

# Computer 1

## Lecture 6

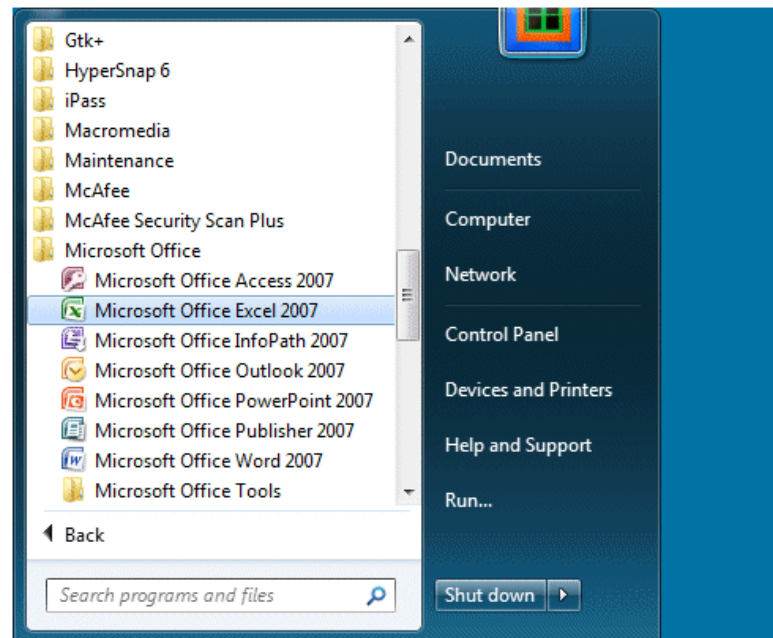
جامعة بابل - كلية العلوم - قسم علوم الحياة

