

## Topic 7 حل واجب الحاسب الفصل السابع

**Topic 07: MS Word** Teach Me Show Me Let Me Try

**1- الضغط على زر الحفظ**

Save the document in .docx format.

**2- كتابة اسم المجلد الجديد والضغط على زر**

Create a new folder named **Newsletters**.

**1- الضغط على زر إنشاء مجلد جديد**

**2- كتابة اسم المجلد الجديد والضغط على زر**

File name:  Save as type: Word Document

Tools Save Cancel

Microsoft Word Document1.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Clipboard Font Paragraph Styles

Normal No Spac... Heading 1

Change Styles

Editing

Head Over Heels Spa, 2424 Tranquility Drive, Sedona, AZ 86335  
http://www.hhsa.com info@hhsa.com (555)555-2200

INSIDE THIS ISSUE

1 What's New

4 FOUR NEW

What's New  
By Ken Dishner

Well, it's been a busy year for us here at Head Over Heels Day Spa. As many of you know we recently held our grand re-opening and it was a great success! I thanks to everyone who came out to partake in the manicures and free smoothies. The staff has been hard at work

Page: 1 of 1 Words: 59 100%

Close Help

Topic 07: MS Word Teach Me Show Me Let Me Try

Save As

Libraries Documents

Organize New folder

Microsoft Word Templates

Favorites

Libraries

Computer

Network

hhspa\_businessplan 4/20/2010 4:16 PM Microsoft Word D... 110 KB

hhspa\_businessplan 10/20/2009 12:30 PM Rich Text Format 554 KB

hhspa\_businessplan2 10/26/2009 5:10 PM Microsoft Word D... 93 KB

Newsletters 10/17/2010 2:39 PM Folder

File name:  Save as type: Word Document

Authors:

Save Thumbnail

Hide Folders Tools Save Cancel

Close Help

## Topic 7 حل واجب الحاسب الفصل السابع

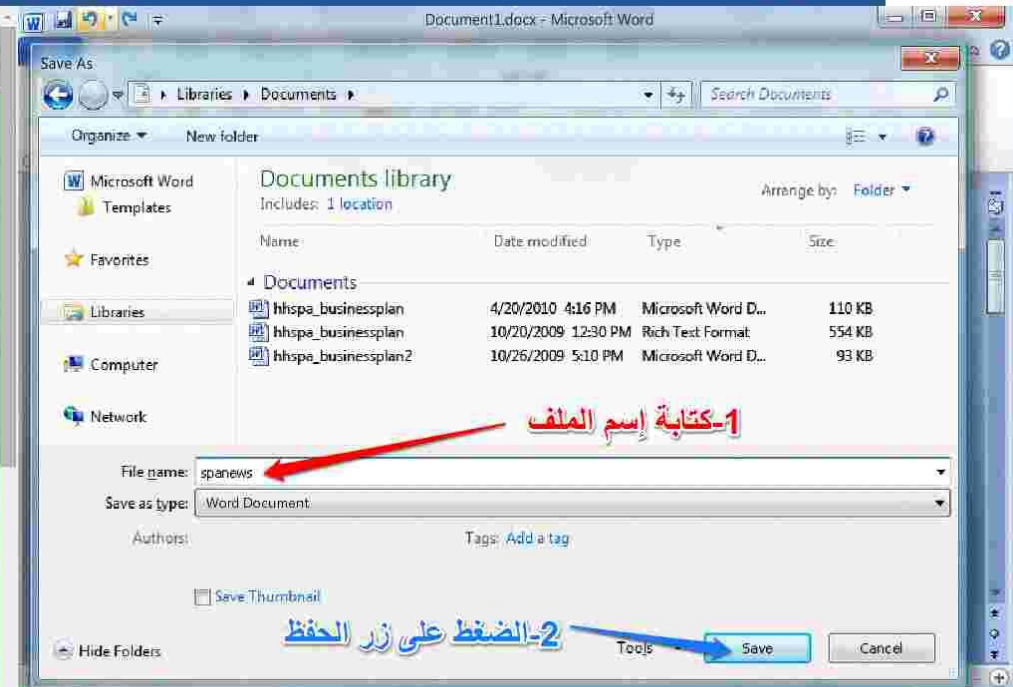
### Topic 07: MS Word

Saving a Document

Steps: 1 2 3

- ☐ Using Views
- ☐ Creating a New Document Using a Template
- ☐ Zooming a Document
- ☐ Creating a New Blank Document
- ☐ Using Help with Word
- ☐ Entering, Selecting, and Deleting Text
- ☐ Revealing Formatting Marks
- ☐ Checking Spelling and Grammar as You Type
- ☐ Checking Spelling
- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help



Save the document with the name spanews.docx

SHOW HINT

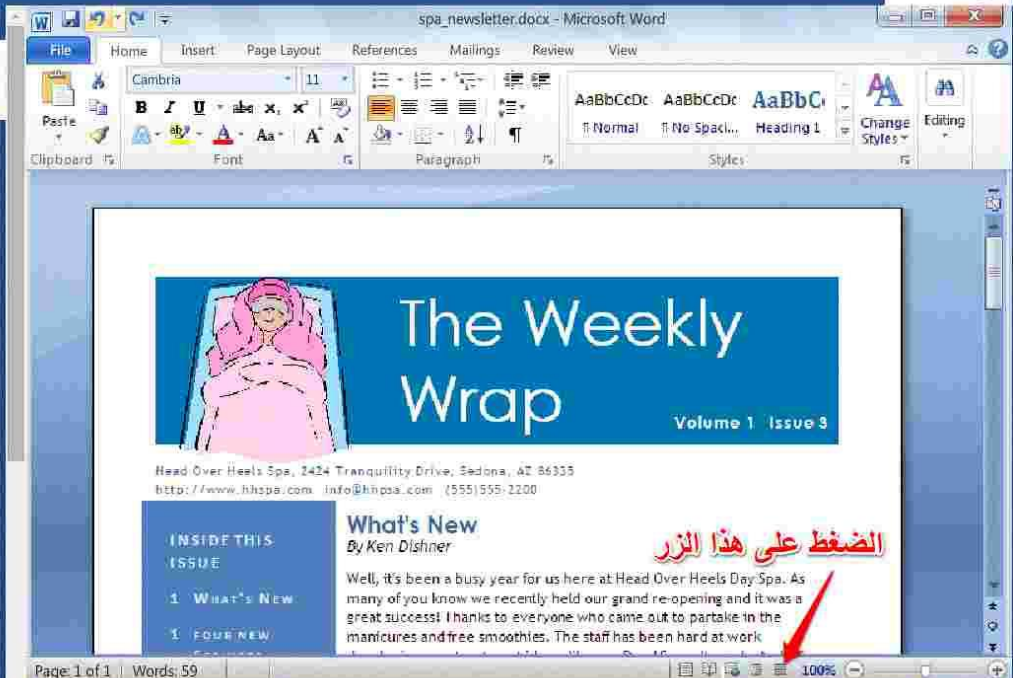
### Topic 07: MS Word

Saving a Document

Steps: 1

- ☐ Using Views
- ☐ Creating a New Document Using a Template
- ☐ Zooming a Document
- ☐ Creating a New Blank Document
- ☐ Using Help with Word
- ☐ Entering, Selecting, and Deleting Text
- ☐ Revealing Formatting Marks
- ☐ Checking Spelling and Grammar as You Type
- ☐ Checking Spelling
- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help



Page: 1 of 1 | Words: 59

Switch to Draft View.

SHOW HINT



## Topic 7 حل واجب الحاسب الفصل السابع

**Topic 07: MS Word**

Teach Me Show Me Let Me Try

☒ Saving a Document

☐ Using Views

Steps: 1 2

☐ Creating a New Document

☐ Using a Template

☐ Zooming a Document

☐ Creating a New Blank Document

☐ Using Help with Word

☐ Entering, Selecting, and Deleting Text

☐ Revealing Formatting Marks

☐ Checking Spelling and Grammar as You Type

☐ Checking Spelling

☐ Using AutoCorrect

☐ Closing a Document

☐ Opening a Document

☐ Using Undo and Redo

☐ Clearing Formatting

☐ Changing Fonts

X Close ? Help

spa\_newsletter.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Cambria 11

What's New  
By Ken Dishner

Well, it's been a busy year for us here at Head Over Heels Day Spa. As many of you know we recently held our grand re-opening and it was a great success! Thanks to everyone who came out to partake in the manicures and free smoothies. The staff has been hard at work developing new treatment ideas, like our Dead Sea salt scrub. And have you seen our new treatment rooms? We added another four rooms for wraps and scrubs. These rooms have the most modern equipment and have been designed to take you away from your everyday lives and melt away your stress and worries.

We've also come up with some new ways to keep you updated on what's happening at the spa. We've updated our Website (www.hhsa.com) and a new online appointment booking system to make that seaweed wrap appointment at any time of the day. We also have a customer survey and form for you to tell us what you like (and don't like) about the changes we've made. We are always looking for ways to make your experience at Head Over Heels Day Spa the best.

Page: 1 of 1 Words: 59 100%

Switch to Print Layout View.

SHOW HINT

الضغط على هذا الزر

**Topic 07: MS Word**

Teach Me Show Me Let Me Try

☒ Saving a Document

☒ Using Views

☐ Creating a New Document

☐ Using a Template

Steps: 1

☐ Zooming a Document

☐ Creating a New Blank Document

☐ Using Help with Word

☐ Entering, Selecting, and Deleting Text

☐ Revealing Formatting Marks

☐ Checking Spelling and Grammar as You Type

☐ Checking Spelling

☐ Using AutoCorrect

☐ Closing a Document

☐ Opening a Document

☐ Using Undo and Redo

☐ Clearing Formatting

☐ Changing Fonts

X Close ? Help

blank - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Information about Document1

File-1 الضغط على زر

Permissions  
Anyone can open, copy, and change any part of this document.

Protect Document

Recent

New

Print

Save & Send

Help

Options

Exit

Prepare for Sharing  
Before sharing this file, be aware that it contains:

- Document properties and author's name
- Custom XML data
- Content that people with disabilities are unable to read

Check for Issues

Versions  
You can open or delete a version file. Most autosaved versions are deleted when you close this file.

Manage Versions

There are no previous versions of this file.

Properties

Size	Not saved yet
Pages	1
Words	0
Total Editing Time	530 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comment

Related Dates

Last Modified	Never
Created	Today, 10:28 ...
Last Printed	Never

Related People

Author	Windows User
Add an author	
Last Modified By	Not saved yet

CORRECT!

Click to advance to the next step.

2-الضغط على زر New

## Topic 7 حل واجب الحاسب الفصل السابع

### Topic 07: MS Word

- ☒ Saving a Document
- ☒ Using Views
- ☐ Creating a New Document Using a Template
 

Steps: 1 2
- ☐ Zooming a Document
- ☐ Creating a New Blank Document
- ☐ Using Help with Word
- ☐ Entering, Selecting, and Deleting Text
- ☐ Revealing Formatting Marks
- ☐ Checking Spelling and Grammar as You Type
- ☐ Checking Spelling
- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close
Help

File

Home

Insert

Page Layout

References

Mailings

Review

View

Save

Save As

Open

Close

Info

Recent

New

Print

Save & Send

Help

Options

Exit

Available Templates

Home

Blank document

Blog post

Recent templates

Sample templates

My templates

New from existing

Office.com Templates

Search Office.com for

Brochures

Budgets

Faxes

Forms

Gift certificates

Blank document

Create

Display the list of fax templates.
SHOW HINT

File

Home

Insert

Page Layout

References

Mailings

Review

View

Save

Save As

Open

Close

Info

Recent

New

Print

Save & Send

Help

Options

Exit

Available Templates

Home

Faxes

Office.com Templates

Search Office.com for

Fax Cover Sheet (Clipboard design)

Fourth of July themed fax page

Fax cover (Green design)

Fax (Equity theme)

Fax cover sheet (Blue design)

Fax cover sheet (Professional design)

Fax cover sheet (Blue design)

Provided by: Microsoft Corporation

Download size: 12KB

Rating: ★★★★★ (17621 Votes)

Download

Download the Fax cover sheet (Blue design) template.
SHOW HINT



## Topic 7 حل واجب الحاسب الفصل السابع

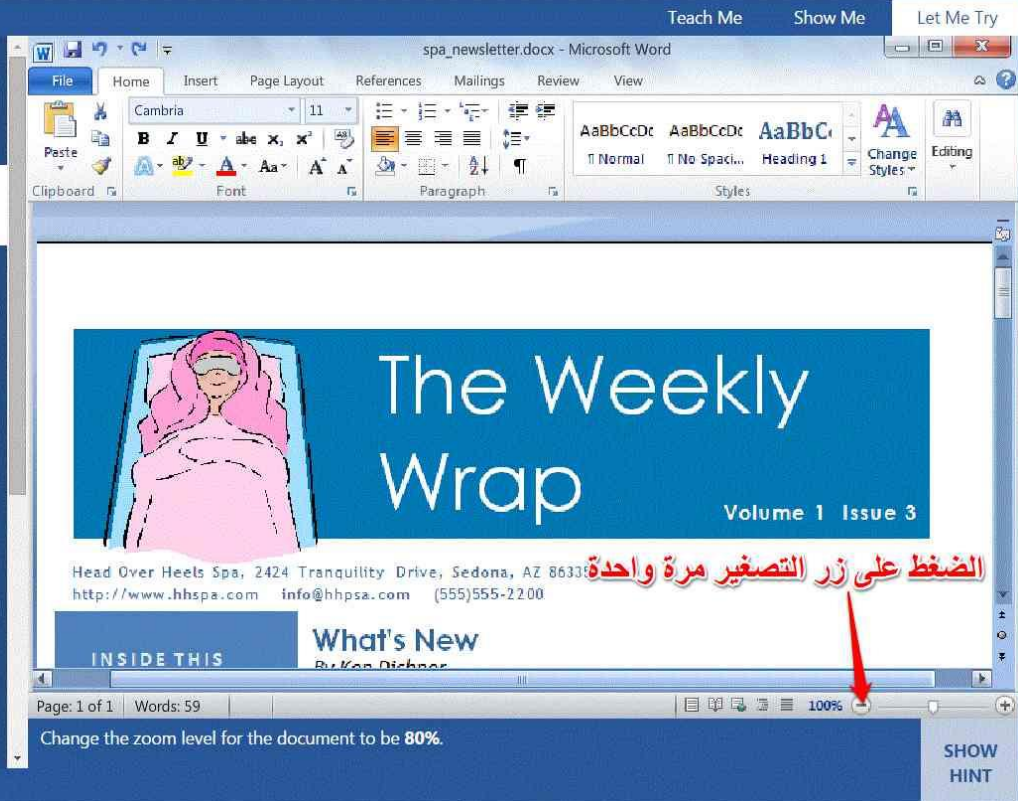
### Topic 07: MS Word

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document Using a Template
- ☐ Zooming a Document

