

Word 2007

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.Windows Vista

Windows XP

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.Word 2007

Word 97-2003

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Word 2007

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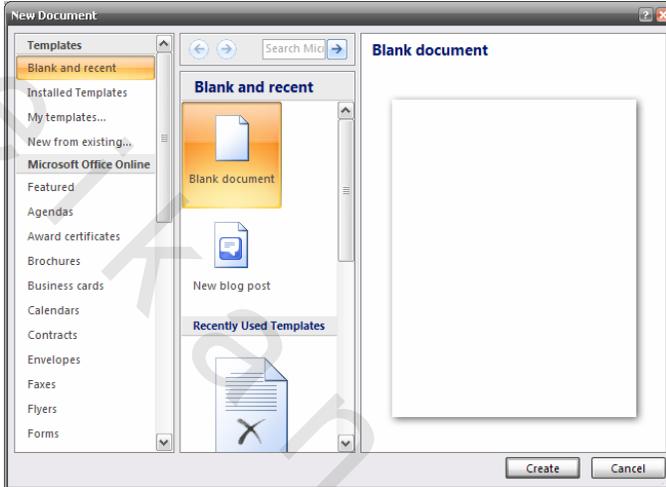
Right to left

Home

Paragraph

Create

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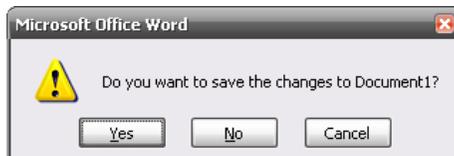
New Document



Close

office

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Quick Access

New

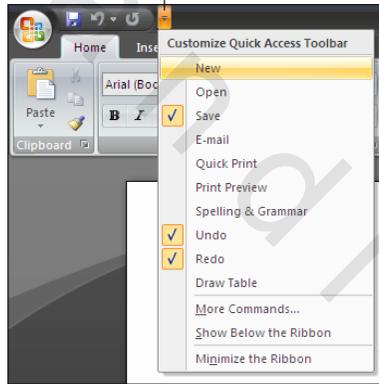
.Toolbar

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Customize Quick Access Toolbar



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Quick Access

New

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Document1 Word

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Word

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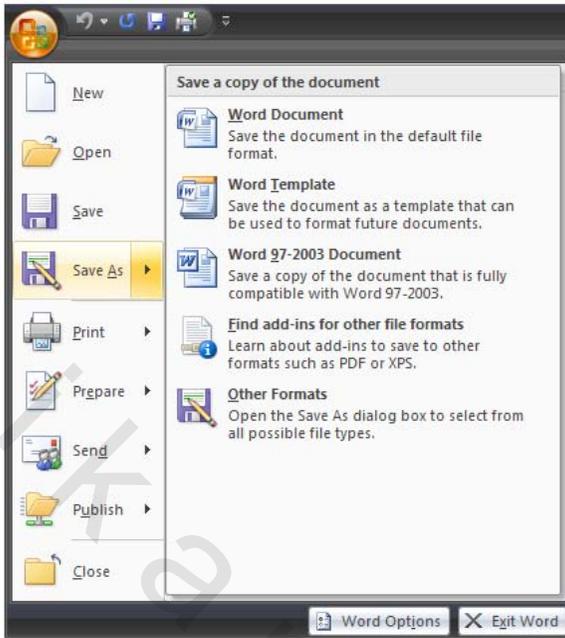
Office

Office

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Word 2007

Word 97-2003



Save As

Windows

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Save As

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XP

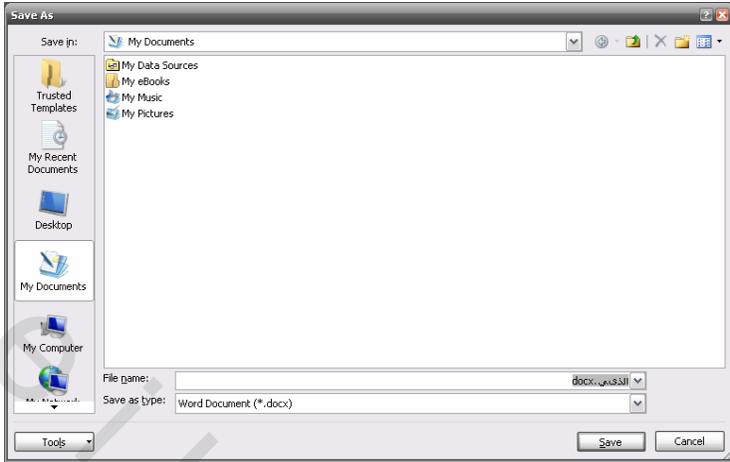
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Office

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Word 2007



Save As

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Word 2007

Windows Vista

Windows Vista

Save As

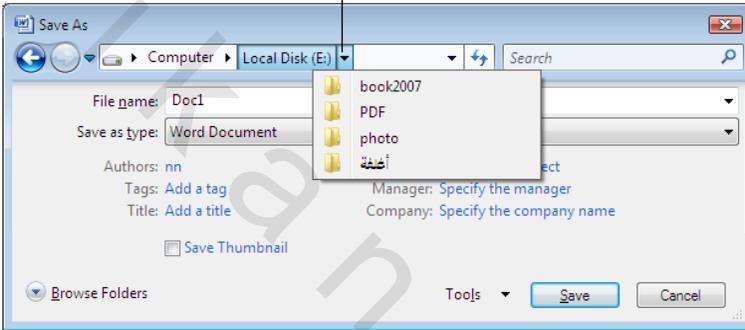
.Windows XP



Back

File name

انقر لفتح قائمة بالمجلدات
الموجودة في نفس المستوى



Windows Vista

Save As

Save As Type



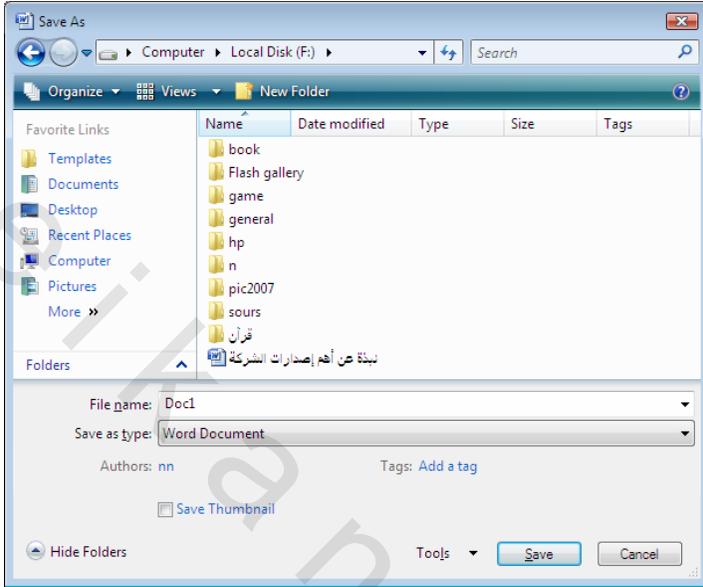
Save As



Save As

Browse Folders

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Windows Vista

Save As

:Favorite Links

View

Organize

New Folder

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.Save Thumbnail

Save As

Open

Save

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(Save As) Save

office

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Quick Access Toolbar



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MDI

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Print

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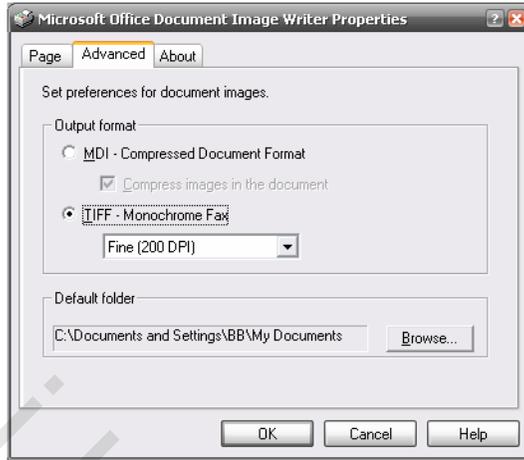
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XPS PDF

