




Microsoft Office XP 

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Microsoft[®] Word XP
2002

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الفصل الأول



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Word XP

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P133 MHz		IBM	-	
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	.Win9X ,Win2000,WinNT,WinXP		-	
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	.	(Mouse)	-	
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.	CD key number		-	

Typical –) office

(Custom

.continue

.Word

Office XP

ملحوظة

word – OfficeXP®

: Word

.Start / windows

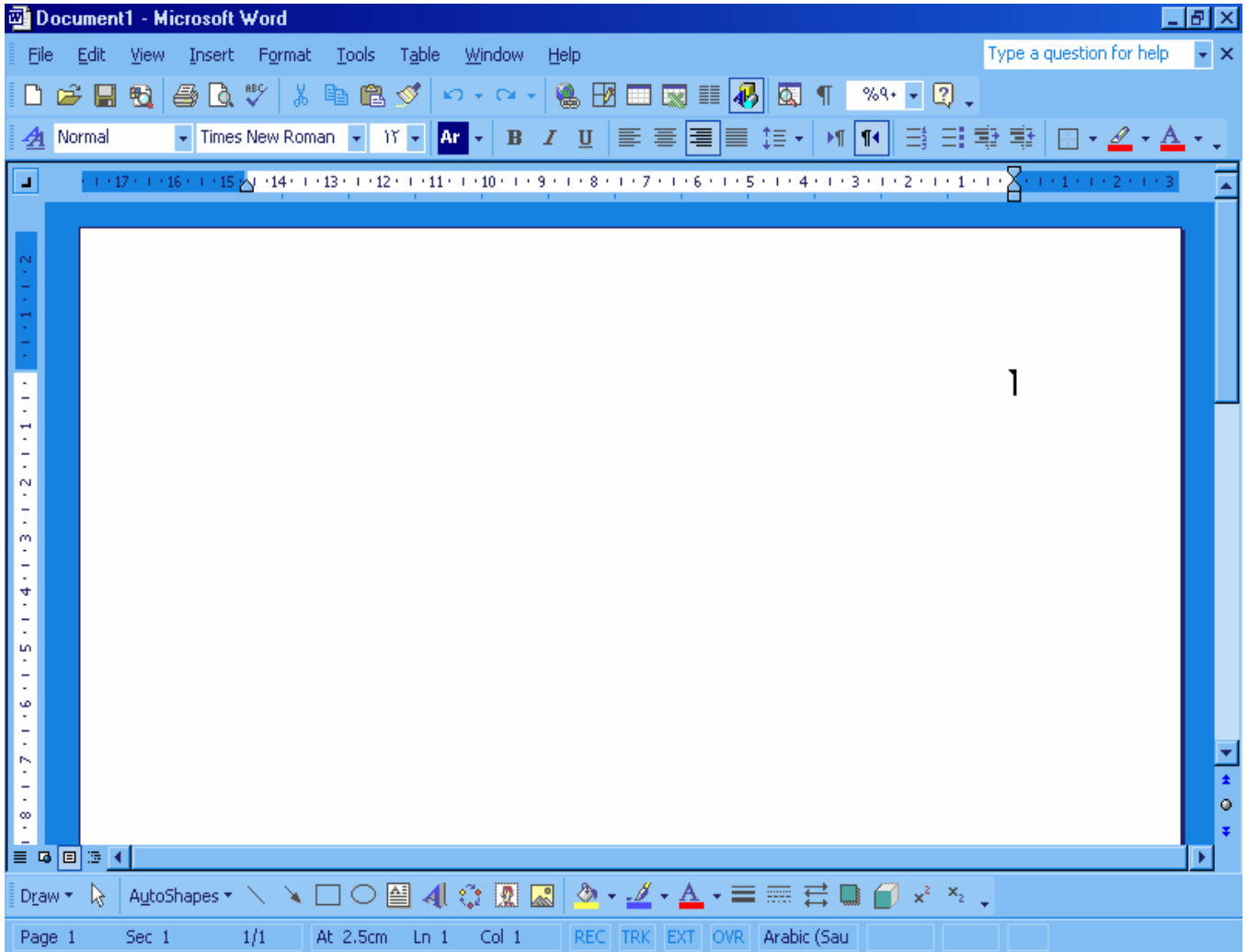
Programs

. Microsoft Word



:

: Word





Document1



File . -

Edit . -

View . -

Insert . -

Format . -

Tools . -

Table . -

Window . -

Help . -

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() Toolbar

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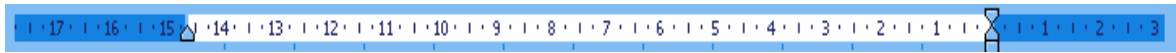
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Tab .

Editing Window . -

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Insertion Point -

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Word -

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Scroll Bars

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Status Bar

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Enter	
Alt	
Home	
End	
Page Up	
Page Down	
Ctrl + Home	
Ctrl + End	
Backspace) (
Delete) (
Tab	
→	
←	
↑	
↓	
F1	
F5	
F7	
F12	
Shift + F12	
Ctrl + F2	
Ctrl + F4	
Ctrl + F12	
Esc	

الفصل الثاني



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File .

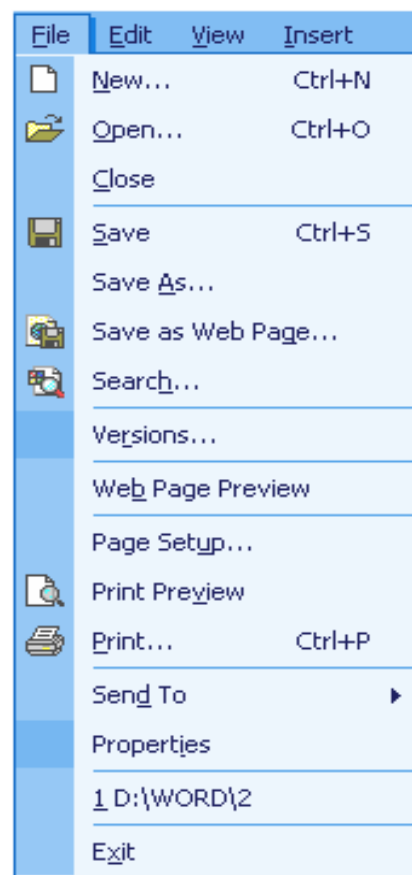
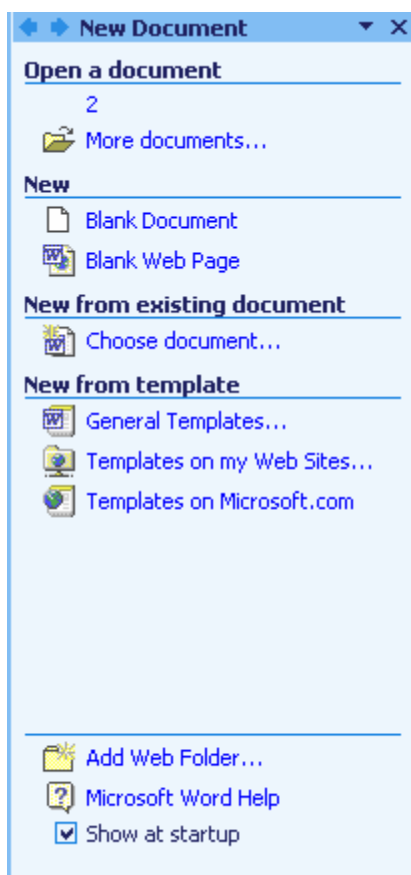
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NEW...

