ Ignore punctuation characters
☐ Ignore white-space characters

Format documents

Modify page setup

- You control the layout of the pages in a document. You can change the margins, orientation, and size of the document pages.



Online Training Solutions, Inc. (OTSI) specializes in the design, creation, and production of Office and Windows training products for information workers and home computer users. Our goal is to create smart, simple training solutions that help you achieve maximum productivity with greater ease.

At OTSI, we work closely with clients to identify training needs and implement solutions. We are known as a company of integrity and vision, and our clients consider us a valuable partner and provider of unparalleled service, technology, and support. Using traditional and electronic publishing technologies, we develop strategies for bringing people quickly up to speed and providing easy access to information they need. We are efficient, enthusiastic, and committed to client satisfaction, and we work together with our clients to ensure efficiency and the timely completion of all projects.

OTSI is founded on the belief that working with people on the basis of mutual trust, fairness, and respect leads to a healthy, creative working environment. In such an environment, employees and clients can work together effectively to produce superior products.

America's Finest Publishing Team

People work for OTSI because:

- They enjoy the type of work they have been hired to do.
- They take pride in working hard and doing a good job.
- They want to contribute to the growth and success of the company so that they can in turn grow and be successful.

We value enthusiasm, efficiency, and dedication, as well as high productivity, a commitment to quality, an interest in personal and professional growth, and a "can do" attitude.

OTSI employs a team of seasoned editors, project managers, technical writers, technical reviewers, graphic and production artists, proofreaders, and indexers. Team members use the latest technology to collaborate virtually.

Services

OTSI has provided editorial and production services for hundreds of books—possibly one that is on your bookshelf right now! We are pleased to offer a full range of publishing-related services.

Editorial Services

Copy Editing. Our editorial team ensures that your training materials are organized, focused, and complete, and that they fit the needs of your audience. We correct any errors in spelling, grammar, punctuation, and referencing. All edits can be tracked for your approval. We ensure that your training materials conform to your corporate style guide. We maintain an up-to-date style sheet for each project, including but not limited to information about proper usage of terms and preferred styles of reference.

Proofreading. We proofread the product at various stages of production and before final release, identifying and resolving layout issues, including stacks, widows, graphic placement, and so on.

Indexing. We create an index appropriate to your content and of the length you specify. We can embed the codes for index entries, subentries, ranges, and cross-references in the project's electronic files for compilation by Word or InDesign; or we can create a non-embedded index by using specialized software. We review the index throughout the project to ensure that a clean index can be compiled across files. After the index for a print project is compiled, we edit it for length.

Referencing. For search engine enabled products, we ensure that your content contains appropriate reference terms.

Book Production

Book Design and Layout. Our book production team can help you design the cover, graphic presentation, and interior look of the book. We convert files to the appropriate format, apply styles as necessary, place art, and create any necessary front and back matter. We work with you and your writers to resolve any outstanding content layout issues, and prepare interim files for review before final delivery.

