.Word 2007   .

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Word 2007

Word 2007 *Word*

Word *Word*

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- .
- *Live Preview* .
- .
- *Galleries and dialog Boxes*.
- .
- .
- *Building Blokes*.
- .
- / .
- *System Help*

word 2007   Microsoft word

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word 2007

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word 2007

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Microsoft   word 2007 .

office

.Power Point Excel   Office

word 2007 Microsoft office

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Microsoft office .
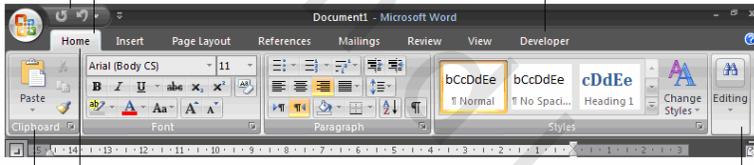
Ribbon

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Tabs and Ribbon

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Ribbon

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Home.

شريط أدوات الوصول السريع
Quick Access Toolbar   أسماء التبويبات

التبويب **Home**   الشريط **Ribbon**

–   **Home**   **Quick Access**

Home   clipboard   **Font**   **paragraph**

Styles   **Editing**.

Quick Access Toolbar

Quick Access

Toolbar.

Quick Access Toolbar

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Layout   **Design**

Format

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Word

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Illustrations –

insert .

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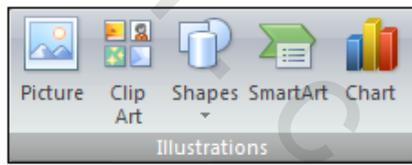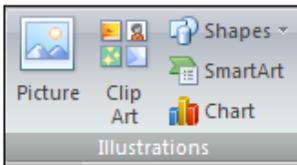
Review   **Proofing** – .

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Word 2007

Ribbon. .

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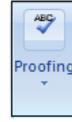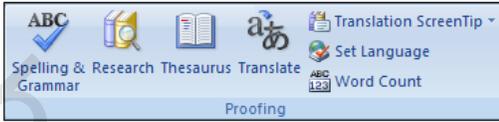
Office   **Excel**   **Access**). **Quick Access Toolbar**

Office Menu.   "   "

Quick Access Toolbar

Word (–)

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Ribbon

Customize Quick Access Toolbar

New   **Open** .   – .

انقر هنا لإظهار القائمة

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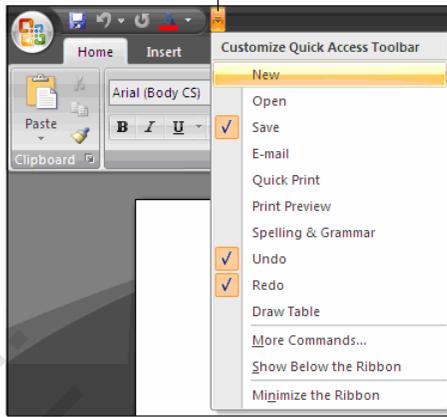
Add to Quick Access Toolbar   – .

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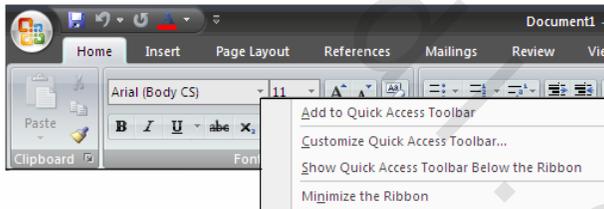
Office :

word 2007   Office.

office   office

office

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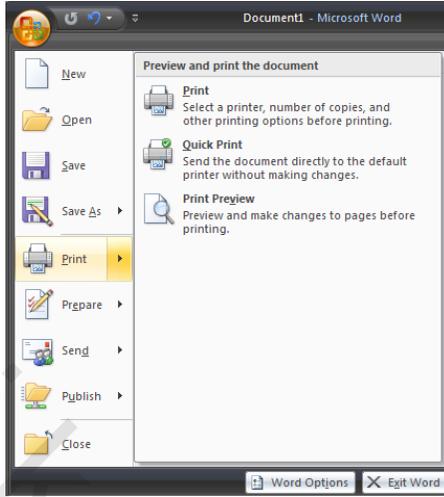
Print **Save** **As**

Print **Print**

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Prepare **Send** **Publish**

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office

File

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قائمة **Office**

office –

Live Preview

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Word 2007 .

