

# Microsoft Word

## An Essential Tool for Students

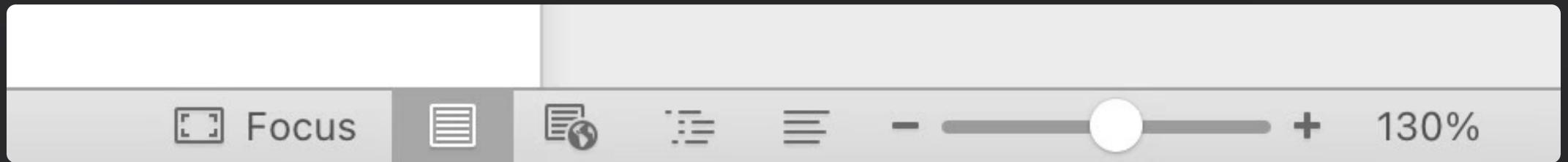
Microsoft Word is a powerful word processing software that is essential for students to master. This presentation will cover the key features and tools that students need to know to efficiently create and manage their academic documents.

 by Sadra Yosefabadi

Dr. Hamed Malek - Fall 1403



# Switching document views



Read Mode (Focus)

A screenshot of Microsoft Word in 'Read Mode'. The ribbon shows 'File', 'Tools', 'View', and the active 'Focus' tab. The main area displays a single column of text from a document titled 'Academic Paper - Word'. The text discusses the 'Sewanee Review' and its editor, Andrew Nelson Lytle, during the 1940s and 1950s. Navigation arrows are visible on the left and right sides of the text block.

Print layout (default)

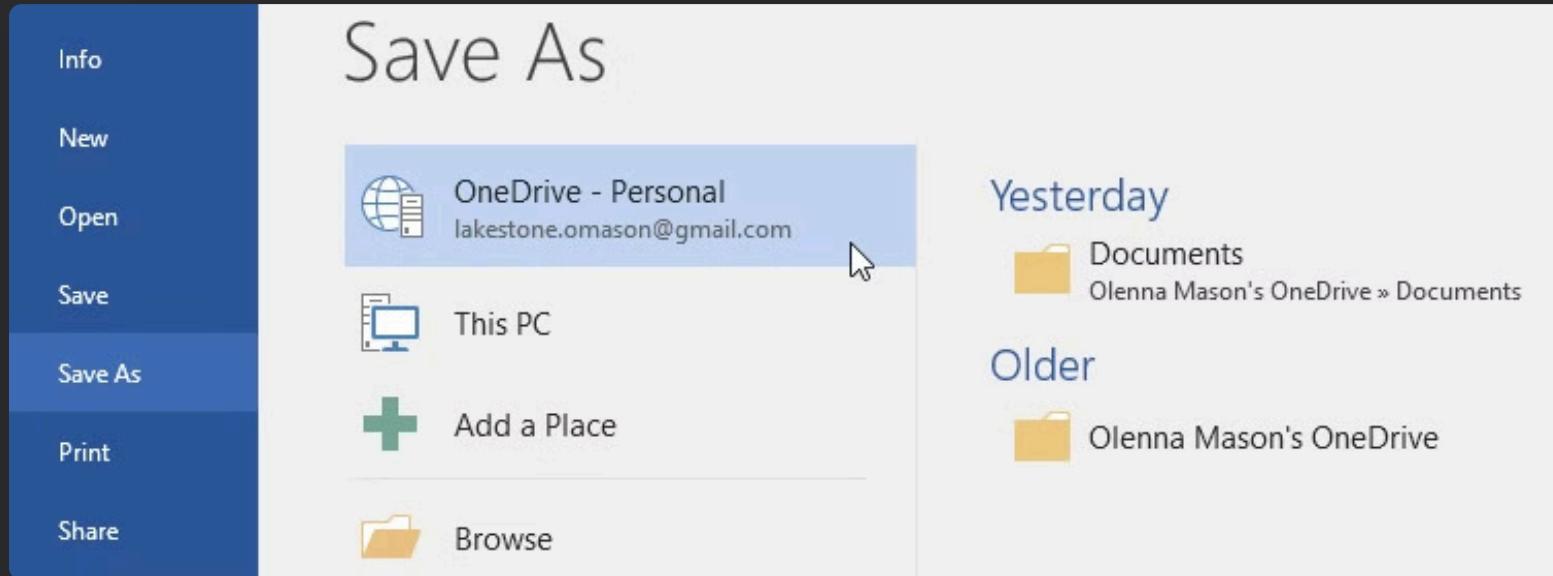
A screenshot of Microsoft Word in 'Print Layout'. The ribbon shows 'File', 'Home', 'Insert', 'Design', 'Layout', 'References', 'Mailings', 'Review', 'View', and 'Focus' tab. The main area displays the same text as the previous view, but it is presented in a two-column layout with margins and page numbers (1-29) visible at the bottom.