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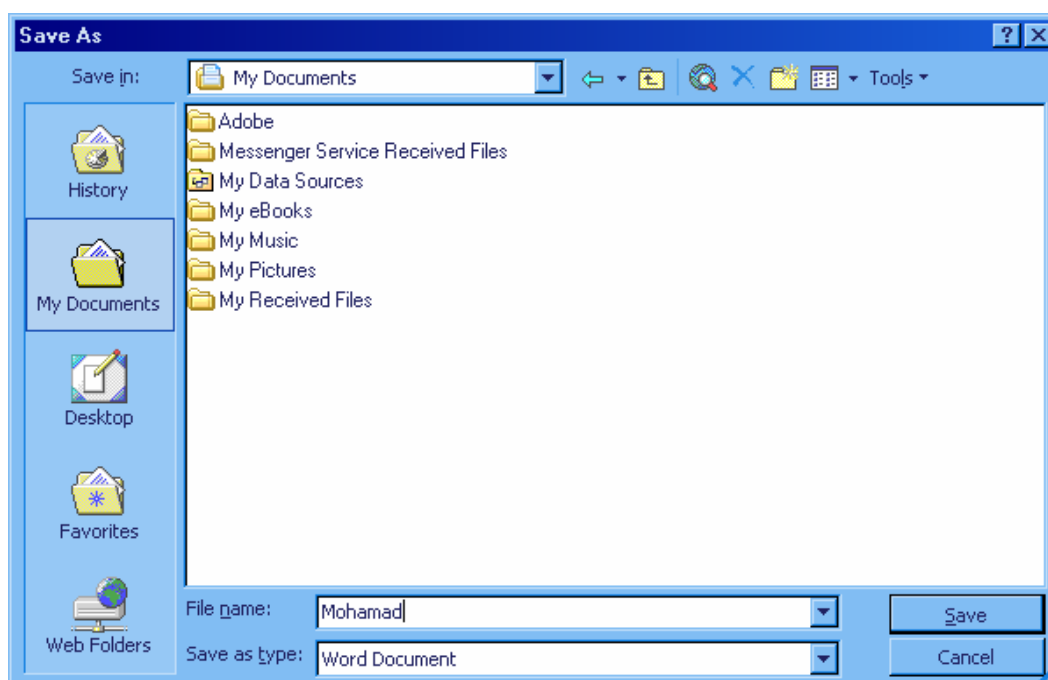
.Blank Document

New



Document





Save As

File Name	
Save in	
Drives	
File Sharing	()
File Type	
Options	
Cancel	
Save	

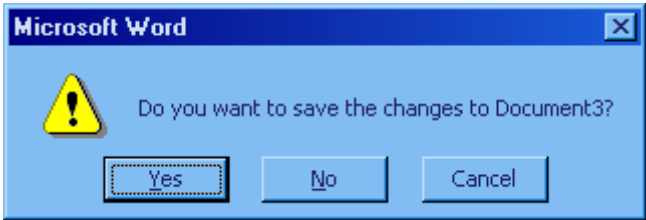
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* & ^ % \$ # @ " : | > < } { .

:Close

- File . -
- Close . -

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Yes	
No	
Cancel	

: Exit

Word

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- File . -
- Exit . -



الفصل الثالث



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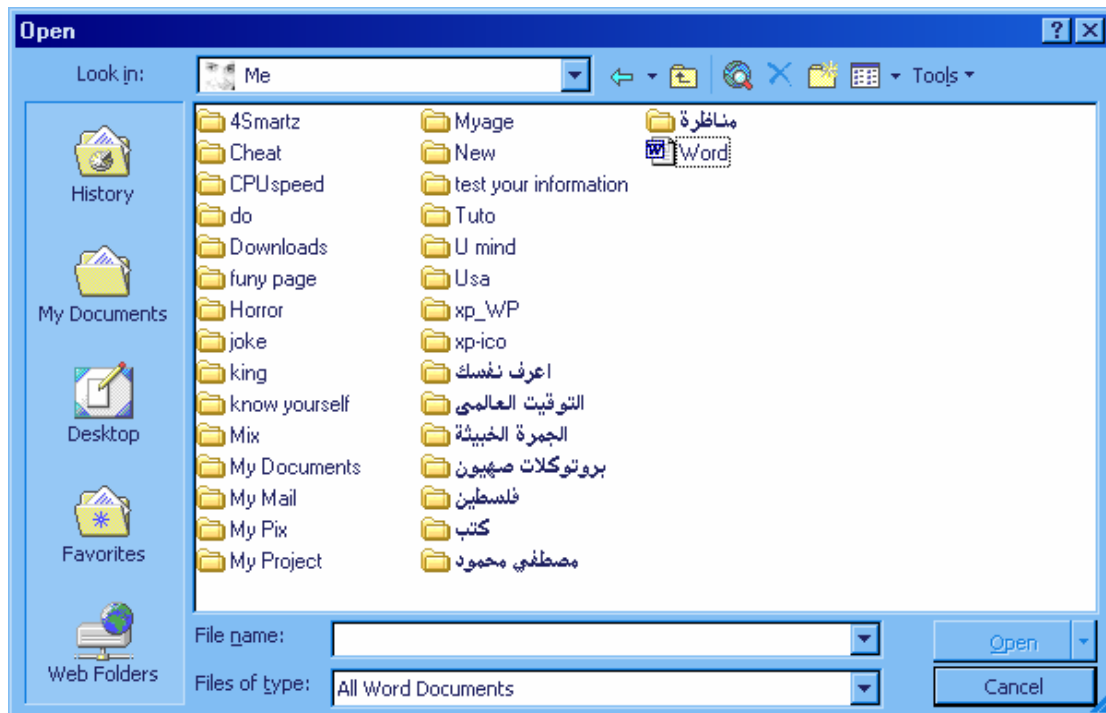
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File . -

Open Open -

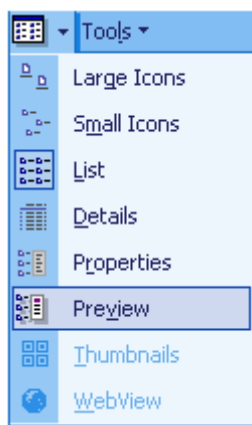
.Open



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File . -

Open -



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icon

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(Backup)

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File .

Save As .

File Name

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OK .

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	File		-
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(delete)	right click	Delete	-
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	File .		-
Print .	Print		-

Print [?] [X]

Printer

Name: Acrobat PDFWriter [v] [Properties]

Status: Idle

Type: Acrobat PDFWriter

Where: LPT1: ☐ Print to file

Comment: ☐ Manual duplex

Page range

☒ All

☐ Current page ☐ Selection

☐ Pages: []

Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12

Copies

Number of copies: [1]

☒ Collate

Print what: [Document]

Print: [All pages in range]

Zoom

Pages per sheet: [1 page]

Scale to paper size: [No Scaling]

[Options...] [OK] [Cancel]

: Print

Printer	
print what	
Copies	
Range	
All	()
Selection	
Current page	
Pages from to	-
Setup	
Options	
Cancel	
OK	

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Margins

:

File .-

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Page Up

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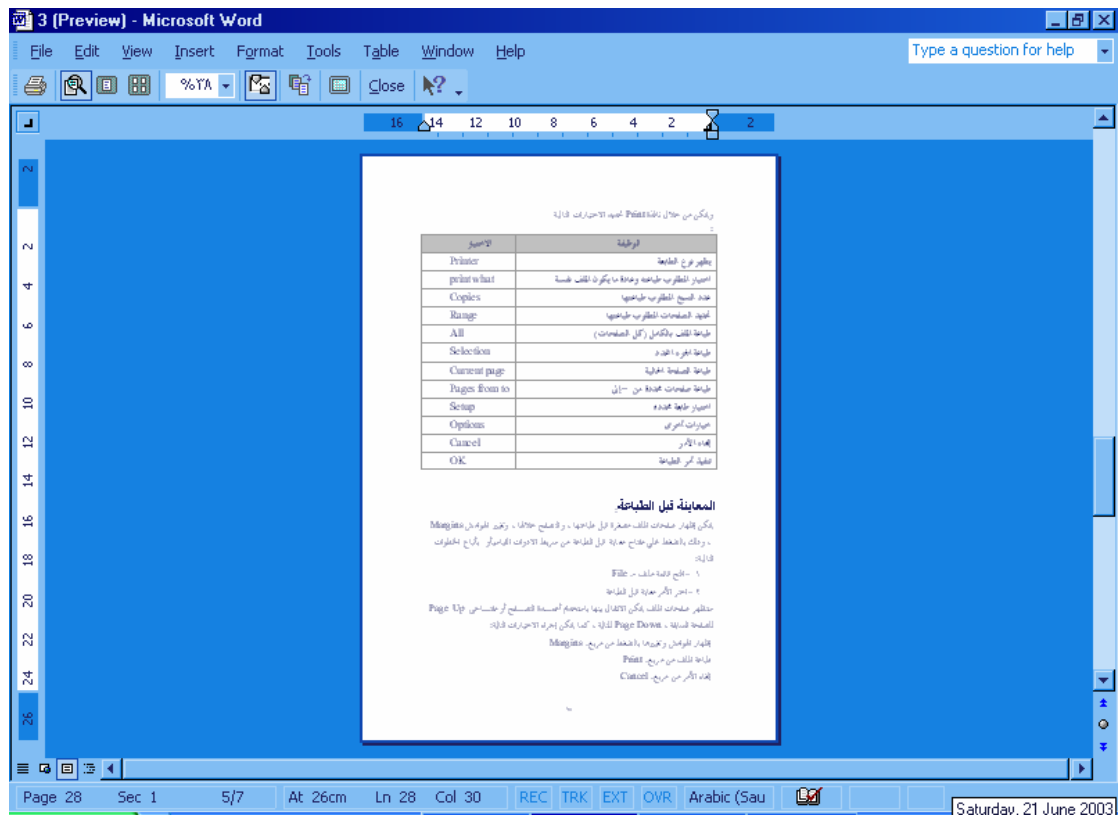
Page Down