الدكتور المهندس

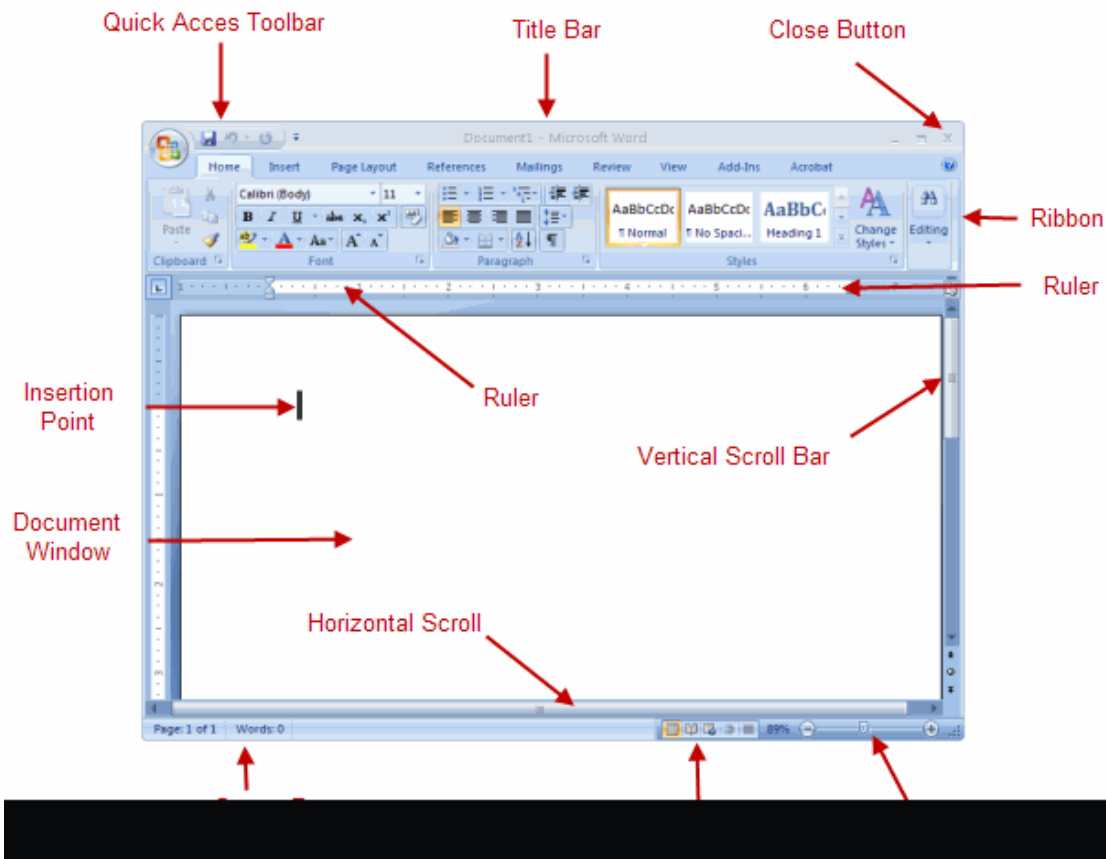
الحارث عبدالكريم عبدالله

# Working With Documents

- Start and Stop the Word Processing Program.