XPS PDF

Word 2007

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XPS PDF

Download

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Run

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Publish As PDF

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Options

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PDF

Word 2007

Word 97-2003

Word

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Convert

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Convert

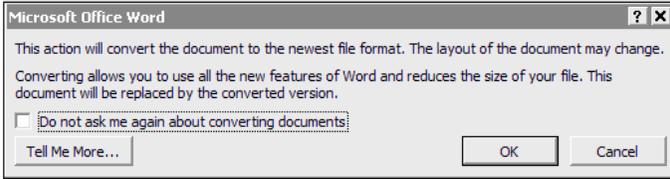
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Word 2007

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Office

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Word

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Open

Open

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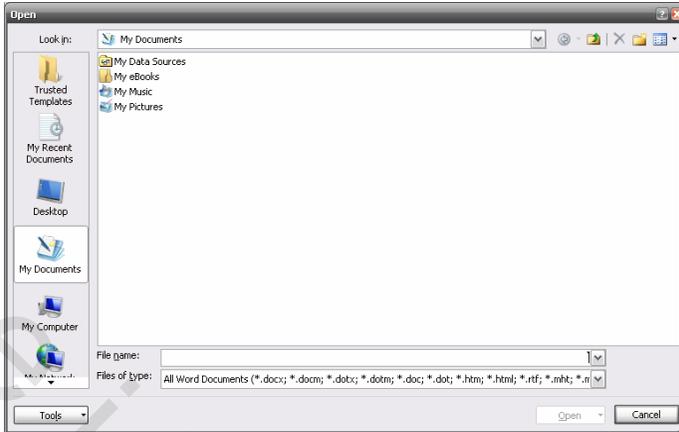
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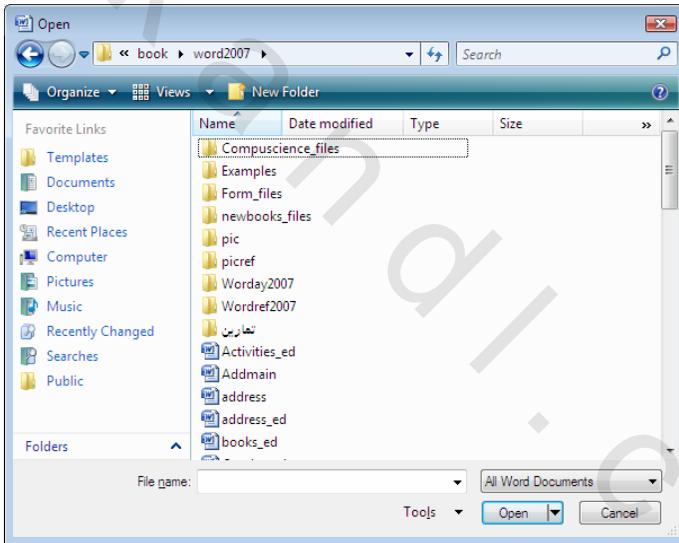
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Word 2007



Windows XP Open -



Windows Vista open -

Look In

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Folders

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Open

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<p>Navigation Pane</p> <p>Details Pane</p> <p>Preview Pane</p> <p>.Open</p> <p>. .</p> <p>. .</p> <p>. .</p>	<p>:Layout</p> <p>.Delete</p> <p>.Rename</p> <p>.Properties</p> <p>.</p>
	
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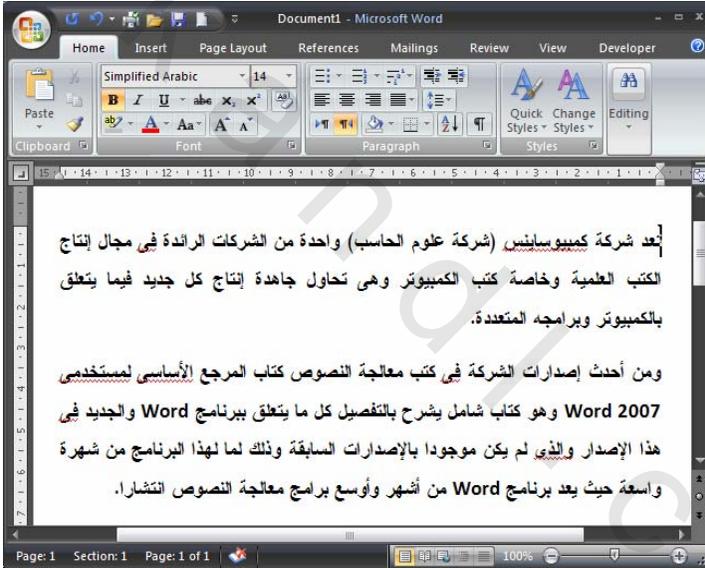
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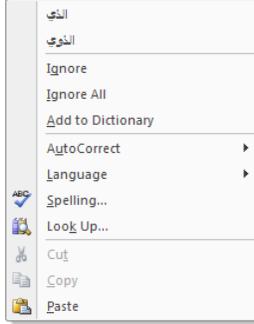
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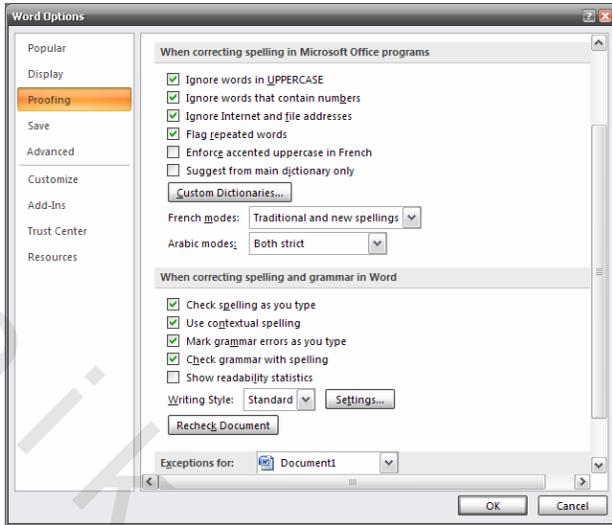
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Proofing

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Word Options Proofing -

When correcting spelling and grammar in word

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Windows

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Word 2007

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Word

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Word

F5

.Editing Home Replace Find

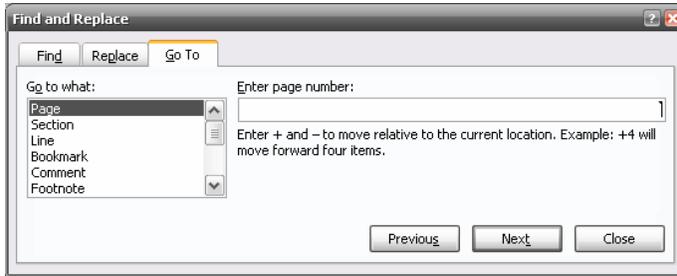
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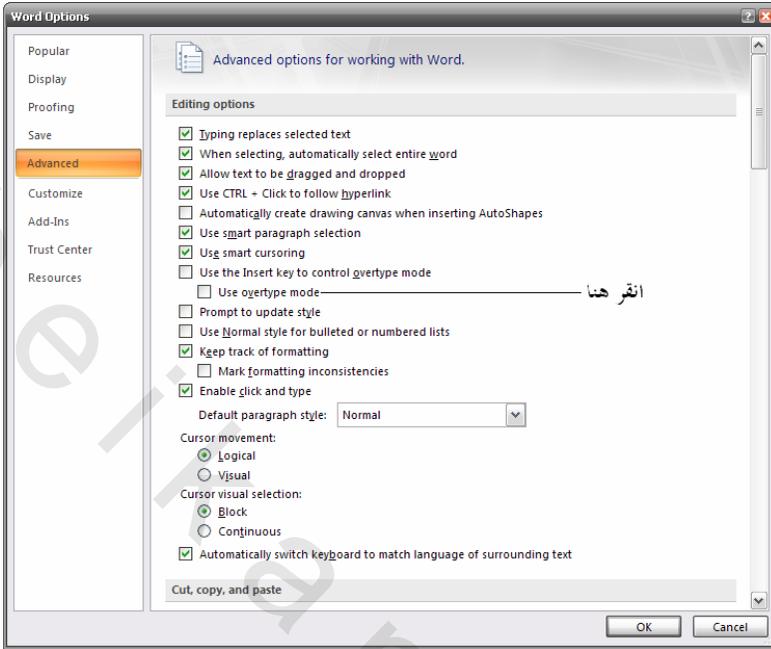
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<input checked="" type="checkbox"/>	Section	1
<input checked="" type="checkbox"/>	Page Number	1 of 1
<input type="checkbox"/>	Vertical Page Position	2.5cm
<input type="checkbox"/>	Line Number	1
<input type="checkbox"/>	Column	1
<input type="checkbox"/>	Word Count	0
<input checked="" type="checkbox"/>	Spelling and Grammar Check	Checking
<input checked="" type="checkbox"/>	Language	Arabic (Saudi Arabia)
<input type="checkbox"/>	Signatures	Off
<input type="checkbox"/>	Information Management Policy	Off
<input type="checkbox"/>	Permissions	Off
<input type="checkbox"/>	Track Changes	Off
<input checked="" type="checkbox"/>	Caps Lock	Off
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<input checked="" type="checkbox"/>	Selection Mode	
<input type="checkbox"/>	Macro Recording	Not Recording
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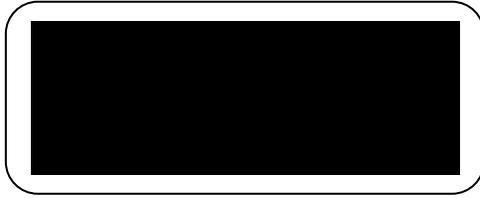
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بالإضافة إلى نشاط الشركة في مجال بيع الأجهزة ومستلزمات الكمبيوتر وتشمل على جميع الماركات العالمية.

