



University Mohamed Kheider, Biskra

Faculty of Letters and Languages

Department of English

Class L 3

Semester 1

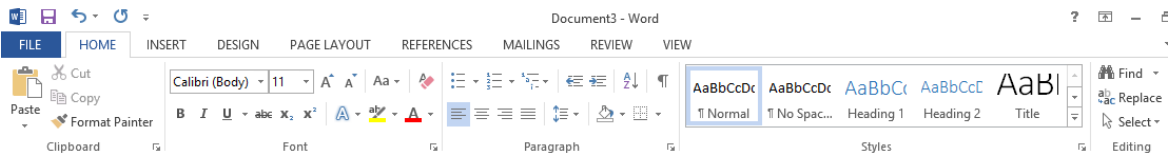
2021/2022



ICT COURSE

Lecturer: Mrs CHAMI

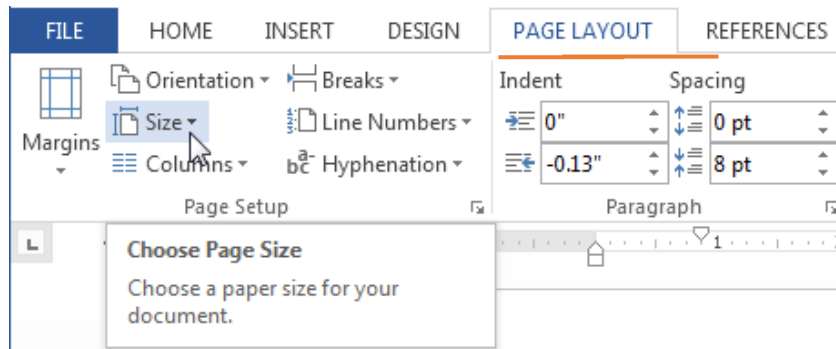
Word has tabs at the top. Including (the Home tab - Insert tab - Design tab) in French (accueil, insertion, création) and each tab contains a number of groups (from the home tab, we have the clipboard group, the font group, and the paragraph group). Each group contains a number of buttons.



1 Before starting a set of constants must be adopted

1.1 Paper size

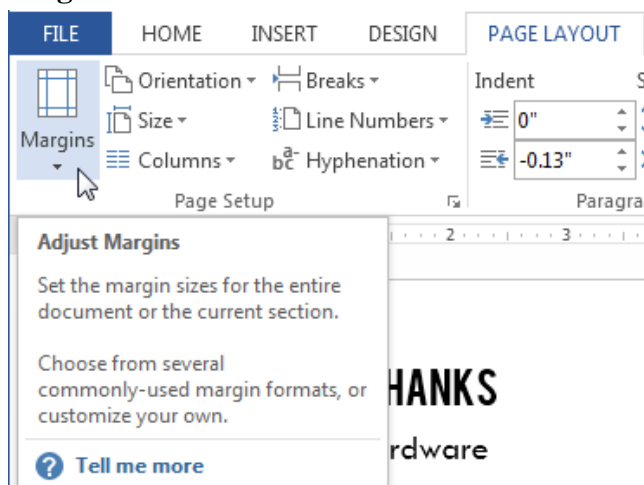
The paper size is chosen from the PAGE LAYOUT tab → Page Setup group → Size



