

Word

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## Header and Footer

Word

Header

Header&Footer

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Design

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Page Number

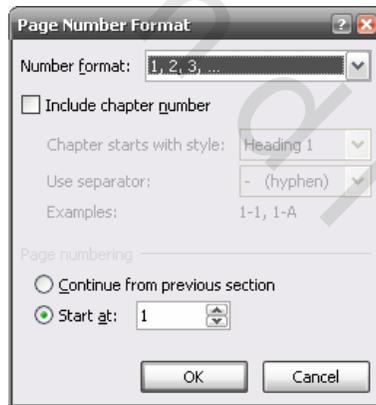
Header&Footer

Bottom of Page

Format Page Numbers

Page Number

( - ) Page Number Format



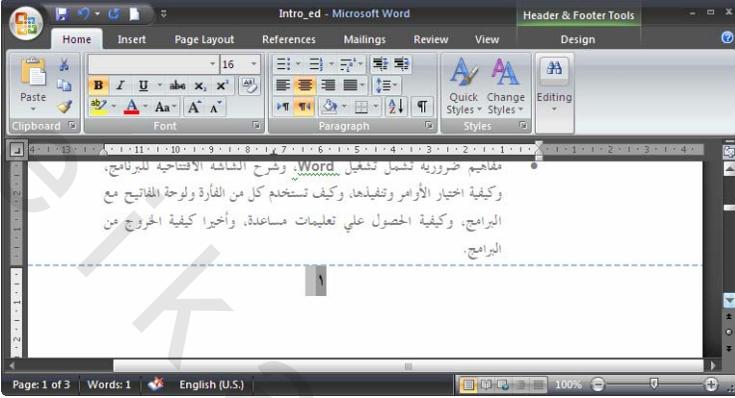
Number Format

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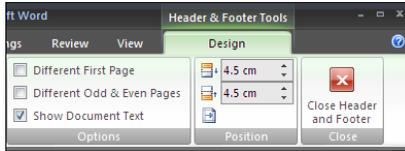
Word

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Options

Options

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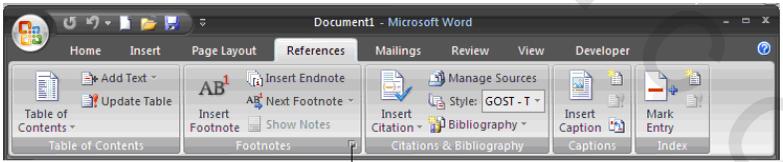
:Different First Page



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o b e i k a n a m

Footnote      References  
( - ) Insert Footnote "



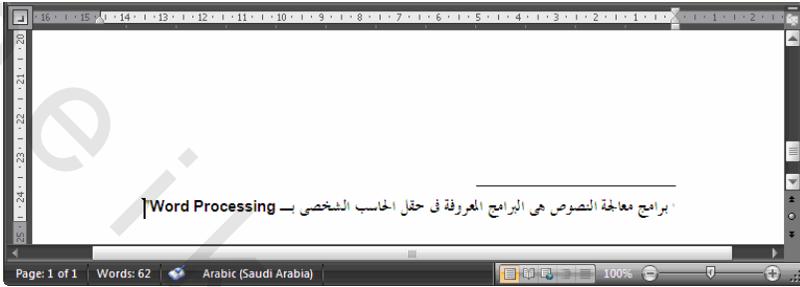
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Footnote and Endnote

References -  
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References

Footnotes



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Footnotes –

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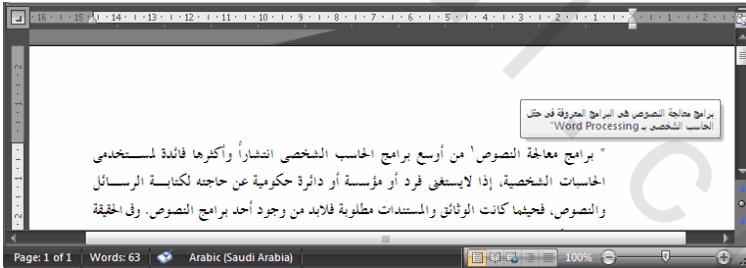
View footnotes