الى : القراء العرب المهتمين بالحاسب الآلى الشخصى
من : كمبيوتر ساينس

علامة اللصق

الموضوع : توضيح نشاط الشركة

انطلاقا من العهد الذى قطعناه على أنفسنا أن نضع بين أيديكم كل جديد في مجال الحاسبات الشخصية ، ونحشا مع التطور السريع الذى يشهده هذا الحقل ، فاننا قمنا بإصدار بعض الكتب الجديدة في سلسلة تيسير علوم الحاسب من هذه الكتب كتاب المرجع الأساسى للغة ++VC وأيضا الإصدار الأخير من Word 2007 .

يعد هذا الكتاب لينة جديدة في سلسلة تيسير علوم الحاسب التى بدأناها مع بداية انتشار الحاسبات الشخصية في المنطقة العربية ، وإضافة جديدة للمكتبة العربية تساهم في التراث بالكتب العلمية المتخصصة .





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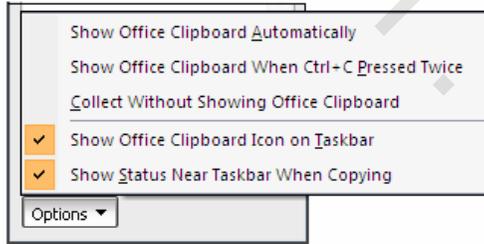
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:Show Office Clipboard Automatically •

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:Show Office Clipboard when Ctrl+C Pressed Twice •

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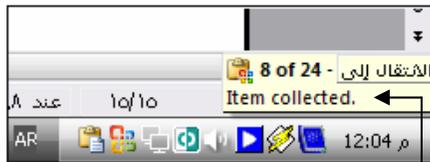


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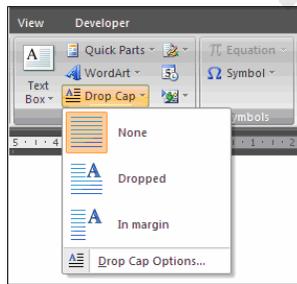
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Text

Drop Cap

Text

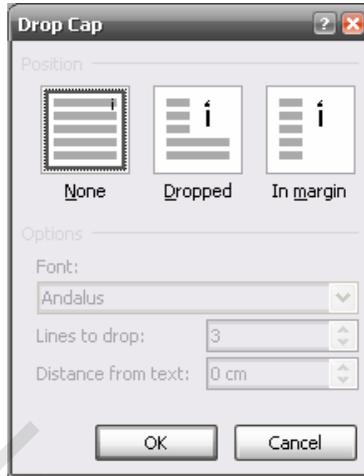
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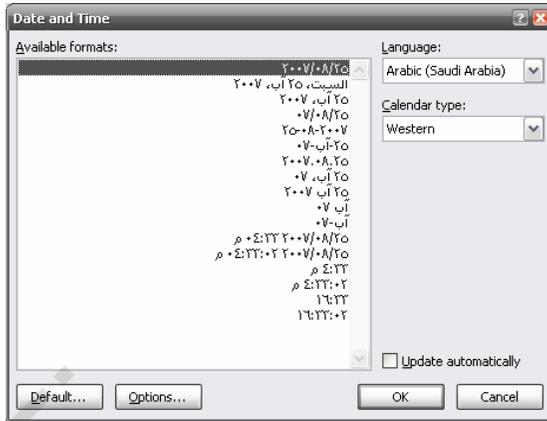
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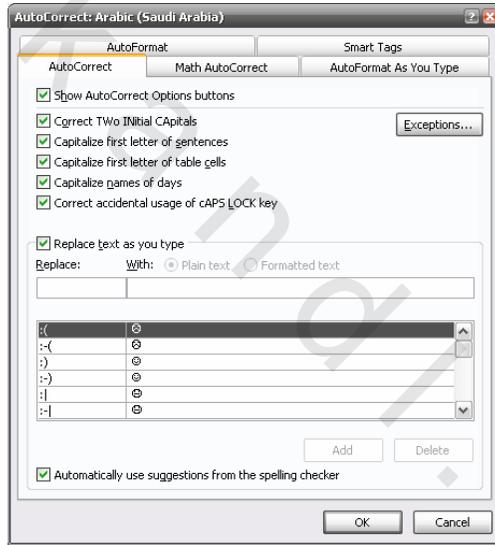
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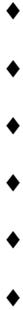




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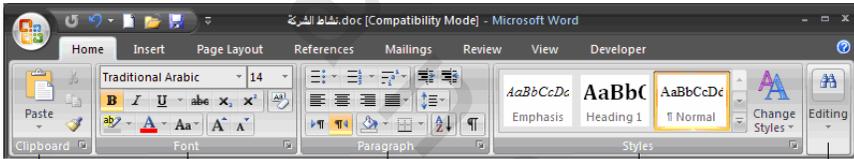
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مجموعة الحافظة

مجموعة تنسيق الخط

مجموعة تنسيق الفقرات

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مجموعة أدوات التحرير

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Word 2007

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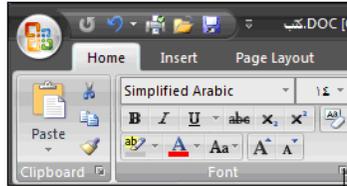
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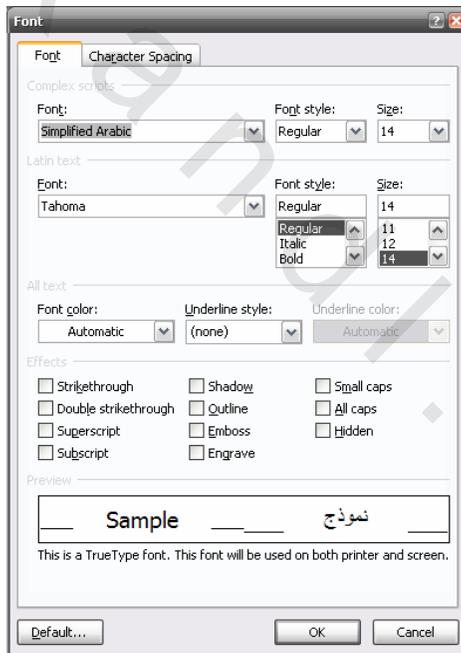
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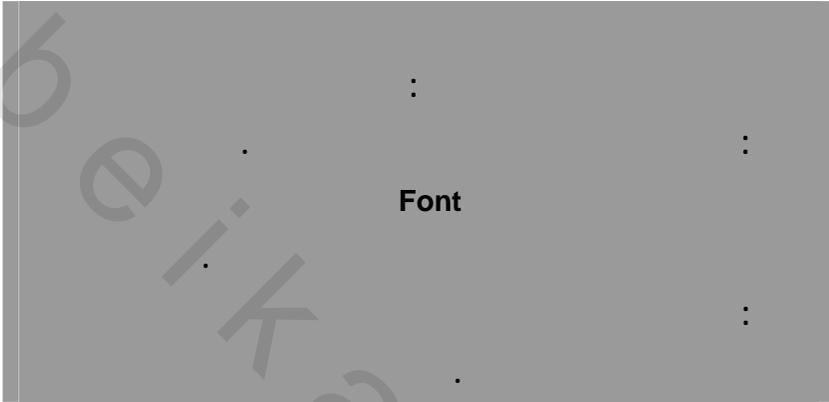