Web layout

A screenshot of Microsoft Word in 'Web Layout'. The ribbon shows 'File', 'Home', 'Insert', 'Design', 'Layout', 'References', 'Mailings', 'Review', 'View', and 'Focus' tab. The main area displays the same text as the previous views, but it is rendered in a web-like format with horizontal scroll bars and a different font size.

# Understanding OneDrive

OneDrive is Microsoft's online storage space that you can use to save, edit, and share your documents and other files.



## Benefits of using OneDrive



**Access your files  
anywhere**



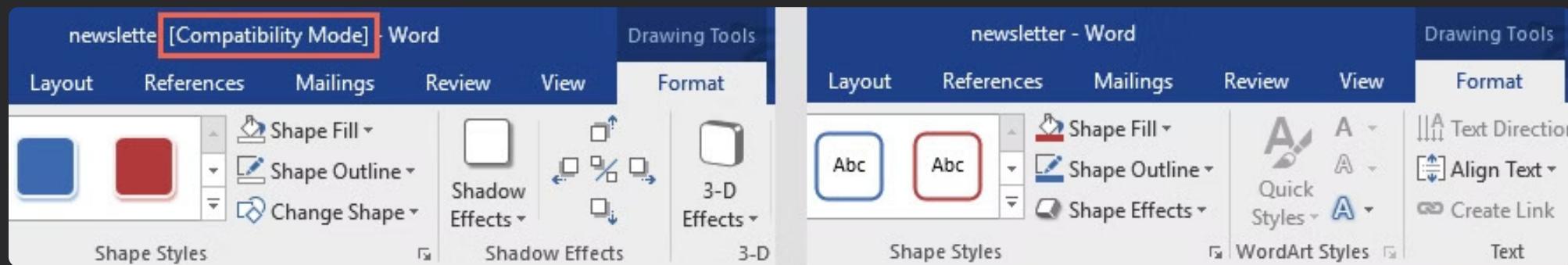
**Share files**



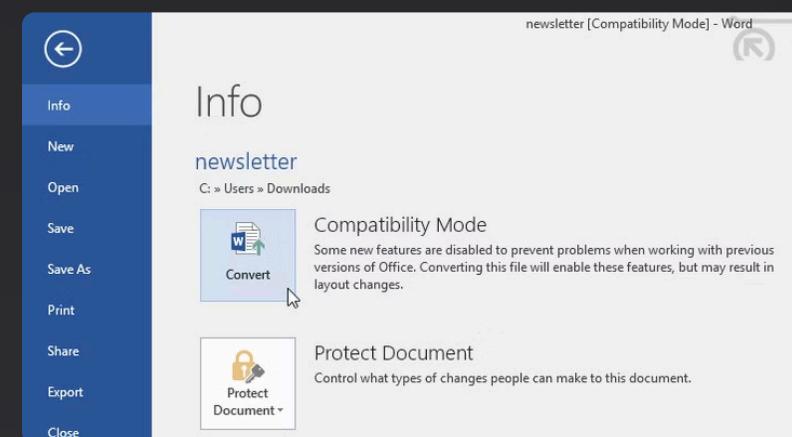
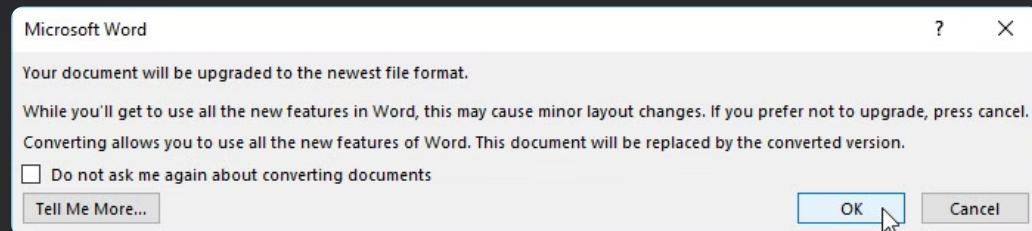
**Back up your files**

# Compatibility Mode

Sometimes you may need to work with documents that were created in earlier versions of Microsoft Word, like Word 2010 or Word 2007. When you open these types of documents, they will appear in **Compatibility Mode**. Compatibility Mode **disables** certain features, so you'll only be able to access commands found in the program that was used to create the document.



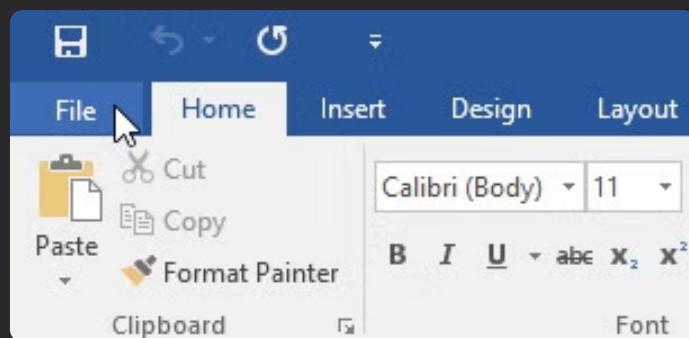
To exit Compatibility Mode, you'll need to **convert** the document to the current version type.