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Format

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Mini toolbar

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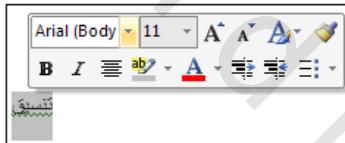
Galleries and dialog Boxes

Home   **Find**

Word   **Find and replace**

2003
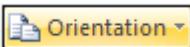
 Orientation   **Page Layout**

) **Portrait** **landscape**

Page Setup **(** **-**

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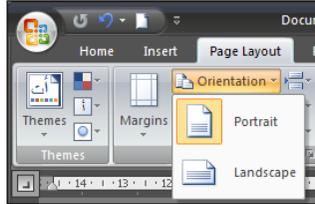
Insert

Header **Header&Footer** **Header**

. **Gallery**

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Edit Header

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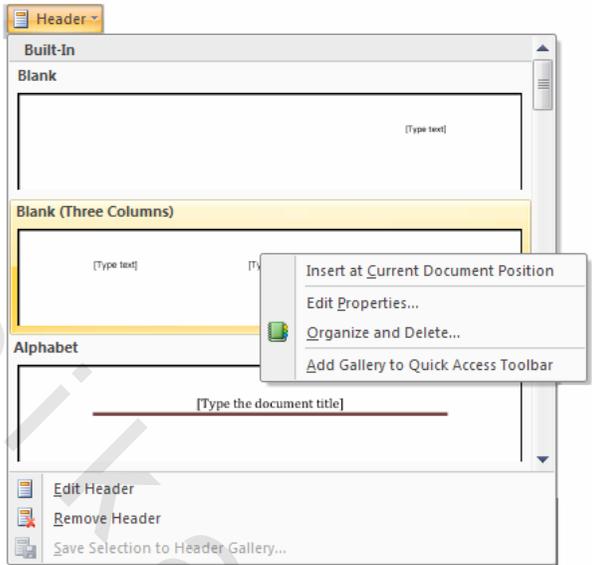
–   **Styles**

Home   .

More [⇊]   [⇊]

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انقر هنا لعرض
السطر السابق

انقر هنا لعرض
السطر التالى

انقر هنا لعرض
المزيد من المعارض

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Column   **Page Layout**   **Column**

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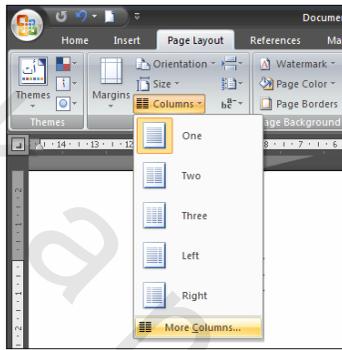
–   **More**

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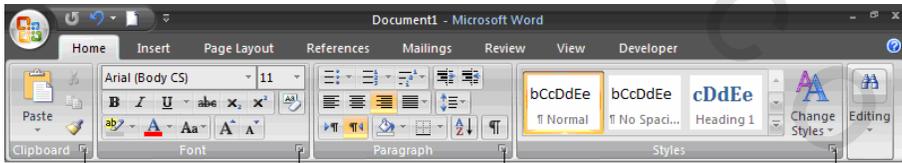
أزرار فتح المربعات الحوارية

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Clipboard

" Clipboard .

Shape Styles

Word 2007

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Word

Word 2007

WordArt.

Format

More – .