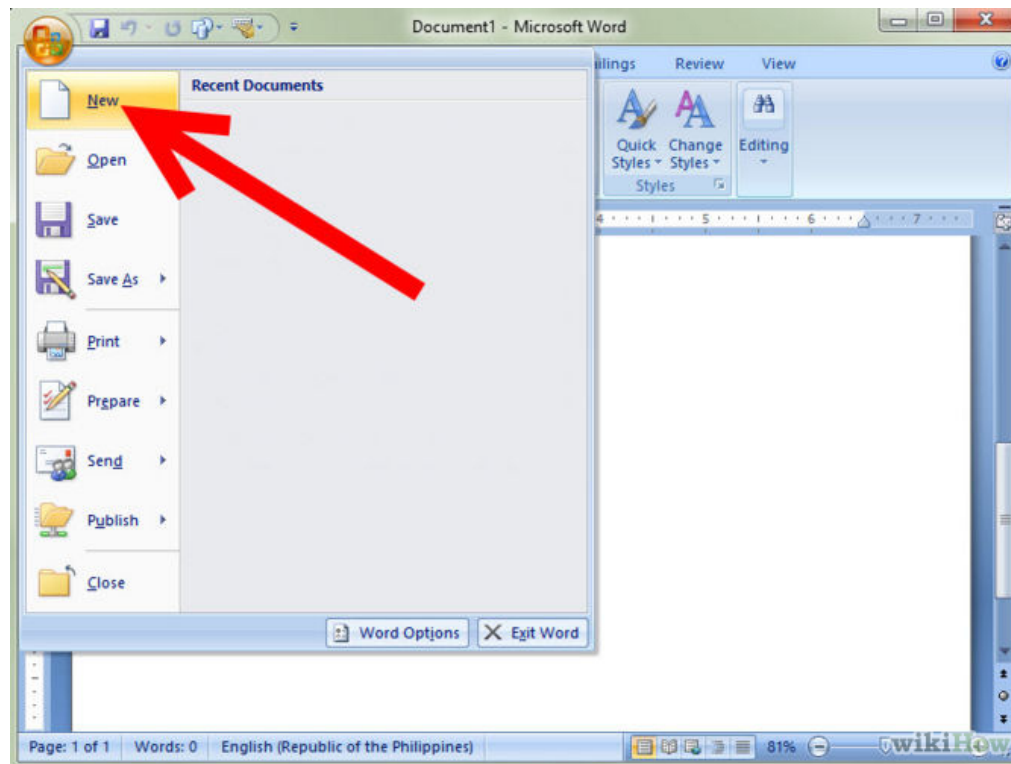


# Working With Documents

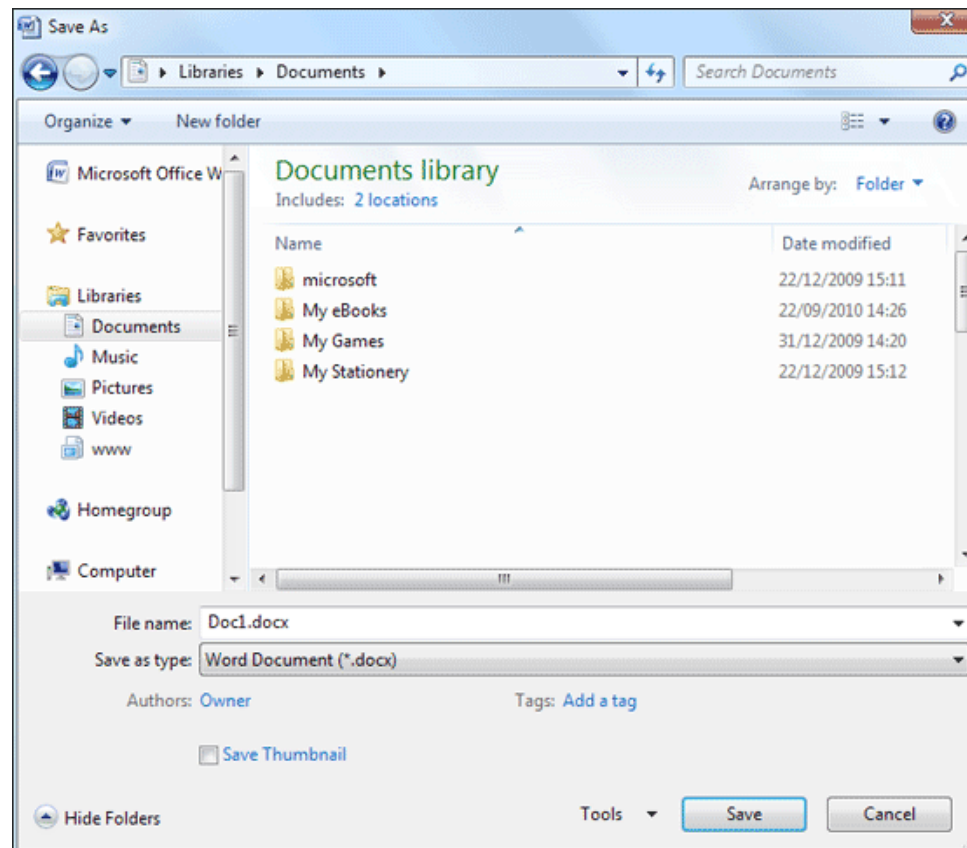