# Saving and Sharing Documents

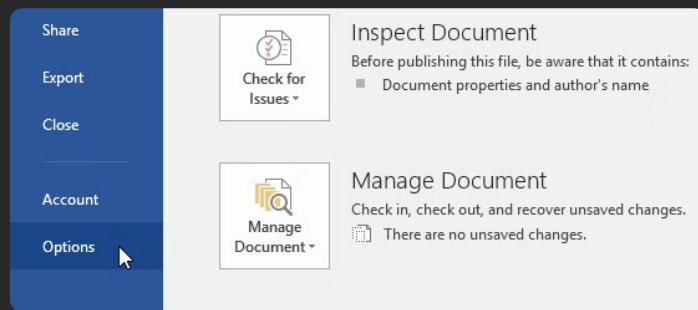
To change the default save location:

Click the **File** tab to access Backstage view



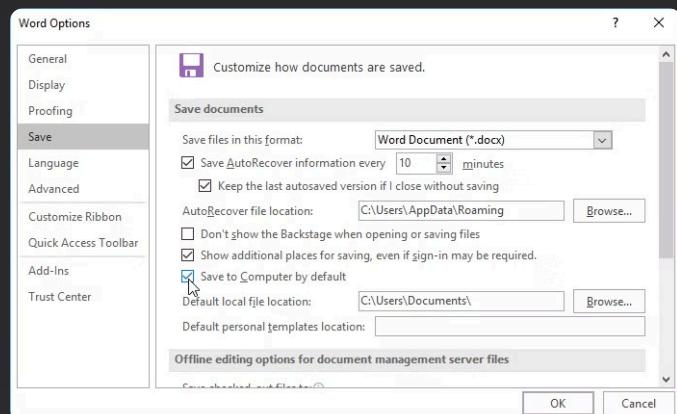
1

Click Options



2

Select Save on the left, check the box next to Save to Computer by default

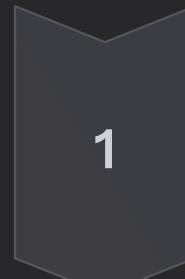


3

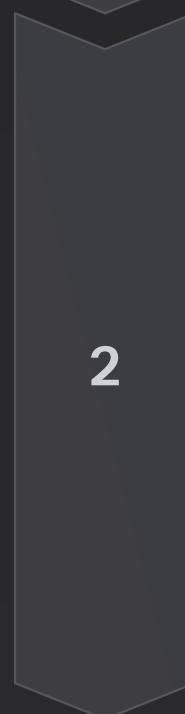
## AutoRecover

Word automatically saves your documents to a temporary folder while you are working on them. If you forget to save your changes or if Word crashes, you can restore the file using **AutoRecover**.

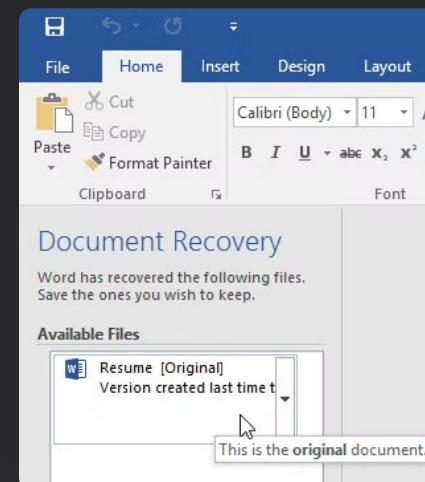
By default, Word autosaves every 10 minutes.



Open Word. If autosaved versions of a file are found, the Document Recovery pane will appear on the left.

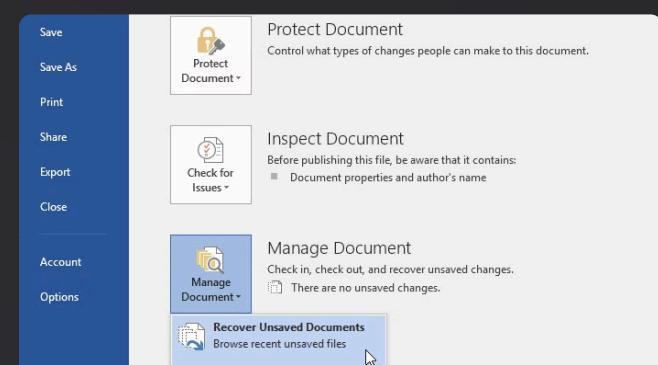
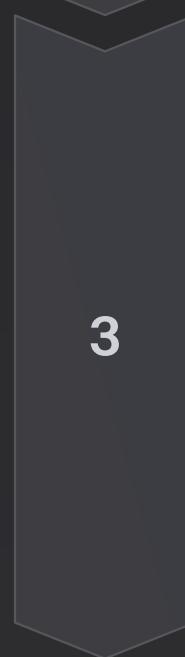


Click to open an available file. The document will be recovered.

