Subject 8

The software tools for the operation with the structured documents

Lection 10

Introduction into Microsoft Word

Questions

1. Integrated environment Microsoft Office.

2. Creating the relations between the documents.

3. Assignment of the text editors.

4. The text editor Microsoft Word.

5. The elements of the Microsoft Word window.

6. Microsoft Word help system.

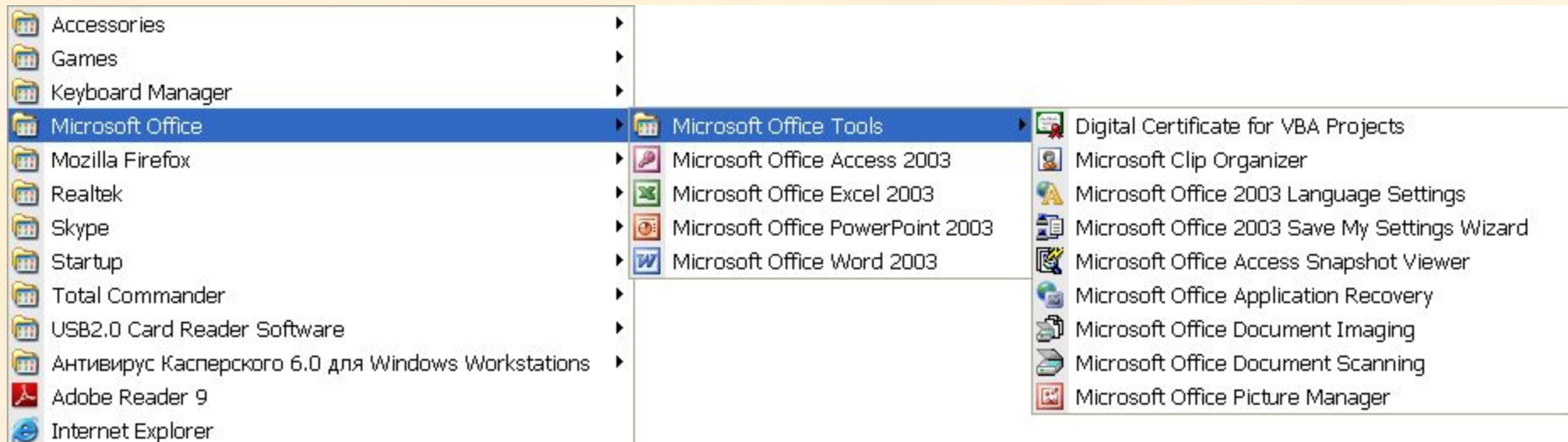**Document** – is the ordered sequence of the own elements/components.

Components of the document are divided on elementary and composite.

Elementary components – are the components which can't include other elements.

All other elements is names **composite**.

As an example of the document can be the book which consists of parts, chapters, paragraphs, pictures, graphics, tables, equations, links etc.

Microsoft Office Word 2003 – text processor

Types of integration in MS OFFICE 2003

1. **Integration with OS Windows by:**
   explorer, main and contextual menu, fonts library, address book, Paint, Internet Explorer, Outlook Express … .

2. **Integration with other application programs:**
   translators, graphic and multimedia editors … .

3. **Integration with the development environment:**
   VBA, SQL-Server … .

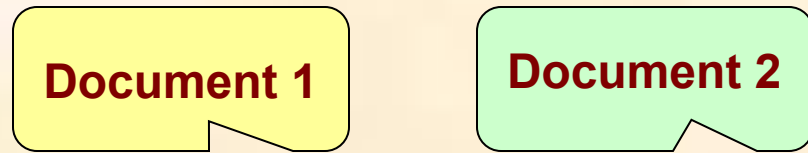4. **Integration with Internet:**
   help system, training courses, Hot help, information about mistakes, import and export of the documents … .

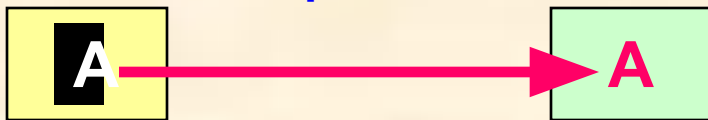5. **Integration between MS Office applications:**
   back-to-back transition and import-export of the documents with the help of the main and contextual menus and the toolbars … .
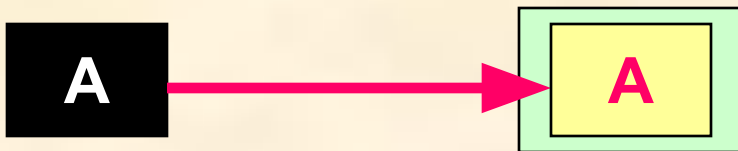
6. **Integration between MS Office documents** ▶