# Working With Documents

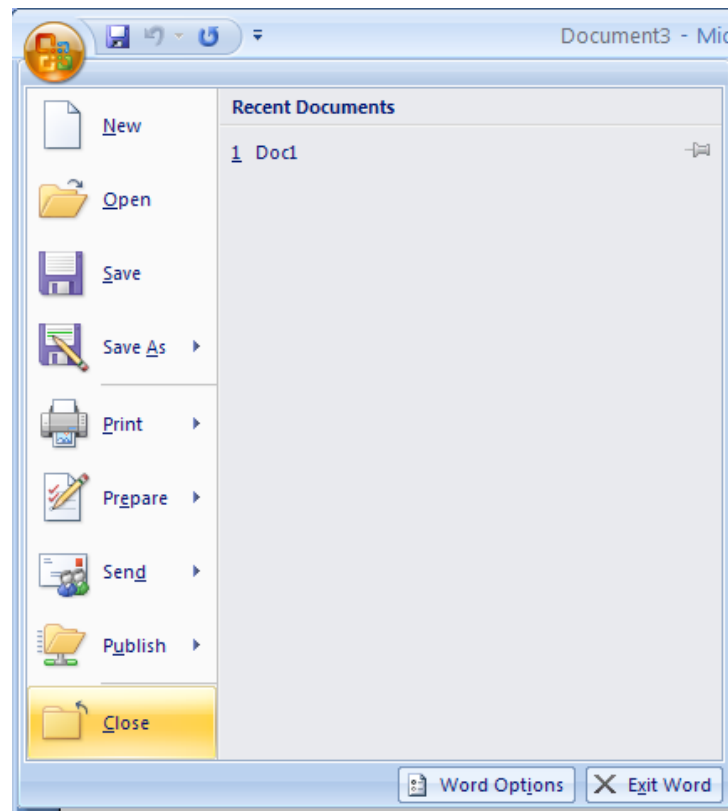
- Create, Save, and Close the document.



