



University Mohamed Kheider, Biskra

Faculty of Letters and Languages

Department of English

Class Master 2

Semester 1

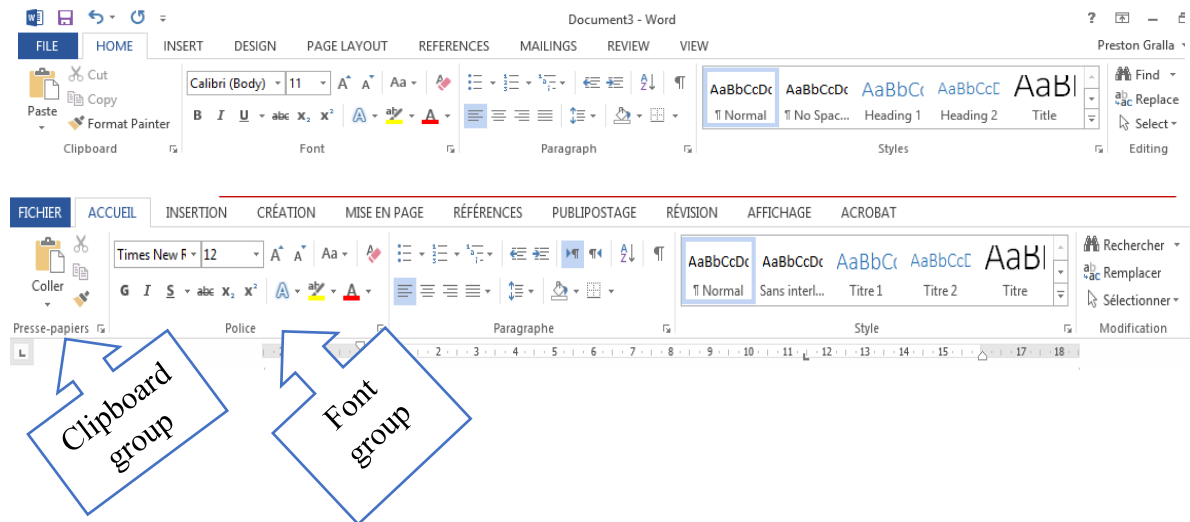
2021/2022



ICT COURSE

Lecturer: Mrs D. CHAMI

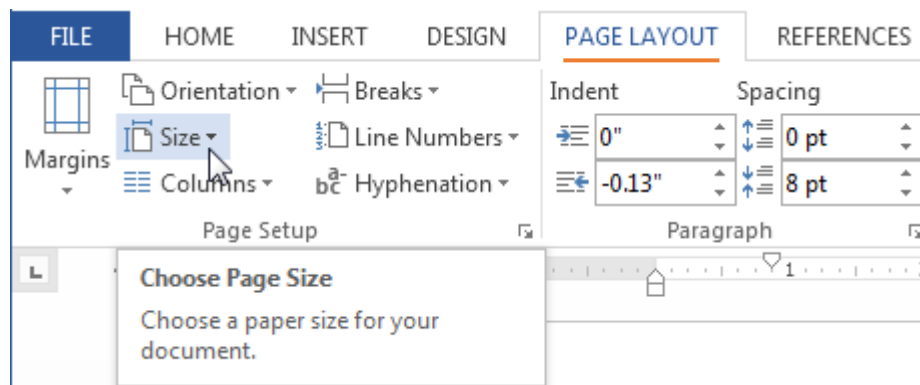
In the following, we will learn how to write a graduation thesis using Microsoft Word 2013. Word has tabs at the top. Including (the Home tab - Insert tab - Design tab) in French (accueil, insertion, création) and each tab contains a number of groups (from the home tab, we have the clipboard group, the font group, and the paragraph group). Each group contains a number of buttons.