2. Creating the relations between the documents.

Document 1

Document 2

A → A → A

Copying through the clipboard

A → A

Pulling

A → A

Inserting (importing) from the file

A → A

Link with file

Document 1

Documents 2 – 4

Documents 5 - 7

A

B

G

C

J

K

Z

D

D
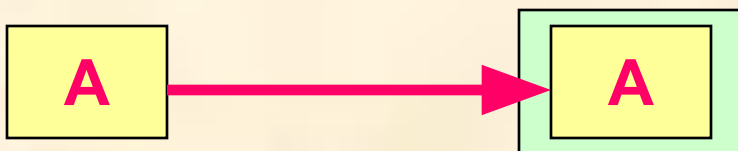
E
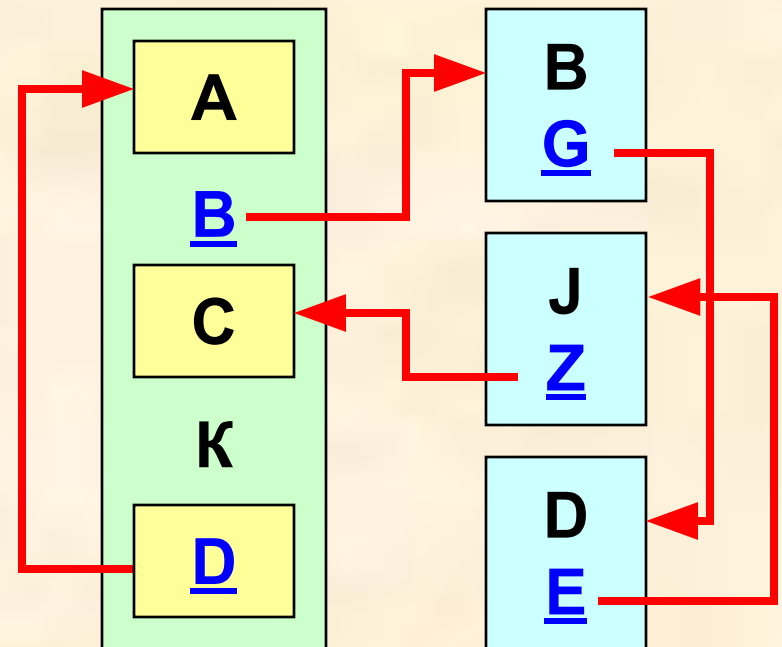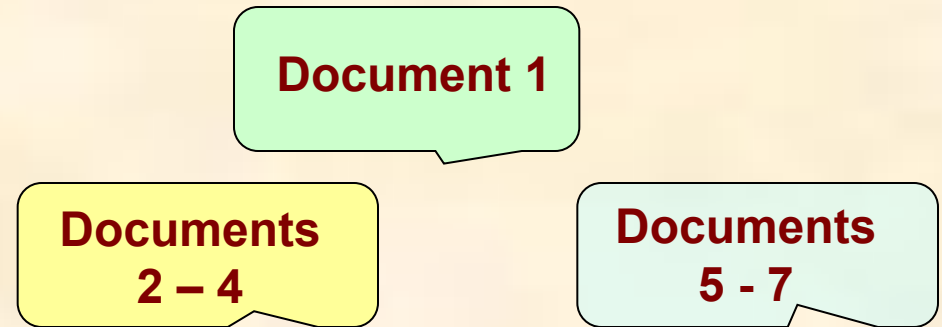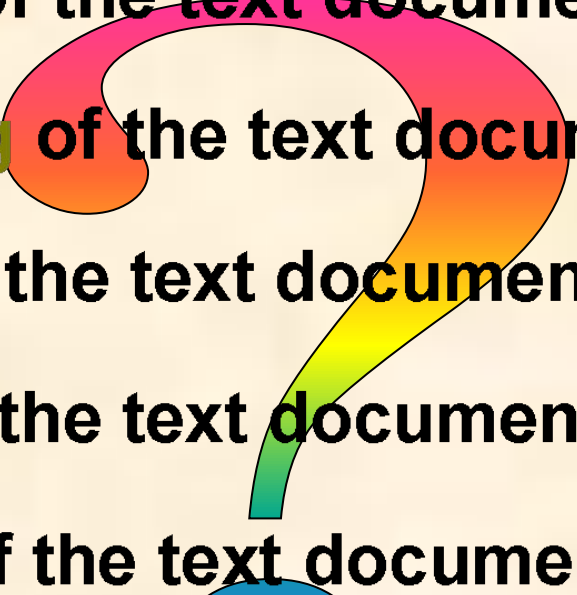
Hyperlinks

