



**LONG BEACH
CITY COLLEGE**

MICROSOFT WORD BASICS

មូលដ្ឋានគ្រឹះនៃការសិក្សាកម្មវិធី MICROSOFT WORD
~ The ESL Learning Center Technology Series ~

Microsoft Word Basics for ESL សិក្សាកម្មវិធី Microsoft Word

កំរិតដំបូង សំរាប់សិស្សESL

L





Recycle Bin

BEGINNERS

ESL LEARNING CENTER

ADVANCED

All Apps Documents Settings Photos More Feedback

Best match

- Word Desktop app
- WordPad
- Settings (4)

Word Desktop app

WORD

CLICK ON
 ចុចនៅលើប៊ូតុង
 ស្វែងរក SEARCH
 ICON AND
 ហើយសរសេរពាក្យ
 យ "WORD" TYPE
 IN "WORD"

Advanced Reading	Paragraphs 54-56
Short Stories	Essays 33-34
Reading Videos	Writing Prompts
Vocabulary	Writing Tools
Advanced Grammar	Plagiarism

Citizenship	Surveys	Get Started
TOEFL	ScriptoPro	DropBox



Recycle Bin

BEGINNERS

ESL LEARNING

ADVANCED

All Apps Documents Settings Photos More Feedback

Best match

- Word Desktop app

Apps

- WordPad

Settings (4)

WORD

Word Desktop app

- Open
- Run as administrator
- Open file location
- Pin to taskbar
- Uninstall

CLICK ON
ចុចនៅលើ:
ប៊ូតុង WORD
WORD
ICON

Advanced Reading	Paragraphs 54-56
Short Stories	Essays 33-34
Reading Videos	Writing Prompts
Vocabulary	Writing Tools
Advanced Grammar	Plagiarism

Citizenship	Surveys	Get Started
TOEFL	ScriptoPro	DropBox

RESOURCES

Word

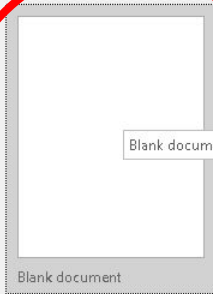
Recent

Open Other Documents

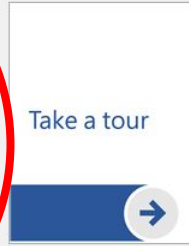
CLICK ON
ចុចនៅលើ:
ក្រដាសទំនេរ
BLANK
DOCUMENT

Search for online templates

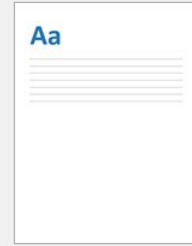
Suggested searches: Business Cards Flyers Letters Education Resumes and Cover Letters Holiday



Blank document



Welcome to Word



Single spaced (blank)



Blue grey resume



Snapshot calendar



Insert your first table of...

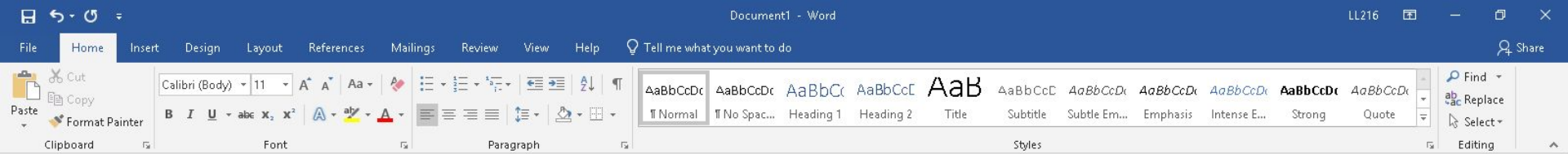


Modern chronological r...



Modern chronological...