Steps: 1

- ☐ Creating a New Blank Document
- ☐ Using Help with Word
- ☐ Entering, Selecting, and Deleting Text
- ☐ Revealing Formatting Marks
- ☐ Checking Spelling and Grammar as You Type
- ☐ Checking Spelling
- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help



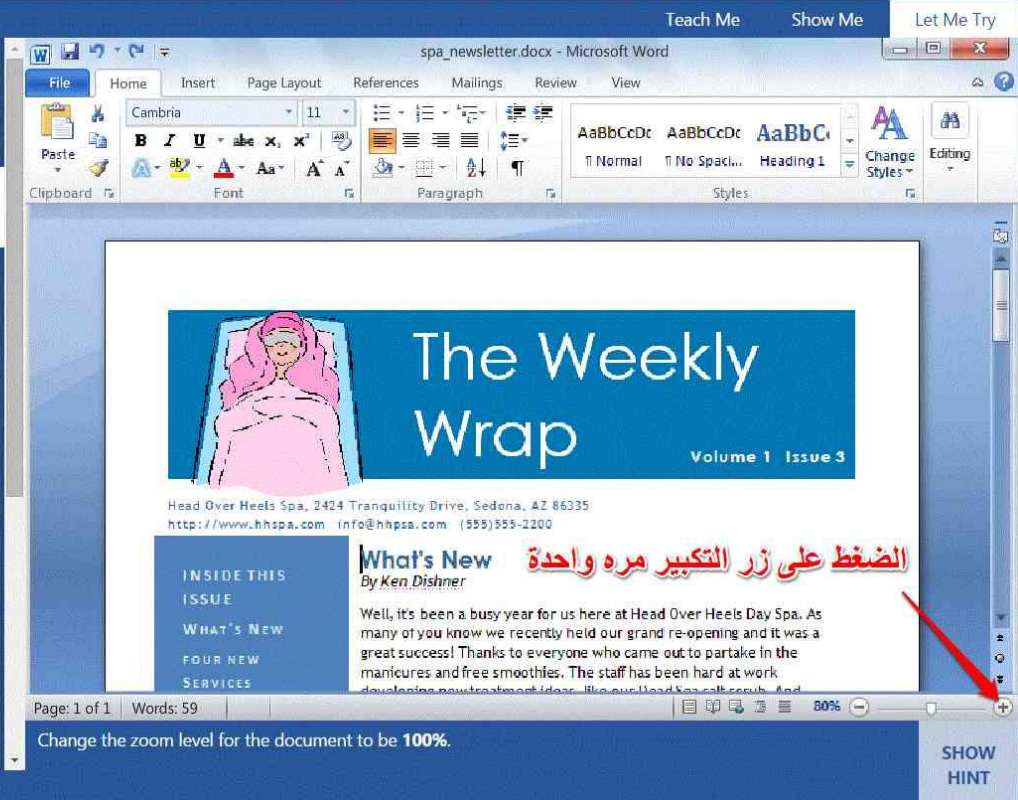
### Topic 07: MS Word

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document Using a Template
- ☐ Zooming a Document

Steps: 1 2

- ☐ Creating a New Blank Document
- ☐ Using Help with Word
- ☐ Entering, Selecting, and Deleting Text
- ☐ Revealing Formatting Marks
- ☐ Checking Spelling and Grammar as You Type
- ☐ Checking Spelling
- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help



## Topic 7 حل واجب الحاسب الفصل السابع

### Topic 07: MS Word

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document Using a Template
- ☒ Zooming a Document
- ☐ Creating a New Blank Document

Steps: 1

- ☐ Using Help with Word
- ☐ Entering, Selecting, and Deleting Text
- ☐ Revealing Formatting Marks
- ☐ Checking Spelling and Grammar as You Type
- ☐ Checking Spelling
- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help

hhspa\_services.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Save Save As Open Close

Info

Recent

New

Print

Save & Send

Help

Options

Exit

Available Templates

Blank document

Blog post

Recent templates

Sample templates

My templates

New from existing

Search Office.com for

Brochures

Budgets

Calendars

Create

Create a new blank document.

SHOW HINT

1- الضغط على زر File

2- الضغط على زر New

3- الضغط مرتين

### Topic 07: MS Word

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document

Steps: 1

- ☐ Using Help with Word
- ☐ Entering, Selecting, and Deleting Text
- ☐ Revealing Formatting Marks
- ☐ Checking Spelling and Grammar as You Type
- ☐ Checking Spelling
- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help

spa\_newsletter.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Cambria 11

Paste

Clipboard

Font

Paragraph

Styles

AaBbCcDc

AaBbCcDc

AaBbCc

Normal

No Spaci...

Heading 1

Change Styles

Help

The Weekly Wrap

Volume 1 Issue 3

Head Over Heels Spa, 2424 Tranquility Drive, Sedona, AZ 86335

http://www.hhspa.com info@hhspa.com (555)555-2200

INSIDE THIS ISSUE

What's New

By Ken Dishner

Well, it's been a busy year for us here at Head Over Heels Day Spa. As many of you know we recently held our grand re-opening and it was a great success! I thanks to everyone who came out to partake in the manicures and free smoothies. The staff has been hard at work

Page: 1 of 1 Words: 59

Open the Microsoft Word Help window.

SHOW HINT

الضغط على زر؟



## Topic 7 حل واجب الحاسب الفصل السابع

Topic 07: MS Word

Teach Me Show Me Let Me Try

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document
- ☒ Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☐ Using Help with Word

Steps: 1 2

- ☐ Entering, Selecting, and Deleting Text
- ☐ Revealing Formatting Marks
- ☐ Checking Spelling and Grammar as You Type
- ☐ Checking Spelling
- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help

spa\_newsletter.docx - Microsoft Word

Word Help

Search

1-كتابة كلمة tables

2-الضغط على كلمة Search

Getting started with Word 2010

- Getting started with Word 2010
- Introducing the Backstage view
- Create a document
- Create a document to be used by previous versions of Word

Browse Word 2010 support

- Collaboration
- Creating documents
- File migration
- Formatting
- Getting started with Word

Page: 1 of 1 Words: 59

Search for topics on tables.

SHOW HINT

Topic 07: MS Word

Teach Me Show Me Let Me Try

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document
- ☒ Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☐ Using Help with Word

Steps: 1 2 3

- ☐ Entering, Selecting, and Deleting Text
- ☐ Revealing Formatting Marks
- ☐ Checking Spelling and Grammar as You Type
- ☐ Checking Spelling
- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help

spa\_newsletter.docx - Microsoft Word

Word Help

Search

Word 2010 Home

Office tables

More on Office.com: downloads | images | templates

Search results for: tables

Back Next

- Word 2010 QuickSteps: Chapter 6 Using Tables
- Article | Chapter 6 from the Office 2010 book: Microsoft...
- Word 2010 Step by Step Chapters
- Article | Sample chapters from the best-selling Word 201...
- Accessibility Checker Rules
- Article | Show All Hide All Any author (with or without a...
- Add or delete a table
- Article | What do you want to do? Insert a table Draw a...
- Creating accessible Word documents
- Article | This article offers guidance on ways to create Mi...

Page: 1 of 1 Words: 59

Display the topic for adding or deleting a table.

SHOW HINT

## Topic 7 حل واجب الحاسب الفصل السابع

### Topic 07: MS Word

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document
- ☒ Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☒ Using Help with Word

- ☐ Entering, Selecting, and Deleting Text

Steps: 1

- ☐ Revealing Formatting Marks
- ☐ Checking Spelling and Grammar as You Type
- ☐ Checking Spelling
- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help

hhspa\_services.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Cambria 11

Font Paragraph Styles

Normal No Spaci... Heading 1

Head Over Heels Spa  
2424 Tranquility  
Drive Sedona, AZ  
April 1, 2010  
Ms. Terry Collier  
35 Potomac Way  
Berkely, VA

Dear Terry:

Head Over Heels is excited to announce our Grand Re-Opening!

We cannot wait for you to see what we have done. We have not only updated our facility but have also expanded our services. In addition to our outstanding traditional spa services, we have added four new services unique to Head Over Heels Day Spa. These

Page: 1 of 1 Words: 59 100%

**CORRECT!**

Click to advance to the next step.

إضافة هذه الجملة بدائية السطر  
ثم الضغط على زر Enter

### Topic 07: MS Word

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document
- ☒ Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☒ Using Help with Word

- ☐ Entering, Selecting, and Deleting Text

Steps: 1 2

- ☐ Revealing Formatting Marks
- ☐ Checking Spelling and Grammar as You Type
- ☐ Checking Spelling
- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help

hhspa\_services.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Cambria 11

Font Paragraph Styles

Normal No Spaci... Heading 1

Head Over Heels Spa  
2424 Tranquility  
Drive Sedona, AZ  
April 1, 2010  
Ms. Terry Collier  
35 Potomac Way  
Berkely, VA

Dear Terry:

Head Over Heels is excited to announce our Grand Re-Opening! We cannot wait for you to see what we have done. **We have not only updated our facility but have also expanded our services.** In addition to our outstanding traditional spa services, we have added four new services unique to Head Over Heels Day Spa. These services include:

Page: 1 of 1 Words: 59 100%

Now, delete the sentence **We have not only updated our facility but have also expanded our services.** When you are done, press Enter to begin a new paragraph.

**SHOW HINT**

تحديد الجملة وحذفها  
ثم الضغط على زر Enter



## Topic 7 حل واجب الحاسب الفصل السابع

**Topic 07: MS Word**

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document
- ☒ Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☒ Using Help with Word
- ☒ Entering, Selecting, and Deleting Text
- ☐ Revealing Formatting Marks

Steps: 1

- ☐ Checking Spelling and Grammar as You Type
- ☐ Checking Spelling
- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help

hhspa\_businessplan.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Cambria 11

Clipboard Font Paragraph Styles

Company Taxes

Head Over Heels Spa will have to pay a 45 percent tax on all profits. Annual tax liability is to be estimated and will be paid in quarterly installments. An income tax return for the federal and state governments will be filed at the end of each year, to be filed no later than April 15 of each year.

الضغط على هذا الزر

Financial Documentation

The corporation's key financial document is the profit-and-loss projection for the initial five year. This document is a financial summary of projected income and expenses. It shows the profit and loss at the end of each period, as well as the amount of money on hand for day-to-day operations. See Appendix B for a copy of the Head Over Heels Spa Profit-and-Loss Projection for the 1<sup>st</sup> Five Years.

Expansion Plans

If all goes as planned the first year of operation, there are plans to expand the spa with an additional wing for sessions in yoga, Tai Chi, meditation, and Native American prayer dancing. While there are limited classes in meditation and Tai Chi currently offered, at that time we would add full time instructors with a regular schedule of sessions.

Page: 1 of 1 Words: 59

Display the formatting marks in the document.

SHOW HINT

**Topic 07: MS Word**

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document
- ☒ Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☒ Using Help with Word
- ☒ Entering, Selecting, and Deleting Text
- ☒ Revealing Formatting Marks
- ☐ Checking Spelling and Grammar as You Type

Steps: 1

- ☐ Checking Spelling
- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help

spa\_newsletter9.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Cambria 11

Clipboard Font Paragraph Styles

What's New

BY KEN DISHNER

Well, it's been a buzy year for us here at Head Over Heels Day Spa. As many of you know we recently hed our grand re-opening and it was a grat success! Thanks; to everyone who came out to partake in the manicures and free smoothies. The staff has been hard at work developing new treatment ideas, like our Dead Sea salt scrub. And have you seen our new treatment rooms? We added another four rooms for wraps and scrubs. These rooms have the most modern equipment and have been designed to take you away from your everyday lives and melt away your stress and worries.

الضغط بالزر الايمن على هذه الكلمة

We've also come up with some new ways to keep you, our customers, stay up to date on what's happening at the spa. We've updated our Web site with a new look ([www.hhspa.com](http://www.hhspa.com)) and a new online appointment booking system, making it easy for you to make that seaweed wrap appointment at any time of the day. We also have a customer survey and form for you to tell us what you like (and don't like) about the changes we've made. We are always looking for ways to make your experience at Head Over Heels the most relaxing and enjoyable it can be.

Page: 1 of 1 Words: 59

Replace the misspelled word **buzy** with the correction **busy**. Do not open the Spelling and Grammar dialog box.

SHOW HINT



## Topic 7 حل واجب الحاسب الفصل السابع

**Topic 07: MS Word**

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☒ Using Help with Word
- ☒ Entering, Selecting, and Deleting Text
- ☒ Revealing Formatting Marks
- ☐ Checking Spelling and Grammar as You Type

Steps: 1

- ☐ Checking Spelling
- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help

The screenshot shows the Microsoft Word interface with the document 'spa\_newsletter9.docx'. The 'Home' tab is active. A spelling correction box is open over the word 'busy' in the text. The box lists suggestions: 'busy', 'buy', 'buzz', 'Ignore', 'Ignore All', 'Add to Dictionary', 'AutoCorrect', 'Language', 'Spelling...', 'Look Up...', 'Cut', and 'Copy'. A red arrow points to the word 'busy' in the text, and another red arrow points to the word 'busy' in the suggestion list. The status bar at the bottom indicates 'Page: 1 of 1 Words: 59'.

**Topic 07: MS Word**

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☒ Using Help with Word
- ☒ Entering, Selecting, and Deleting Text
- ☒ Revealing Formatting Marks
- ☐ Checking Spelling and Grammar as You Type

Steps: 1 2

- ☐ Checking Spelling
- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help

The screenshot shows the Microsoft Word interface with the document 'spa\_newsletter9.docx'. The 'Home' tab is active. A grammatical error box is open over the word 'busy' in the text. The box lists suggestions: 'busy', 'buy', 'buzz', 'Ignore', 'Ignore All', 'Add to Dictionary', 'AutoCorrect', 'Language', 'Spelling...', 'Look Up...', 'Cut', and 'Copy'. A red arrow points to the word 'busy' in the text, and another red arrow points to the word 'busy' in the suggestion list. The status bar at the bottom indicates 'Page: 1 of 1 Words: 59'.