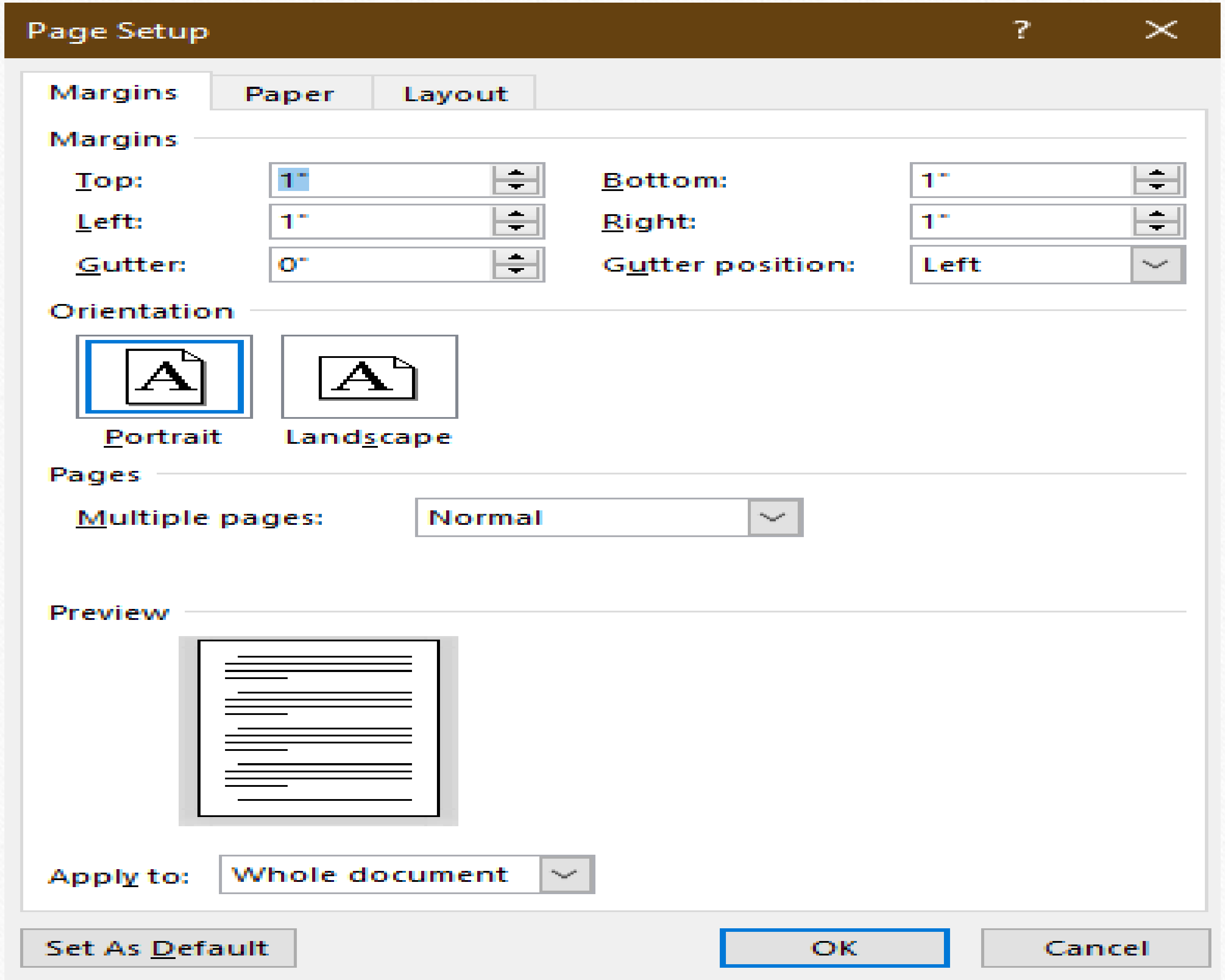
Graphic Conversion and Processing. We can convert graphics you already have to the appropriate medium for your chosen publication method, and process graphics (correct color, remove dithers, etc.) to ensure that they always look their best.

Production Proofing. For printed products, we proof for layout and production values, including stacks, widows, graphic placement, and other elements that ensure the professional appearance of your publication.

Data Preparation and Conversion. Our team is proficient in all the tasks necessary to prepare and convert existing data from one format to another for publication. We evaluate the original file format, ensure that files are consistently formatted, convert styles and formats as needed, proof the results, and make any necessary final corrections to produce perfectly clean files ready for print or online publication

To open the Page Setup dialog box

- On the **Page Layout** tab, in the **Page Setup** group, do any of the following:
- Click the **Page Setup dialog box launcher**.
- Click the **Margins** button, and then click **Custom Margins**.
- Click the **Size** button, and then click **More Paper Sizes**.



Page Setup
?
Margins
Paper
Layout
Margins
Orientation
Portrait
Landscape
Pages
Preview
Set As Default
OK
Cancel

Top: 1"

Bottom: 1"

Left: 1"

Right: 1"

Gutter: 0"