ESL LEARNING CENTER|

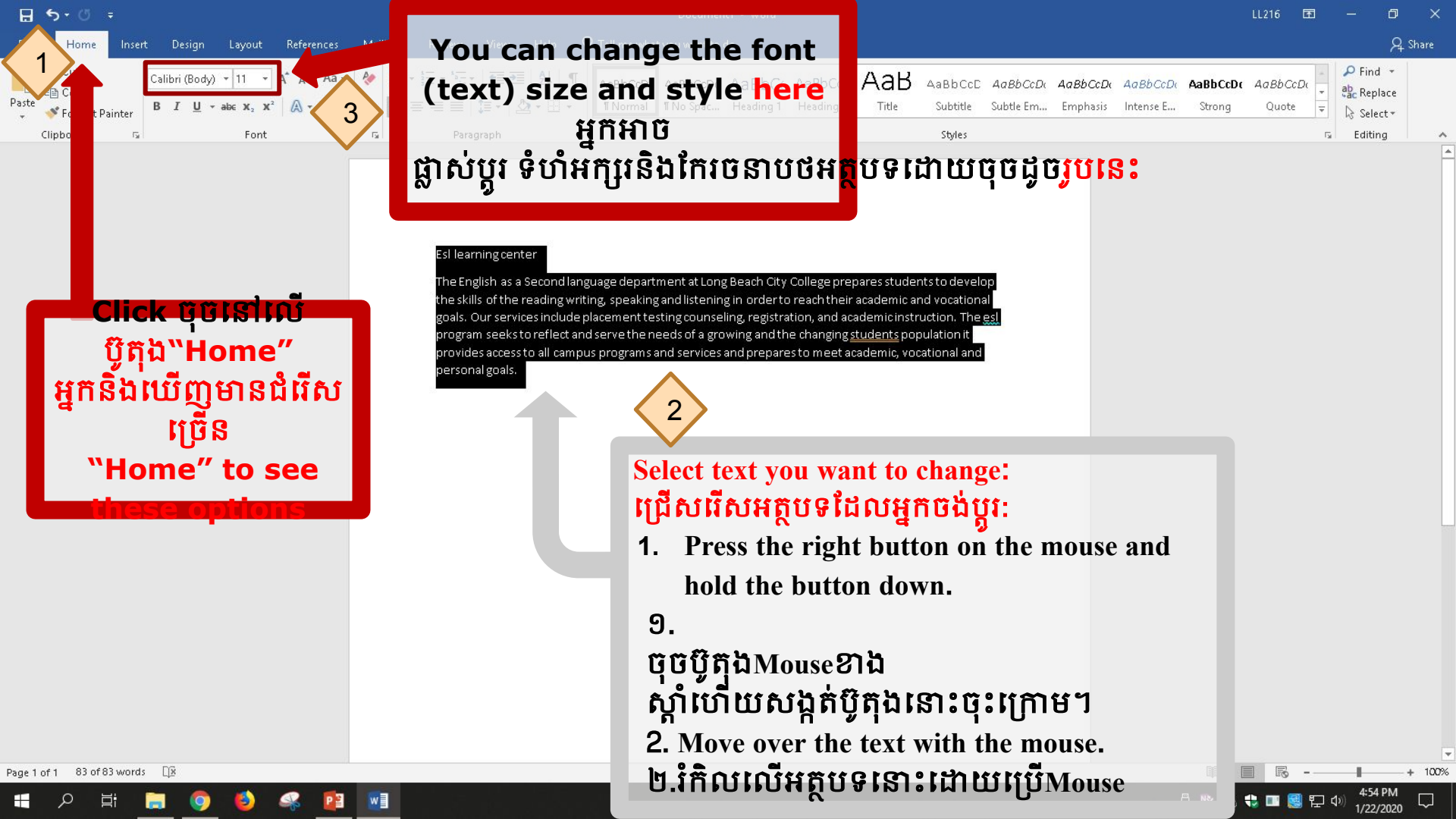
TYPE
សរសេរនៅកត្តបទ
របស់អ្នក
YOUR
DOCUMENT



How to Change Text Style & Size របៀប

ផ្លាស់ប្តូររចនាបថអក្ខរកម្មនិងទំហំអក្ខរ





You can change the font (text) size and style here

អ្នកអាច ផ្លាស់ប្តូរ ទំហំអក្សរនិងកែរចនាបថអត្ថបទដោយចុចដូចរូបនេះ

Click ចុចនៅលើ ប៊ូតុង "Home" អ្នកនឹងឃើញមានជំរើស ច្រើន "Home" to see these options

2

Select text you want to change: ជ្រើសរើសអត្ថបទដែលអ្នកចង់ប្តូរ:

1. Press the right button on the mouse and hold the button down.

១.