## Topic 7 حل واجب الحاسب الفصل السابع

### Topic 07: MS Word

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document
- ☒ Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☒ Using Help with Word
- ☒ Entering, Selecting, and Deleting Text
- ☒ Revealing Formatting Marks
- ☐ Checking Spelling and Grammar as You Type

Steps: 1 2

- ☐ Checking Spelling
- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help

spa\_newsletter9.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

What's New

BY KEN DISHNER

We've also come...

Verdana 11

Click on this word

Page: 1 of 1 Words: 59

Fix the grammatical error in the document. Do not open the *Spelling and Grammar* dialog box.

SHOW HINT

### Topic 07: MS Word

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document
- ☒ Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☒ Using Help with Word
- ☒ Entering, Selecting, and Deleting Text
- ☒ Revealing Formatting Marks
- ☒ Checking Spelling and Grammar as You Type
- ☐ Checking Spelling

Steps: 1

- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help

spa\_newsletter1.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Final Showing Markup

Spelling Grammar

2-الضغط هنا

1-الضغط هنا

The Weekly Wrap

Volume 1 Issue 3

Head Over Heels Spa, 2424 Tranquility Drive, Sedona, AZ 86335

http://www.hhpsa.com info@hhpsa.com (555)555-2200

What's New

By Ken Dishner

Well, it's been a busy busy year for us here at Head Over Heels Day Spa. As many of you know we recently held our grand re-opening and it was a great success! Thanks to everyone who came out to partake in the manicures and free smoothies. The staff has been hard at work

Page: 1 of 1 Words: 59

Open the **Spelling and Grammar** dialog box.

SHOW HINT



## Topic 7 حل واجب الحاسب الفصل السابع

### Topic 07: MS Word

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document
- ☒ Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☒ Using Help with Word
- ☒ Entering, Selecting, and Deleting Text
- ☒ Revealing Formatting Marks
- ☒ Checking Spelling and Grammar as You Type

☐ Checking Spelling

Steps: 1 2

- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help

### Topic 07: MS Word

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document
- ☒ Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☒ Using Help with Word
- ☒ Entering, Selecting, and Deleting Text
- ☒ Revealing Formatting Marks
- ☒ Checking Spelling and Grammar as You Type

☐ Checking Spelling

Steps: 1 2 3

- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help

The screenshot shows the Microsoft Word interface with the 'Review' tab selected. A 'Spelling and Grammar: English(U.S.)' dialog box is open, displaying the word 'buzzy' as 'Not in Dictionary'. The suggestions list includes 'busy', 'buzzy', 'boozy', and 'buzy'. A red arrow points to the 'Change' button next to 'busy'. The text in the background reads: 'Well, it's been a buzzy year for us here at Head Over Heels Day Spa. As many of you know we recently held our grand re-opening and it was a great success! Thanks to everyone who came out to partake in the manicures and free smoothies. The staff has been hard at work'.

Change the word **buzzy** to the suggestion **busy**.

The screenshot shows the Microsoft Word interface with the 'Review' tab selected. A 'Spelling and Grammar: English(U.S.)' dialog box is open, displaying the word 'Bamboo mancure' as 'Not in Dictionary'. The suggestions list includes 'manicure', 'mancure', 'man cure', and 'manicured'. A red arrow points to the 'Change' button next to 'manicure'. The text in the background reads: 'Well, it's been a buzzy year for us here at Head Over Heels Day Spa. As many of you know we recently held our grand re-opening and it was a great success! Thanks to everyone who came out to partake in the manicures and free smoothies. The staff has been hard at work'.

Change all instances of the word **mancure** to **manicure** with one command.



## Topic 7 حل واجب الحاسب الفصل السابع

### Topic 07: MS Word

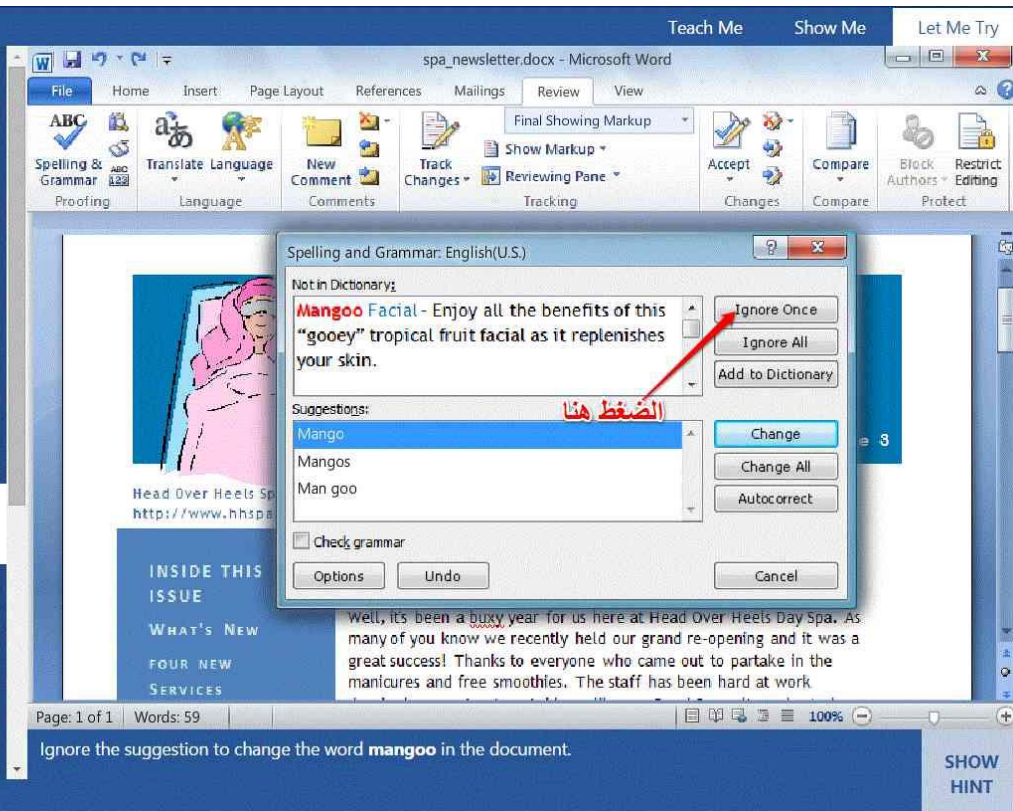
- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☒ Using Help with Word
- ☒ Entering, Selecting, and Deleting Text
- ☒ Revealing Formatting Marks
- ☒ Checking Spelling and Grammar as You Type

☐ Checking Spelling

Steps: 1 2 3 4

- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help



### Topic 07: MS Word

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☒ Using Help with Word
- ☒ Entering, Selecting, and Deleting Text
- ☒ Revealing Formatting Marks
- ☒ Checking Spelling and Grammar as You Type

☐ Checking Spelling

Steps: 1 2 3 4 5

- ☐ Using AutoCorrect
- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help



## Topic 7 حل واجب الحاسب الفصل السابع

### Topic 07: MS Word

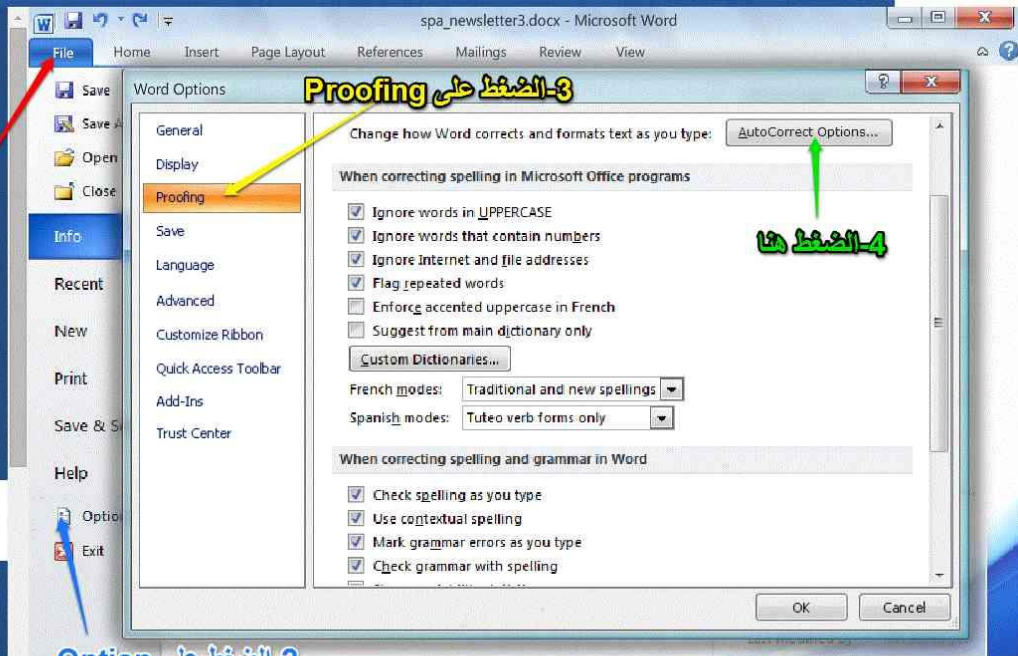
- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document
- ☒ Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☒ Using Help with Word
- ☒ Entering, Selecting, and Deleting Text
- ☒ Revealing Formatting Marks
- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling

☐ Using AutoCorrect

Steps: 1

- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help



Option 2-الضغط على Option

Open the AutoCorrect Options dialog box.

SHOW HINT

### Topic 07: MS Word

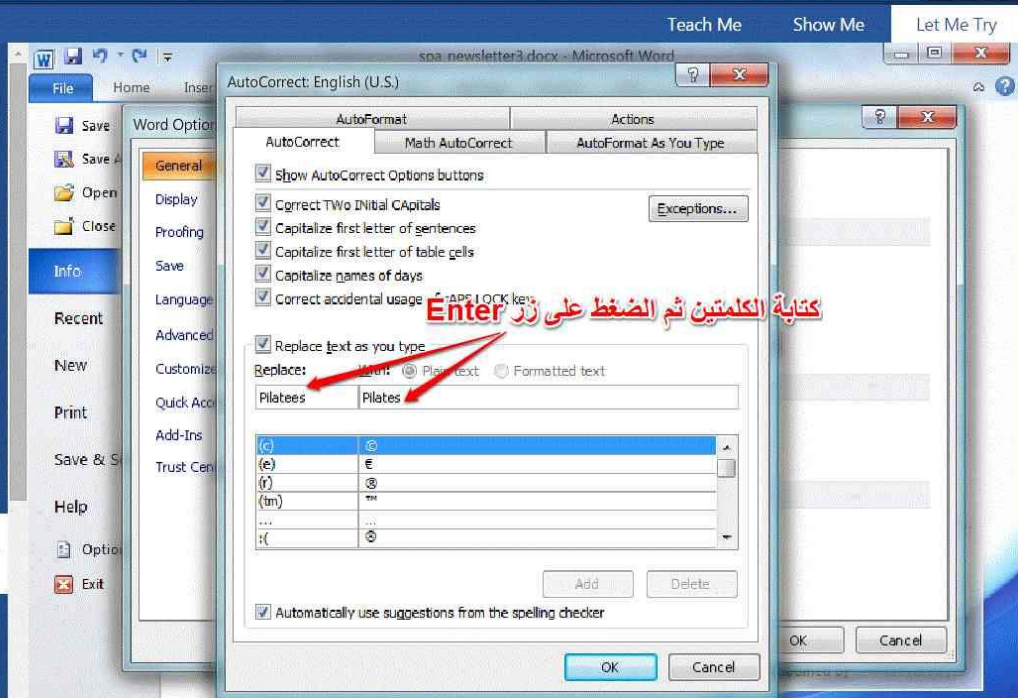
- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document
- ☒ Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☒ Using Help with Word
- ☒ Entering, Selecting, and Deleting Text
- ☒ Revealing Formatting Marks
- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling

☐ Using AutoCorrect

Steps: 1 2

- ☐ Closing a Document
- ☐ Opening a Document
- ☐ Using Undo and Redo
- ☐ Clearing Formatting
- ☐ Changing Fonts

Close Help



Replace the misspelling Pilates with the word Pilates.

SHOW HINT



## Topic 7 حل واجب الحاسب الفصل السابع

**Topic 07: MS Word**

Teach Me Show Me Let Me Try

spa\_newsletter.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Save Save As Open Close

**Information about Document1**  
**File الضغط على 1**

Permissions  
Anyone can open, copy, and change any part of this document.

Protect Document

**Close الضغط على 2**

Prepare for Sharing  
Before sharing this file, be aware that it contains:  
Document properties and author's name  
Custom XML data  
Content that people with disabilities are unable to read

Check for Issues

Versions  
You can open or delete a version file. Most autosaved versions are deleted when you close this file.  
There are no previous versions of this file.

Manage Versions

Properties

Size	Not saved yet
Pages	1
Words	0
Total Editing Time	530 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comment...

Related Dates

Last Modified	Never
Created	Today, 10:28 ...
Last Printed	Never

Related People

Author	Windows User
Last Modified By	Not saved yet

Close the document without exiting Microsoft Word. When prompted, save any changes made to the document.

SHOW HINT

Close Help

**Topic 07: MS Word**

Teach Me Show Me Let Me Try

spa\_newsletter.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Cambria 11

Font Paragraph Styles

Clipboard Font Paragraph Styles

Save الضغط على

Microsoft Word

Do you want to save changes you made to spa\_newsletter?

Save Don't Save Cancel

Head Over Heels Spa, 2424 Tranquility Drive, Sedona, AZ 86335  
http://www.hhsa.com info@hhsa.com (555)555-2200

INSIDE THIS ISSUE

What's New  
By Ken Dishner

Well, it's been a busy year for us here at Head Over Heels Day Spa. As many of you know we recently held our grand re-opening and it was a great success! I thanks to everyone who came out to partake in the manicures and free smoothies. The staff has been hard at work

Page: 1 of 1 Words: 59 100%

Close the document without exiting Microsoft Word. When prompted, save any changes made to the document.