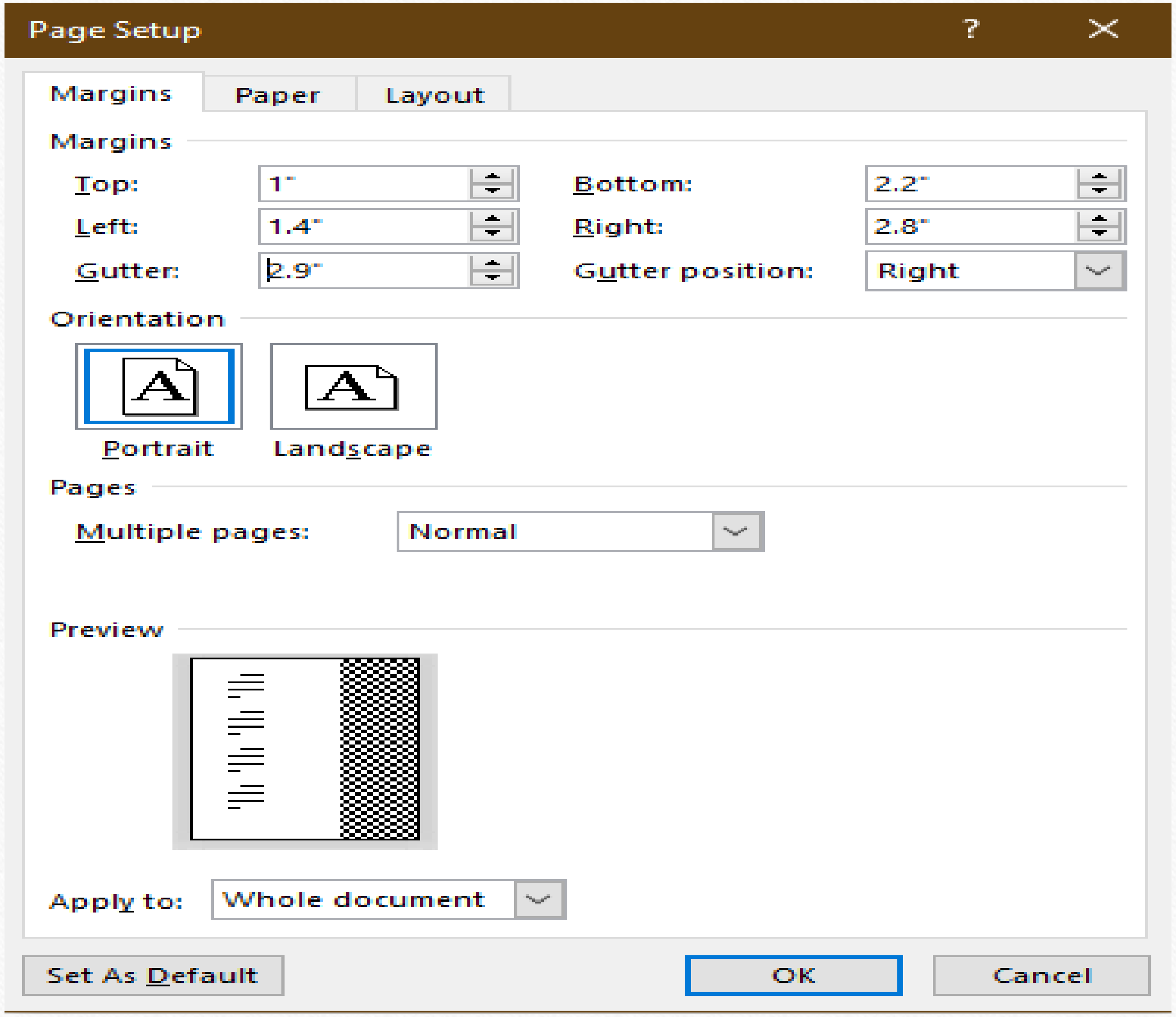
Gutter position: Left

Multiple pages: Normal

Apply to: Whole document

To change the page margins

1. Open the **Page Setup** dialog box.
2. On the **Margins** tab of the Page Setup dialog box, specify the individual margins, the gutter width and position, the configuration of multiple pages, and the area of the document to which you want to apply the custom margins. Then click **OK**.



Page Setup
?
Margins
Paper
Layout

Margins

Top: 1"

Bottom: 2.2"

Left: 1.4"

Right: 2.8"

Gutter: 2.9"