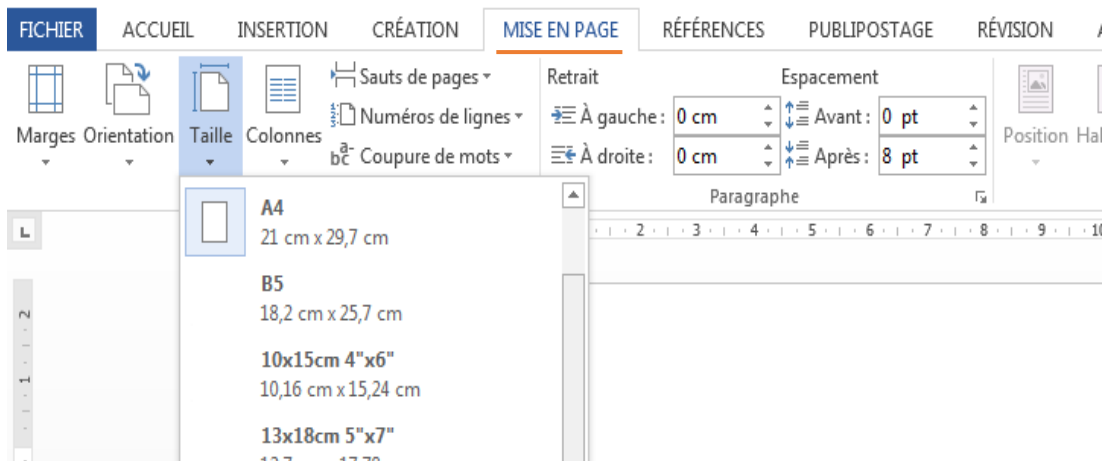


1 Before starting a set of constants must be adopted

1.1 Paper size

The paper size is chosen from the PAGE LAYOUT tab → Page Setup group → Size

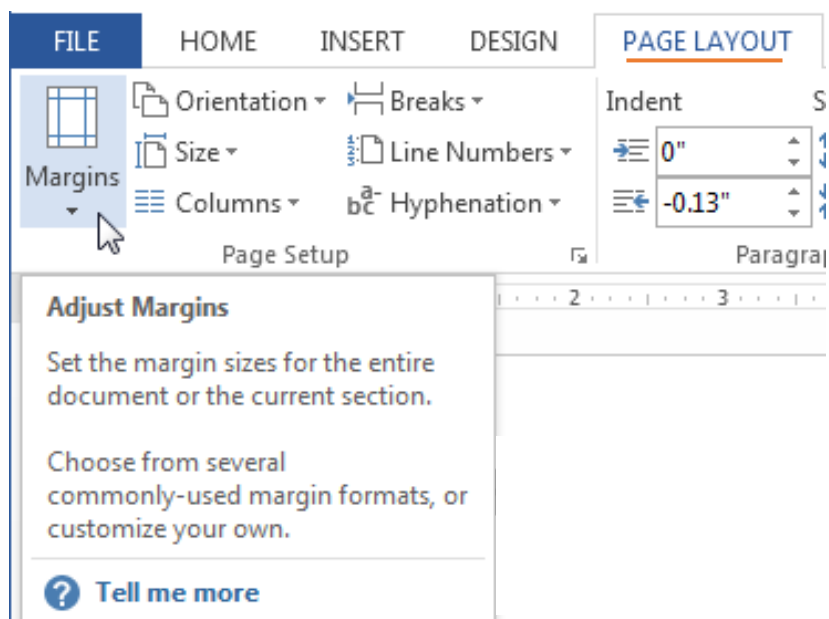


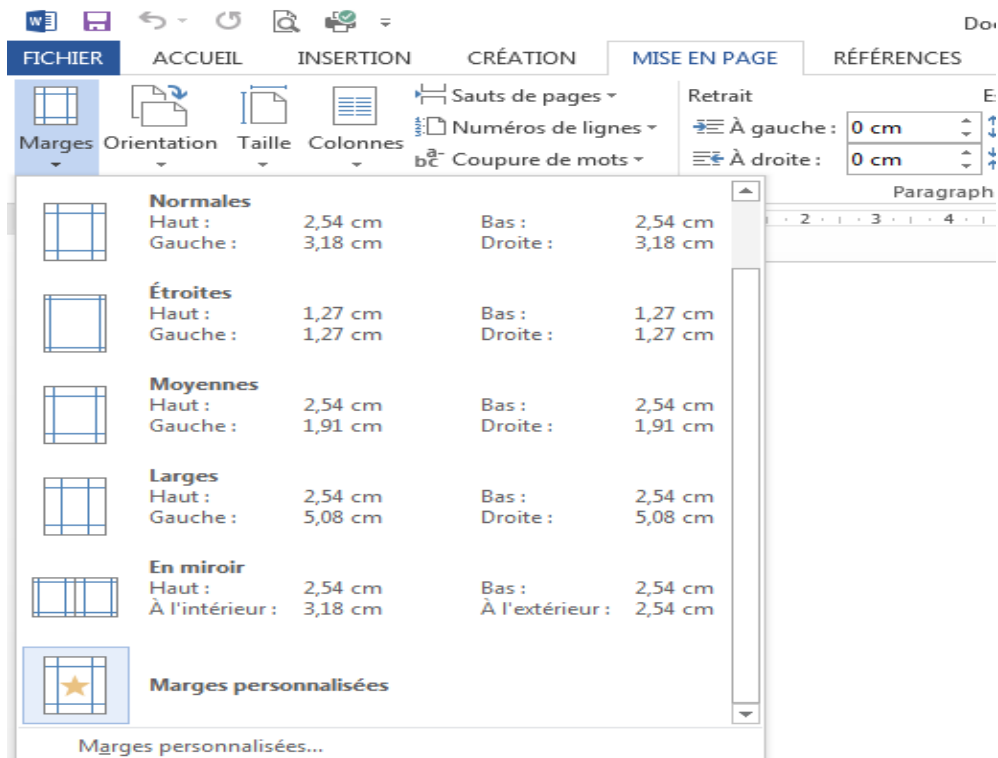


1.2 Margins