References

Notes

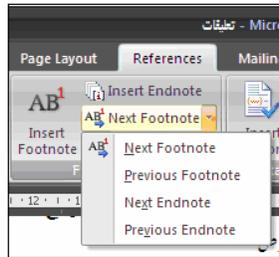


Word



Next Footnote

References



Go

Home

Editing

To

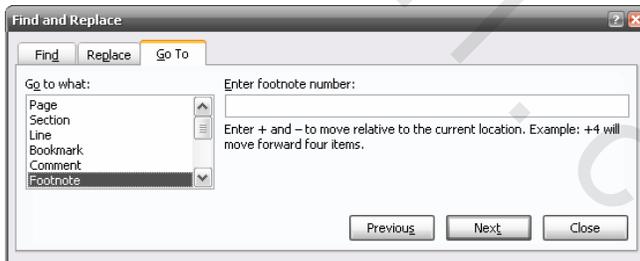
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Find and Replace



Go to

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Word

**Traditional Arabic**

**(I,II,III)**

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**References**

**Number Format**

**Footnote and endnote**

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**WordArt**

**Page Layout**

**Page Background**

**Watermark**

**Remove Watermark**

**Watermark**



Page Background  
.Custom Watermark

Page Layout

Watermark

.Printed Watermark

.Text Watermark



Text

Color Size Font



**Layout**

**.Diagonal**

**Horizontal**

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**Watermark**

**Page Layout**

**.Printed Watermark**

**Custom Watermark**

**Picture Watermark**

**Picture Watermark**

**.Insert Picture**

**Select Picture**

**Printed**

**Insert**

**.Watermark**

**Auto**

**Scale**

**Word**

**Washout**

**Ok**





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Word

Word

: Intro  
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Page Setup

Page Layout

Breaks

	Page
	Column
	Text Wrapping
	Next Page

.	<b>Continuous</b>
.	<b>Even Page</b>
.	<b>Odd Page</b>

**Continuous**

**Section 2**

**Section2**

**Customize**

**.Section** **Status bar**



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Section: 2 Page: 1 of 3 Words: 565

**"Section:2"**

**Word**



**Print Layout**

**Draft**





Page Setup

Page Layout

.Page Setup

.layout

Page Setup

Apply to

This Section

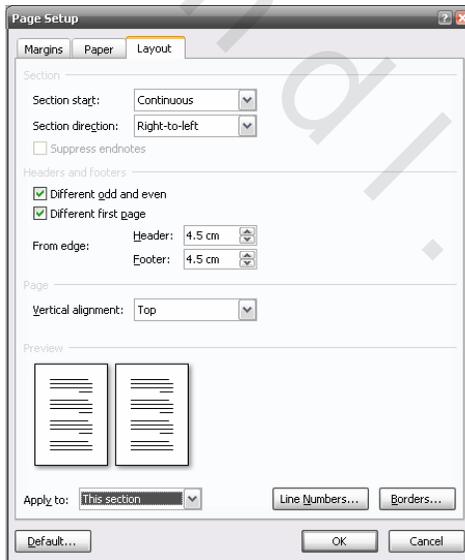
layout

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**Page Setup**

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**Top**

**Vertical alignment**

**Layout**

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**Vertical**

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**Alignment**

**Word**

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**.Layout**



: Intro\_ed

Print Document Views View .

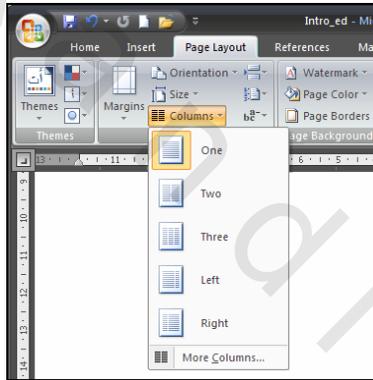
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Print Layout

Page Setup Page Layout .

) Columns

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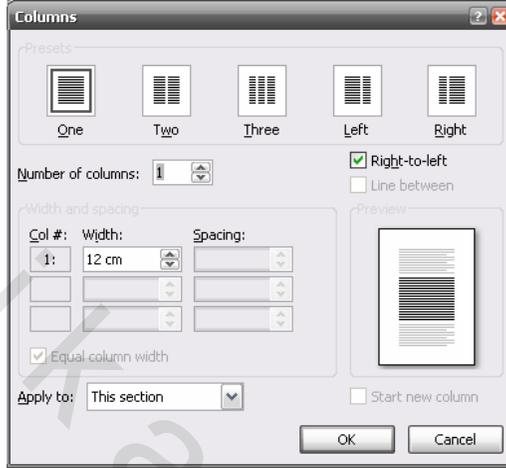