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Word 2007 " Visual C++ Word "

Word 2007 " Visual C++ "

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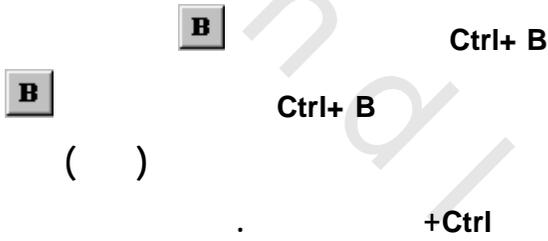
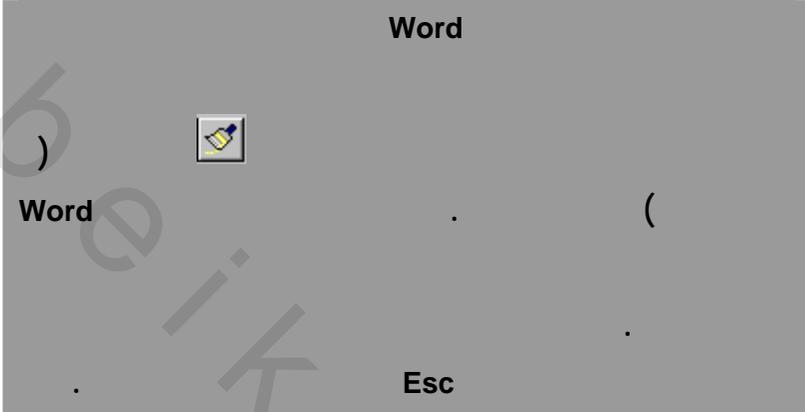
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Word 2007 "

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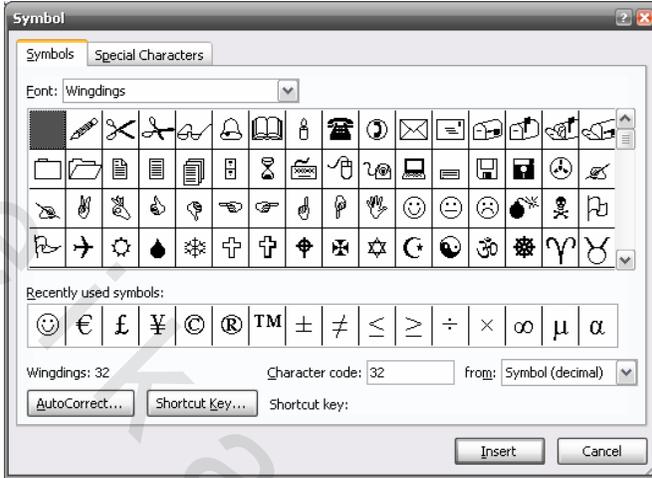
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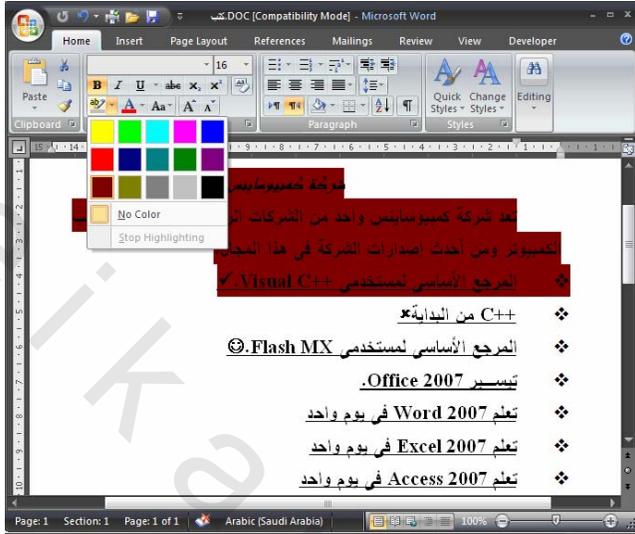
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Word



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Word

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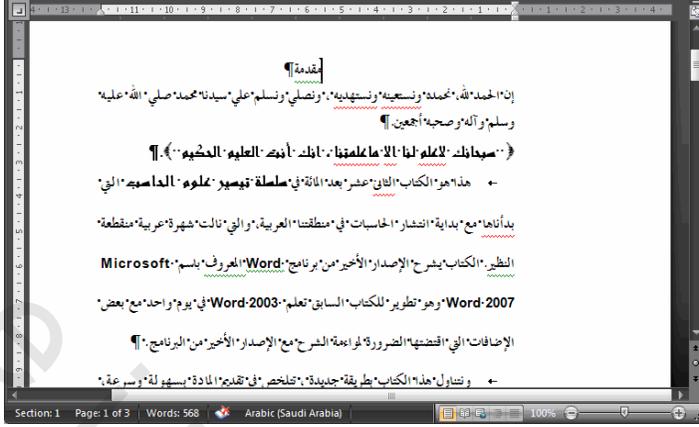


Home

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Word

Word



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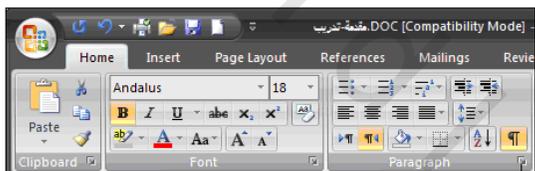
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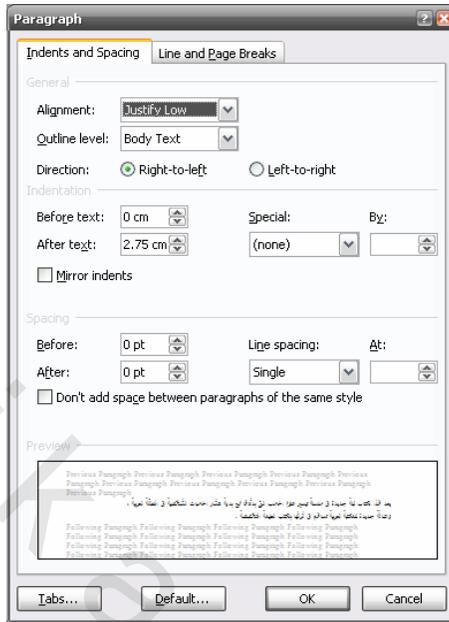
Paragraph

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Paragraph

Alignment



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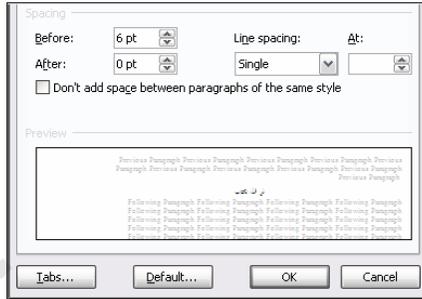
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.Paragraph