نمط الشكل
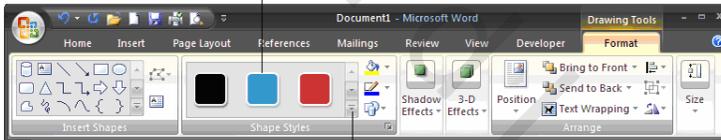
انقر هنا لفتح المعرض

– Format Shape

Word 97 Word 2003

doc.

Word

Word

docx. Word 2007

Word 2007

Word 1997 - 2003

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(Office   ) Word 2007

(eXtensible Markup Language) XML

Word 2007

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XML.

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Word 2007

Microsoft Graph   Word 2003

Word 2007

MS Graph   .Word 2003

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Equation Editor ‏**Diagram**.

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Building Blokes

AutoText.

Word 2003

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Word 2003

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AutoText ‏**Word 2007** ( ) **Building Blooks**

‏**Word 2007** . **Word 2003** ( )

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Quick (Building Blooks)	💡
Building Blook Organizer **Insert** **Ports**	

Word 2007 :

- **Print** (Draft) :
- **Layout** ….. .
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:　　　　　　　　　　　**Word 2007**

- :*Print Layout*

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- :*Full Screen Reading*
  . :

(Ribbon)

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- :*Web View*

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- :*Outline View*

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- :*Draft View*

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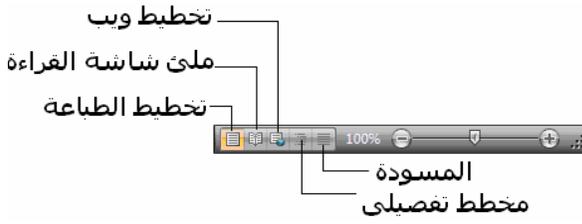
Word

Word.   2007 Word

Word.

(Ribbon)

View **Switch Window** **.Task bar**

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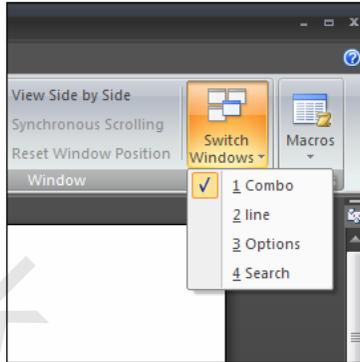
Switch Windows -

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View **Show / Hide**

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Ruler:

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Gridlines :

Message bar :

Information Right Managmeant /

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Document Map :

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:Thumbnails

Word 2007

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System Help

Word 2007

Help   **Office**

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Word Help   **Word**   🔵   .

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Writing   .

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Select Text   .

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 Back   .

Standard "   "   –

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Edit

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search **Edit** **Search** .

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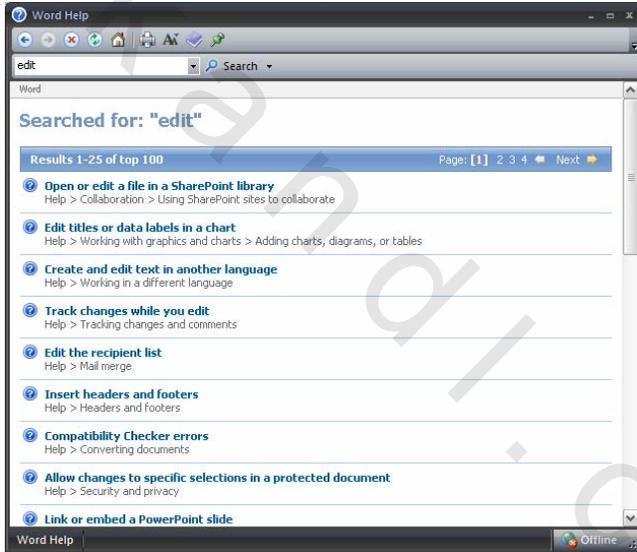
Edit **–**

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 Home **Standard** .