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

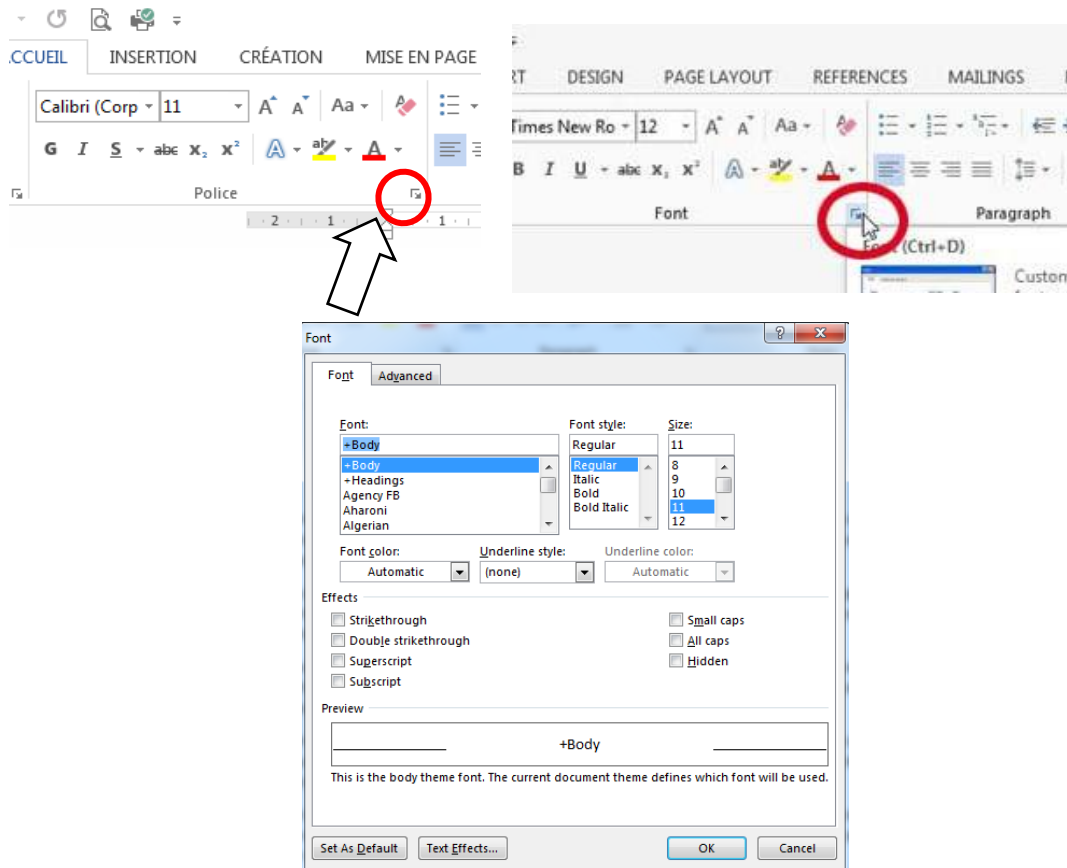
→ The **Margins** button



1.3 Fonts and colors

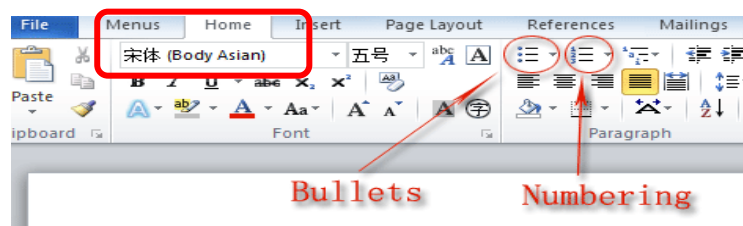
A clear font (Police in French) without any decorations should be chosen for the regular (Normal) text and a similar font with a larger size for the headings. The chosen font is set as

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 wright 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

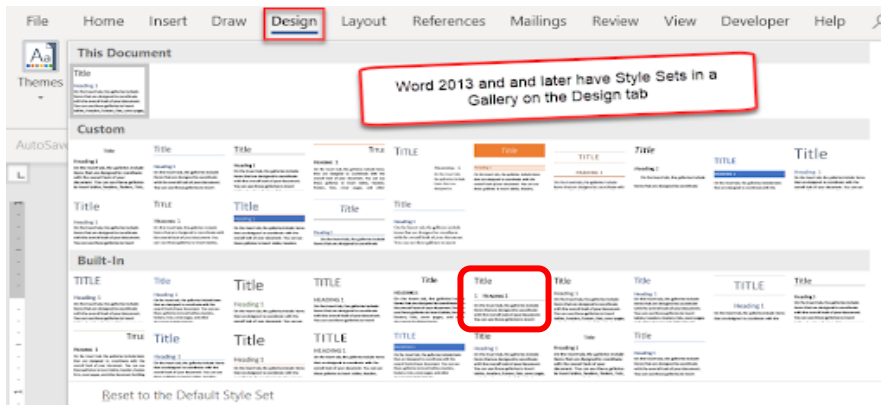


In word we can apply bullets or numbers on lists from Home tab → paragraph Group → and we click on Bullets button or numbers one.

2 Titles (Headings)

2.1 Choosing title

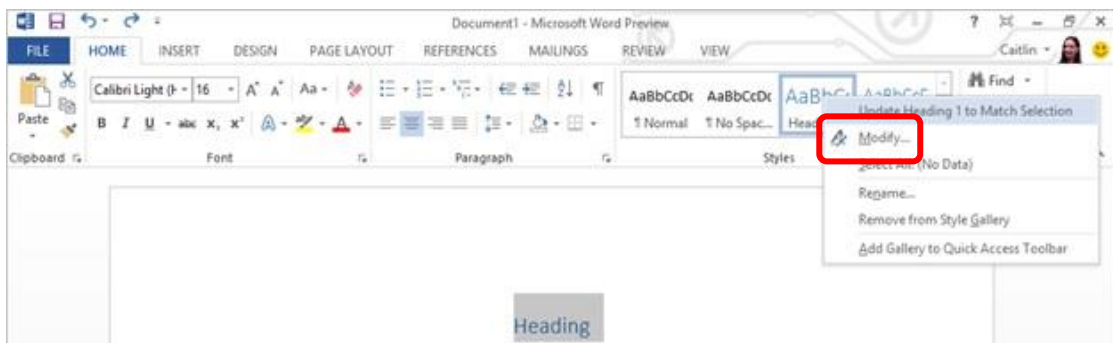
To define titles (Headings) in Ms Word, the simplest way is to go to the Design tab (Création in French); in the gallery of titles, we should choose the title with number preceding the title.