.Spacing

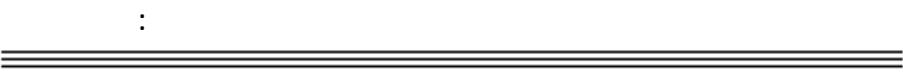
.Special



Indentation

: None

: First Line



: Hanging

Special

By

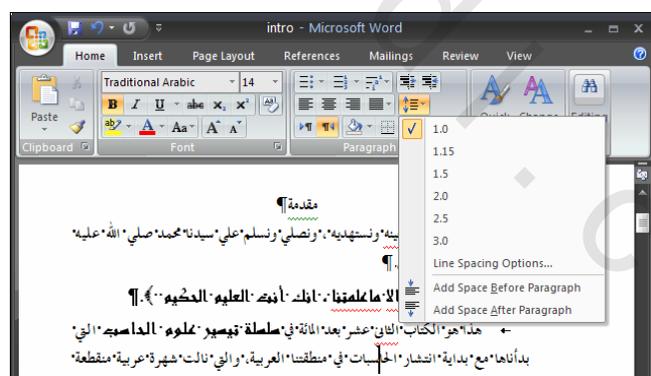
First Line

Word

Home

Paragraph

Line Spacing



Home

1.5

Quick Access toolbar



Paragraph

Paragraph Home

(-) Paragraph Spacing

Line Spacing

Enter 1.5 lines

Word

(Tab stops)

Page layout



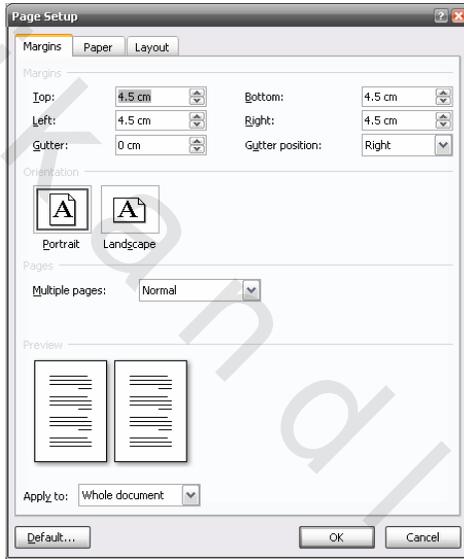
Page Setup

Page Layout

Page Setup

. (-)

Margins



Page setup

.Top

)

.(



Tab

.Bottom



Tab

.Left



.(Ruler)

علامة التحكم فى السطر
الأول فقط من الفقرة



حدود الهامش الأيسر

التحكم فى الهامش الأيمن
ماعدًا السطر الأول للفقرة

Right Indent

Hanging Indent

First- line Indent

Left Indent

:



.View

Show/Hide

Ruler



oboeika.com

obeikandi.com



obeyikandi.com



(Tabs)

.(Tab Key)

(Tabs)

.

(,)

Word

Tab

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.Word

Word

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: -

الاسم	الوظيفة	الإدارة	المرتب
عبد الرحمن	محاسب	الشؤون القانونية	١٢٠٠
ميسرة	مهندس	الهندسية	٥٨٠
عبد الله	مدير	المالية	٩٥٠
مصطفى	مهندس	الهندسية	١٠٥٠

Paragraph

Home

.Paragraph

Tabs

Tabs

Paragraph

.(-)



Default tab stops



) , Word

.(

Tab Stop Position .

Bar Alignment .

Bar

Word

Leader

Set .

Tab Stop Position

Center

Alignment

Right

Left

. -

:



Word ok

Tab

Enter

Tabs



Shift+.



:

Tabs

Tab Stop	Position	Clear
Tab Stop	Position	Clear All

Tab

Word



)
" Leader
Tab

Tabs
 1 None

Leader ()
Word
Word 2

4 _____

3

Cont.docx



View .Ruler Show/Hide



.Tabs

Word

Word

" " Paragraph

Paragraph



:

Paragraph

Home

.Line and page Breaks

Paragraph

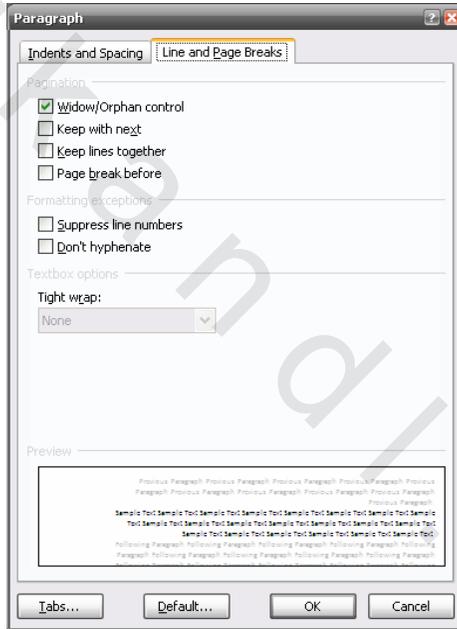
.(-)

Paragraph

Line and page Breaks

Word

:



-

Window/Orphan control

/

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- -

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"

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Word

Word

Word

Wido/Orphan control

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Keep with the next

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Keep with the next

Keep with the next

Keep with

the next



Keep Lines Together

“ ”

Keep Lines Together

Page break before

Page break

before

Suppress line numbers

Don't hyphenate

:



()

.Bullet

.Home

paragraph

/

Word

Word

.Booklist

.Booklist_ed



Home

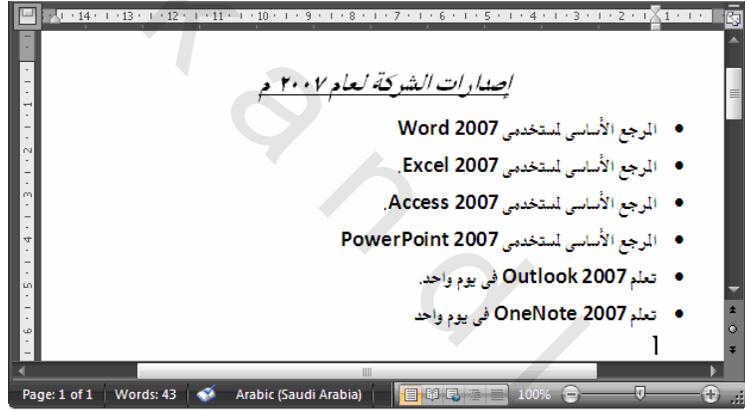
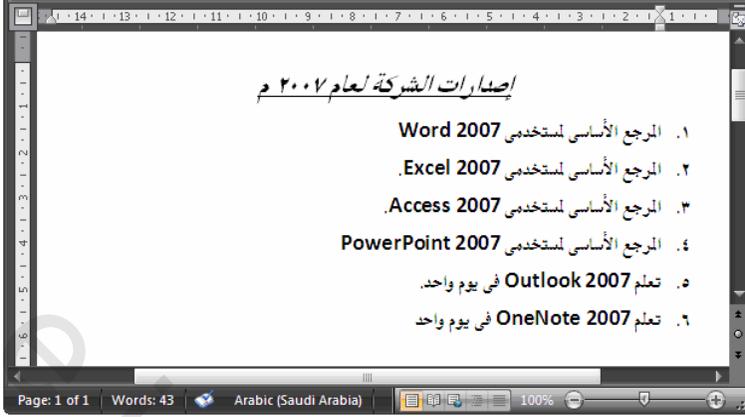
(-)

Word



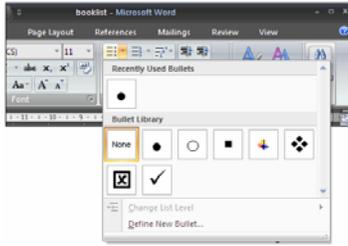
(-) Bullets

Word 2007



(-)

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-

Define New

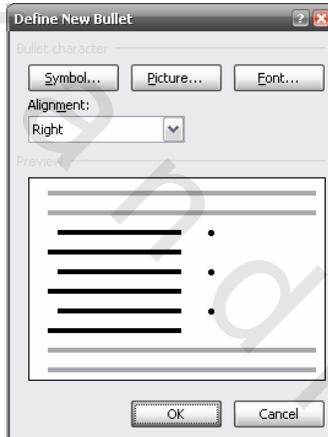
) **Define New Bullet**

"

"

Bullet

.(-



Define New Bullet

-

:

Symbol

:Symbol

Picture Bullet

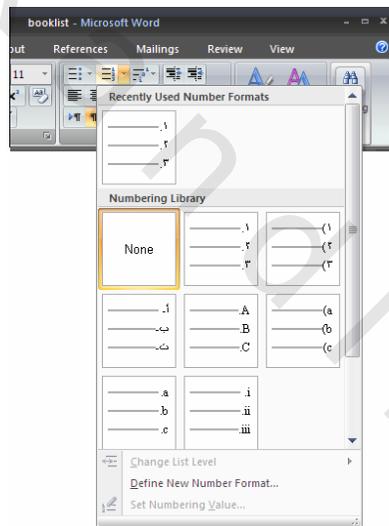
:Picture

:Font

Alignment

Preview

.Home



Word

Define New Number Format

.Define New Number Format

Number Style " " :

Alignment " " Number Format " "

:

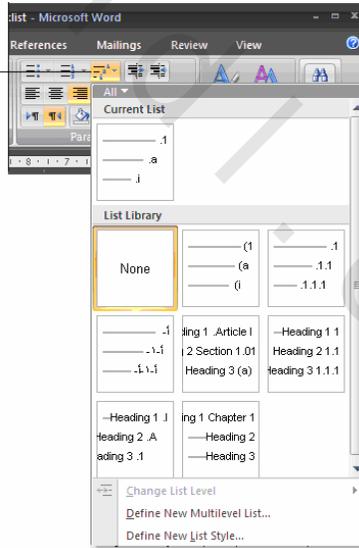
.Define New Bullet

" "

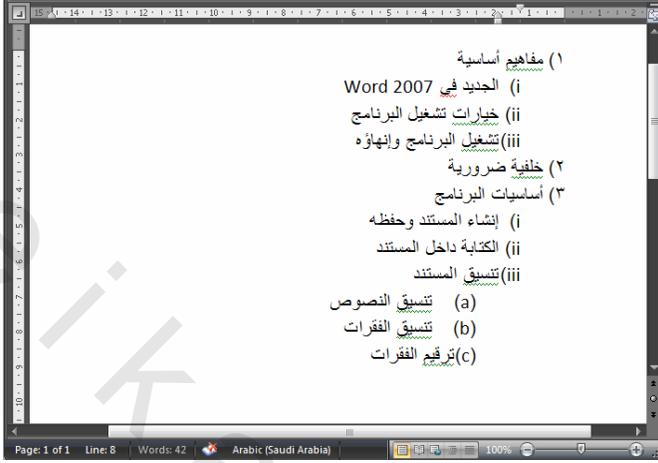


Multilevel List

Multilevel list



Word



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.Enter

Tab

.Enter

"

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.Enter

Tab

"

.Enter

"

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Tab .

Enter

Tab

.Multilevel list .

Word (-) List Library .

.Multilevel.docx

Word

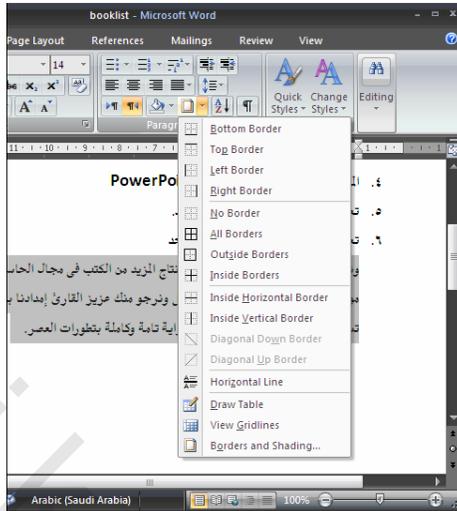
Word

Booklist .

Botton " " Home Paragraph .

Border

(-)



**Top, Bottom,
Left, right
Border**

No Border

All Borders

Outside Borders

Inside Borders

**Inside
Horizontal**

Inside Vertical

**Diagonal Down
and Diagonal
Up Border**

Inside Borders



.All Borders

Borders "

"

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. and Shading

Border and

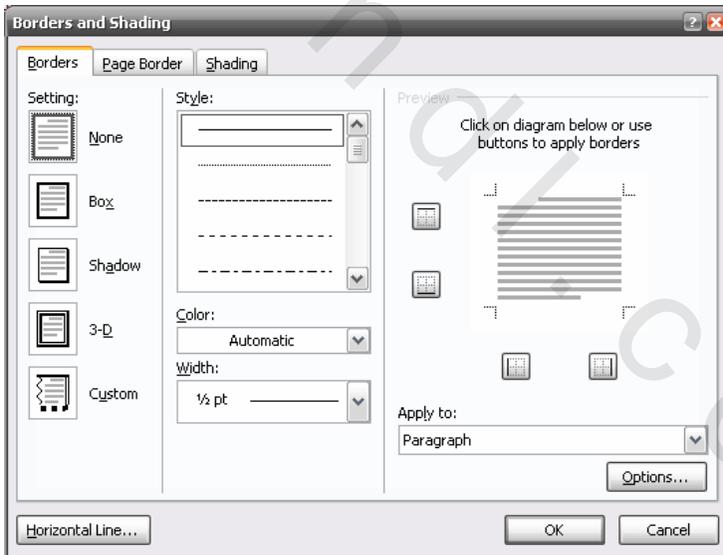
(-)

Border and Shading

Shading

.(-).

Borders



Border and Shading

-

:

Setting

: None



. : **Box**
: **Shadow**
.
.
: **3-D**
: **Custom**
.
Style .
Width **Color** .
.
() **Preview** .

ok .

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Paragraph

Home

Shading " "

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obolika.com



Color

Theme Color
No Color
More Color

(-)





AutoFormat

"

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Word

Word

Word

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Word Options

Office

.Word Options

AutoCorrect

Proofing

" "

AutoCorrect options

options

:



.AutoCorrect

AutoFormat As You Type "

"

Apply "

"

Replace as You type "

" as You type

Automatically as you Type

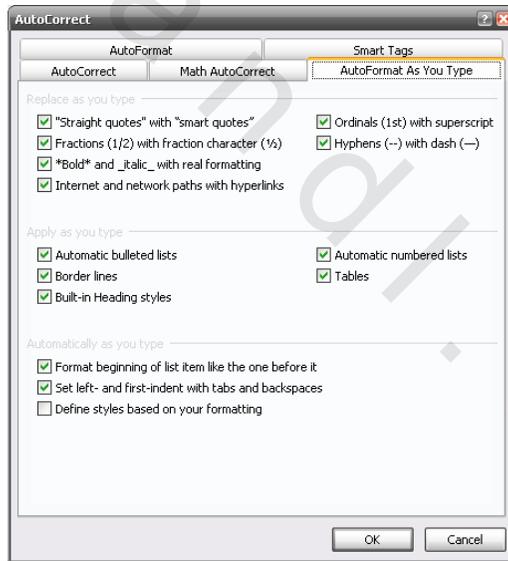
.AutoCorrect "

"

Ok

Word Options

Ok



Word

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Word



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Word (™) "

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Word

Enter

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Word (™)

Word

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Word

Word (-)

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Word .

AutoCorrect

AutoCorrect



com

obeikandi.com



obeyikandi.com

Word

Word

Word

Word

.Search

Spelling

Proofing

Review

:



Spelling &Grammar



&Grammar



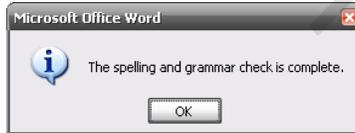
Not in Dictionary

Suggestions

Word

Change

.(-) .