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Word 2007

Word

Word :

- **Word.**
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(Word Processors)

Word

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Word

Word 2002

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Office 2007

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- **Word (**)

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Word

Windows **Word.**

Programs **Word** :

. **Start** **Start**

Programs **Programs.**

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Microsoft Office Word 2007 .

Word

Document1. **Word**

Windows.

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شريط أدوات الوصول السريع زر — التبويبات — شريط العنوان — زر التكبير زر التقليص — زر الإغلاق — Office

الشريط Ribbon — التبويب Home — أشرطة التمرير — أسهم التمرير — نافذة المستند

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(**Title bar**)

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Document1 .

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(**Tabs bar**)

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(**Quick Access Toolbar**)

Save

Undo .

(Ribbon)

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Home .

Style ( ) **Paragraph** ( ) **Font** ( ) **Clipboard** ( )

Editing ( ).

(Ruler)

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(Document Window)

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(Mouse Pointer)

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(Scroll bars)

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Word

🗗**Restor**   🗖 **Maxmize**

➖**Minimize**

.   ❎ **close**

⟨**Status bar**⟩

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Page: 1   Section: 1   Page: 1 of 1   Insert   🟨 📖 📄 📄 📄   100% ➖ ━━━━⬇━━━ ➕ ⬚

Office

office   .**Office**   **Office**

Print   Save   File

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.**Exit Word**   **Office**   :

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Office   Word options

Word options

Popular

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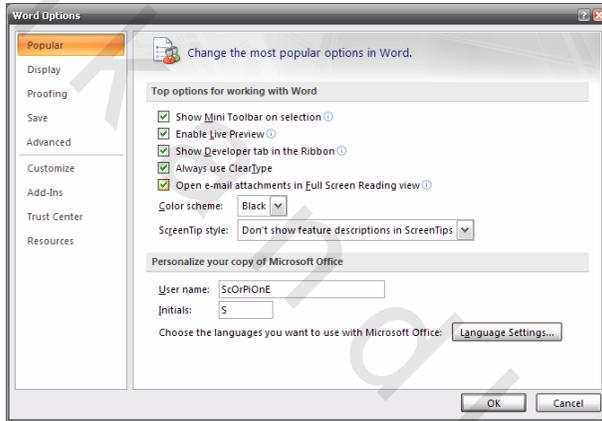
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Popular   Word options.

–   Popular   Word Options.

Top options for working with Word:

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● **Show mini Toolbar on selections:**

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● **:Enable live Preview**

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● **:Show Developer Tab in The Ribbon**

Developer   **Word**

XML.

● **:Open E-mail Attachment in full Screen Reading View**

Word

(**Outlook**   )

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● **:Color Scheme**   **Word**

Office   **Word**

Office.

● **:ScreenTip Style**

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Bold (Ctrl+B)

Bold (Ctrl+B)
Make the selected text bold.

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○ **Show Feature descriptions in screenTips:**

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○ **Don't Show Feature descriptions in screenTips:**

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○ **Don't Show screenTips :**

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"Word   "Word Options

Word Options   −

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◄ *Display:*

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◄ *Proofing:*

Word.

◄ *Save:*   ◆   Word

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◄ *Advanced:*

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• *Editing Options:*

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• *Cut,copy, and Paste:*

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● *Show document Content*:

.… .

● *Display*:

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─ **Show this number of recent Documents**:

office

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─ **Show measurements in units of**:

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─ **Style Area pane widthin Draft and Outline Views**.

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─ **Show all Windows in the taskbar**:

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─ **Show shortcut Keys In ScreenTips**:

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─ **Show Horizontal scroll bar   Show Vertical scroll bar**

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─ **Show Vertical Ruler in print layout view**:

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● *Print*:

XML.

● *Save*: .

• **General***:*

File Locations

File   Locations   **Word**

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◄   **Customize***:*

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◄   **Add-Ins***:*

Word   **.**

◄   **Trust   Center***:*

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◄   **Resources***:*

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Word **Word**	
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Word   **Windows**

"Windows"   **Word**

Word

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. Office ‫ ‬ Word Options.