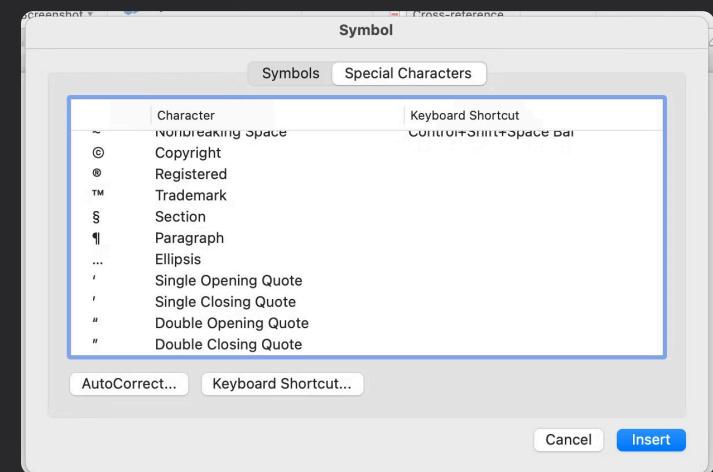
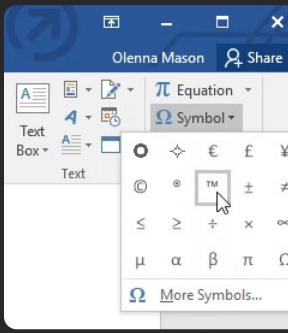
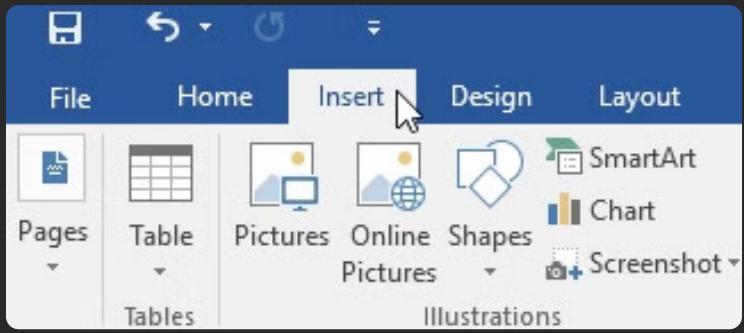


3

If you don't see the file you need, you can browse all autosaved files from Backstage view :



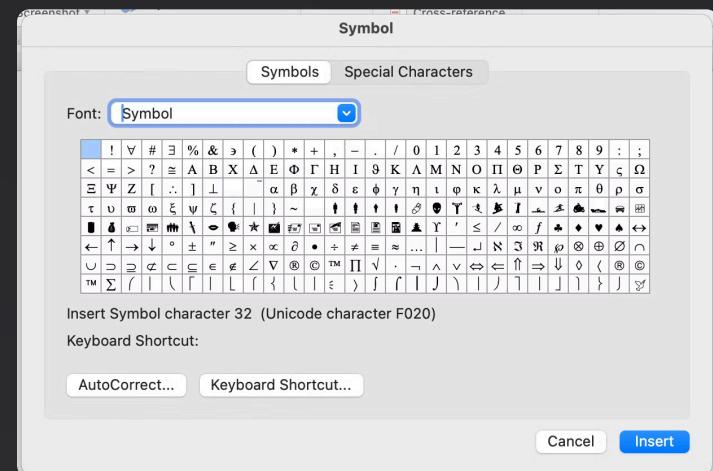
# Symbols



If you need to insert an unusual character that's not on your keyboard, such as a copyright (©) or trademark (™) symbol, you can usually find it with the **Symbol** command.