Gutter position: Right

Orientation

Portrait
Landscape

Pages

Multiple pages: Normal

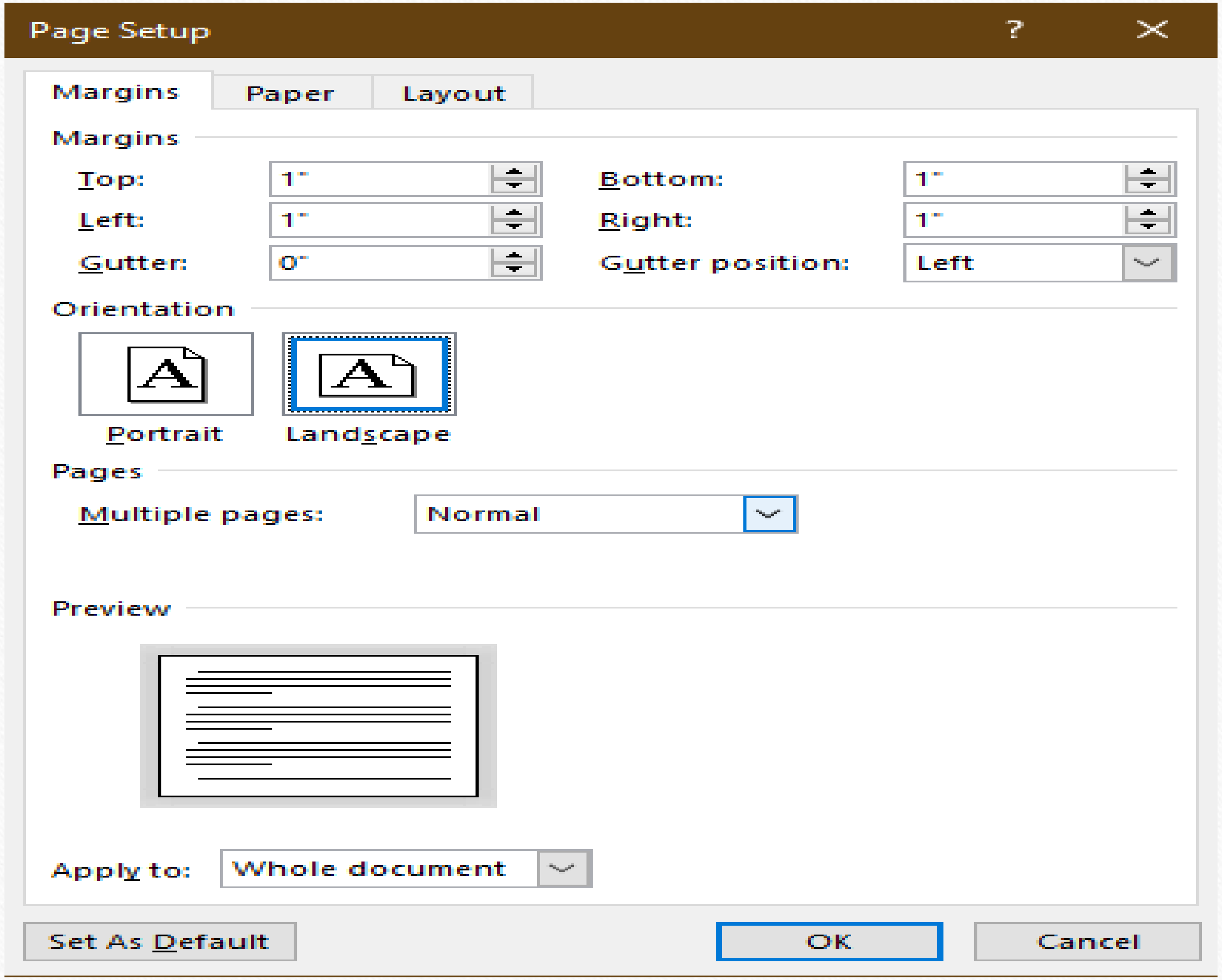
Preview

Apply to: Whole document

Set As Default
OK
Cancel

To change the page orientation

- On the **Margins** tab of the **Page Setup** dialog box, in the **Orientation** section, click the **Portrait** or **Landscape** thumbnail. Then click **OK**.



Page Setup
?
Margins
Paper
Layout
Margins
Orientation
Portrait
Landscape
Pages
Preview
Set As Default
OK
Cancel

Top: 1"

Bottom: 1"

Left: 1"

Right: 1"

Gutter: 0"