# Working With Documents

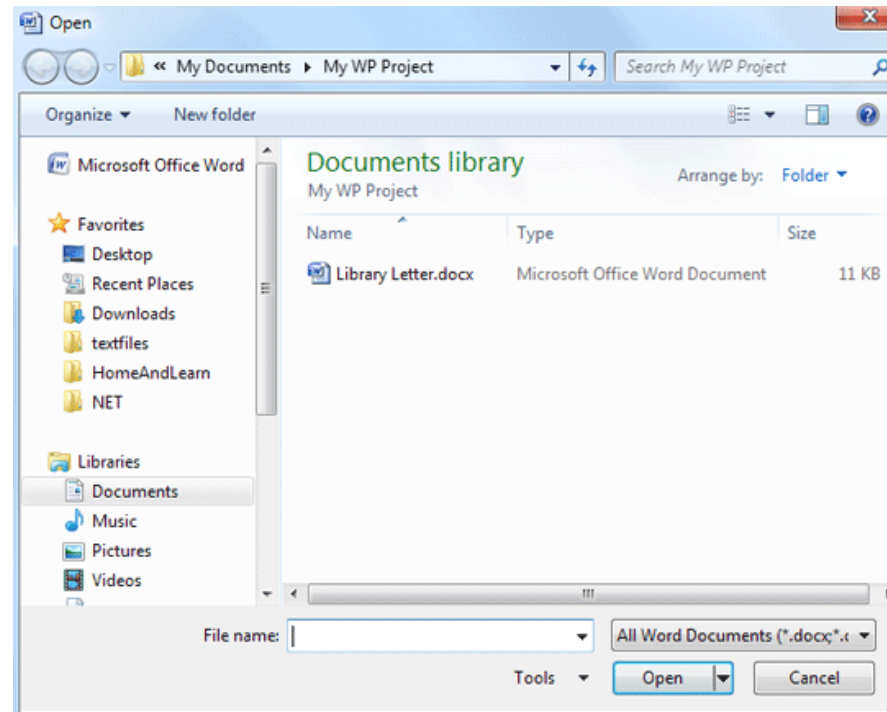


# Working With Documents

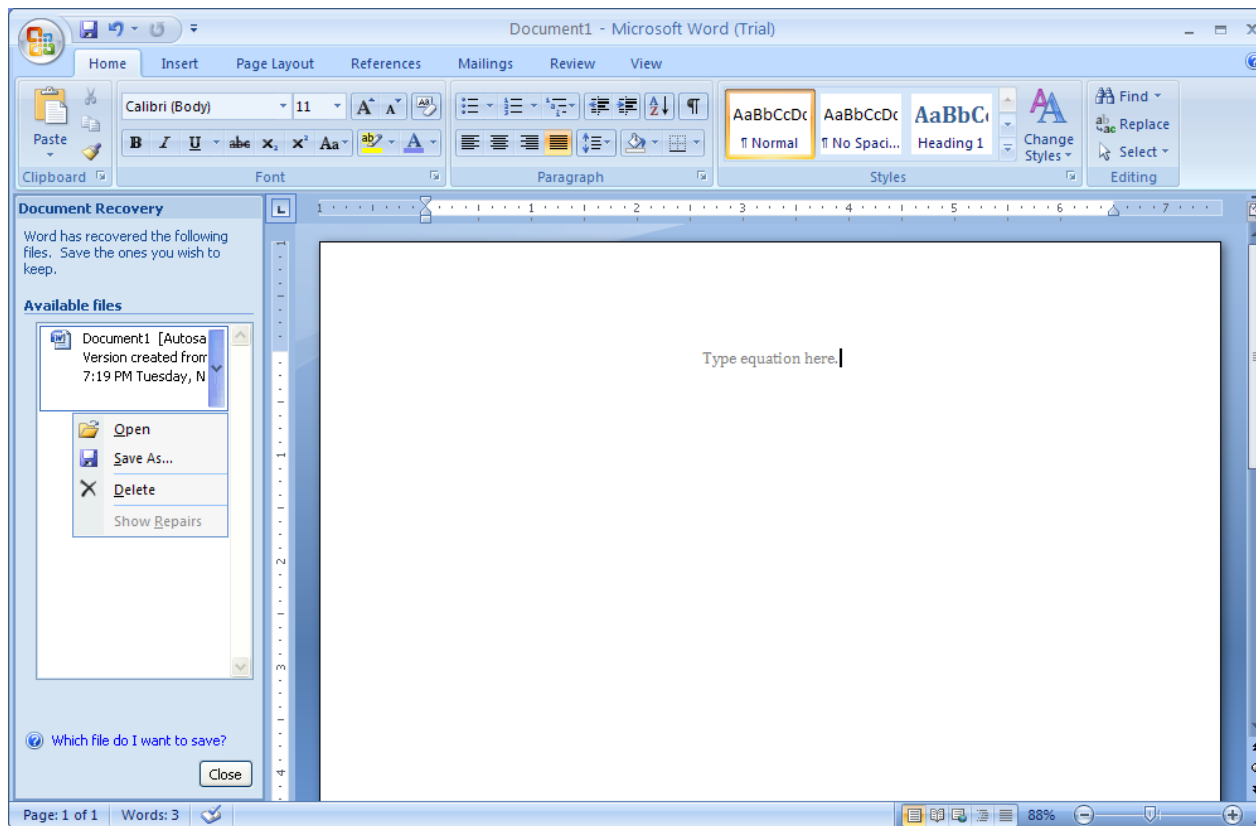


# Working With Documents

- Open, Modify, Save Document As A New Type.