Ok

Ignore Once

Ignore All

Add To
Dictionary

Word

Change

Change All

**Not in
Dictionary**

Suggestions

Undo

Options

obeyikandi.com

:



:Ignore Sentence

:Grammar () Grammer

:Look up Research

Spelling and

Proofing

Review

Grammer

(-)

Search

Spelling and

proofing

Review

.Grammer



Change

: Ignore once •

: Ignore Rule •

: next Sentence •

Suggestions

Change

.(change

Cancel

. Spelling and Grammer

Proffing Errors

:



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Page: 1 of 2 Line: 4 Words: 21 Arabic (Saudi Arabia)

رمز الأخطاء

Proofing Errors

-



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.No Proofing errors

Proofing Errors



Customize Status bar

.Spelling and grammer check

Viewing Word Count

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Word Count

Review

.(-

)



Word Count

Proofing

Word Count

Statistics:

Pages	1
Words	131
Characters (no spaces)	588
Characters (with spaces)	722
Paragraphs	3
Lines	10

Include textboxes, footnotes and endnotes

Close

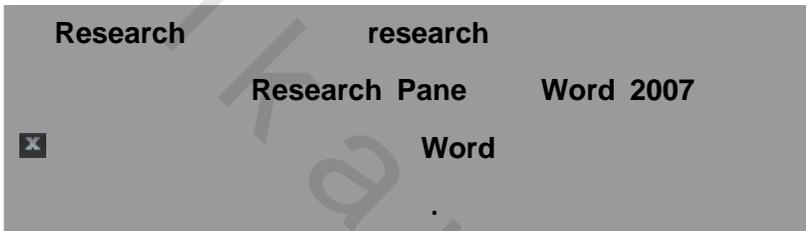
Word Count

-

Word

Research

Pane



Word

Thesaurus

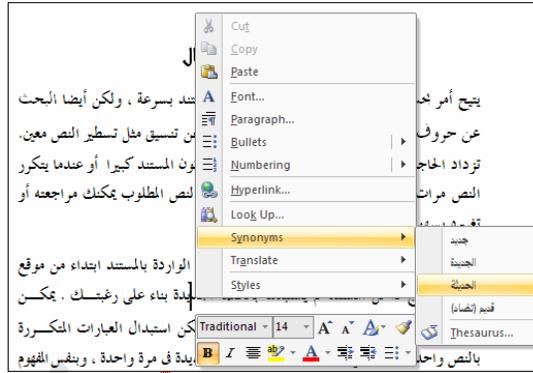
Synonym

Antonym

Search

synonyms

:



Research

Thesaurus

Proofing

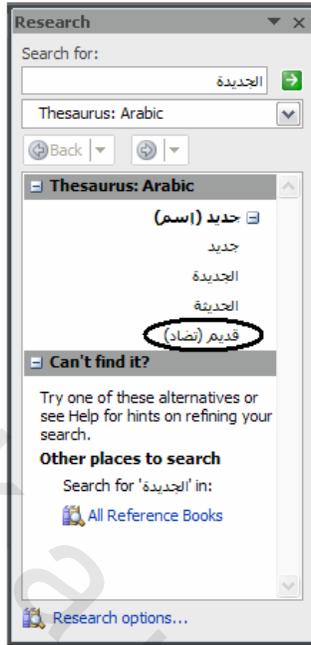
Review

Research

Research

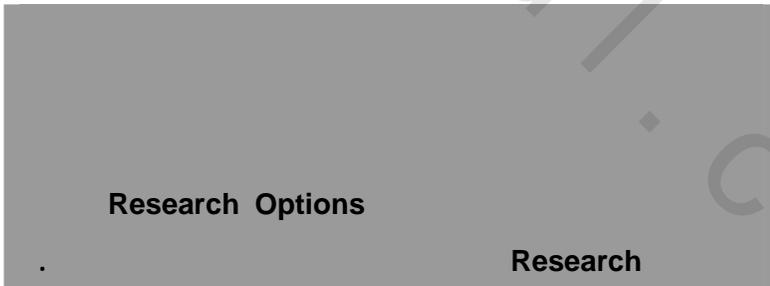
.Insert

.Copy



back

.Research



Word 2007

Word

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Word

Word

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Word

WorldLingo

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Research

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Research

Alt

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Research

) Translation

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Research

Review

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.Translate

Proffing

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.WorldLingo

Word



النقر هنا

:

Word

.Options

Research

.Translate the Whole Document

.WorldLingo

WorldLingo

yes



WorldLingo

.Ctrl+V

Word

Ctrl+C

Word

Options

page

Translate

.Arabic

()

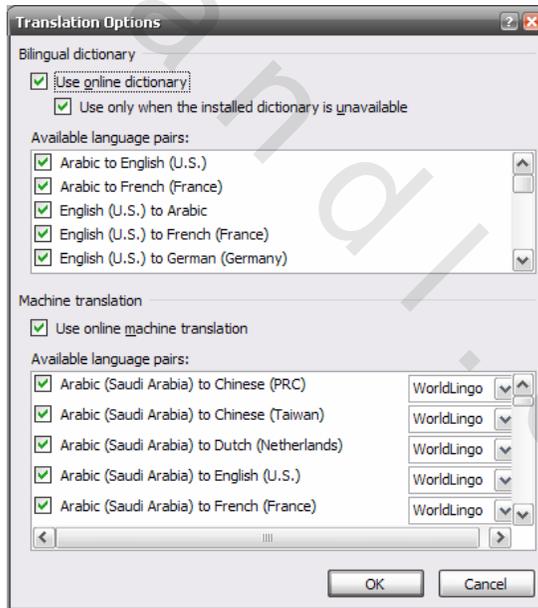
Page



Translate

Research

Translation Options



Bilingual Dictionary

Word

:Use Online Dictionary •

:



:Use Only when the Installed Dictionary is unavailable •

:Available Language Pairs •

.WorldLingo

Word

machine translation

WorldLingo

Word

obekahandi.com

Search

.search_ed

.Find

Home

Editing



Home

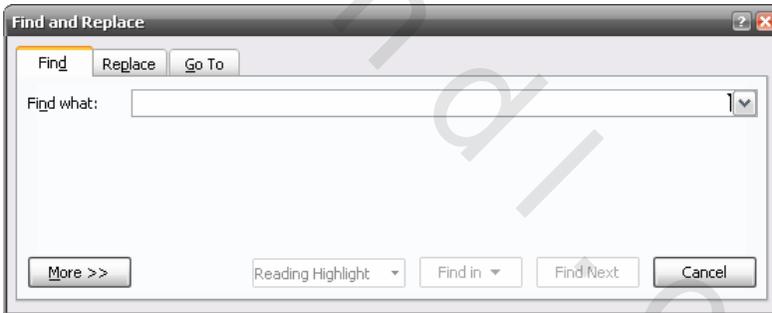
Editing

find

Find

Find and Replace

.(-).



Find What

Word

Find Next

:



.(-)



Ok



Cancel

.Find in

Home

Find

Ctrl+F

.Find and Replace

.Find What

Main Document

Find In

Close

Find

Editing

Home

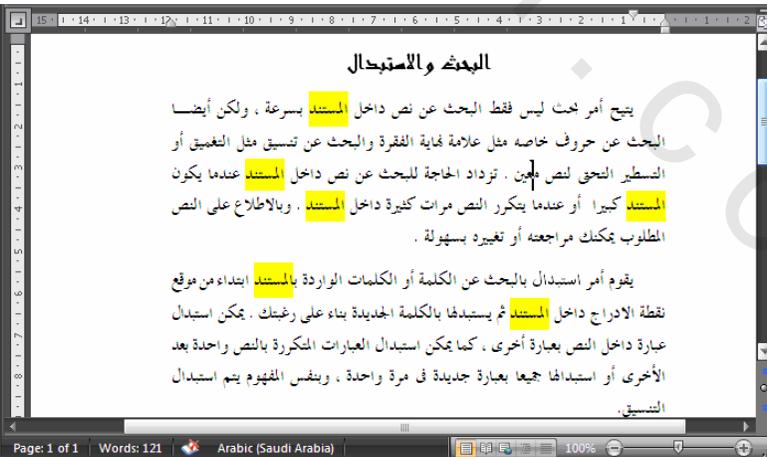
.Find and replace

Find what

.Highlight All

Reading Highlight

Close



:



Ctrl+F

.Find and replace

Reading Highlight

.Clear Highlight

)