SHOW HINT

Close Help

## Topic 7 حل واجب الحاسب الفصل السابع

**Topic 07: MS Word**

Teach Me Show Me Let Me Try

document.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Save Save As Open Close

**Information about Document1**

**File-الضغط على**

**Open-الضغط على**

Permissions  
Anyone can open, copy, and change any part of this document.

Prepare for Sharing  
Before sharing this file, be aware that it contains:  

- Document properties and author's name
- Custom XML data
- Content that people with disabilities are unable to read

Versions  
You can open or delete a version file. Most autosaved versions are deleted when you close this file.  
 There are no previous versions of this file.

Properties

Size	Not saved yet
Pages	1
Words	0
Total Editing Time	530 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comment

Related Dates

Last Modified	Never
Created	Today, 10:28 ...
Last Printed	Never

Related People

Author	Windows User
Last Modified By	Not saved yet

Open the Open dialog box.

Close Help

SHOW HINT

**Topic 07: MS Word**

Teach Me Show Me Let Me Try

document.docx - Microsoft Word

Open

Libraries Documents

Organize New folder

Microsoft Word Templates

Documents library

Includes: 1 location

Name	Date modified	Type	Size
<b>Documents</b>			
hhspa_businessplan	4/20/2010 4:16 PM	Microsoft Word D...	110 KB
hhspa_businessplan	10/26/2009 5:10 PM	Rich Text Format	554 KB
hhspa_businessplan2	10/26/2009 5:10 PM	Microsoft Word D...	93 KB
hhspa_businessplan3	10/26/2009 5:15 PM	Microsoft Word D...	106 KB
hhspa_businessplan4	10/26/2009 5:45 PM	Microsoft Word D...	108 KB
hhspa_health_form	9/25/2009 12:45 PM	Microsoft Word D...	22 KB
hhspa_newsletter final	10/31/2010 1:27 PM	Microsoft Word D...	45 KB
hhspa_services_mailing	10/24/2009 10:46 AM	Microsoft Word D...	15 KB

File name: hhspa\_newsletter final.docx

All Files

Tools Open Cancel

**Open-الضغط على**

Open the hhspa newsletter final file.

Close Help

SHOW HINT



## Topic 7 حل واجب الحاسب الفصل السابع

### Topic 07: MS Word

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document
- ☒ Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☒ Using Help with Word
- ☒ Entering, Selecting, and Deleting Text
- ☒ Revealing Formatting Marks
- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document

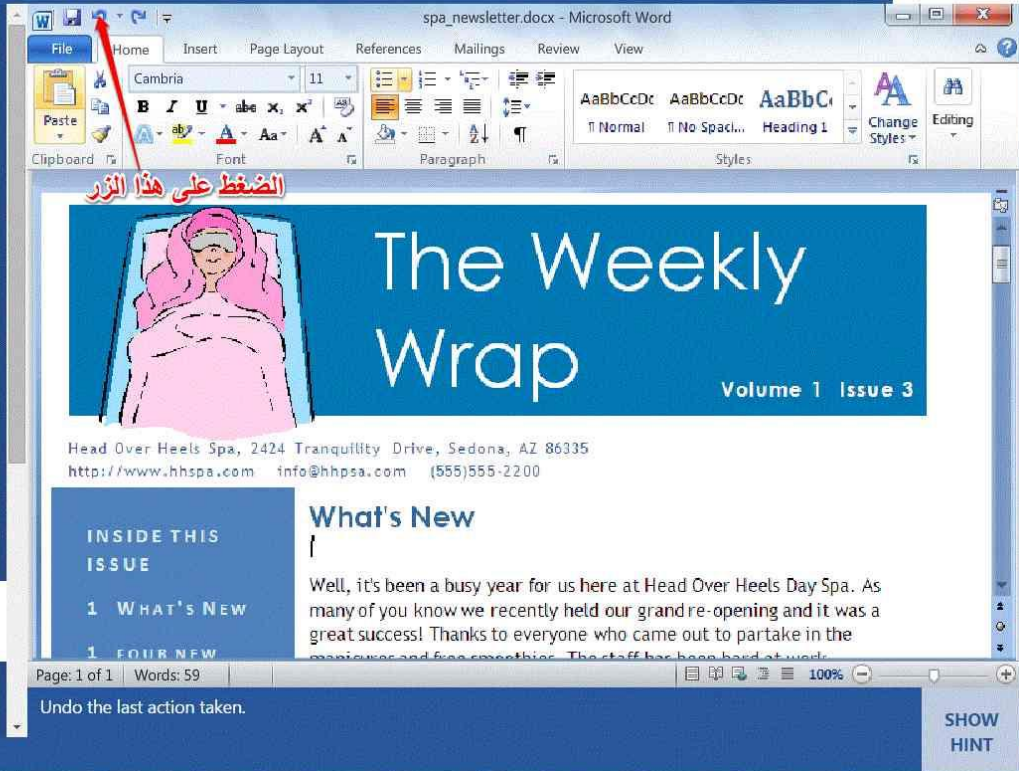
☐ Using Undo and Redo

Steps: 1

☐ Clearing Formatting

☐ Changing Fonts

Close Help



### Topic 07: MS Word

- ☒ Saving a Document
- ☒ Using Views
- ☒ Creating a New Document
- ☒ Using a Template
- ☒ Zooming a Document
- ☒ Creating a New Blank Document
- ☒ Using Help with Word
- ☒ Entering, Selecting, and Deleting Text
- ☒ Revealing Formatting Marks
- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document

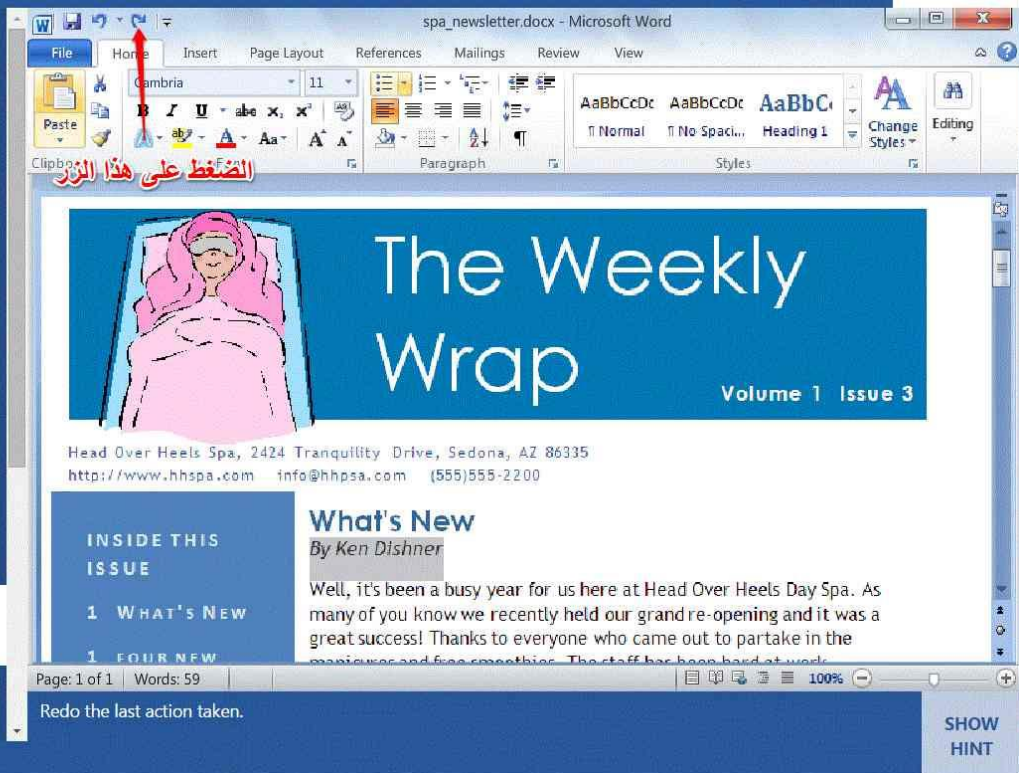
☐ Using Undo and Redo

Steps: 1 2

☐ Clearing Formatting

☐ Changing Fonts

Close Help





The screenshot shows the Microsoft Word 2010 interface. The Font ribbon is active, and the font list dropdown menu is open. The font list shows various fonts, including Calibri, Cambria, Courier New, Garamond, and Times New Roman. A red arrow points to the font list, and a blue arrow points to the font list. The document content is visible in the background, showing a newsletter layout for 'The Weekly Wrap'.



## Topic 7 حل واجب الحاسب الفصل السابع

### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts

☐ Changing Font Sizes

Steps: 1

- ☐ Applying Character Effects
- ☐ Changing Font Colors
- ☐ Changing Paragraph Alignment
- ☐ Previewing and Printing a Document
- ☐ Inserting a Picture
- ☐ Inserting Clip Art
- ☐ Exiting Word
- ☐ Adding Page Borders
- ☐ Creating Watermarks
- ☒ Close
- ☒ Help

Teach Me Show Me Let Me Try

hhspa\_services.docx - Microsoft Word

File Home Insert Page Layout References

Cambria 8

Font Paragraph

AaBbCcDc AaBbCcDc AaBbCcDc

Normal No Spaci... Heading 1

Change Styles

Editing

1- الضغط على هذا السهم

2- الضغط على رقم 12

The Weekly Wrap

Volume 1 Issue 3

Head Over Heels Spa, 2424 Tranquility Drive, Sedona, AZ 86335  
http://www.hhspa.com info@hhspa.com (555)555-2200

INSIDE THIS ISSUE

1 WHAT'S NEW

1 FOUR NEW SERVICES

2 NEW TREATMENT

What's New

By Ken Dishner

Well, it's been a busy year for us here at Head Over Heels Day Spa. As many of you know we recently held our grand re-opening and it was a great success! I thanks to everyone who came out to partake in the manicures and free smoothies. The staff has been hard at work developing new treatment ideas, like our Dead Sea salt scrub. And have you seen our new treatment rooms? We added another four rooms for wraps and scrubs. These rooms have the most modern equipment and have been designed to take you away from your

Page: 1 of 1 Words: 59

Change the font size for the highlighted text to 12 pt.

SHOW HINT

### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts
- ☒ Changing Font Sizes

☐ Applying Character Effects

Steps: 1

- ☐ Changing Font Colors
- ☐ Changing Paragraph Alignment
- ☐ Previewing and Printing a Document
- ☐ Inserting a Picture
- ☐ Inserting Clip Art
- ☐ Exiting Word
- ☐ Adding Page Borders
- ☐ Creating Watermarks
- ☒ Close
- ☒ Help

Teach Me Show Me Let Me Try

spa\_newsletter.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Cambria 11

Font Paragraph Styles

AaBbCcDc AaBbCcDc AaBbCcDc

Normal No Spaci... Heading 1

Change Styles

Editing

الضغط على هذا الزر

The Weekly Wrap

Volume 1 Issue 3

Head Over Heels Spa, 2424 Tranquility Drive, Sedona, AZ 86335  
http://www.hhspa.com info@hhspa.com (555)555-2200

INSIDE THIS ISSUE

1 WHAT'S NEW

1 FOUR NEW SERVICES

2 NEW TREATMENT

What's New

By Ken Dishner

Well, it's been a busy year for us here at Head Over Heels Day Spa. As many of you know we recently held our grand re-opening and it was a great success! Thanks to everyone who came out to partake in the manicures and free smoothies. The staff has been hard at work

Page: 1 of 1 Words: 59

Add the italic effect to the newsletter title.

SHOW HINT



## Topic 7 حل واجب الحاسب الفصل السابع

### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts
- ☒ Changing Font Sizes

☐ Applying Character Effects

Steps: 1 2

- ☐ Changing Font Colors
- ☐ Changing Paragraph Alignment
- ☐ Previewing and Printing a Document
- ☐ Inserting a Picture
- ☐ Inserting Clip Art
- ☐ Exiting Word
- ☐ Adding Page Borders
- ☐ Creating Watermarks
- ☒ Close
- ☐ Help

spa\_newsletter.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Cambria 11

Clipboard Font Paragraph Styles

الضغط على هذا الزر

**The Weekly Wrap**

Volume 1 Issue 3

Head Over Heels Spa, 2424 Tranquility Drive, Sedona, AZ 86335  
http://www.hhsa.com info@hhsa.com (555)555-2200

**INSIDE THIS ISSUE**

1 WHAT'S NEW

**What's New**  
By Ken Dishner

Well, it's been a busy year for us here at Head Over Heels Day Spa. As many of you know we recently held our grand re-opening and it was a great success! Thanks to everyone who came out to partake in the

Page: 1 of 1 Words: 59

Add the bold effect to the newsletter title.

SHOW HINT

### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts
- ☒ Changing Font Sizes

☐ Applying Character Effects

Steps: 1 2 3

- ☐ Changing Font Colors
- ☐ Changing Paragraph Alignment
- ☐ Previewing and Printing a Document
- ☐ Inserting a Picture
- ☐ Inserting Clip Art
- ☐ Exiting Word
- ☐ Adding Page Borders
- ☐ Creating Watermarks
- ☒ Close
- ☐ Help

spa\_newsletter.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Cambria 11

Clipboard Font Paragraph Styles

الضغط على هذا الزر

**The Weekly Wrap**

Volume 1 Issue 3

Head Over Heels Spa, 2424 Tranquility Drive, Sedona, AZ 86335  
http://www.hhsa.com info@hhsa.com (555)555-2200

**INSIDE THIS ISSUE**

1 WHAT'S NEW

**What's New**  
By Ken Dishner

Well, it's been a busy year for us here at Head Over Heels Day Spa. As many of you know we recently held our grand re-opening and it was a great success! Thanks to everyone who came out to partake in the

Page: 1 of 1 Words: 59

Underline the selected word, using the default underline style.