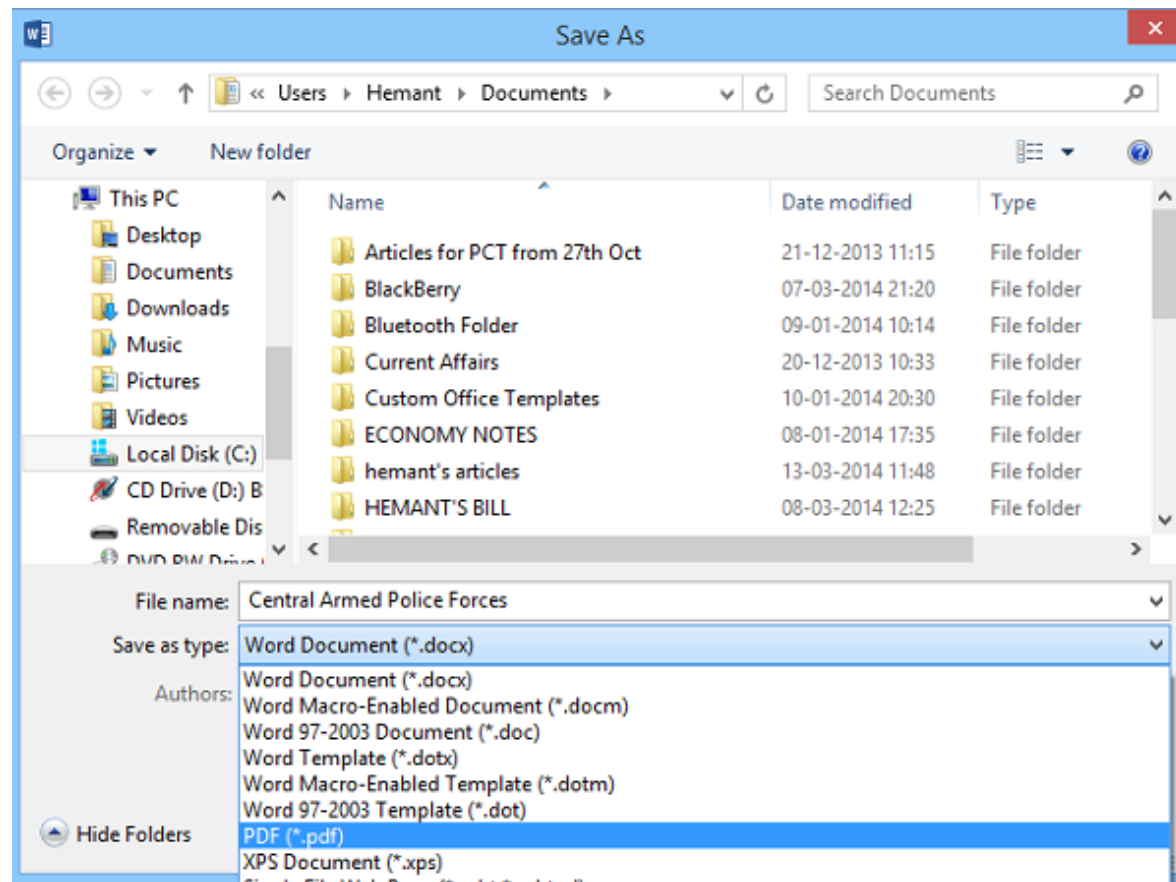


# Working With Documents

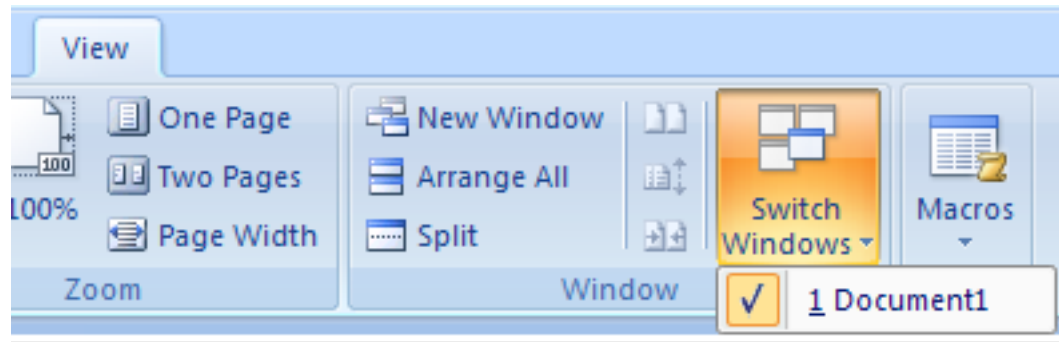




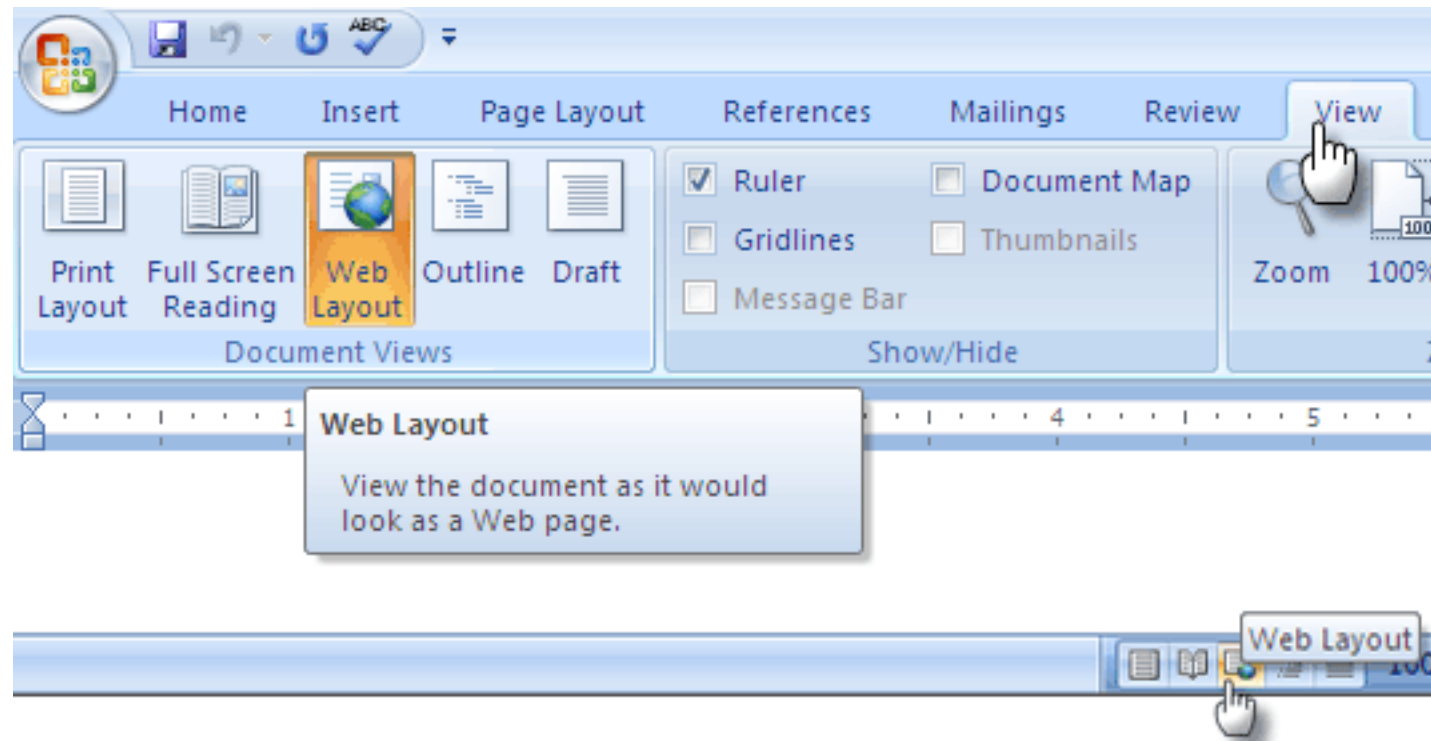
# Working With Documents



# Working