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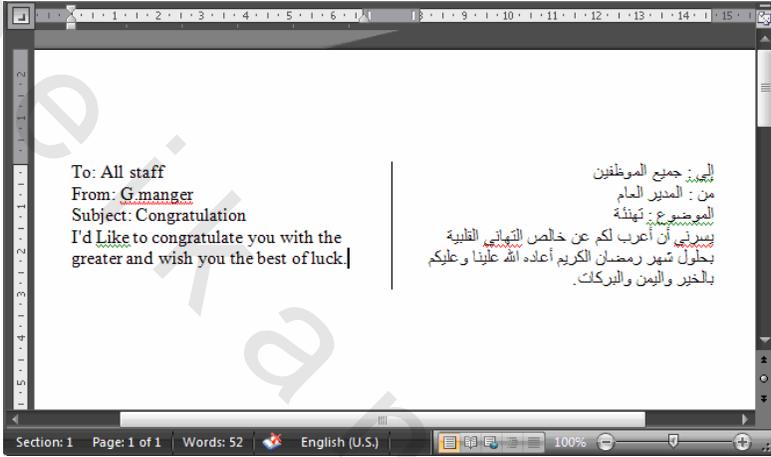
Breaks

Page Setup

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Word



**Print Layout**

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**Page Setup**

**Page Layout**

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**Line between**

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Page break

Column

Breaks

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## Using Annotations

Word

Word

Comment

Comment

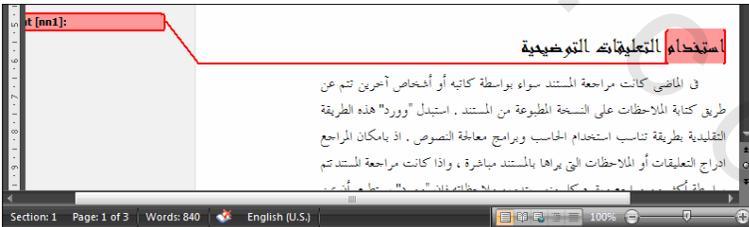
.New comment

Comment

Review

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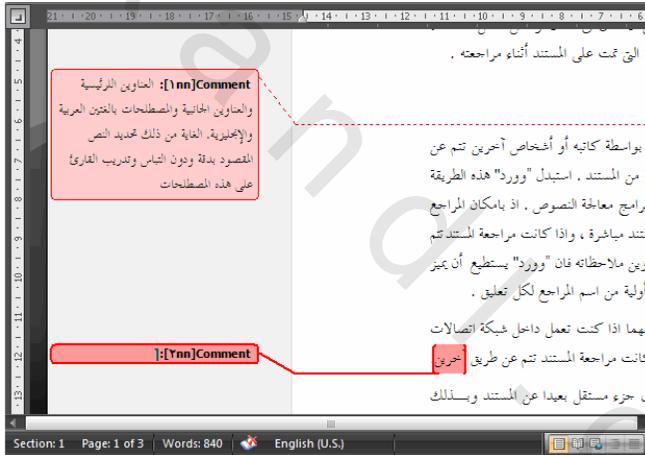
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Home



Ctrl+ Right Shift



Comment Balloons

In line



.Review

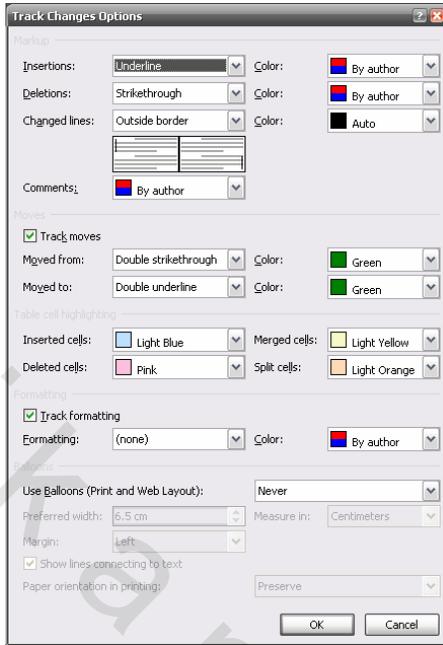
.Track Changes

Tracking

Change

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Tracking Options



Use Ballon

Ballons

:Always

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:Only For Comments/Formatting