Hyperlink examples

For the getting of definition of the [hyperlink](#) click mouse button on the word which is dedicated by color, or click on the picture which is located on the right on this slide.
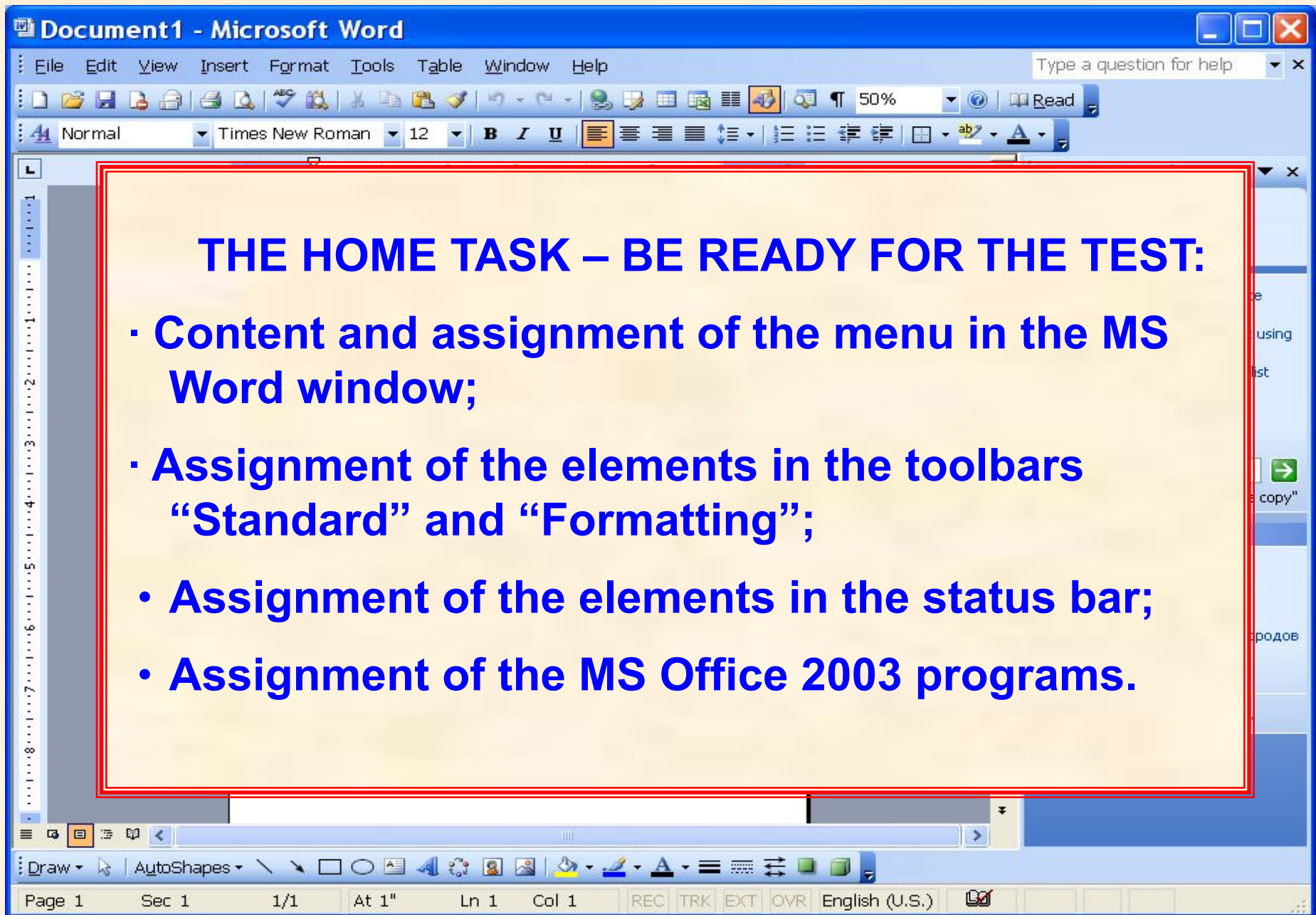
3. Assignment of the text editors

1. **Creating** of the text documents.

2. **Displaying** of the text documents.

3. **Editing** of the text documents.

4. **Saving** of the text documents.

5. **Printing** of the text documents.

4. The text editor MS WORD

Additional features:

- **Design (formatting)** of the text documents;

- **Creating of the nontextual objects** (tables, pictures, notations, diagrams, equations, fields, bookmarks, hyperlinks, control elements, …);

- **Importing (inserting)** the information from the other documents files;

- **Conversion** the documents formats;

- Spelling and grammar **check**;

- **Automation** the execution of the user's operations and their sequences.

Document1 - Microsoft Word

File   Edit   View   Insert   Format   Tools   Table   Window   Help

Type a question for help

Normal   Times New Roman   12   **B** *I* U

THE HOME TASK – BE READY FOR THE TEST:

· **Content and assignment of the menu in the MS Word window;**

· **Assignment of the elements in the toolbars "Standard" and "Formatting";**

• **Assignment of the elements in the status bar;**

• **Assignment of the MS Office 2003 programs.**

Draw ▾   AutoShapes ▾

Page 1   Sec 1   1/1   At 1"   Ln 1   Col 1   REC TRK EXT OVR   English (U.S.)

6. MS WORD help system

Left panel:

Search Results ▼ ✕

For additional and updated content, search Microsoft Office Online.

❓ Learn more

20 results

- ❓ Show or hide the Type a question for help box
- ❓ Print a Help topic
- ❓ Use voting buttons
- ❓ Change the text formatting of a form
- ❓ Things you can do and say with speech recognition
- ❓ Troubleshoot spelling, grammar, and other proofing tools
- ❓ Troubleshoot Help
- ❓ Troubleshoot multilingual text
- ❓ About tips and messages from the Office Assistant
- ❓ About Office Communities

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Clip Art and Media
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Search

Offline Help ▼

questions →

❓ Can't find it?