With Documents

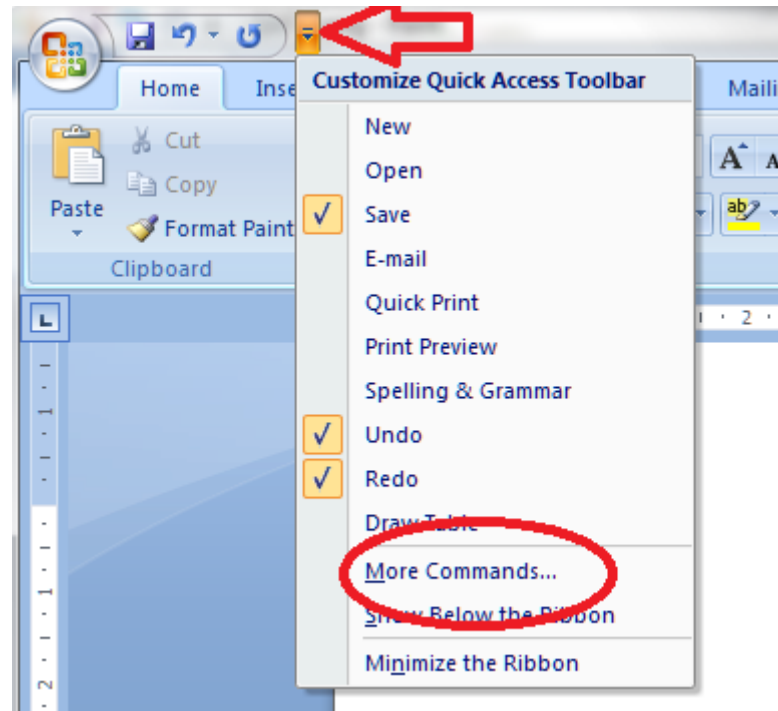


# Change between Screen Layout



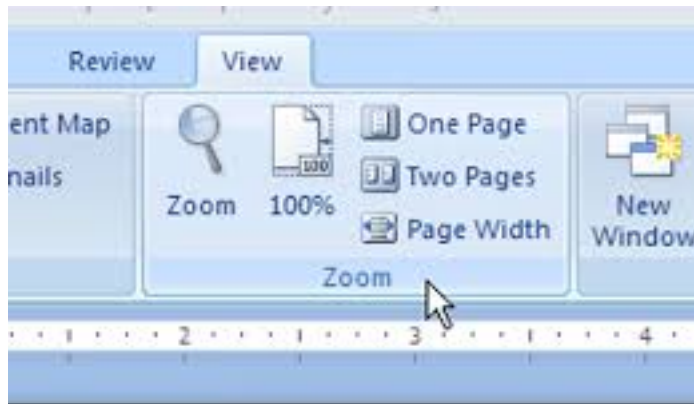
# Enhance Productivity

- Customize the shortcuts Bar.