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Margin

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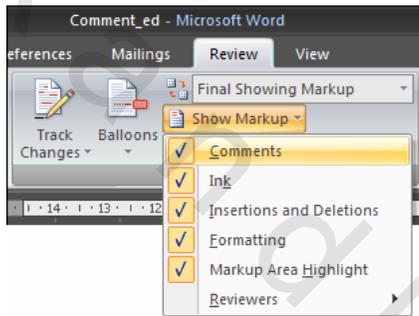
Show markup

Comments

Review

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Comments

Show Markup

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Delete

Comments

Review

Word



Comment

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Comments



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Office



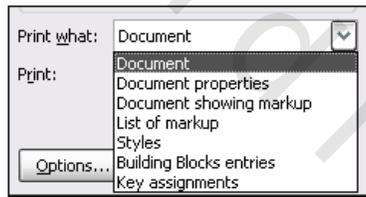
Print What

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List of markup

Document showing markup

Ok ( -



Reviewing Pane

Reviewing Pane

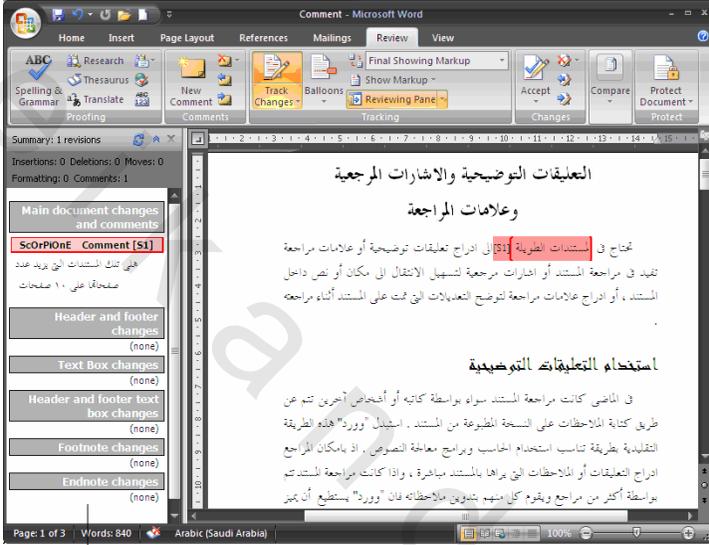
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Review

Reviewing Pane

Tracking

## Reviewing Pane



### لوحة المراجعة Reviewing Pane

### Reviewing Pane

## Using Bookmarks

Comment\_ed.docx

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Links

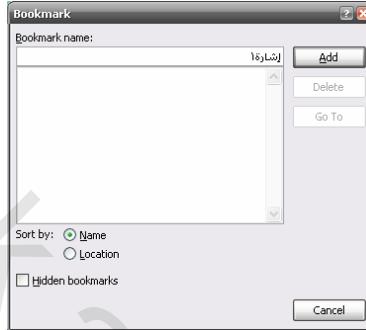
Insert

Bookmark

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Add

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links

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Bookmark

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Bookmark

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F5

.go to what Bookmark and Replace

### Using Revision Tracking

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Tracking changes

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## Track changes

Customize Status bar

. Track changes



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**Track**

**Review**

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**Accept**

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**Review**

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**Reject**

**.Reject All changes in Document**

**Word**

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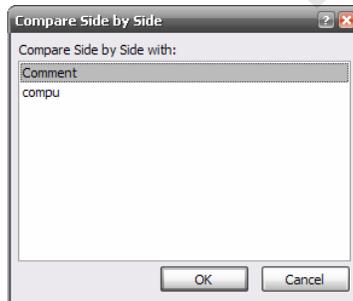
(Side By Side)