A margin is the space between the text and the edge of the page. Word has a variety of predefined margin sizes to choose from: Select the **Page Layout** tab → Page Setup group

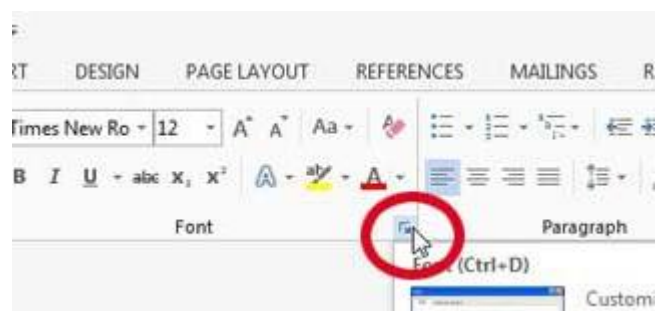
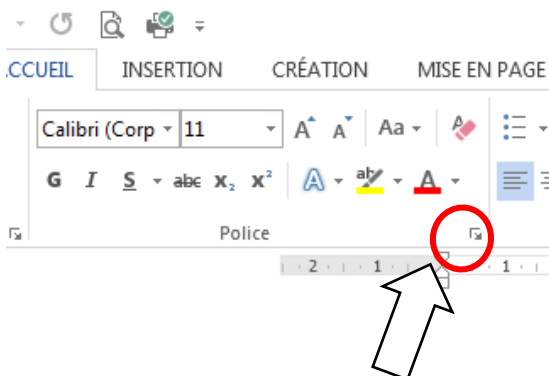
→ The **Margins** button