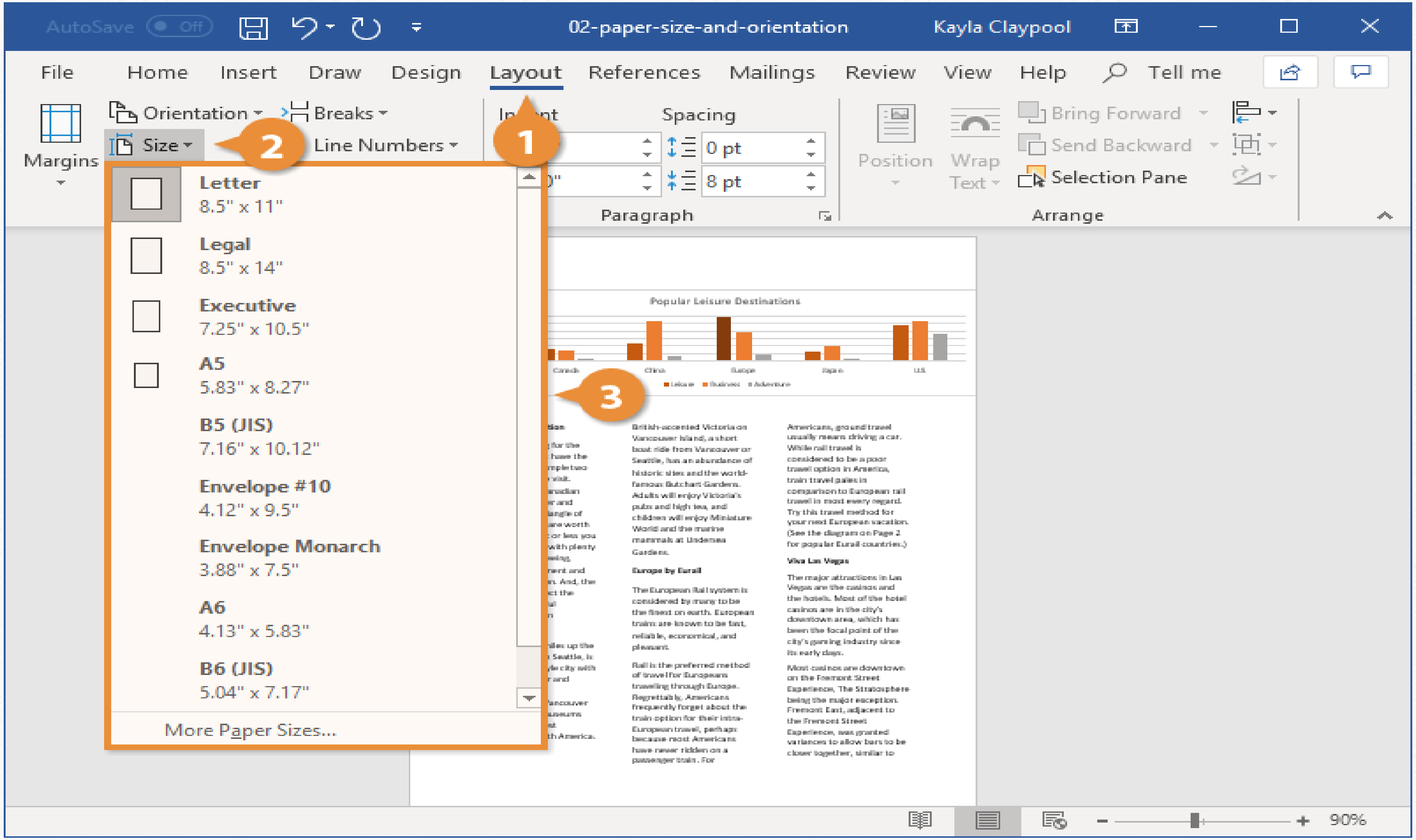
Gutter position: Left

Multiple pages: Normal

Apply to: Whole document

To change the page size

- On the **Layout** tab, in the **Page Setup** group, click the **Size button**, and then click the standard page size you want.


AutoSave Off
02-paper-size-and-orientation
Kayla Claypool
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
Tell me
Margins
Orientation
Size
Breaks
Line Numbers
Indent
Spacing
0 pt
8 pt
Paragraph
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Arrange
1
2
3
Letter
8.5" x 11"
Legal
8.5" x 14"
Executive
7.25" x 10.5"
A5
5.83" x 8.27"
B5 (JIS)
7.16" x 10.12"
Envelope #10
4.12" x 9.5"
Envelope Monarch
3.88" x 7.5"
A6
4.13" x 5.83"
B6 (JIS)
5.04" x 7.17"
More Paper Sizes...
Popular Leisure Destinations
90%