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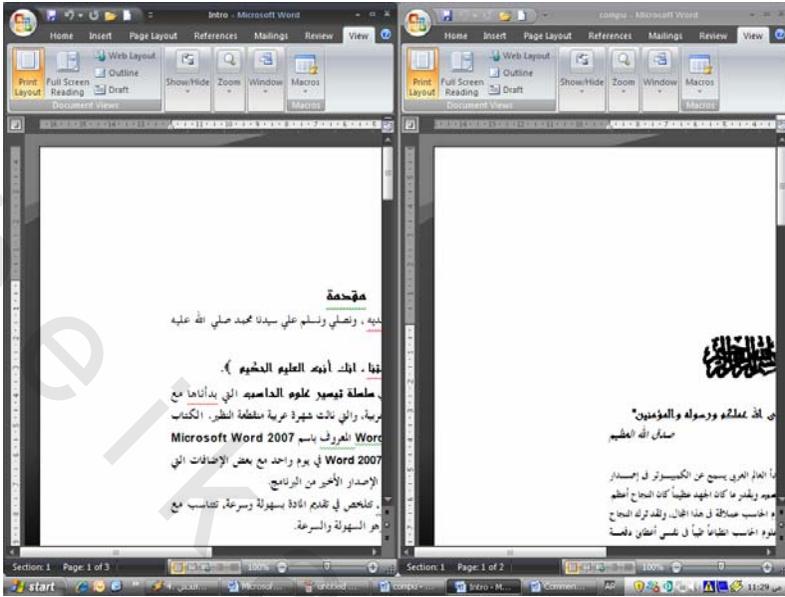
View Side By Side Window View

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Compare

Compare

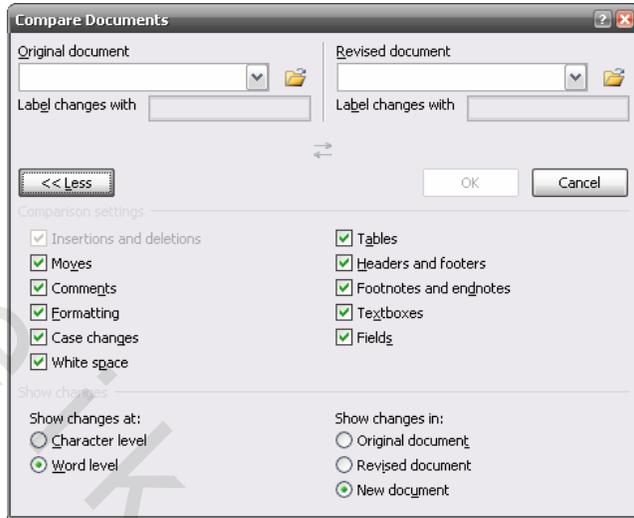
Review

Combine

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Compare

Compare documents



Original Document  
Revised Document  
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Comparison setting  
Show changes in  
Changes at  
Review  
Compare  
Combine Documents  
Combine  
Compare documents  
Word  
Ok

Word



Word





*Word*



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## Table of Contents

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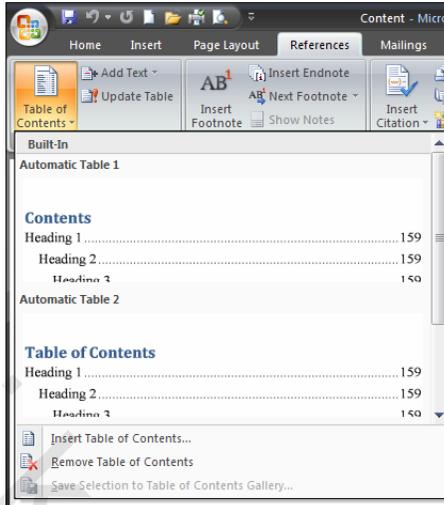
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**Content.docx**

**Table of Content**

**References**

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Table

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- .Contents
- :Automatic Table 2
- .of Contents
- :Manual Table

Word

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Word 2007 : برنامج الوثائق الإلكتروني

Update Table...

### Contents

1	إدراج الجداول
1	إدراج الجدول باستخدام قائمة <b>Table</b>
2	إدراج جدول باستخدام مربع الجداول
2	إدراج أنواع أخرى من الجداول
2	الانتقال داخل الجدول
3	الاختيار داخل الجدول
4	الكتابة داخل الجدول
4	تعديل الجدول
5	إدراج الأعمدة والصفوف
5	إدراج الصفوف
5	إدراج الأعمدة
5	إدراج أعمدة من القائمة
5	إدراج الخلايا
6	تنسيق الأعمدة والصفوف
6	تغيير عرض الأعمدة
6	استخدام الفأرة