.(

Find and replace

Close

Word

Word

Find and Replace

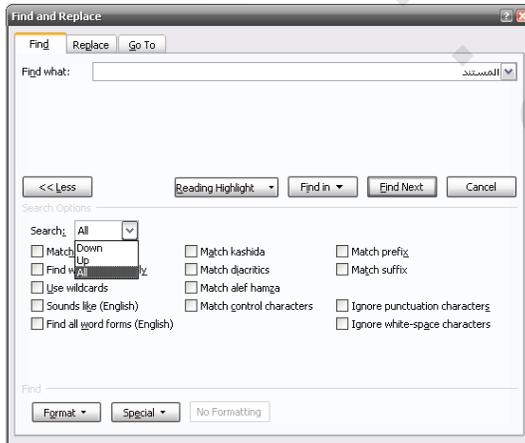
More

.(Less

Find and Replace

Search

.(-):



All

Down

Up

Match
Kashida

Word

" "

" "

()

Match
Diacritics

Match alef
hamza

" " " "

:



Find whole words only

" "

" "

Word

" "

Match Case

(Upper case letters)

(Case letters Lower)

word

Word

Word

site Sight

Word

Sounds Like (English)

Word

Find all word forms (English)

Find and Replace

Ctrl+F

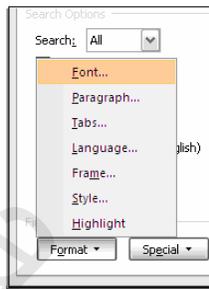
More

) .

Find what

.Find what

Format



Font

Style

paragraph

[] *

Find

Use wildcards

and Replace

:



* .

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Find

Word

" *":

Find What

.()

Word

" " :

] [

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()

" / "

." [] " :

()

" " " " Word

. ...

Special

)

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Word

.(-

Obelika.com

Word Find Next

(

- Paragraph Mark
- Tab Character
- Any Character
- Any Digit
- Any Letter
- Caret Character
- § Section Character
- ¶ Paragraph Character
- Column Break
- Em Dash
- En Dash
- Endnote Mark
- Field
- Footnote Mark
- Graphic
- Manual Line Break
- Manual Page Break
- Nonbreaking Hyphen
- Nonbreaking Space
- Optional Hyphen
- Section Break
- White Space
- ⌵ - RTL Mark

Word

()

Replace

:



.Replace
Replace

Editing

Home

Find and Replace

) Tab

" "

Find what

Replace

.(Tab

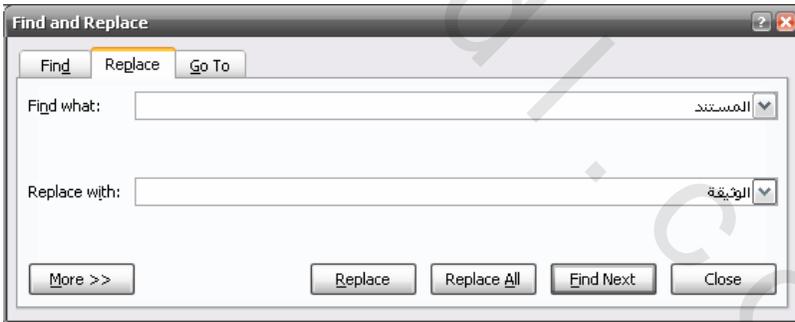
.with

" "

Word

." "

.(-)" "



Replace

Find and Replace

-



Word

Find Next

Word Replace

Find Next

Word

Word Replace All

Ok

Close



Format Find and Replace

Font

Bold Font Style Font

Find and Ok Size

obeikandi.com



obeyikanda.com

.prn

.PDF



: Word

Quick Access Toolbar "

"



Quick Print

Customize Quick access Toolbar



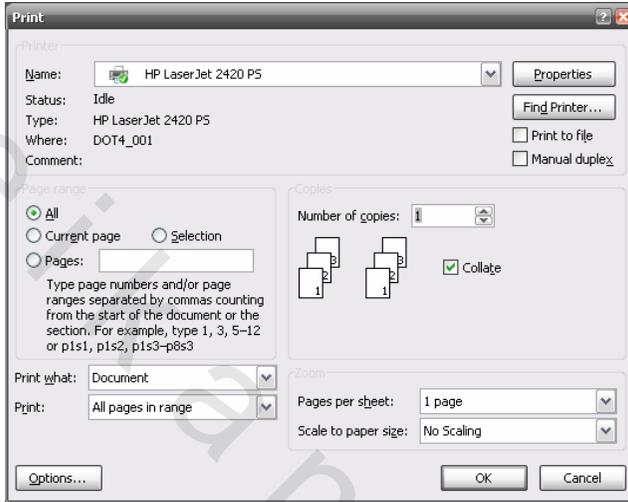
:



.Print

Office

(-) Print



Name

Word

.Windows

Word

Number of copies

Word

.Print

Word

Selection

Page Range

.Current Page

Pages



:Print

(-)



Odd Pages

.Even Pages

Page per Sheet

Print

.Print Preview

Office

.(-)

Tow Pages

Print Preview

Zoom

One

.Page

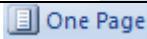
Word

 Page Width "

" Page Width

Word

Print Preview

	Print 
Display Word Options	Options 
.Custom Margins	 Margins
.Landscape Portrait	 Orientation
	 Size
Zoom	 Zoom
%	 100%
	 One Page

	 Two Pages
	 Page Width
	<input checked="" type="checkbox"/> Show Ruler
	<input checked="" type="checkbox"/> Magnifier
Quick Access toolbar	 Shrink One Page
	 Next Page
	 Previous Page
	 Close Print Preview



.prn

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Printing to file

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Add Printer wizard

Windows



Print

Office

.Print

.Print to file

Save As

print to file

Ok

.prn

) Name

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.Ok

:

F:\book\word2007\print.prn.

.Command prompt



CMD

Start

Windows Vista

.Enter

Search

Run

Start " "

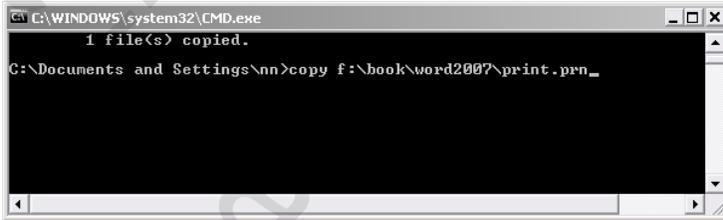
Windows XP

CMD

Run

Copy F:\book\word2007\print.prn.

.F:\book\word2007\print.prn



PDF

Adobe Acrobat

.Windows

.PDF

) Adobe Acrobat

Adobe Acrobat

PDF

.(Acrobat

Word

PDF

Print

Save As

PDF

Office 2007

Microsoft

PDF

Word

Office

(

PDF

) Sav As

:



Word

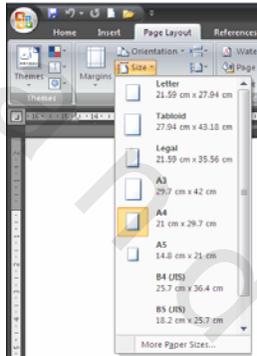
.Page Layout

:

Size .Page Setup

page Layout

.(-) Word



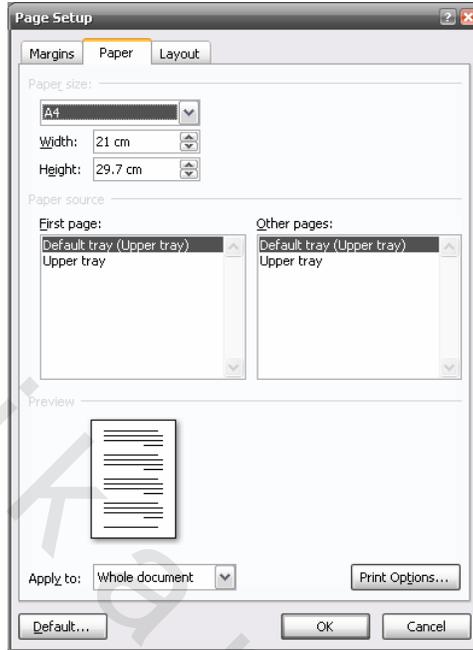
Page

More Paper Sizes

Size

.(-) Paper

setup



Paper

Page setup

paper Size

Width

Height

Print

.Preview