SHOW HINT



## Topic 7 حل واجب الحاسب الفصل السابع

### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts
- ☒ Changing Font Sizes
- ☒ Applying Character Effects

#### Changing Font Colors

Steps: 1

- ☐ Changing Paragraph Alignment
- ☐ Previewing and Printing a Document
- ☐ Inserting a Picture
- ☐ Inserting Clip Art
- ☐ Exiting Word
- ☐ Adding Page Borders
- ☐ Creating Watermarks
- ☒ Close
- ☐ Help

hhsa\_services.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Cambria 11

Clipboard Font Paragraph Styles

Automatic Theme Colors

Standard Colors

More Colors... Gradient

Head Over Heels Day Spa  
2424 Tranquil  
Sedona, AZ 86  
April 8, 2012

Ms. Terry Collins  
35 Potomac W  
Berkley, VA 22

Dear Terry:

Head Over Heels Day Spa has just added four new services. In addition to our outstanding traditional spa services, we have added four new services unique to Head Over Heels Day Spa. These services include:

- **Doggie and Me Massage** - Bring your best pal in and treat both of you to an afternoon of relaxation
- **Diamond Body Scrub** - Exfoliate your body with a scrub made from nature's most precious gemstone

Page: 1 of 1 Words: 59 100%

Change the font color of the selected text to **Dark Blue, Text 2**. It's the dark blue color in the first row of the theme colors of the color palette.

SHOW HINT

### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts
- ☒ Changing Font Sizes
- ☒ Applying Character Effects
- ☒ Changing Font Colors

#### Changing Paragraph Alignment

Steps: 1

- ☐ Previewing and Printing a Document
- ☐ Inserting a Picture
- ☐ Inserting Clip Art
- ☐ Exiting Word
- ☐ Adding Page Borders
- ☐ Creating Watermarks
- ☒ Close
- ☐ Help

spa\_newsletter.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Cambria 11

Clipboard Font Paragraph Styles

INSIDE THIS ISSUE

- 1 WHAT'S NEW
- 1 FOUR NEW SERVICES
- 2 NEW TREATMENT ROOMS
- 2 HEALTHY HANDS AND FEET

**What's New**  
By Ken Dishner

Well, it's been a busy year for us here at Head Over Heels Day Spa. As many of you know we recently held our grand re-opening and it was a great success! Thanks to everyone who came out to partake in the manicures and free smoothies. The staff has been hard at work developing new treatment ideas, like our Dead Sea salt scrub. And have you seen our new treatment rooms? We added another four rooms for wraps and scrubs. These rooms have the most modern equipment and have been designed to take you away from your everyday lives and melt away your stress and worries.

We've also come up with some new ways to keep you, our customers, stay up to date on what's happening at the spa. We've updated our Web site with a new look ([www.hhsa.com](http://www.hhsa.com)) and a new online appointment booking system, making it easy for you to make that seaweed wrap appointment at any time of the day. We also have a customer survey and form for you to tell us what you like (and don't).

Page: 1 of 1 Words: 59 100%

Change the paragraph so it is aligned to the right.

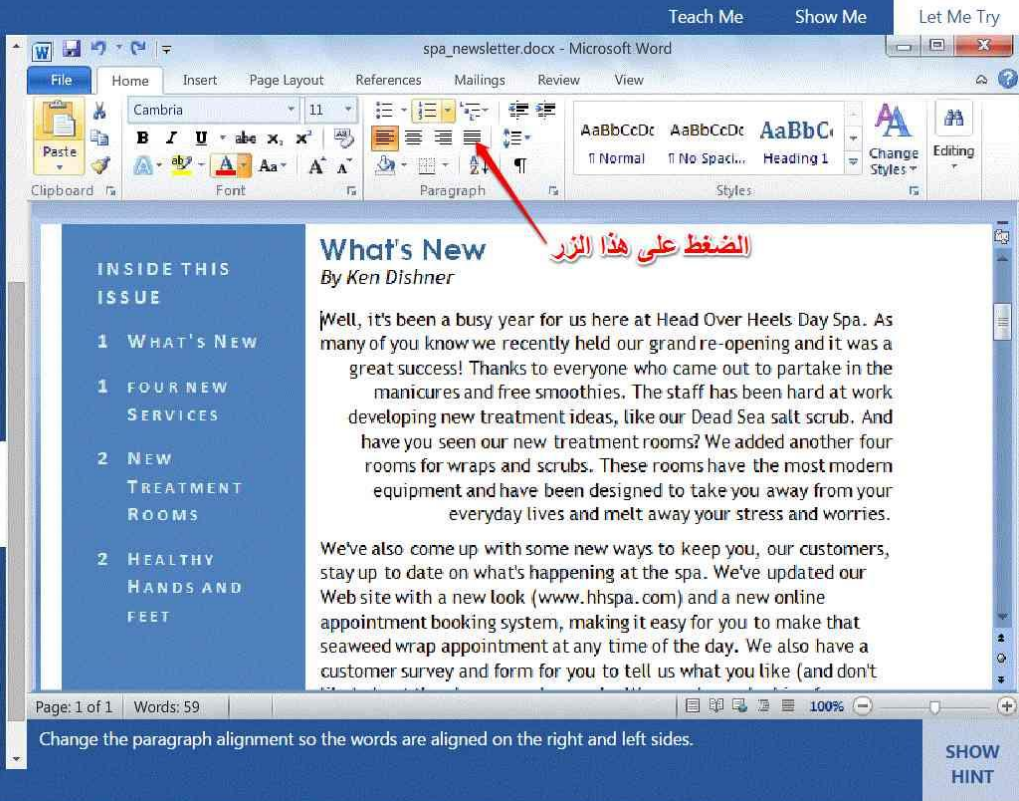
SHOW HINT



## Topic 7 حل واجب الحاسب الفصل السابع

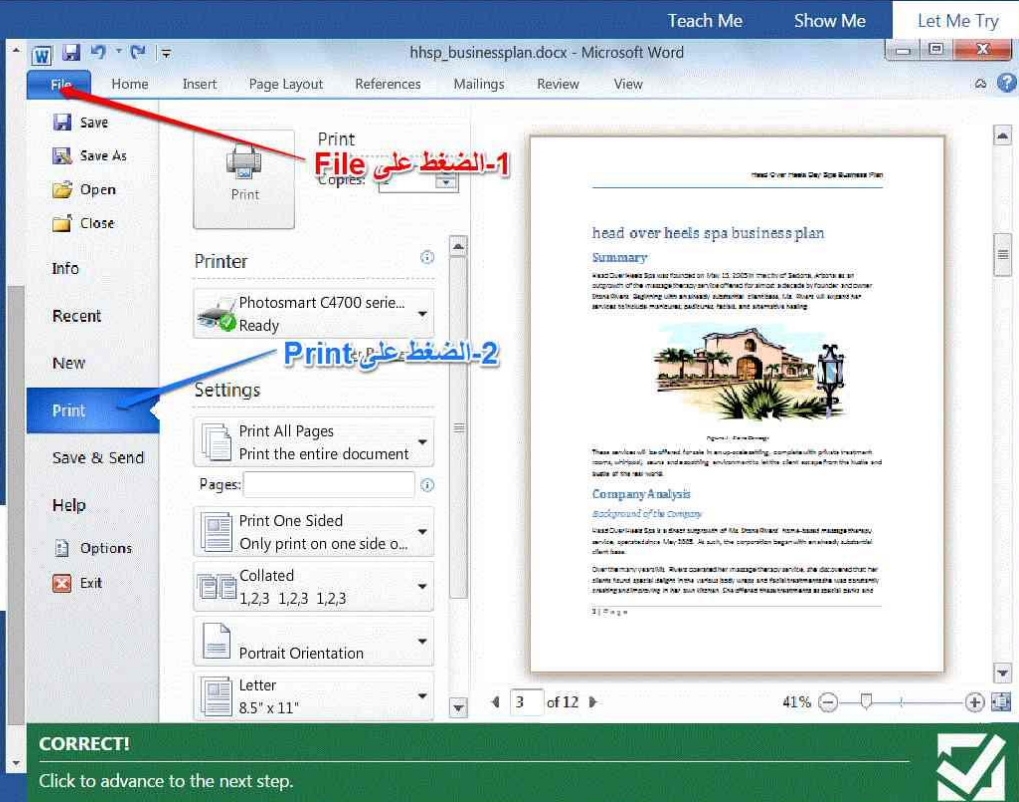
## Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
  - ☒ Checking Spelling
  - ☒ Using AutoCorrect
  - ☒ Closing a Document
  - ☒ Opening a Document
  - ☒ Using Undo and Redo
  - ☒ Clearing Formatting
  - ☒ Changing Fonts
  - ☒ Changing Font Sizes
  - ☒ Applying Character Effects
  - ☒ Changing Font Colors
  - ☐ Changing Paragraph Alignment
- 
- Steps: 1 2
- ☐ Previewing and Printing a Document
  - ☐ Inserting a Picture
  - ☐ Inserting Clip Art
  - ☐ Exiting Word
  - ☐ Adding Page Borders
  - ☐ Creating Watermarks
- ✕ Close ? Help



## Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
  - ☒ Checking Spelling
  - ☒ Using AutoCorrect
  - ☒ Closing a Document
  - ☒ Opening a Document
  - ☒ Using Undo and Redo
  - ☒ Clearing Formatting
  - ☒ Changing Fonts
  - ☒ Changing Font Sizes
  - ☒ Applying Character Effects
  - ☒ Changing Font Colors
  - ☒ Changing Paragraph Alignment
  - ☐ Previewing and Printing a Document
- Steps: 1
- ☐ Inserting a Picture
  - ☐ Inserting Clip Art
  - ☐ Exiting Word
  - ☐ Adding Page Borders
  - ☐ Creating Watermarks
-  Close  Help

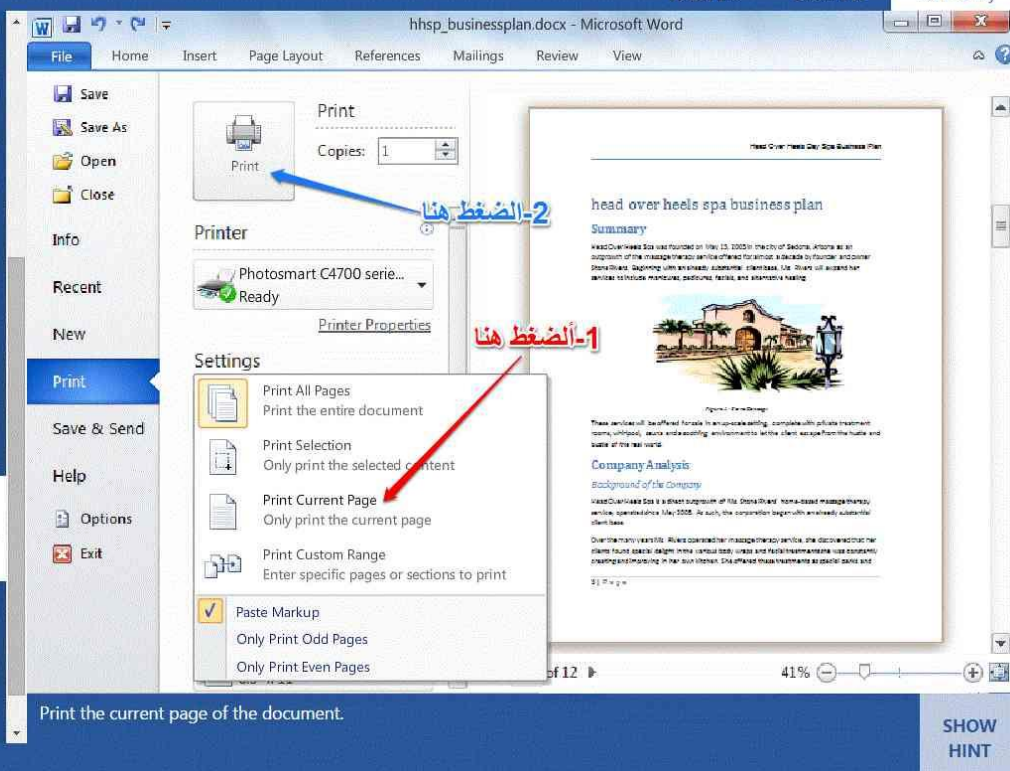




## Topic 7 حل واجب الحاسب الفصل السابع

## Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
  - ☒ Checking Spelling
  - ☒ Using AutoCorrect
  - ☒ Closing a Document
  - ☒ Opening a Document
  - ☒ Using Undo and Redo
  - ☒ Clearing Formatting
  - ☒ Changing Fonts
  - ☒ Changing Font Sizes
  - ☒ Applying Character Effects
  - ☒ Changing Font Colors
  - ☒ Changing Paragraph Alignment
  - ☐ Previewing and Printing a Document
- 
- Steps: 1 2
- ☐ Inserting a Picture
  - ☐ Inserting Clip Art
  - ☐ Exiting Word
  - ☐ Adding Page Borders
  - ☐ Creating Watermarks
- ☒ Close ☐ Help



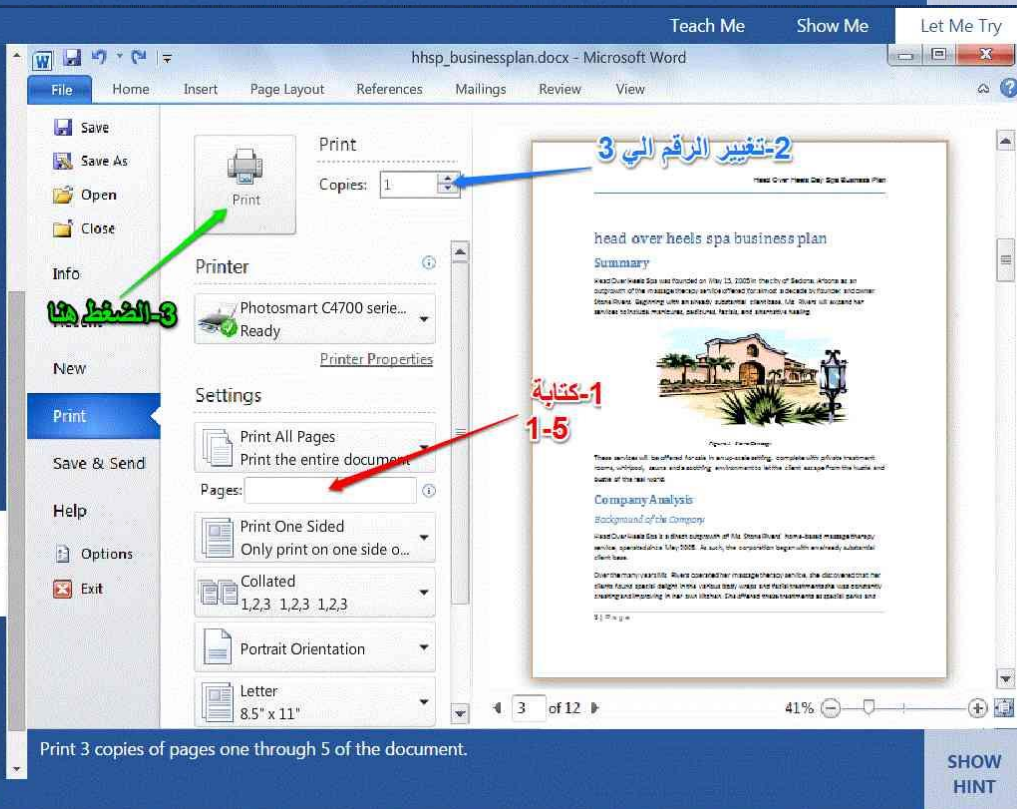
## Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
  - ☒ Checking Spelling
  - ☒ Using AutoCorrect
  - ☒ Closing a Document
  - ☒ Opening a Document
  - ☒ Using Undo and Redo
  - ☒ Clearing Formatting
  - ☒ Changing Fonts
  - ☒ Changing Font Sizes
  - ☒ Applying Character Effects
  - ☒ Changing Font Colors
  - ☒ Changing Paragraph Alignment
  - ☒ Previewing and Printing a Document