Margins .

Print .

Cancel .

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الفصل الرابع



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Backspace

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Delete

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Backspace

Delete

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. Edit -

. Find () (Find) -

. Find What () -

Find Next () -

. Find Next

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Replace () -

Find what -

Replace With -

Find Next -

.Replace All

الفصل الخامس



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(Font)

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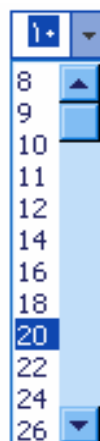


(Size)

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(Font Style)

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(Bold)

(Under Line)

(Italic)



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Format

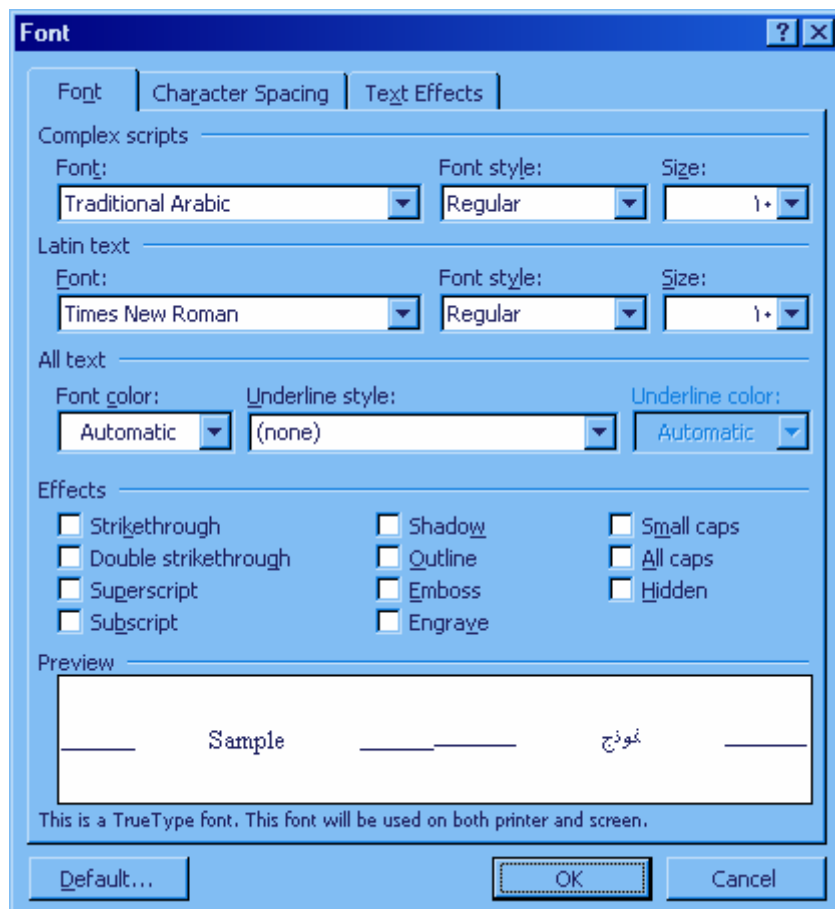
-

() Font

(font)

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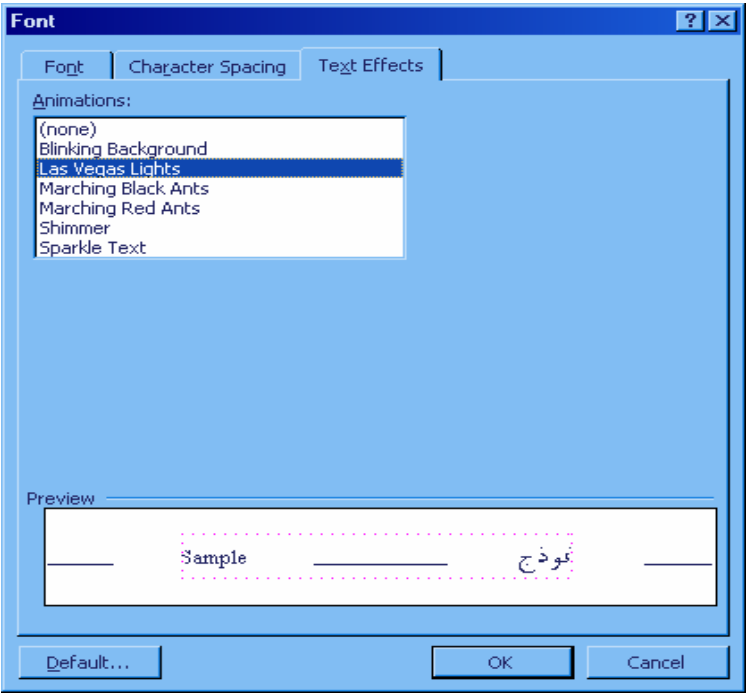
Font	(/)
Size	
Color	
Bold	
Italic	
All caps	Capital
Small caps	
Global	
Superscript	
Super	
Spacing	
Under line	
Hidden	
Strikethrough	
Sample	
Use as Default	
Cancel	
Ok	

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Effects / FONT / FORMAT
DEMO .

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الفصل السادس



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Format

Paragraph

Paragraph

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Paragraph [?] [X]

Indents and Spacing | Line and Page Breaks

General

Alignment: **Right** Outline level: **Body text**

Direction: ☒ Right-to-left ☐ Left-to-right

Indentation

Before text: **0.65 cm** Special: **Hanging** By: **0.5 cm**

After text: **0 cm**

Spacing

Before: **0 pt** Line spacing: **Single** At:

After: **0 pt**

☐ Don't add space between paragraphs of the same style

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
اگر از طرف Paragraph متوجه شده باشیم Paragraph یکسان مرادف از آن :-
Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph
Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph
Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph
Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Tabs... OK Cancel

Alignment	
Indentation	
From right	
From left	
Special by	
Spacing	
Before	
After	
Line space	
Direction	
Arabic	—
Latin	—
Tabs	
PREVIEW	
Cancel	
Ok	