ចុចប៊ូតុង Mouse ខាងស្តាំ ហើយសង្កត់ប៊ូតុងនោះចុះក្រោម។

2. Move over the text with the mouse.

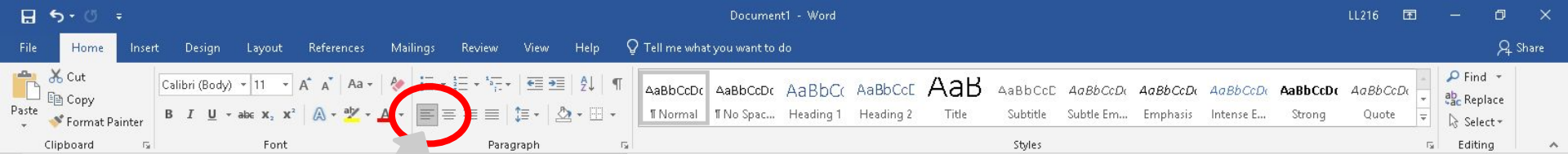
២. រំកិលលើអត្ថបទនោះដោយប្រើ Mouse

How to Align Text

របៀបធ្វើតម្រឹមអត្ថបទ



Proper alignment in a design means that every element in it is visually connected to another element. Alignment allows for cohesiveness; nothing feels out of place or disconnected when alignment has been handled well.



Align Left (Ctrl+L)
Align your content with the left margin.
Left alignment is commonly used for body text and makes the document easier to read.

Select your text and click

ជ្រើសរើសអត្ថបទរបស់អ្នកហើយចុច

ដែលនៅក្នុងក្រុម

"កថាខណ្ឌ"

(Paragraph group)

the "Align Left" icon in the "Paragraph" group

THE ESL LEARNING CENTER

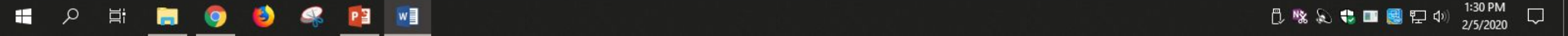
The English as a second language department at the long beach city college prepares students to develop the skills of reading, writing, speaking and listening in order to reach their academic and vocational goals. Our services include placement testing, counseling, registration assistance, and academic instruction. The ESL program seeks to reflect and serve the needs of growing and changing student population. It provides access to all campus programs and services and prepares to meet academic, vocational and personal goals.

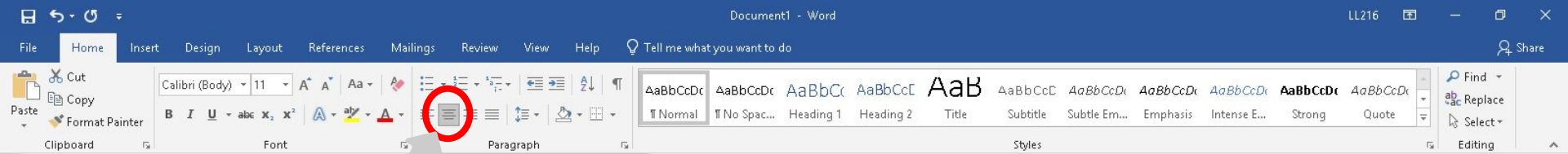
"កម្រិតវិទ្យាល័យ"



Notice the text alignment (text position)

កំណត់សម្គាល់ការតម្រឹមអត្ថបទ (ទីតាំងអត្ថបទ)





Center (Ctrl+E)
Center your content on the page.
Center alignment gives documents a formal appearance and is often used for cover pages, quotes, and sometimes headings.