Steps: 1 2 **3**

  - ☐ Inserting a Picture
  - ☐ Inserting Clip Art
  - ☐ Exiting Word
  - ☐ Adding Page Borders
  - ☐ Creating Watermarks

☒ Close ☒ Help



## Topic 7 حل واجب الحاسب الفصل السابع

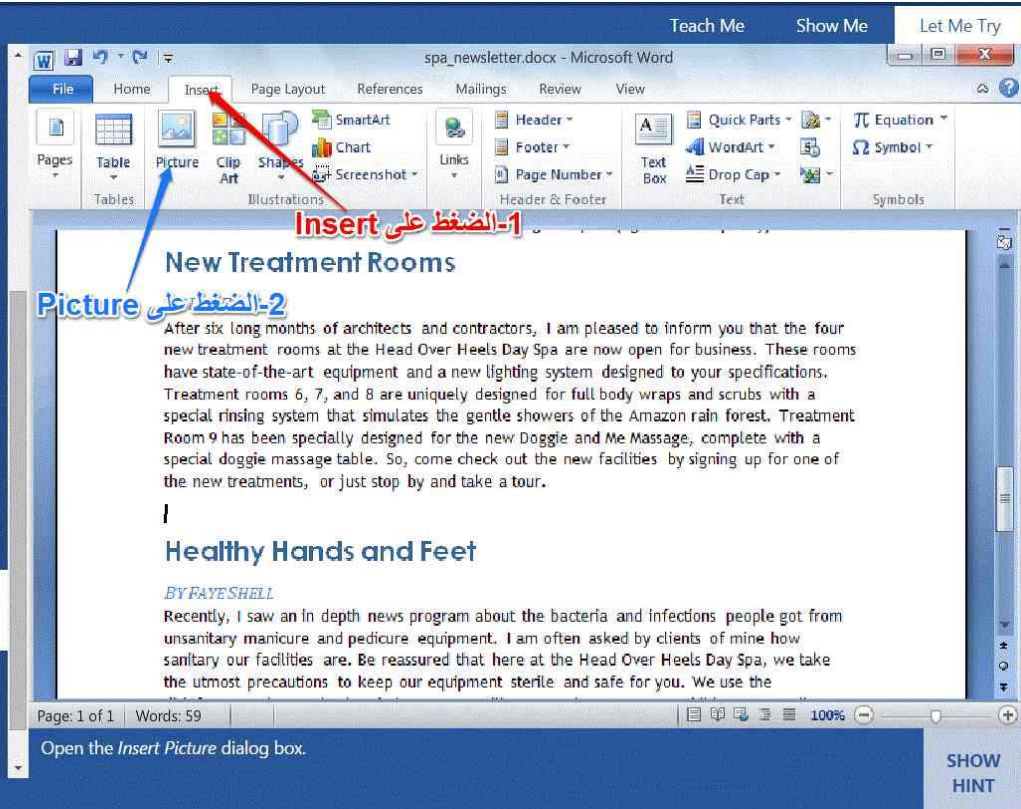
### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts
- ☒ Changing Font Sizes
- ☒ Applying Character Effects
- ☒ Changing Font Colors
- ☒ Changing Paragraph Alignment
- ☒ Previewing and Printing a Document

#### ☐ Inserting a Picture

Steps: 1

- ☐ Inserting Clip Art
- ☐ Exiting Word
- ☐ Adding Page Borders
- ☐ Creating Watermarks
- ☒ Close
- ☐ Help



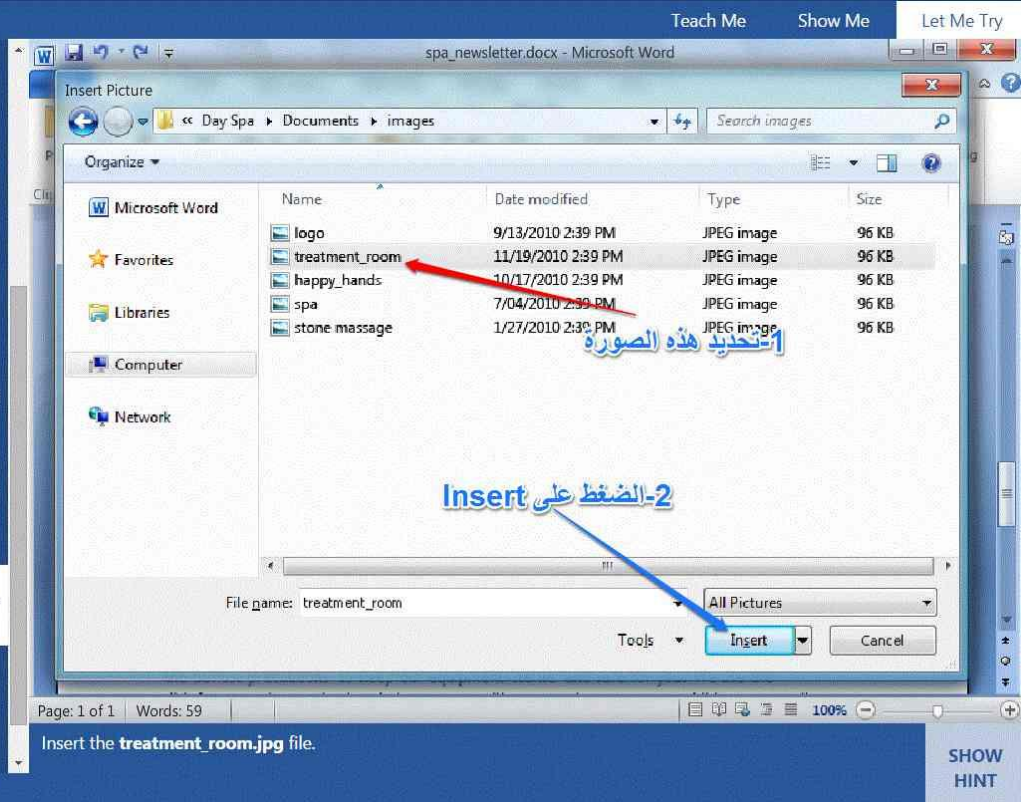
### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts
- ☒ Changing Font Sizes
- ☒ Applying Character Effects
- ☒ Changing Font Colors
- ☒ Changing Paragraph Alignment
- ☒ Previewing and Printing a Document

#### ☐ Inserting a Picture

Steps: 1 2

- ☐ Inserting Clip Art
- ☐ Exiting Word
- ☐ Adding Page Borders
- ☐ Creating Watermarks
- ☒ Close
- ☐ Help





## Topic 7 حل واجب الحاسب الفصل السابع

**Topic 07: MS Word**

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts
- ☒ Changing Font Sizes
- ☒ Applying Character Effects
- ☒ Changing Font Colors
- ☒ Changing Paragraph Alignment
- ☒ Previewing and Printing a Document
- ☒ Inserting a Picture
- ☐ Inserting Clip Art
 

Steps: 1
- ☐ Exiting Word
- ☐ Adding Page Borders
- ☐ Creating Watermarks

Close Help

1-الضغط على Insert

2-الضغط هنا

**Topic 07: MS Word**

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts
- ☒ Changing Font Sizes
- ☒ Applying Character Effects
- ☒ Changing Font Colors
- ☒ Changing Paragraph Alignment
- ☒ Previewing and Printing a Document
- ☒ Inserting a Picture
- ☐ Inserting Clip Art
 

Steps: 1 2
- ☐ Exiting Word
- ☐ Adding Page Borders
- ☐ Creating Watermarks

Close Help

1-كتابة spa في المربع

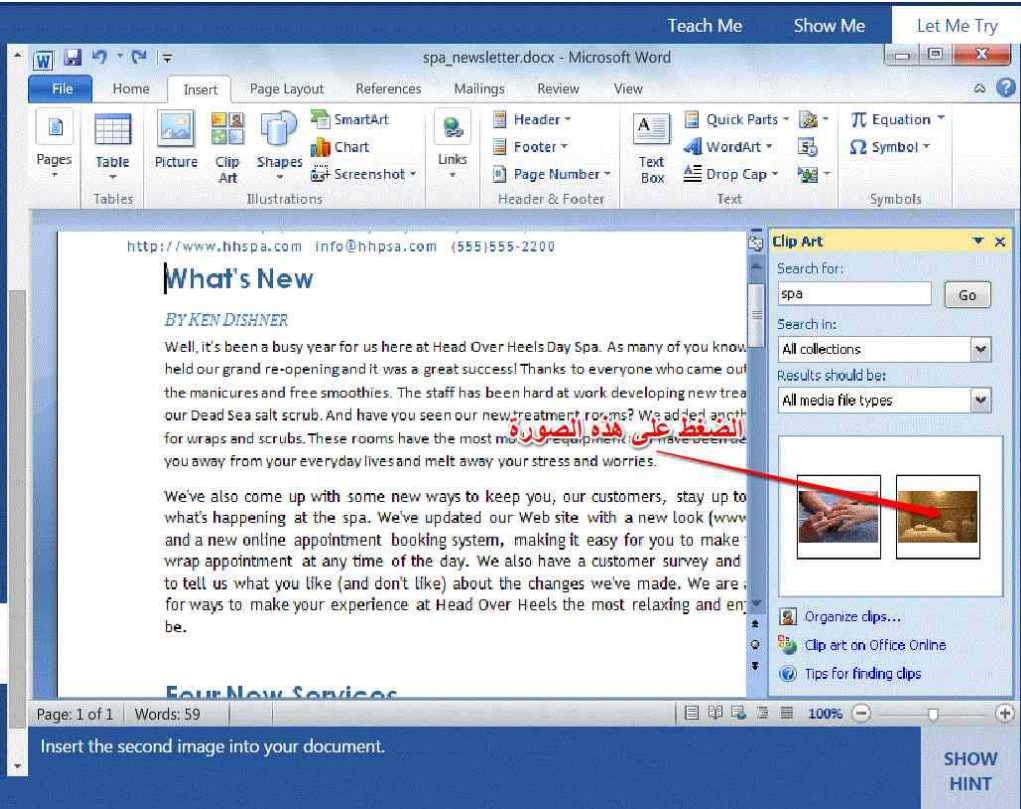
2-الضغط على GO



## Topic 7 حل واجب الحاسب الفصل السابع

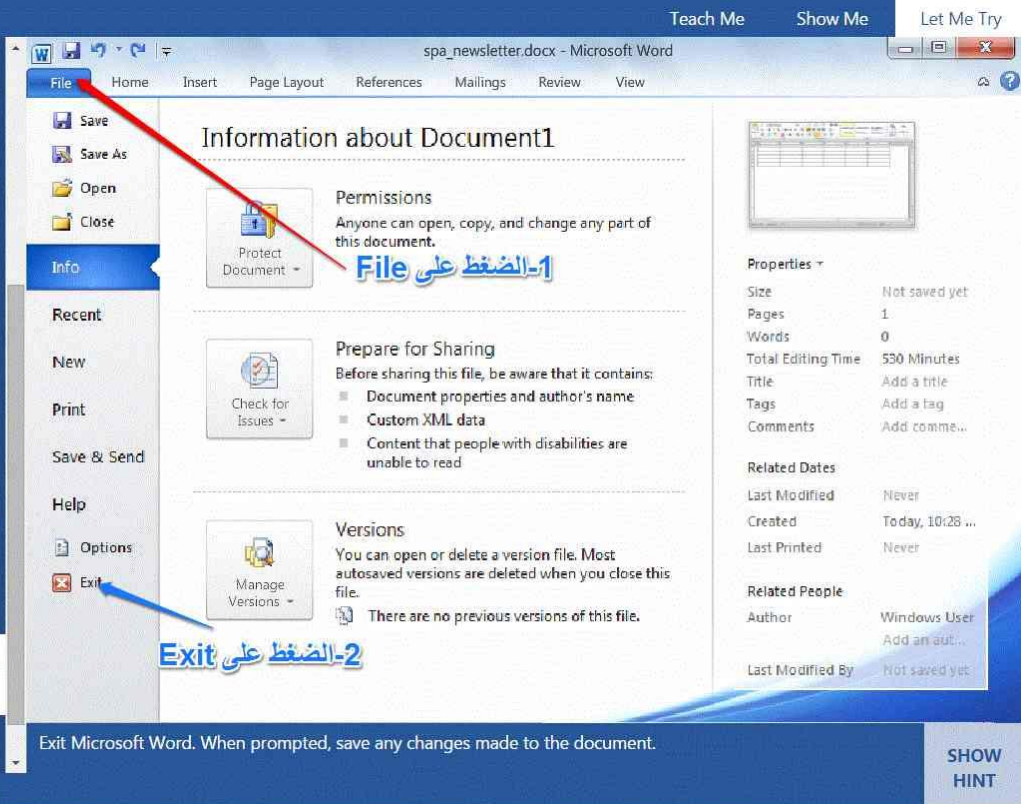
### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
  - ☒ Checking Spelling
  - ☒ Using AutoCorrect
  - ☒ Closing a Document
  - ☒ Opening a Document
  - ☒ Using Undo and Redo
  - ☒ Clearing Formatting
  - ☒ Changing Fonts
  - ☒ Changing Font Sizes
  - ☒ Applying Character Effects
  - ☒ Changing Font Colors
  - ☒ Changing Paragraph Alignment
  - ☒ Previewing and Printing a Document
  - ☒ Inserting a Picture
  - ☒ Inserting Clip Art
- Steps: 1 2 3
- ☐ Exiting Word
  - ☐ Adding Page Borders
  - ☐ Creating Watermarks
  - ☒ Close
  - ☐ Help



### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
  - ☒ Checking Spelling
  - ☒ Using AutoCorrect
  - ☒ Closing a Document
  - ☒ Opening a Document
  - ☒ Using Undo and Redo
  - ☒ Clearing Formatting
  - ☒ Changing Fonts
  - ☒ Changing Font Sizes
  - ☒ Applying Character Effects
  - ☒ Changing Font Colors
  - ☒ Changing Paragraph Alignment
  - ☒ Previewing and Printing a Document
  - ☒ Inserting a Picture
  - ☒ Inserting Clip Art
- Steps: 1
- ☐ Adding Page Borders
  - ☐ Creating Watermarks
  - ☒ Close
  - ☐ Help

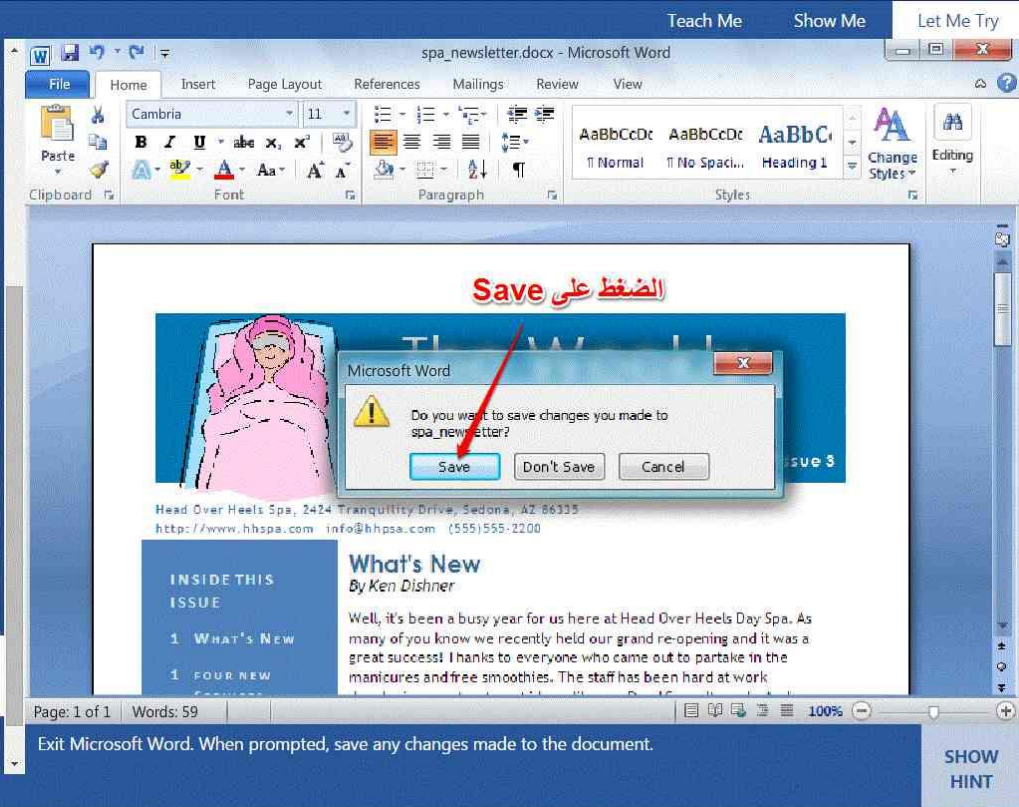




## Topic 7 حل واجب الحاسب الفصل السابع

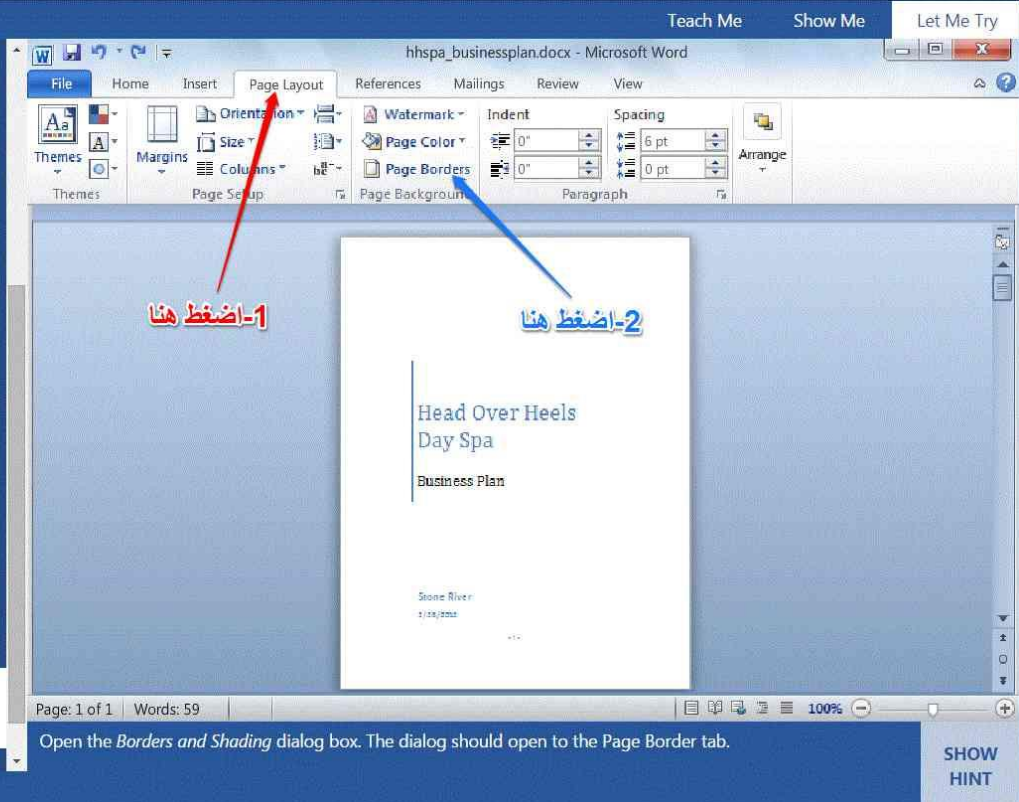
### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
  - ☒ Checking Spelling
  - ☒ Using AutoCorrect
  - ☒ Closing a Document
  - ☒ Opening a Document
  - ☒ Using Undo and Redo
  - ☒ Clearing Formatting
  - ☒ Changing Fonts
  - ☒ Changing Font Sizes
  - ☒ Applying Character Effects
  - ☒ Changing Font Colors
  - ☒ Changing Paragraph Alignment
  - ☒ Previewing and Printing a Document
  - ☒ Inserting a Picture
  - ☒ Inserting Clip Art
  - ☐ Exiting Word
- Steps: 1
- ☐ Adding Page Borders
  - ☐ Creating Watermarks
- Close Help



### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
  - ☒ Checking Spelling
  - ☒ Using AutoCorrect
  - ☒ Closing a Document
  - ☒ Opening a Document
  - ☒ Using Undo and Redo
  - ☒ Clearing Formatting
  - ☒ Changing Fonts
  - ☒ Changing Font Sizes
  - ☒ Applying Character Effects
  - ☒ Changing Font Colors
  - ☒ Changing Paragraph Alignment
  - ☒ Previewing and Printing a Document
  - ☒ Inserting a Picture
  - ☒ Inserting Clip Art
  - ☒ Exiting Word
  - ☐ Adding Page Borders
  - ☐ Creating Watermarks
- Steps: 1
- Close Help



## Topic 7 حل واجب الحاسب الفصل السابع

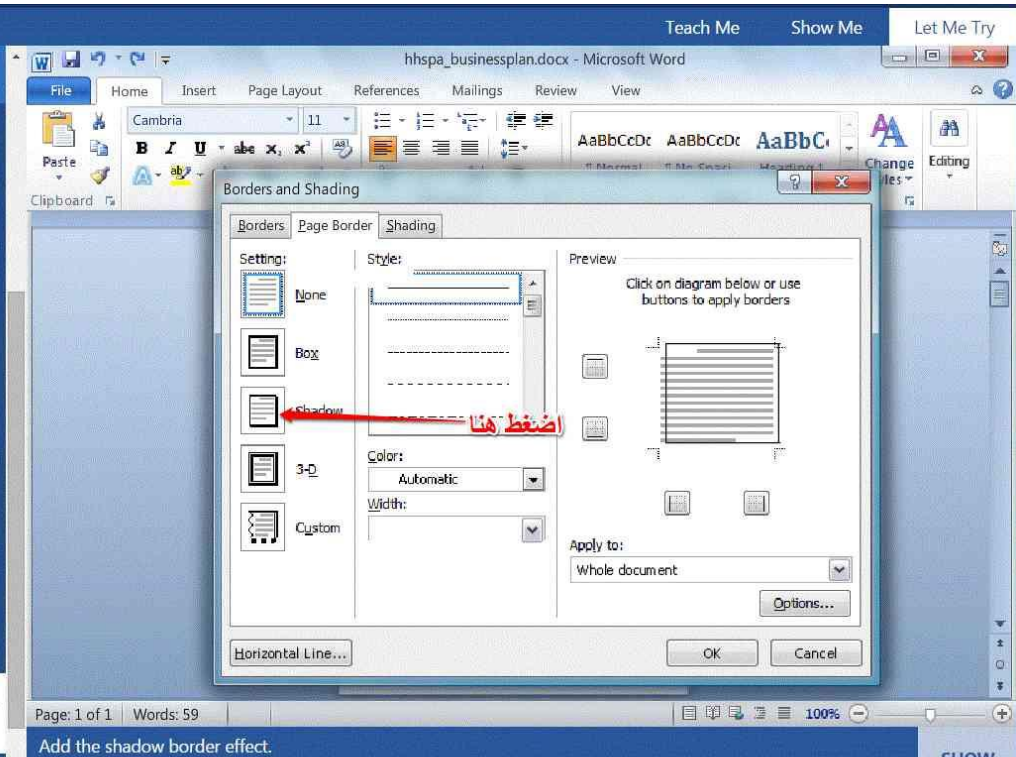
### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts
- ☒ Changing Font Sizes
- ☒ Applying Character Effects
- ☒ Changing Font Colors
- ☒ Changing Paragraph Alignment
- ☒ Previewing and Printing a Document
- ☒ Inserting a Picture
- ☒ Inserting Clip Art
- ☒ Exiting Word

☐ Adding Page Borders

Steps: 1 2

- ☐ Creating Watermarks
- ☒ Close
- ☒ Help



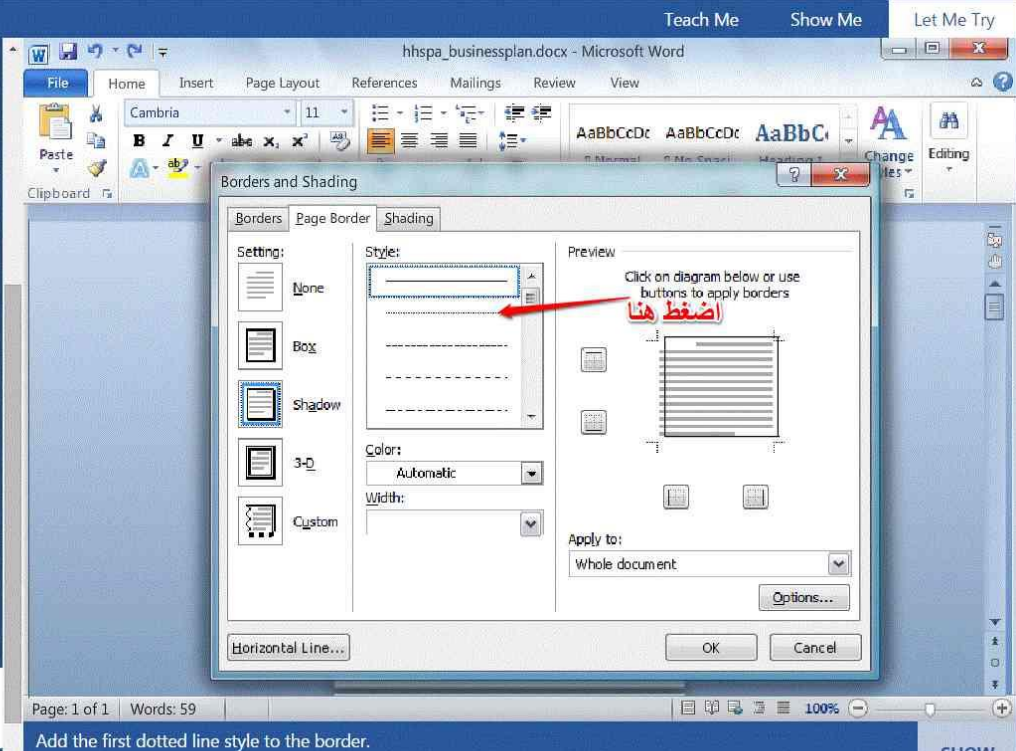
### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts
- ☒ Changing Font Sizes
- ☒ Applying Character Effects
- ☒ Changing Font Colors
- ☒ Changing Paragraph Alignment
- ☒ Previewing and Printing a Document
- ☒ Inserting a Picture
- ☒ Inserting Clip Art
- ☒ Exiting Word