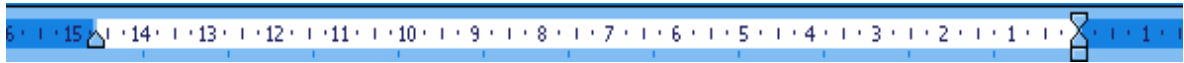
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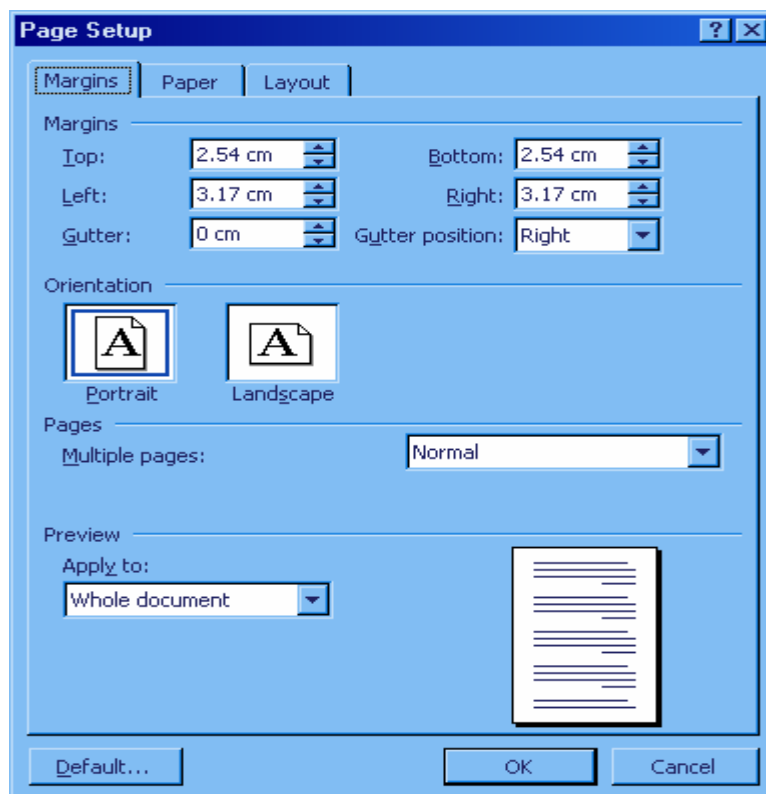
Page Setup

File

Margin

Page Setup

:



TOP	
Bottom	
Left	
Right	
Use as default	
Cancel	
Ok	

: /

tab

space bar



: ()

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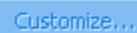


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bullets and numbering

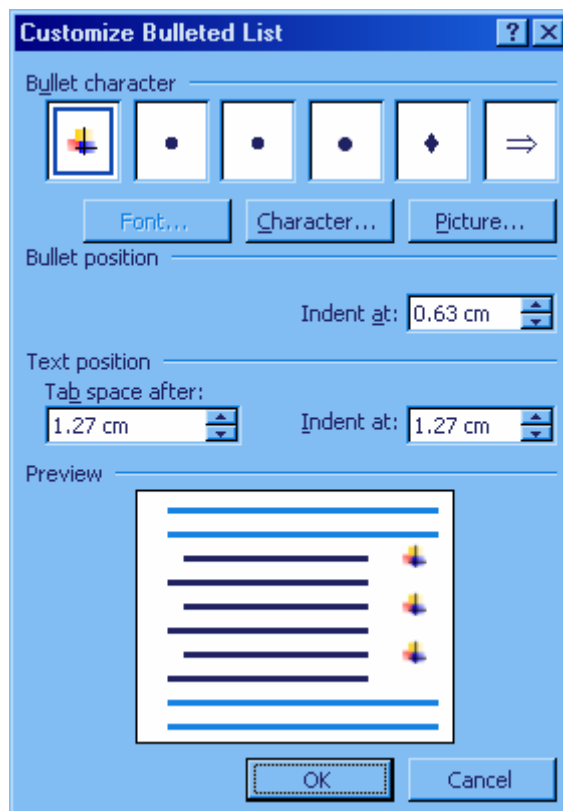
- Bulleted



bulleted

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customize bulleted list

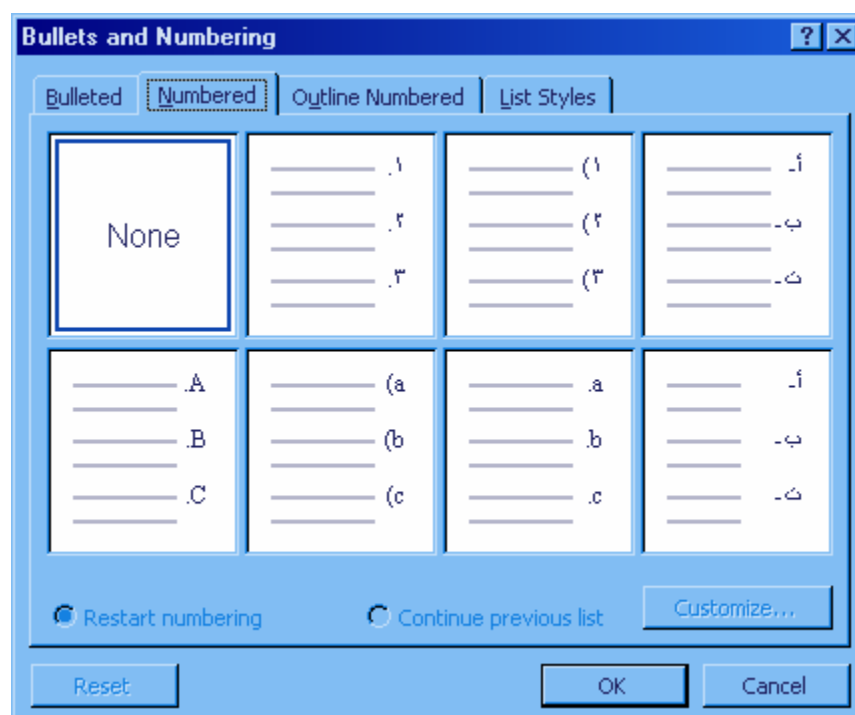


(font) /

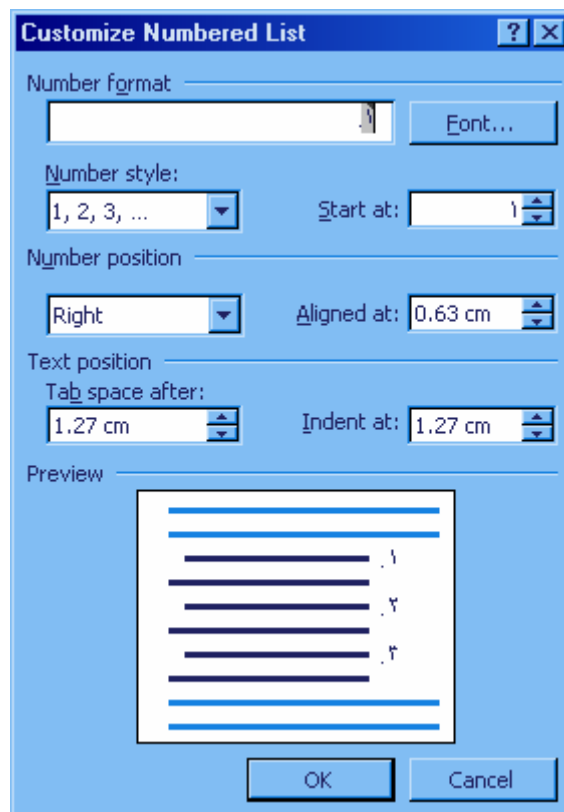
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Numbered



Customize



Number style

.Start at

font


الفصل السابع




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Table

cells columns row

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Enter -
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3 x 3 Table

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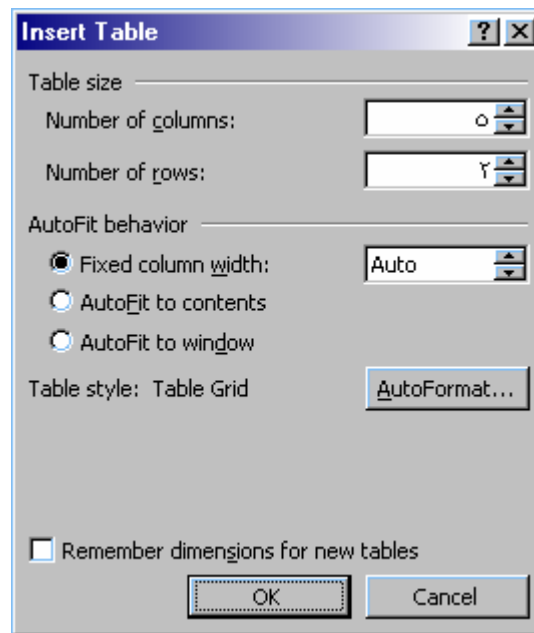
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Table

Insert Table

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NUMBER OF COLUMNS	
NUMBER OF ROW	
COLUMN WIDTH	
CANCEL	
OK	

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SHIFT + TAB	.
↕	
← →	
ALT + Pg UP	
ALT+ Pg DN	
ALT + Home	
ALT + End	

TAB

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TABLE

-

. Insert Rows

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TABLE.