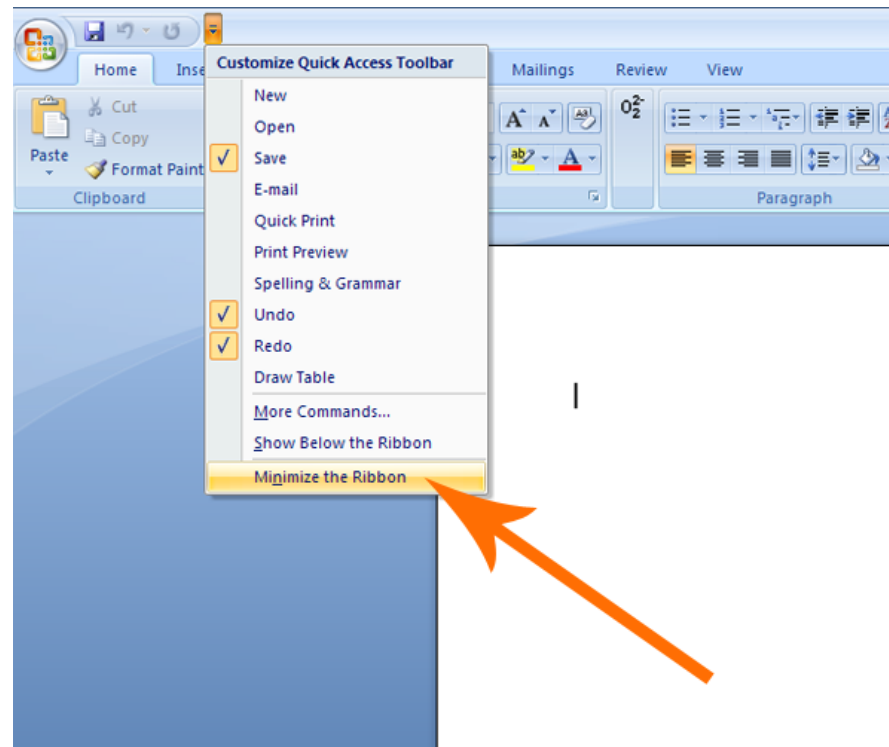
# Enhance Productivity

- Using the Zooming Tool.



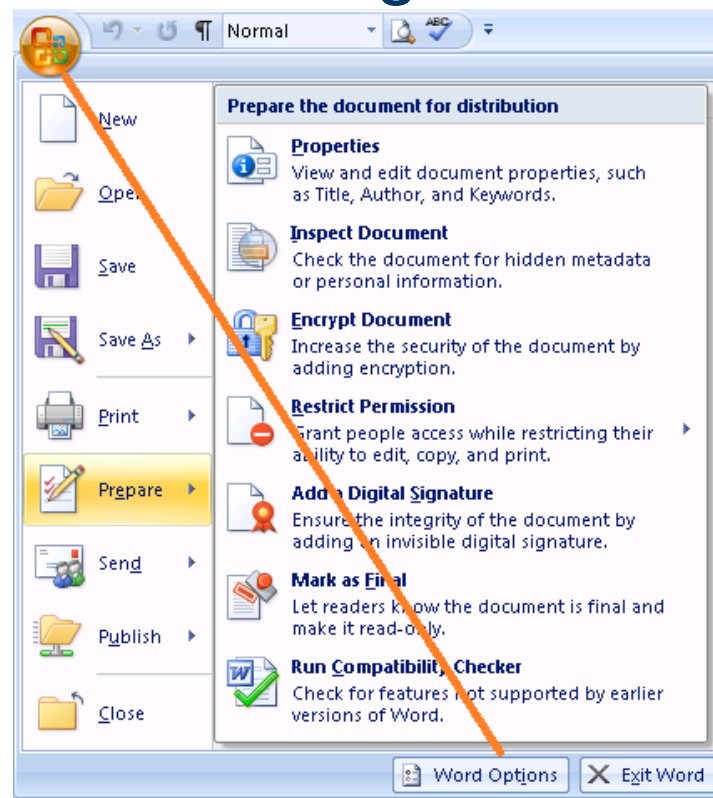
# Enhance Productivity

- Hiding and show the tools Ribbon.



# Enhance Productivity

- Modify the basic settings



# Enhance Productivity