☐ Adding Page Borders

Steps: 1 2 3

- ☐ Creating Watermarks
- ☒ Close
- ☒ Help





## Topic 7 حل واجب الحاسب الفصل السابع

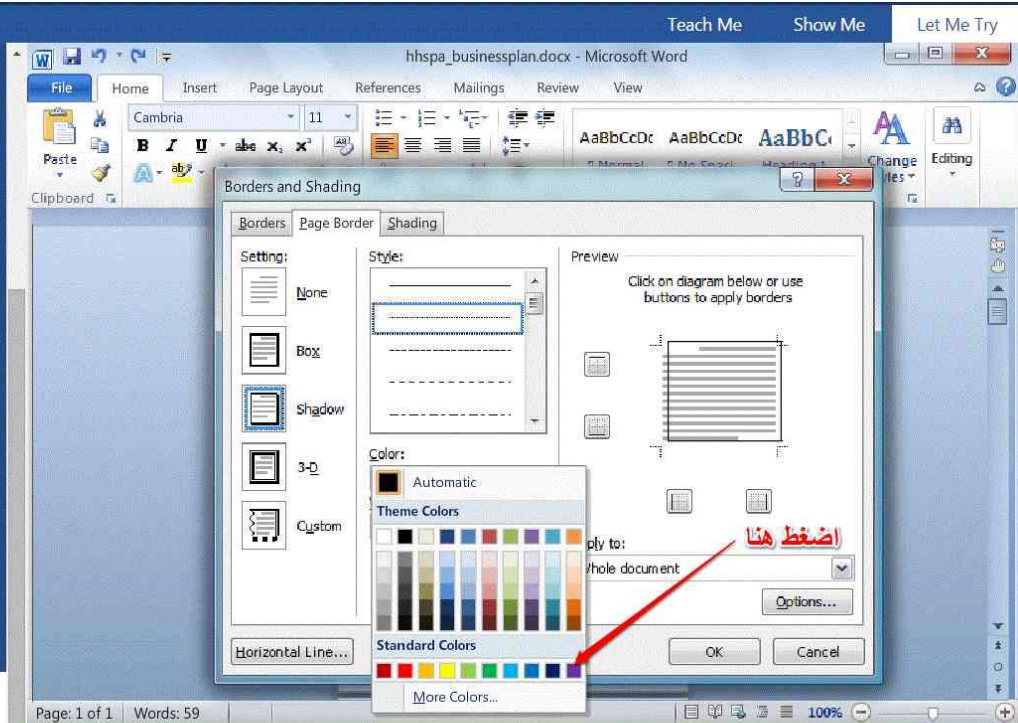
### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts
- ☒ Changing Font Sizes
- ☒ Applying Character Effects
- ☒ Changing Font Colors
- ☒ Changing Paragraph Alignment
- ☒ Previewing and Printing a Document
- ☒ Inserting a Picture
- ☒ Inserting Clip Art
- ☒ Exiting Word

#### Adding Page Borders

Steps: 1 2 3 4

- ☐ Creating Watermarks
- ☒ Close
- ☐ Help



Apply the purple standard color to the border

SHOW HINT

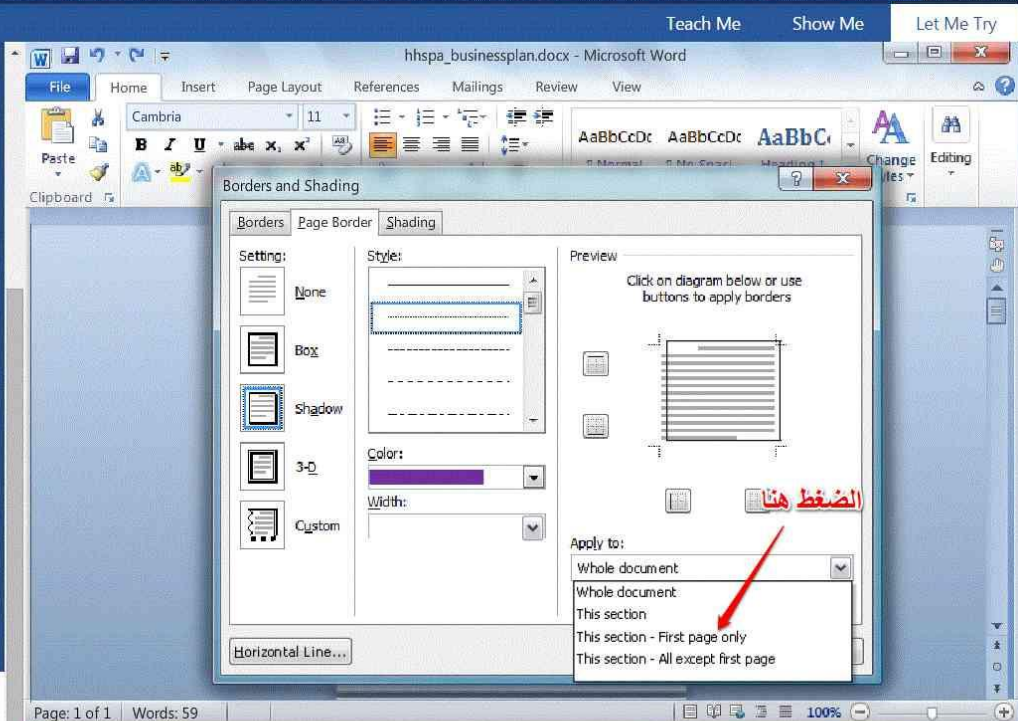
### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts
- ☒ Changing Font Sizes
- ☒ Applying Character Effects
- ☒ Changing Font Colors
- ☒ Changing Paragraph Alignment
- ☒ Previewing and Printing a Document
- ☒ Inserting a Picture
- ☒ Inserting Clip Art
- ☒ Exiting Word

#### Adding Page Borders

Steps: 1 2 3 4 5

- ☐ Creating Watermarks
- ☒ Close
- ☐ Help



Apply the border to the first page of the current section only.

SHOW HINT

## Topic 7 حل واجب الحاسب الفصل السابع

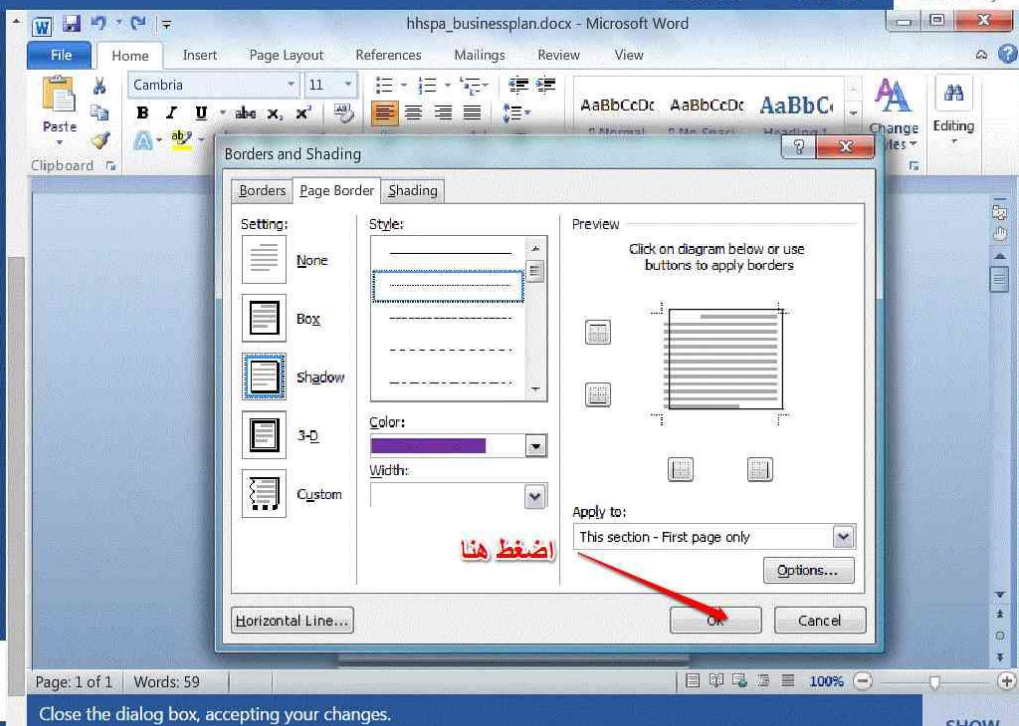
### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts
- ☒ Changing Font Sizes
- ☒ Applying Character Effects
- ☒ Changing Font Colors
- ☒ Changing Paragraph Alignment
- ☒ Previewing and Printing a Document
- ☒ Inserting a Picture
- ☒ Inserting Clip Art
- ☒ Exiting Word

#### ☐ Adding Page Borders

Steps: 1 2 3 4 5 6

- ☒ Creating Watermarks
- ☒ Close
- ☒ Help



Close the dialog box, accepting your changes.

SHOW HINT

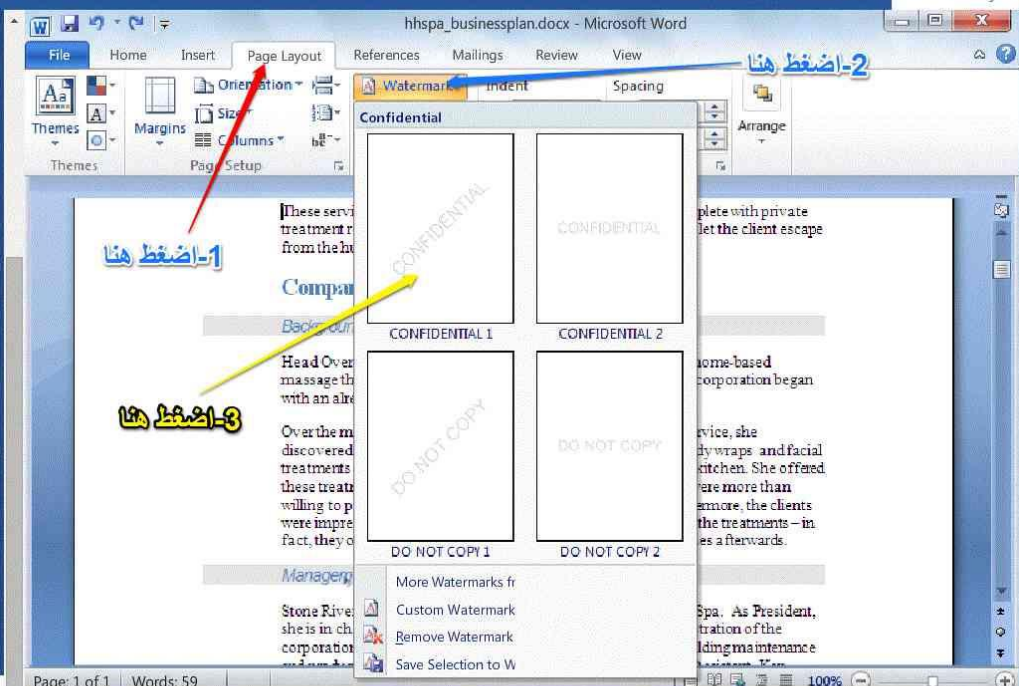
### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts
- ☒ Changing Font Sizes
- ☒ Applying Character Effects
- ☒ Changing Font Colors
- ☒ Changing Paragraph Alignment
- ☒ Previewing and Printing a Document
- ☒ Inserting a Picture
- ☒ Inserting Clip Art
- ☒ Exiting Word
- ☒ Adding Page Borders

#### ☒ Creating Watermarks

Steps: 1

- ☒ Close
- ☒ Help



Add a watermark that reads CONFIDENTIAL and appears as gray diagonal text. Do not use the Building Blocks Organizer.

SHOW HINT



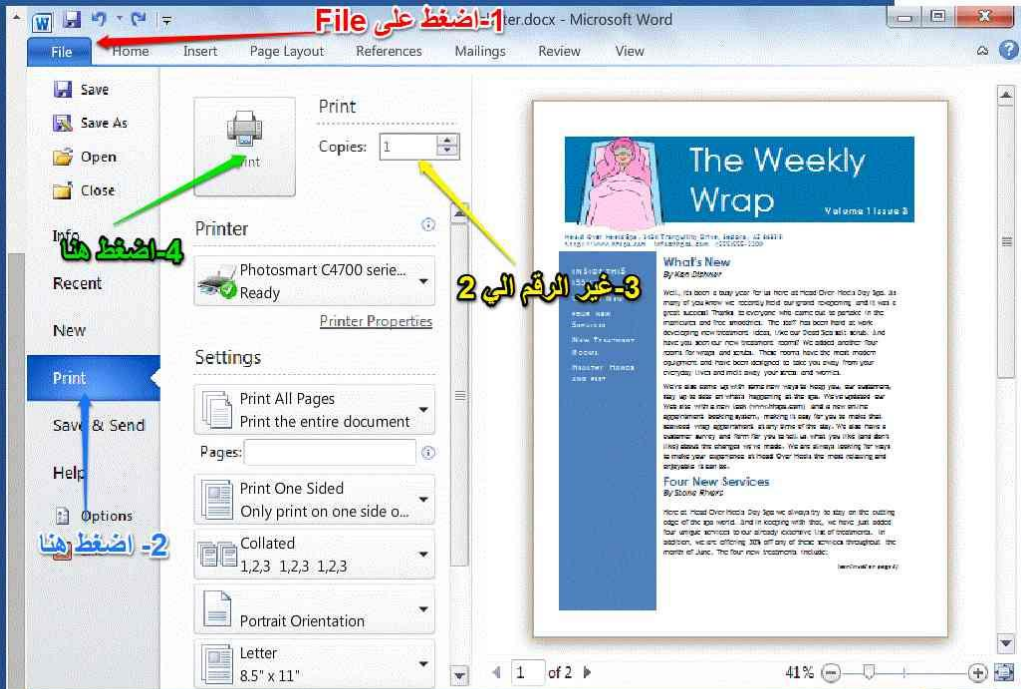
## Topic 7 حل واجب الحاسب الفصل السابع

### Topic 07: MS Word

- ☒ Checking Spelling and Grammar as You Type
- ☒ Checking Spelling
- ☒ Using AutoCorrect
- ☒ Closing a Document
- ☒ Opening a Document
- ☒ Using Undo and Redo
- ☒ Clearing Formatting
- ☒ Changing Fonts
- ☒ Changing Font Sizes
- ☒ Applying Character Effects
- ☒ Changing Font Colors
- ☒ Changing Paragraph Alignment
- ☒ Previewing and Printing a Document
- ☒ Inserting a Picture
- ☒ Inserting Clip Art
- ☒ Exiting Word
- ☒ Adding Page Borders
- ☒ Creating Watermarks

☐ Customizing a Print Job

☒ Close ☒ Help



Print 2 copies of the document

SHOW HINT