Select your text and click

ជ្រើសរើសអត្ថបទរបស់អ្នកហើយចុច

រូប “តម្រឹមកណ្តាល”

នៅក្នុងក្រុម “កថាខណ្ឌ”

(Paragraph group)

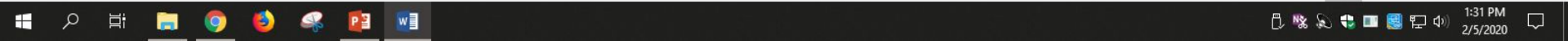
the “Center” icon in the “Paragraph” group

THE ESL LEARNING CENTER
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Notice the text alignment (text position)

កំណត់សម្គាល់ការតម្រឹមអត្ថបទ (ទីតាំងអត្ថបទ)



Clipboard Font Paragraph Styles Editing

Times New Ro 12 A A Aa

B I U abc x x² A ab A

AaBbCcDc AaBbCcDc AaBbCc AaBbCc AaB AaBbCcD AaBbCcD AaBbCcD AaBbCcD AaBbCcD AaBbCcD AaBbCcD AaBbCcD

Normal No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis Intense E... Strong Quote

Find Replace Select

Justify (Ctrl+J)
 Distribute your text evenly between the margins.
 Justified text gives your document clean, crisp edges so it looks more polished.

Select your text and click

ជ្រុសរើសអត្ថបទរបស់អ្នកហើយចុចលើ

រូប“ធ្វើអោយអត្ថបទស្មើគ្នា”

នៅក្នុងក្រុម “កថាខណ្ឌ”

(Paragraph group)

the “Justify” icon in the “Paragraph” group

THE ESL LEARNING CENTER

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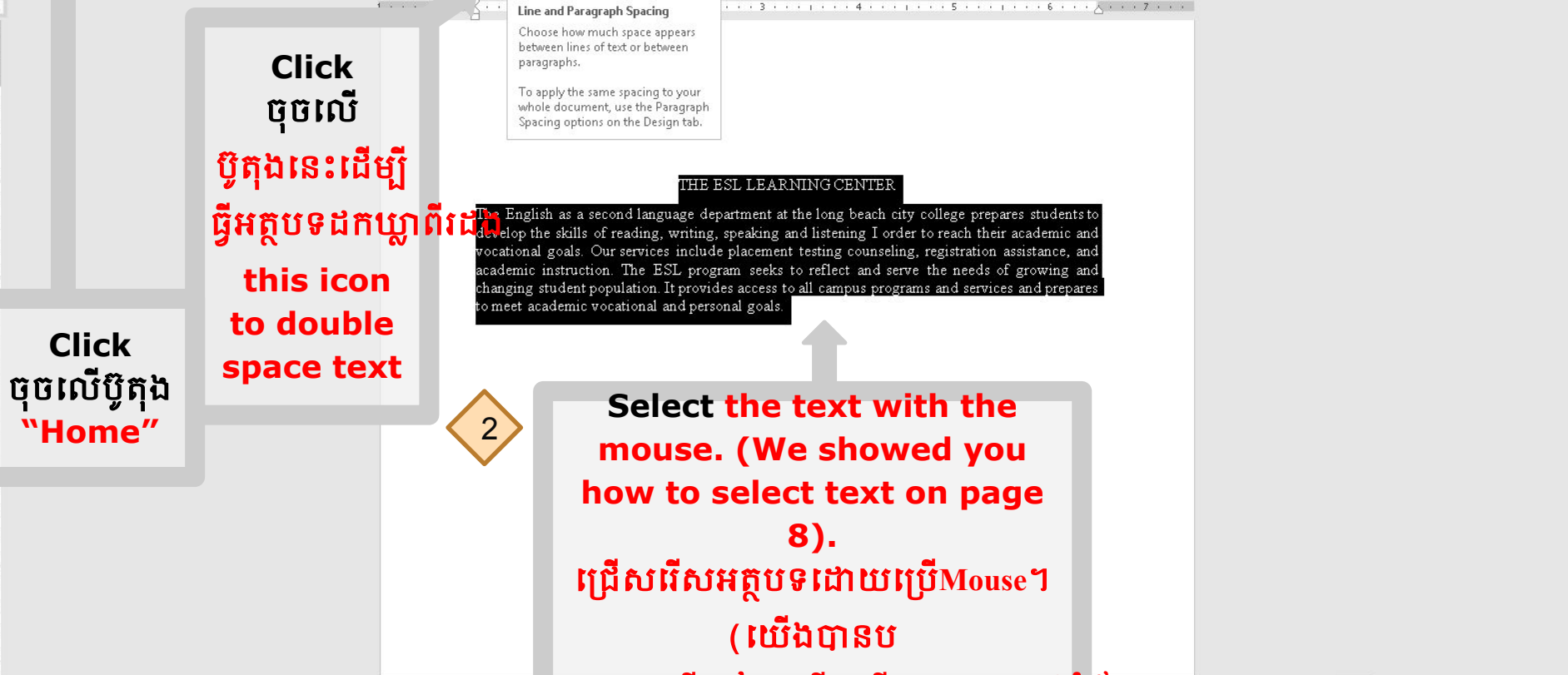
Notice the text alignment (text position)