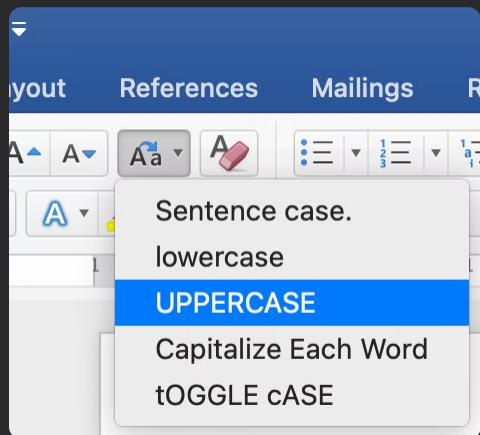
Ω π ∑ ∫ θ

You can also assign a keyboard shortcut to type any of the available symbol. For example you can assign **Ctrl + Q** key to insert the © symbol which is one of the available symbols in the special symbols list

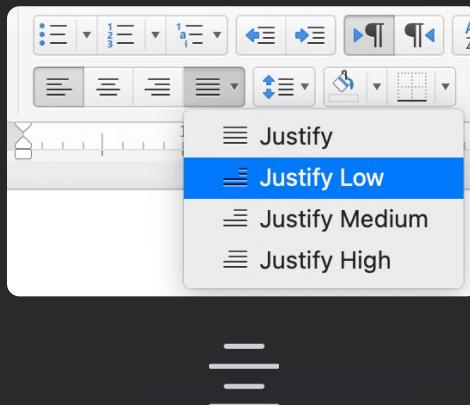


# Formatting Text

To change text case:

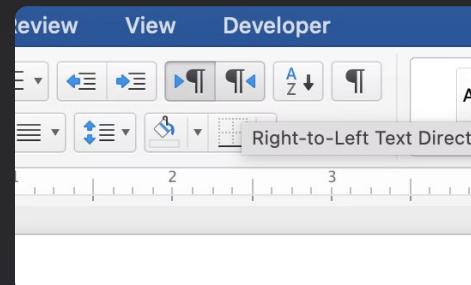


To change text alignment:

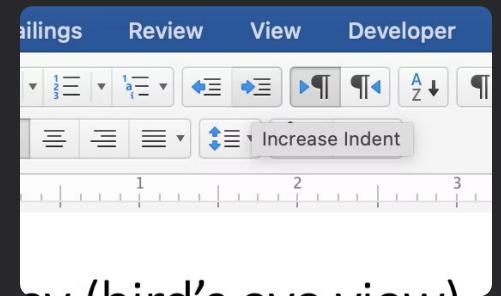


RTL:

We need to enable the RTL for writing persian and english together.



Increase / Decrease Indent



maps from perspective view (pv) images using vehicle navigation. The authors highlight the expensive sensors like lidar, radar, and distance driving cars. They propose an alternative solution techniques to create bev maps, offering a more

The sources emphasize the importance understanding of the ego vehicle's surroundings about the location, distance, and direction decision-making for the navigation system.

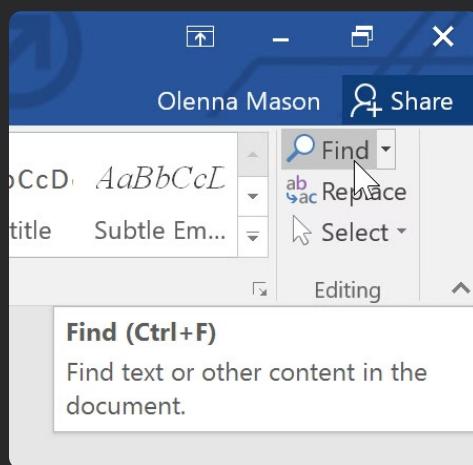
Traditional methods for transforming PV images but they faced challenges with camera position learning approaches, particularly deep neural networks features from images and adapt to varying camera networks necessitates a large and diverse dataset.



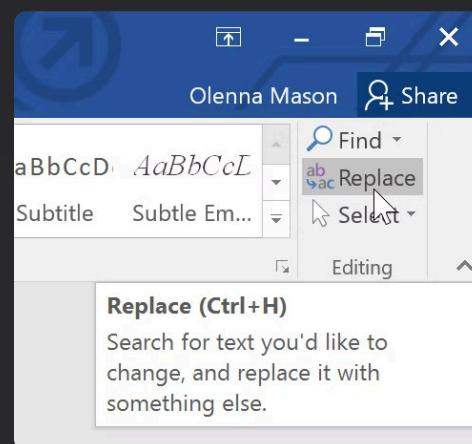
Made with Gamma

# Using Find and Replace

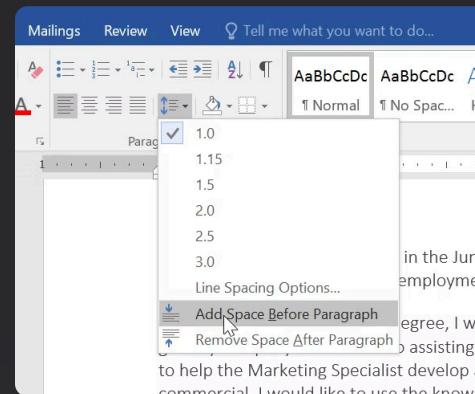
To find text:



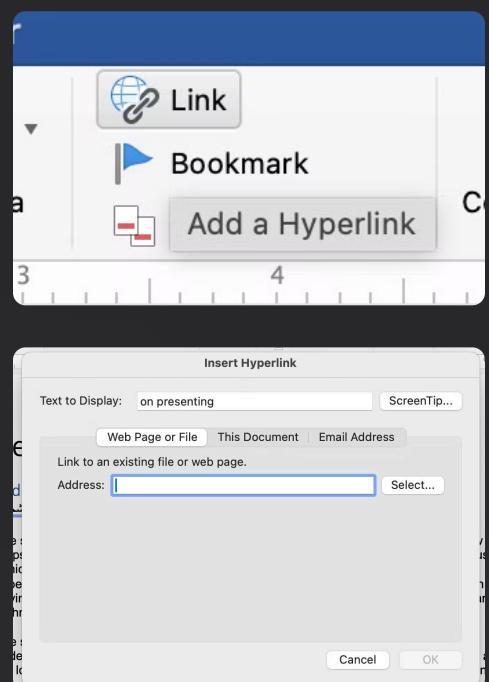
To replace text:



To format paragraph spacing:

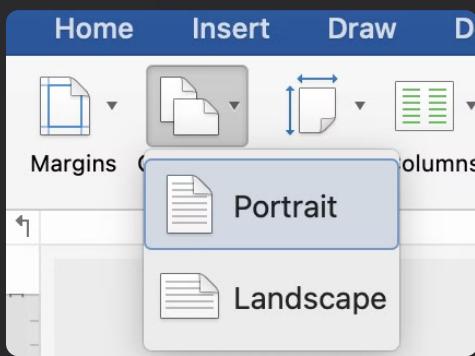


Hyperlinks :