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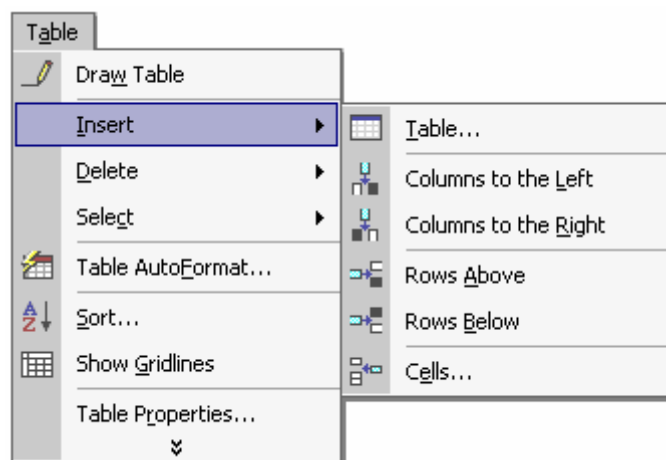
INSERT COLUMNS

-

Shift Cells Right

Insert Cell

Shift Cell Down



: Insert

SHIFT CELLS RIGHT	
SHIFT CELLS DOWN	
INSERT ENTIRE ROW	
INSERT ENTIRE COLUMN	
CANCEL	
OK	

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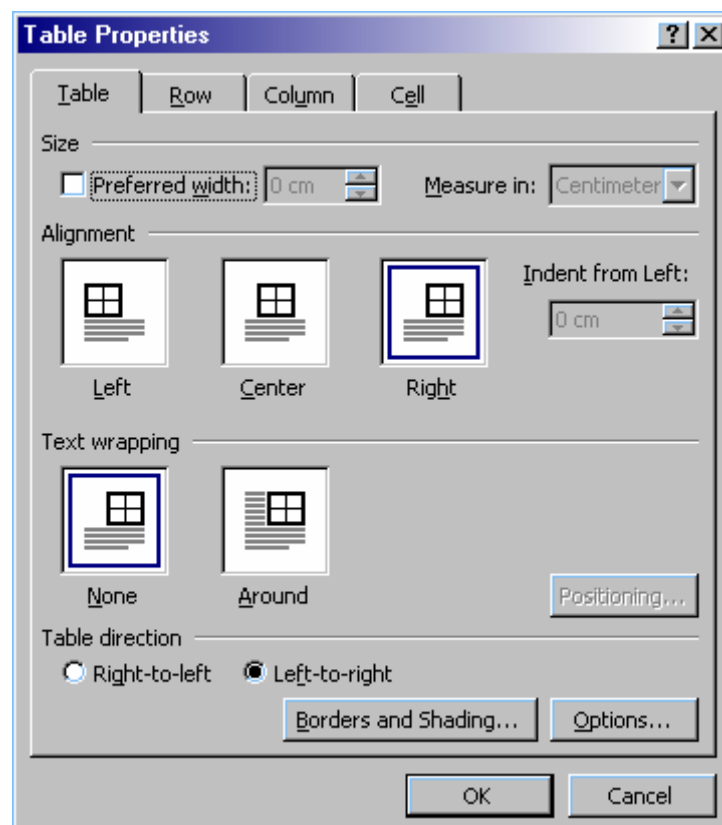
Table

Table properties

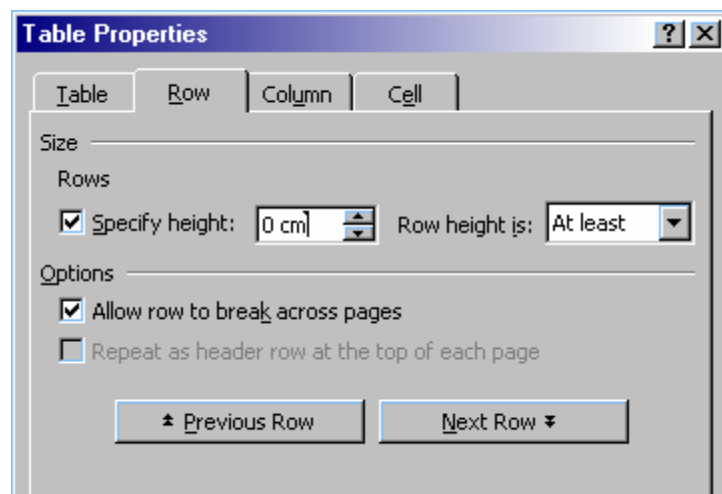
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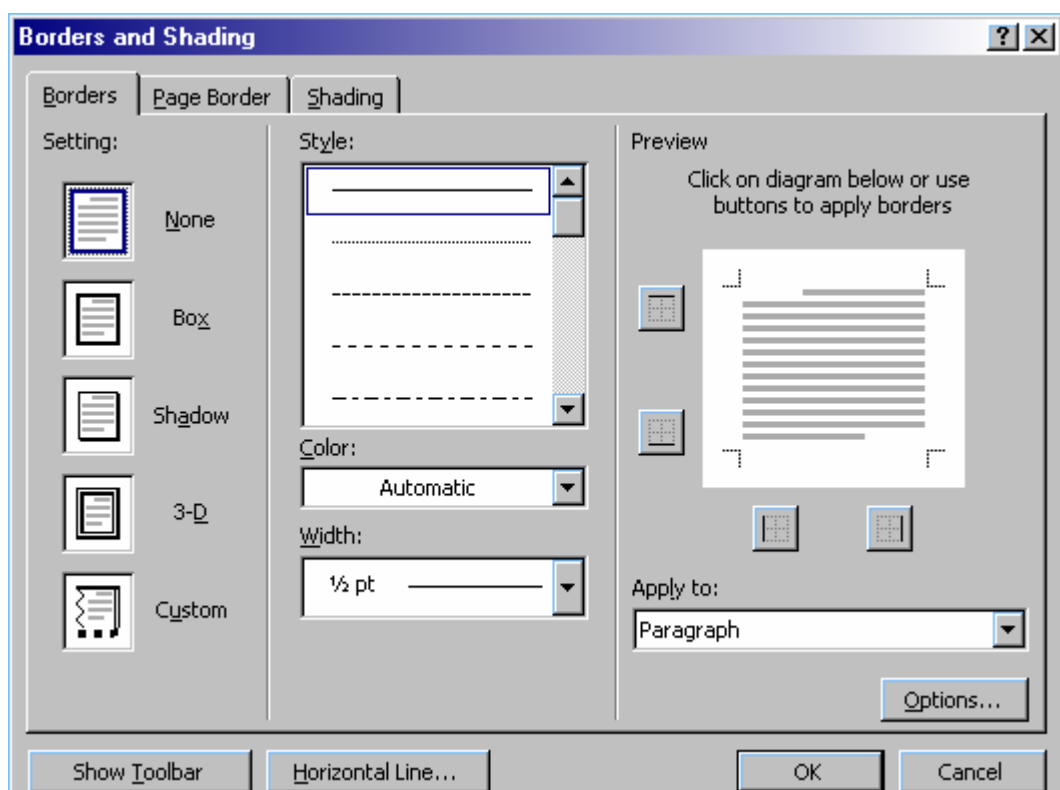
Column Row
 Preferred width Specify height
 Next



: **Border**

Format

Border and shading



Page

Boarder)

.(Shading boarder

: ()

:Setting -

None -

Box -

Shadow -

3D -

Custom -

: Style -

. . . .