កំណត់សម្គាល់ការតម្រឹមអត្ថបទ (ទីតាំងអត្ថបទ)

How to Double Space Text

របៀបធ្វើអត្ថបទដកឃ្លាពីរដង





1

3

2

Click
ចុចលើ
"Home"

Click
ចុចលើ
ឫកុងនេះដើម្បី
ធ្វើអត្ថបទដកឃ្លាពីរដង
this icon
to double
space text

Select the text with the
mouse. (We showed you
how to select text on page
8).
ជ្រើសរើសអត្ថបទដោយប្រើ
Mouse។
(យើងបានប
ង្ហាញអ្នកពីរបៀបជ្រើសរើសអត្ថបទនៅទំព័រ ៨) ។

1.0
1.15
1.5
2.0
2.5
3.0
Line Spacing Options...
Add Space Before Paragraph
Remove Space After Paragraph



Select 2.0 to double space text
ជ្រើសរើសលេខ ២.០
ដើម្បី
ធ្វើអត្ថបទដកឃ្លាពីរដង

THE ESL LEARNING CENTER

The English as a second language department at the long beach city college prepares students to develop the skills of reading, writing, speaking and listening in order to reach their academic and vocational goals. Our services include placement testing counseling, registration assistance, and academic instruction. The ESL program seeks to reflect and serve the needs of growing and changing student population. It provides access to all campus programs and services and prepares to meet academic vocational and personal goals.

How to Indent Text

របៀប

ធ្វើអត្ថបទចូលបន្ទាត់



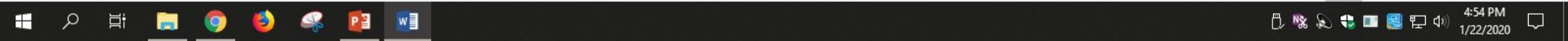


**Or you can also click
in the right corner of
the paragraph group**

ឬអ្នកក៏អាចចុចនៅ

ជម្រុងខាងស្តាំនៃក្រុមកថាខណ្ឌ(Paragraph group)

Esl learning center
The English as a Second language department at Long Beach City College prepares students to develop the skills of the reading writing, speaking and listening in order to reach their academic and vocational goals. Our services include placement testing counseling, registration, and academic instruction. The esl program seeks to reflect and serve the needs of a growing and the changing students population it provides access to all campus programs and services and prepares to meet academic, vocational and personal goals.