Page: 16 of 17 Words: 3,078 Arabic (Saudi Arabia) 100%



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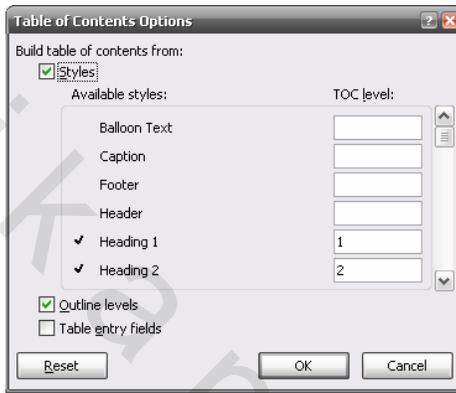
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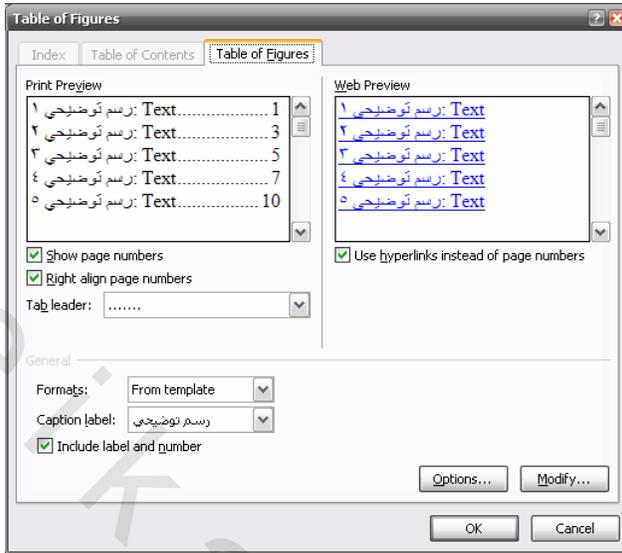


Table of Figures

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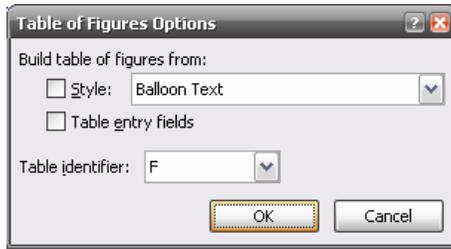
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Index

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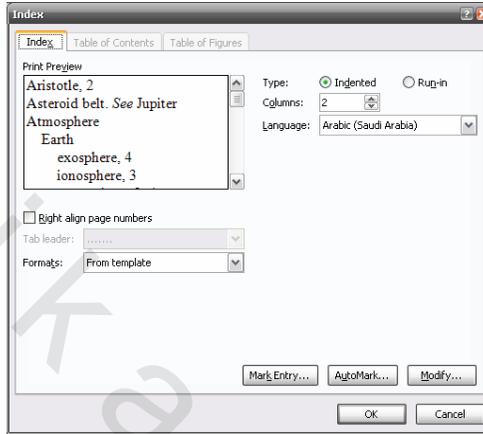
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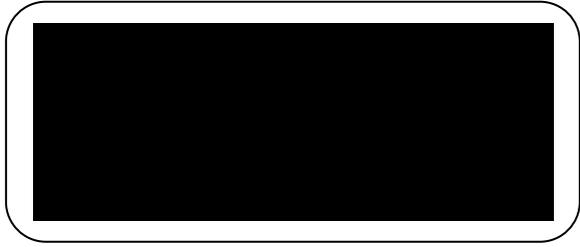
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obeikandi.com

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Symbols

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Type Equation Here

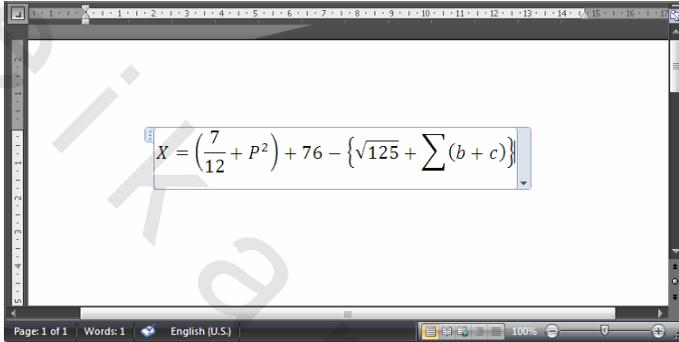
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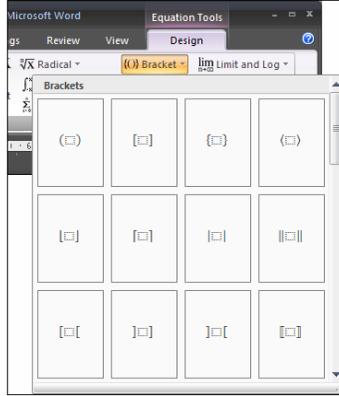
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Structures