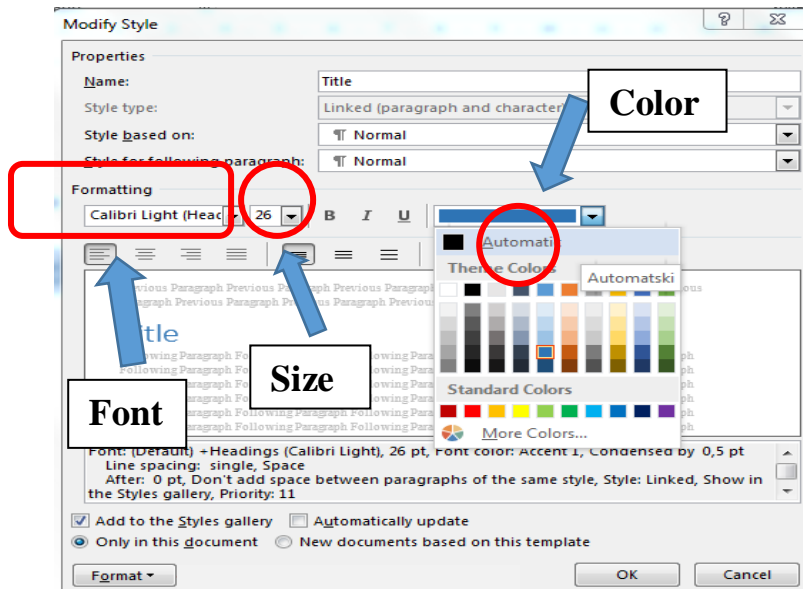
2.2 How to modify the title’s style

To modify the title style go to Home tab (accueil in French) → click the right mouse button on Heading 1 (or Heading 2 or 3 or even Normal to change the normal text style)

→ Click on Modify



The Modify Style dialog box will appear



- ❖ **Font:** Because of the legibility and the economy of space, the Font *Times New Roman* is one of the most admirable typefaces.
- ❖ **Size:** For the simple **text**, the size should be **12**, for the titles, a bigger size must be chosen.
- ❖ **Color:** The Automatic *black* must be chosen.

2.3 Application of the chosen title

To apply the title or the simple text style, one of the ways is to click on the title or the simple text before writing it.

3 Paragraphs

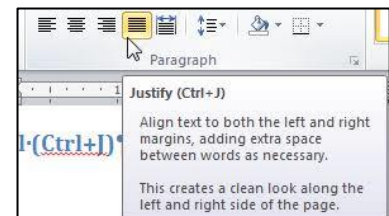
A paragraph in Ms Word is any text that ends with pressing the **Enter** key. We can control the appearance of individual paragraphs using paragraph formatting which can be applied to an entire paragraph. All formatting for a paragraph is stored in the paragraph mark and applied to the next paragraph when we press the **Enter** key.

When we write a line in Word and reach the end of the line, the program will automatically open a new line linked to what precedes it, forming one paragraph with it.

4 Paragraph Alignment

Paragraph alignment determines how lines in a paragraph appear relative to the left and right margins. The alignment that we use is **justify** which gives the paragraph straight edges on both sides.

The easiest way to change paragraph alignment is to use the alignment buttons on the paragraph group (on the Home Tab)

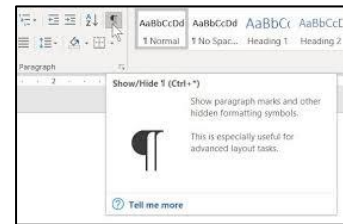


5 Remarks

- 1) To select paragraph in Ms Word:
 - One click places the cursor where we clicked
 - Double click to select the word we clicked on
 - Three clicks to select the entire paragraph

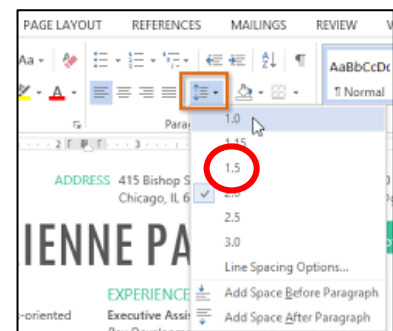
2) To check where the user pressed Enter and the number of spaces between, we go to the Tab Home → Group Paragraph → Show all (¶), where we will notice the appearance of additional marks in the text, each has a connotation:

- The point denotes a single space.
- ¶ Indicates that the user in this position has pressed Enter
- ↵ Indicates that the user in this position has pressed Enter + Shift, which tells word to go down a line, but this, does not create a new paragraph.



6 Line and Paragraph Spacing

Line space is the amount of vertical space between lines of text in a paragraph. Line spacing is typically based on the height of the characters, but it can be changed. Single-spacing is Word's default setting. The value that we choose is **1,5** from **Home** Tab → **Paragraph** group → **Line Spacing** button



Paragraph space is the amount of space above or below a paragraph. Instead of pressing **Enter** multiple times to increase space between paragraphs, you can add or remove specific amount of space before or after paragraphs. We go to **Home** Tab → **Paragraph** group → **Line Spacing** button.