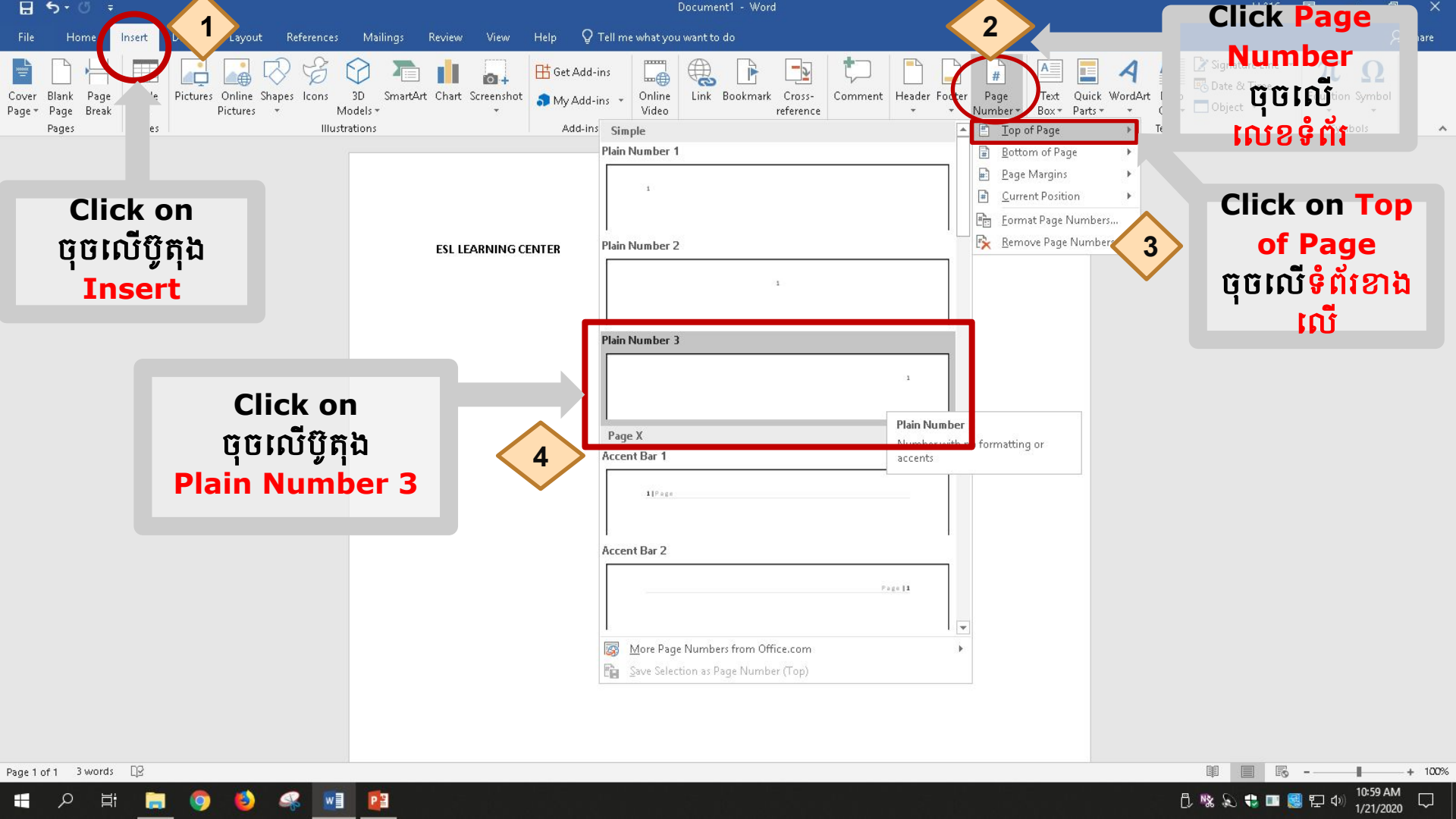


How to Insert Page Numbers in Your Document

វិធីប

បញ្ចូលលេខទំព័រនៅក្នុងឯកសាររបស់លោក





1

Click on
ចុចលើប៊ូតុង
Insert

2

Click Page
Number
ចុចលើ
លេខទំព័រ

3

Click on Top
of Page
ចុចលើទំព័រខាង
លើ

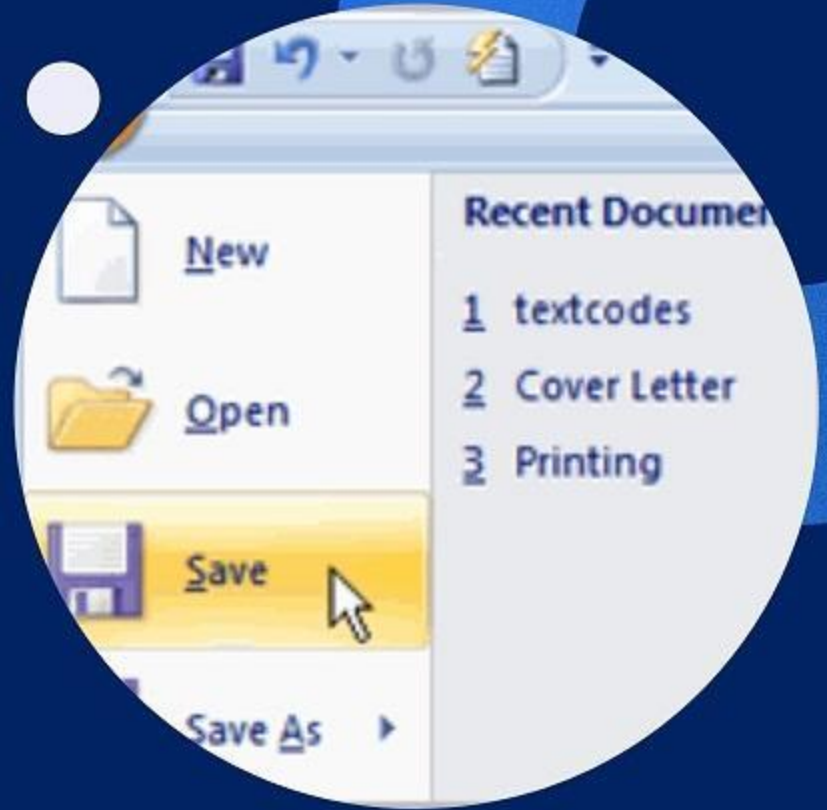
4

Click on
ចុចលើប៊ូតុង
Plain Number 3

How to Save

Your Document

វិធីរក្សាទុកឯកសាររបស់អ្នក





Click on **File**
ចុចលើប៊ូតុង **File**