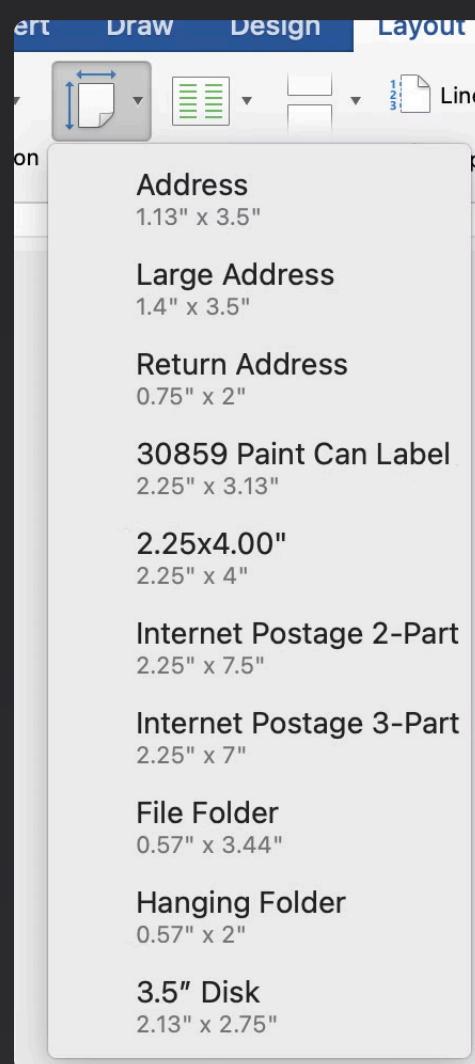


# Page Layout

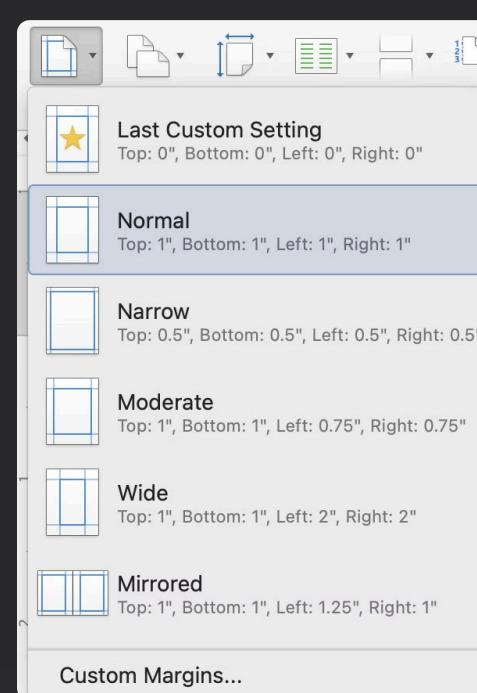
## Page orientation



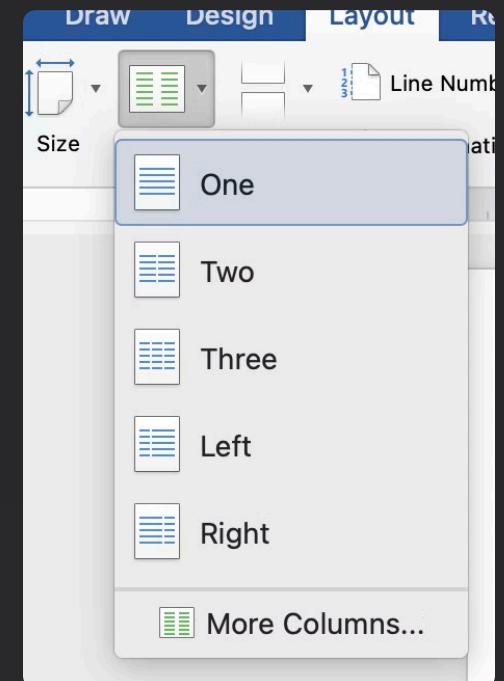
## Page size



## Page margins



## Page Columns



# Printing Documents

## Print

Copies: 1

**Printer**  
Lexmark MX310dn Ready  
[Printer Properties](#)

**Settings**

- Print All Pages The whole thing
- Pages:
- Print One Sided Only print on one side of th...
- Collated 1,2,3 1,2,3 1,2,3
- Portrait Orientation
- Letter 8.5" x 11"
- Normal Margins Left: 1" Right: 1"
- 1 Page Per Sheet

[Page Setup](#)

**Settings**

- Custom Print Type specific pages, section...
- Pages: 1, 3-5

### Printing settings

**Print Range**  
Print the whole document, a certain page range, a single section, or just even or odd pages.

**Print One Sided / Both Sides**  
Print the document one-sided, enable a printer's two-sided printing function, or manually flip the pages during printing.

**Collate**  
Collating prints multiple copies of the document all the way through (1, 2, 3, 1, 2, 3), while printing uncollated prints multiple copies of each page together (1, 1, 2, 2, 3, 3).

**Orientation**  
Portrait (taller) or Landscape (wider).

**Page Size**  
size of paper you're printing on

**Page Margins**  
Adjust the margins

# Worried about making mistakes when you type? Don't be

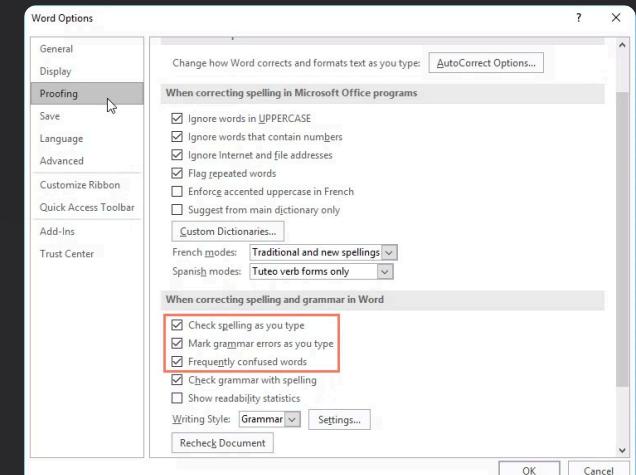
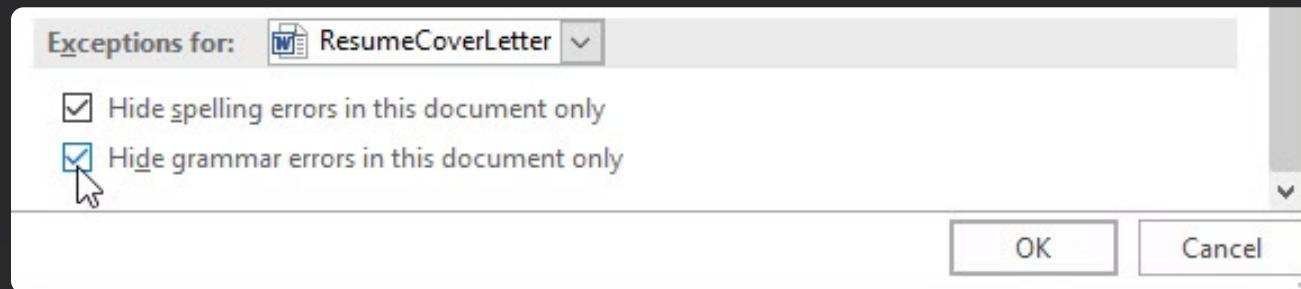
The screenshot shows the Microsoft Word ribbon with the Review tab selected. In the Spelling & Grammar group, the 'Spelling & Grammar' button is highlighted. A message box from Microsoft Word states: "Microsoft Word Spelling and grammar check is complete." An 'OK' button is being clicked. To the right, the 'Editor' dialog box is open, showing the word "Resoures" under "Not in Dictionary". It lists three suggestions: "Resources", "resources", and "resource's". At the bottom of the dialog are buttons for "Ignore Once", "Ignore All", and "Add to Dictionary".