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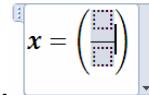
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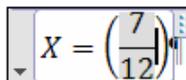
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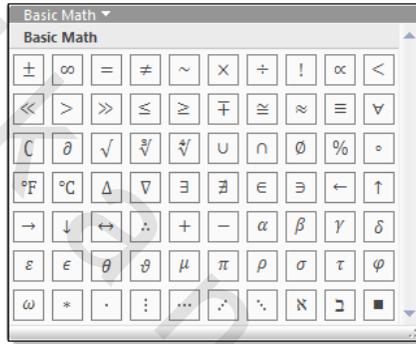


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basic Math



Basic Math

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Radical

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## Microsoft Graph Chart

Chart

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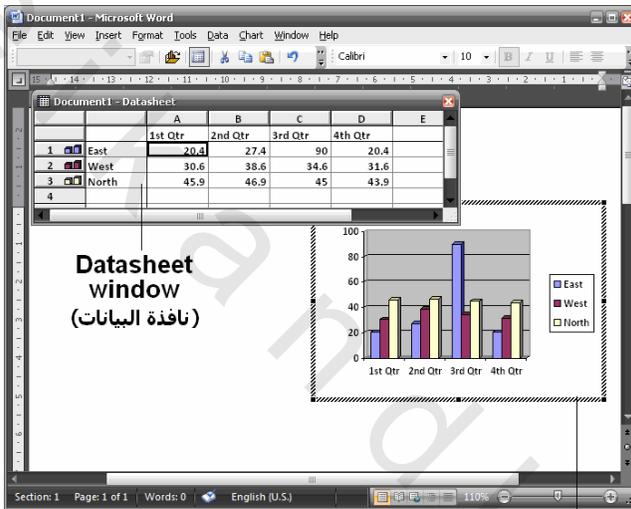
Window

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Ribbon



Datasheet window  
(نافذة البيانات)

Chart window  
(نافذة المخطط)

Graph

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Shift+Tab

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Graph

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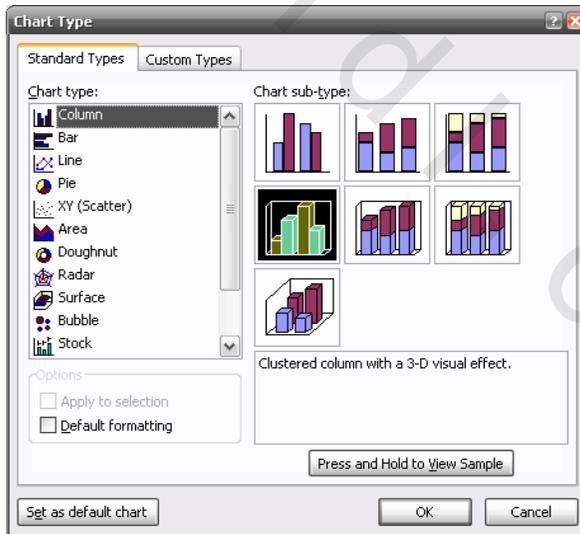
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Graph

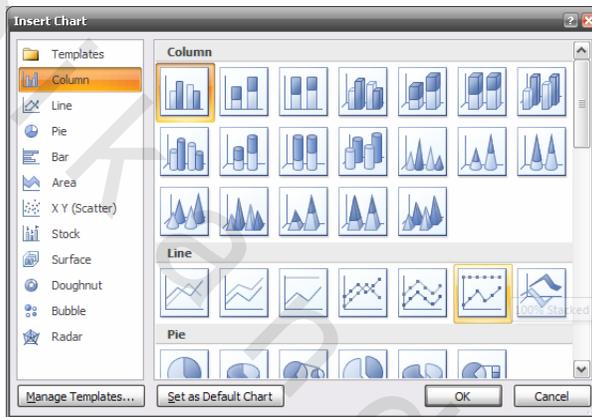
Word 2007

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