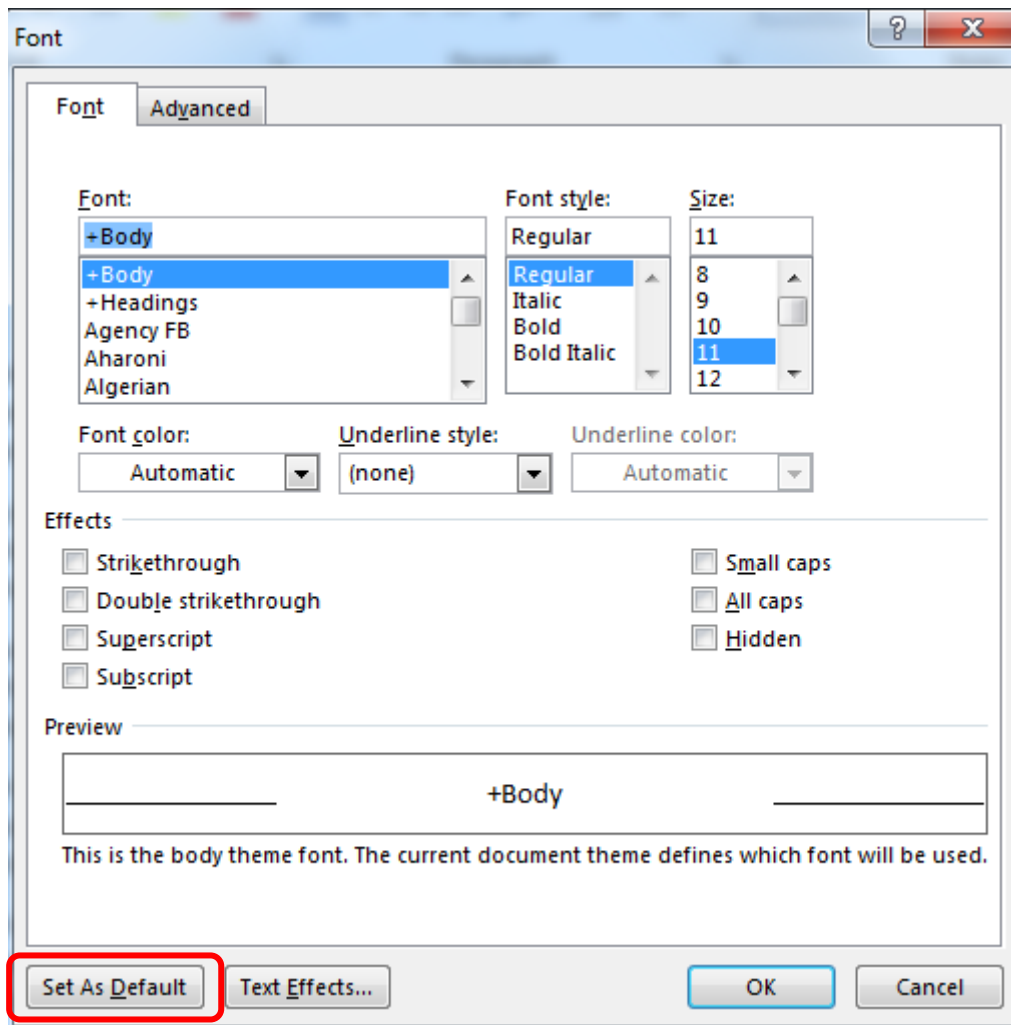




1.3 Fonts and colors

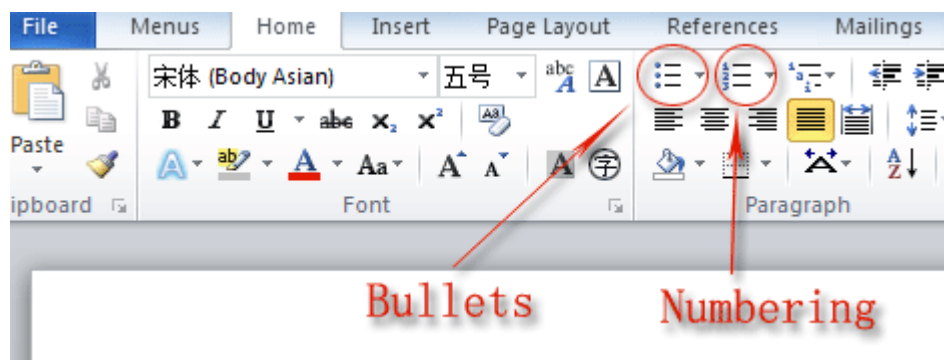
A clear font (Police in French) without any decorations should be chosen for the regular (Normal) text and a similar font with a larger size for the headings. The chosen font is set as default for the entire document, so that Word does not change the font when a new page is opened, from the Home tab (Accueil in French version) → Group Font → Click on the lower right button of the group.





The Main font dialog box will be opened, then click on the button (Set As Default). Word proves that Font for the entire current document.

1.4 Bullets and Numbers



In word we can apply bullets or numbers on lists from Home tab → paragraph Group → and we click on Bullets button or numbers one.