Click on ចុចលើប៊ូតុង Save As

Save As

1

Browse

2

Click on ចុចលើប៊ូតុង Browse

You can save to your desktop or to your USB flash drive here
អ្នកអាចរក្សាទុកអត្ថបទអ្នកនៅលើ desktop ឬទុកក្នុងឧបករណ៍ផ្ទុកយូអេសប៊ីរបស់អ្នកដូចរូបនៅទីនេះ

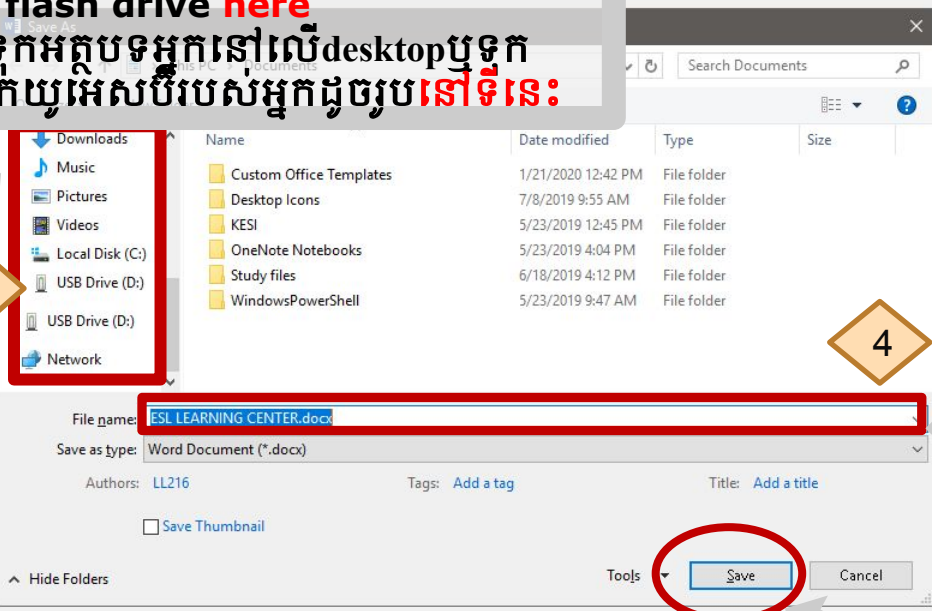
3

Downloads

4

ESL LEARNING CENTER.docx

5



You can change the name of your document here
អ្នកអាចប្តូរឈ្មោះឯកសារ

Click on ចុចលើប៊ូតុង Save