.Color -

.Width -

.Ok

: MERGE CELLS :

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. TABLE . -

. MERGE CELLS . -
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: SPLIT CELLS

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 .Split Cells -
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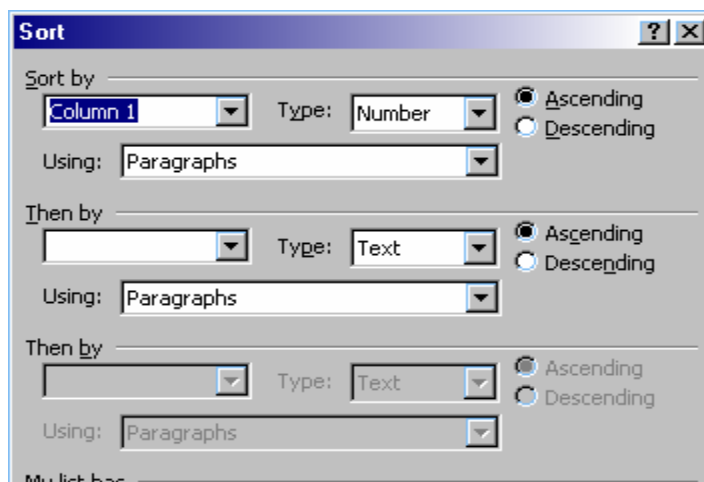
: (- -)

Delete

(- - -)

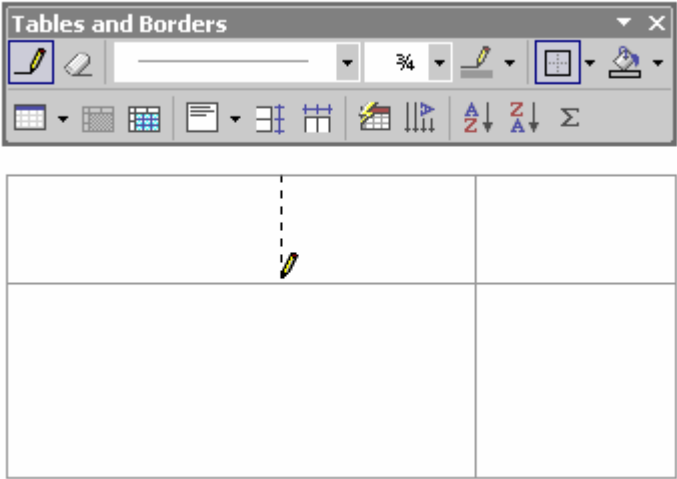
() SORT

:- ()
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 :- SORT (Table) -



SORTING	
ASCENDING	()
DESCENDING	()
SORT BY	
CANCEL	
OK	

draw table



:Page border

Page

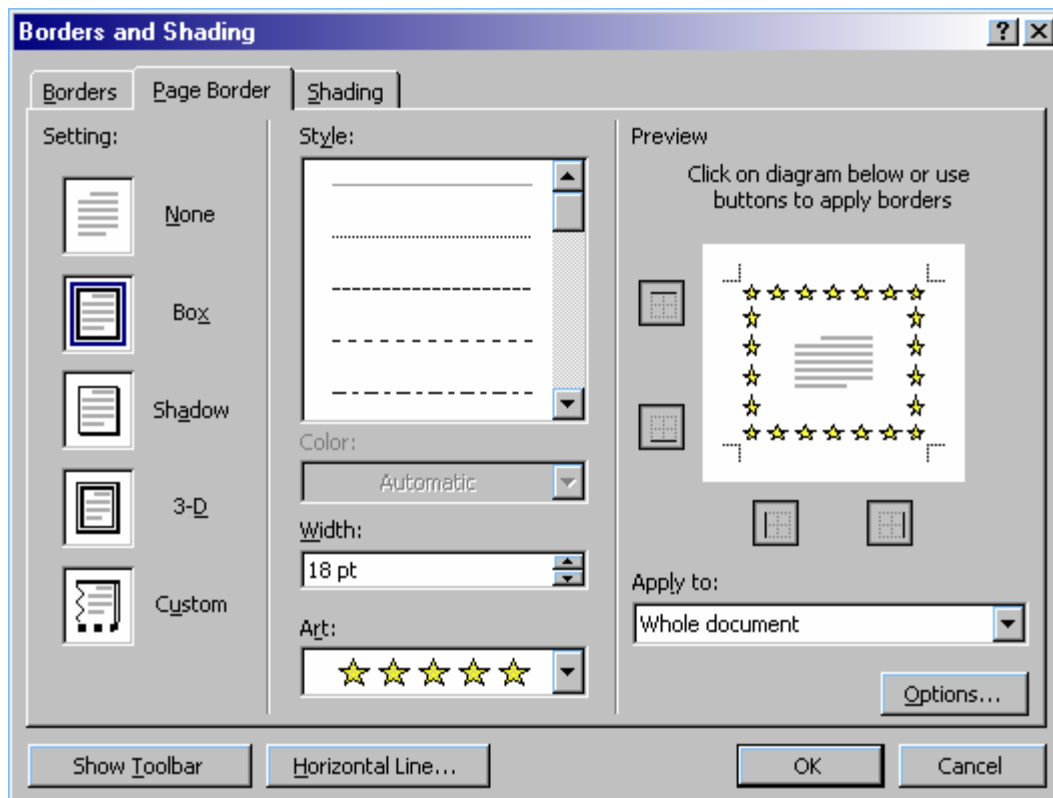
Border and shading

Format

border

Art

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الفصل الثامن



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-:

.Border and shading

Format

border and shading

Box

borders

. pattern

shading

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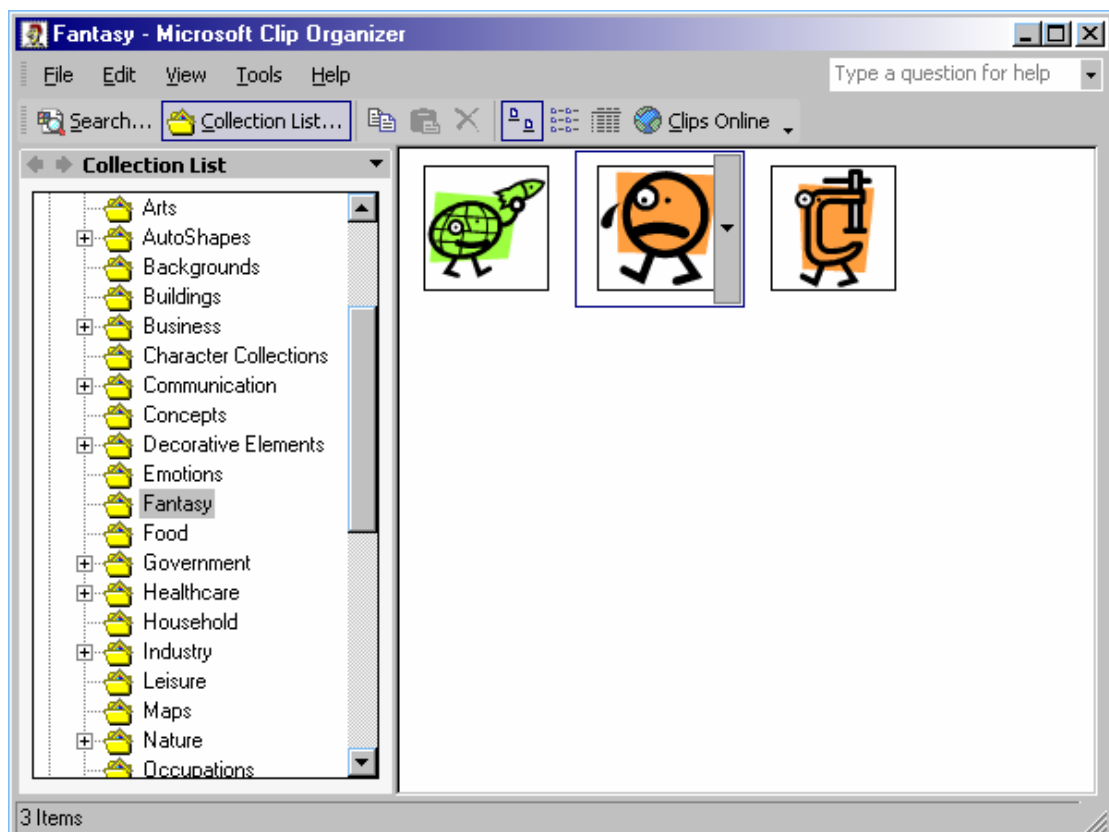
:

Clip Art

Clip Art

picture

Insert



(..... - - - - -)

. Paste

Edit

Copy



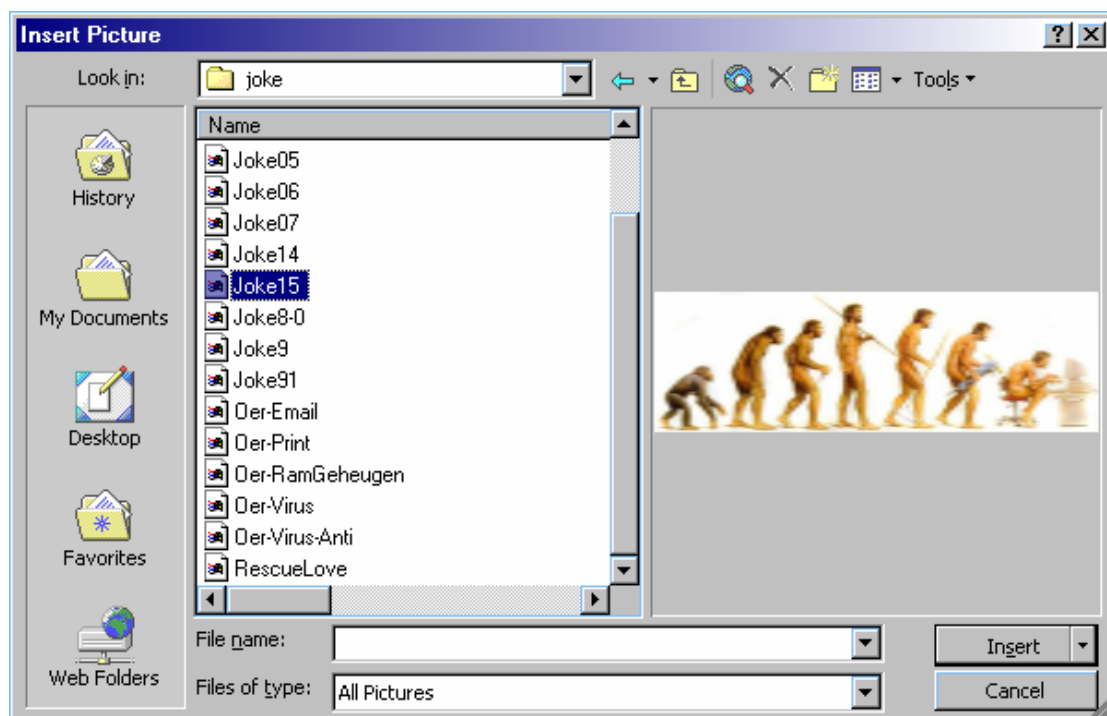
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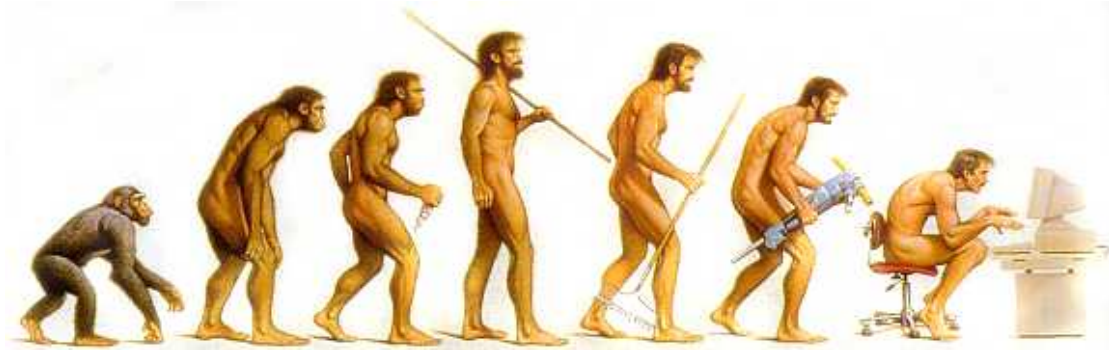
From file

picture

Insert



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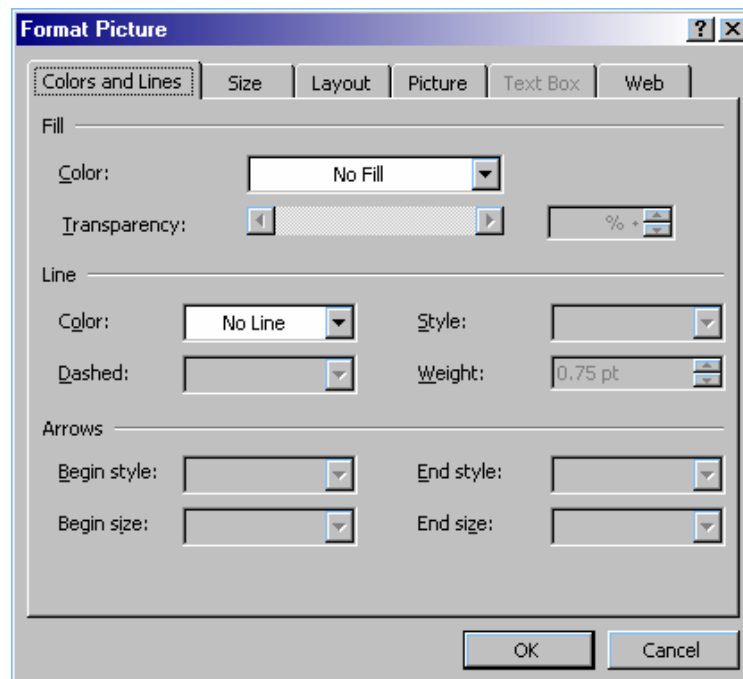
Format picture

Format picture

.Color and lines

Line color

Fill color



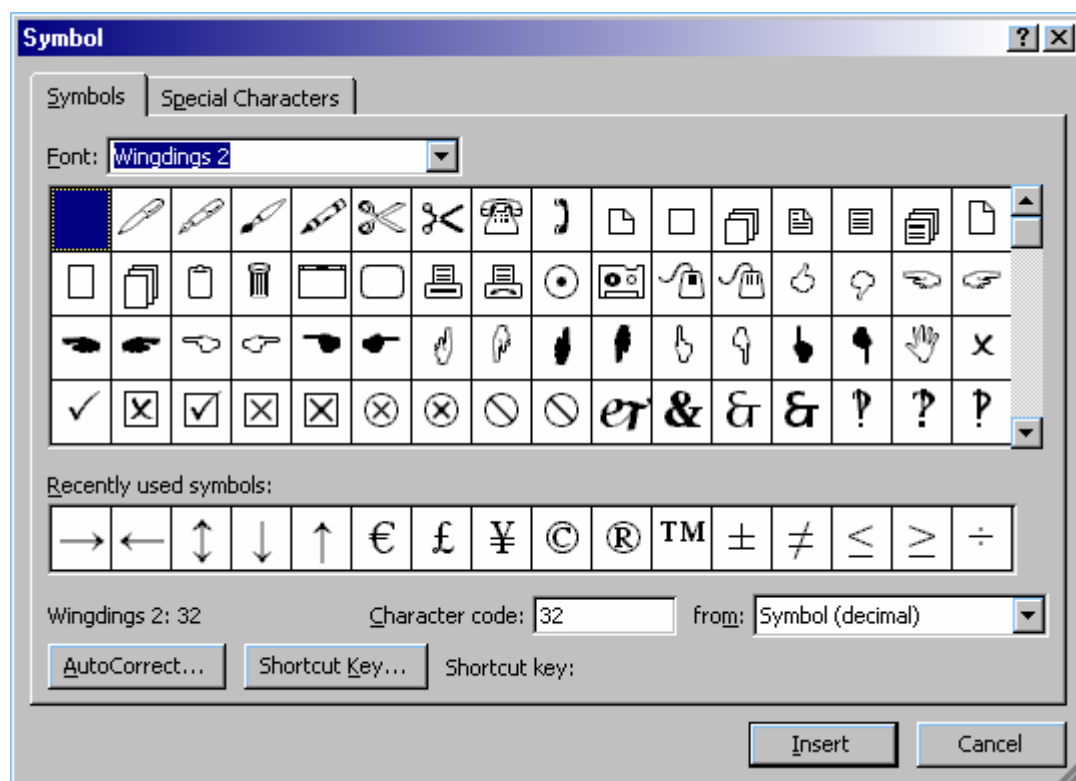
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-:

.Symbol

INSERT

insert



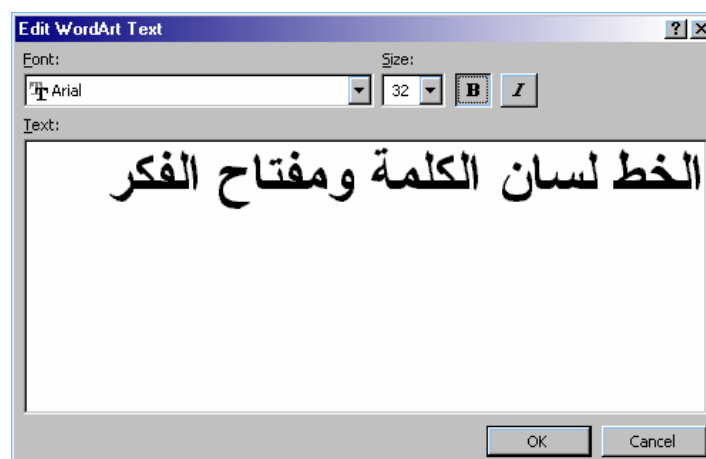
: Word Art

- Word Art picture Insert
- Word art Gallery



Edit word art text

- your text here text
- ok



الخط لسان الكلمة ومفتاح الفكر

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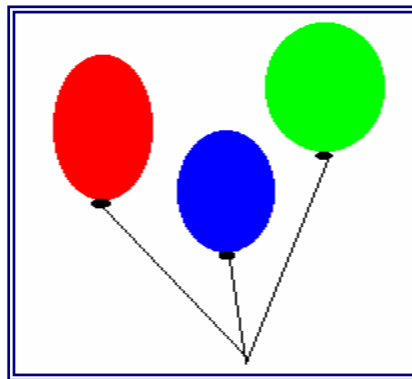
Paint

: windows

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Paint

. Word



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word

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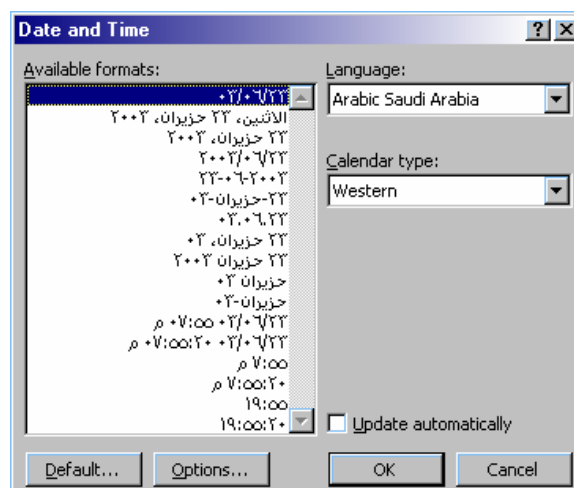
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insert

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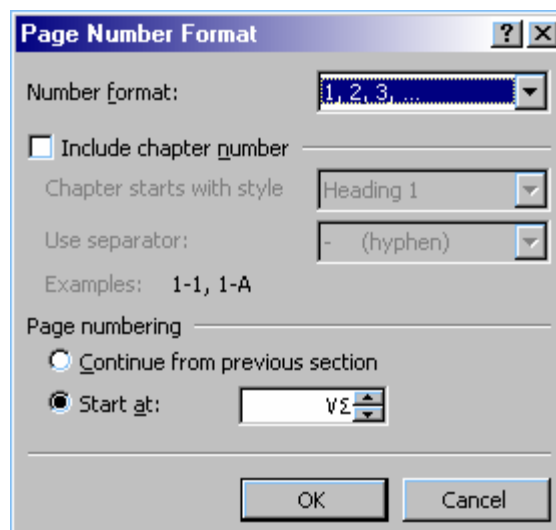
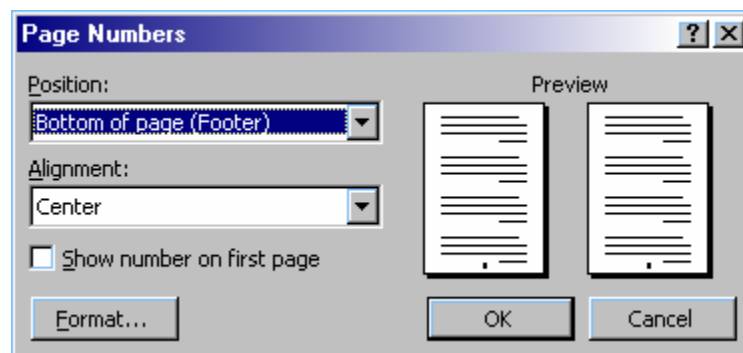
Page numbers insert

(position and alignment)

page number format format

. number format

ok



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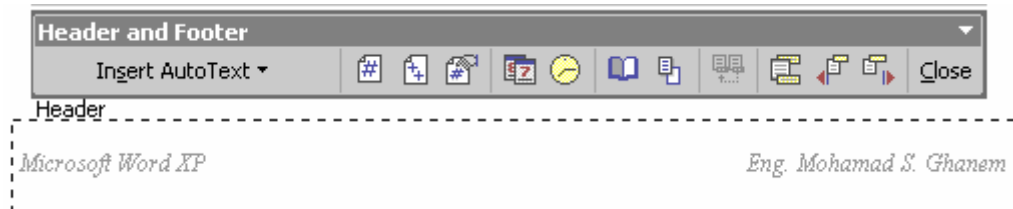
. view -

Header Footer Header / Footer / -

. Footer Header -

-

close



Insert AutoText ▾



Close

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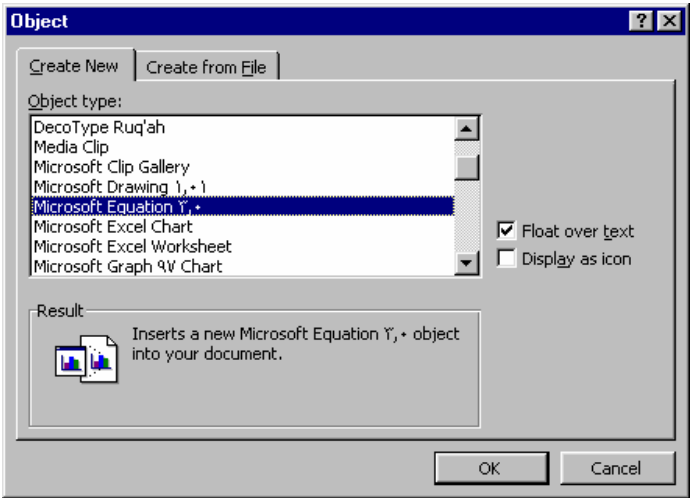
Equation

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. insert

Object

. Microsoft equation



equation editor – equation in



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$$s = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

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footnote	Reference	-
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.auto – numbered footnote		-
! @ # \$ % ^ & * custom footnote mark		-
.	ok	-
.		-
.	Close	-

❧...❧

With my best wishes ...	Eng. Mohamad S. Ghanem 
www.mohamad-ghanem.4t.com	mghanem_2002@yahoo.com