- **Ignore Once:** This will skip the word without changing it.
- **Ignore All:** This will skip the word without changing it, and it will also skip all other instances of the word in the document.
- **Add to Dictionary:** This adds the word to the dictionary so it will never come up as an error.

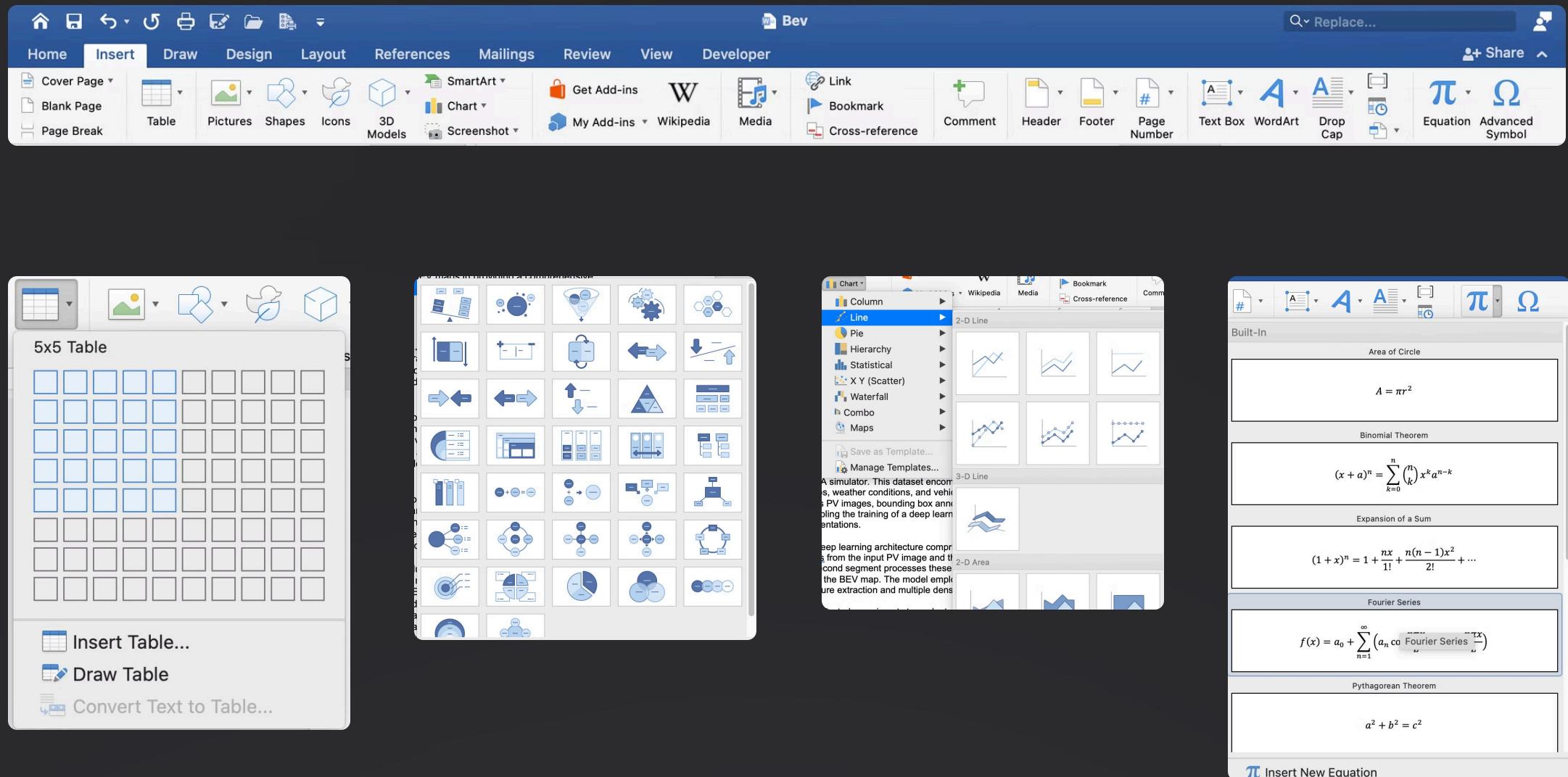
# Automatic spelling and grammar checking

- The **red line** indicates a misspelled word.
- The **blue line** indicates a grammatical error, which can include misused words.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with there summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next comercial. I would like to use the knowledge I gained at Fresh Foods to help you're company acheive it's marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.



# Do More with Word



# Resources

- <https://www.tutorialspoint.com/word/index.htm>
- <https://edu.gcfglobal.org/en/word/>
- <https://www.javatpoint.com/ms-word-tutorial>

**Thank you for your attention and time. I'd be happy to answer any questions.**

**Contact Informations :**

- Yosefabadisadra@gmail.com
- Telegram : @Sadrayef