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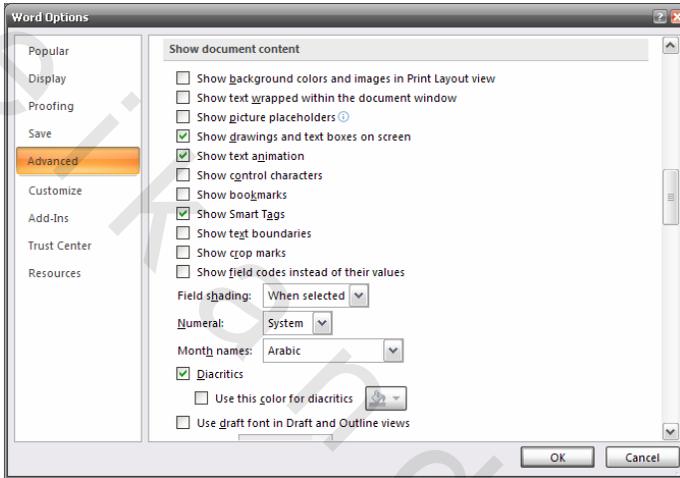
‫ ‬ – .

‫ ‬ – Advanced ‫ ‬ Word Options

. ‫ ‬ Numeral ‫ ‬

Word . ‫ ‬

.Word ‫ ‬

Arabic	(0123456789 ‫ ‬) ‫ ‬ . ‫ ‬ .
Hindi	(١٢٣٤٥٦٧٨٩٠ ‫ ‬)

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Regional " " " " **and Language** **Windows.**	**System**

Windows **Property**
properties.

Word

Properties

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Word
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Standard Properties :

Subject و Title و Author

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Prepare و Office

Properties – .

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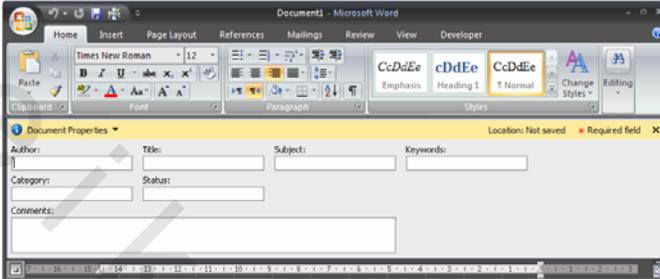
● *Author* :

Username

Windows

office و Word Options

Word Options و Popular

Username .

Author .

● *Title* :

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Title

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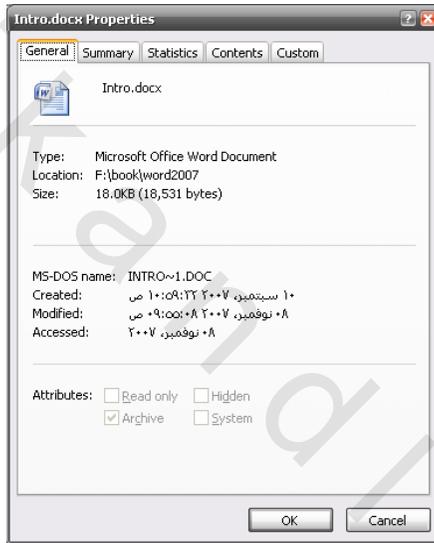● Subject و Keyword و Category و Status

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Advanced Properties :

Document Properties

Advanced Properties

properties – .

– Properties

Windows

Hidden Reda only .

Word Archive

2007.

Properties

• General: general

properties Windows (–).

- **Summery** :

manger **Company**

. **Save Thumbnails**

for All Word Documents

Windows

Vista **Open** **Windows XP** .

- **Statistics** :

Statistics

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- **Contents**: **Save Thumbnails for All Word**

Documents **Summery** **Contents**

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- **Custom**:

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