

University of Kasdi Merbah Ouargla
Faculty of Letters and Languages
Department of Letters and English Language



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A Reading of Microsoft Word 2016 Translation into Arabic

Submitted and publicly defended by:

BADREDDINE REZZOUG & AHMED ENNOUNI

Supervised by

Prof. Dr. DJAMEL GOUI

Board of examiners

Ms. Leila YAHIAOUI	University of KM Ouargla	Chairperson
Prof. Dr. Djamel GOUI	University of KM Ouargla	Supervisor
Mr. Hemza ZEGHAR	University of KM Ouargla	Examiner

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كلية الآداب واللغات
قسم الآداب واللغة الإنجليزية



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إعداد الطالبين:

رزوق بدرالدين & النوني أحمد

تحت إشراف الأستاذ الدكتور:

جمال قوي

لجنة المناقشة:

عضوا	جامعة ورقلة	الأستاذة يحيياوي ليلى
مشرفا	جامعة ورقلة	الأستاذ الدكتور قوي جمال
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Dedication

I dedicate this work to my parents and family

To whoever helped me even with a piece of advice.

Badreddine REZZOUG

I dedicate my dissertation work to my family and many friends. A special feeling to my parents; whose essence of my motivation and push for tenacity ring in my ears. My sisters and brothers whom never left my side.

I also dedicate this dissertation work to my many friends.

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Abstract

Regarding to the research that deals with Translation from English into Arabic there is set of features which determines Quality of translation. Firstly, Translation Quality Assessment with its aspects Accuracy, Readability, Acceptability, then the research tackles the level of Translations namely raw, normal, extra, adaptation of original text. The researcher had mentioned what qualified translation and exemplified those steps that hold paramount importance. Translation in the research is on reading of Microsoft word translation into Arabic and translation problems that may face readers in this sense. Starting by disclosing readers of research with history "evolution" of Microsoft, to compare between older version and nowadays issue. In addition to an attempt to provide an annotation to important features in this application also, discuss option that helps reader to gain better comprehension of certain text, which is Typo and Grammatical error detection.

Keywords: *translation quality, Microsoft Word, translation quality assessment*

المستخلص

فبخصوص هذا البحث فهو ترجمة من الإنجليزية للعربية لمايكروسوفت وفي أكناف الدراسة هذا تم تطرق للعوامل الجوهرية التي تتحكم في تقييم جودة الترجمة، استهل البحث بمناقشة جودة الترجمة التي تعتمد على ثلاثة عوامل هي قابلية القراءة، الدقة واستحسان الترجمة وخاض الباحث في مستويات الترجمة التي صنفت كالتالي: الملائمة الحضارية، الترجمة التواصلية، الترجمة الحرفية، الترجمة الإبداعية. فالترجمة هنا شملت نسخة مايكروسوفت وورد بالعربية وبعض المشاكل التي قد تواجه القارئ العربي في فهم المعنى. فتناول البحث الجانب التاريخي وهي المراحل التي مر عليها البرنامج بالإضافة لتعريب على بعض خصائص الورد وشرحها بطريقة مبسطة ولا يفوت تذكير القارئ بتواجد خاصية للتدقيق اللغوي التي تسهم بشكل أساسي في تحصيل فهم أجلاء وأوضح.

كلمات مفتاحية: *جودة الترجمة، مايكروسوفت وورد، تقييم جودة الترجمة.*

Introduction

Statement of the Problem:

Nowadays, most people are turnout to learning languages because of the development of technology and exchanging knowledge between nations.

In addition, people are learning languages owing to the work for instance: working in foreign companies, but acquiring and being competent in a language cannot ignore the role and the need to the translator and translation.

Assessing the quality of translation needs three aspects which are: accuracy, acceptability, and readability; these aspects are shown clearly in the terminology of Microsoft Word in both languages because of the majority of terms are scientific, consequently the translation of Microsoft Word from English into Arabic is accurate, acceptable, and readable.

This study is oriented to compare and evaluate the quality of translation between English and Arabic on Microsoft Word version 2016 as an example of study.

Literature Review

Most topics of dissertations, theses, papers, and others are different from each other owing to the variety of research problems and science development; for instance: in medical field there are a lot of subfields such as neurology, ophthalmology, physiology, among others, except; if there is any additional progress in the topic it may the research be repeated, or there may a similarity in the topic as research methodology. Often, translation researches based on theoretical or literature studies such as theories of translation, the issue of translating poem. Therefore, this research cannot be shared with other topics because this research looks to revise the translation and terminology of Microsoft Word.

Research Question

This research investigates this following research question:

- To what extent Microsoft Word translation into Arabic serves the Arab audience appropriately.

This main question is divided into the following sub-questions:

- Can the Arab user of MS Word understand its terminology easily?
- Can MS Word have some mistakes despite of its professionalism?

Hypothesis

After several endeavor in order to answer the questions of this research, the hypotheses may be as follows:

- The assumption that maybe MS Word had achieved the purpose of issuing symmetrical version of English MS Word in Arabic version

Objective of the study

This research aims to assess the quality of translation from English into Arabic on MS Word version 2016. This research is conducted to explain some difficult terms on Microsoft Word in order to facilitate the use of those terms, and clarifying many tips may use on Microsoft Word such as: keyboard shortcuts.

Structure of the study

This study is made of two parts; theoretical and practical. The theoretical part is made of two chapters the first is entitled translation quality, the second is entitled Microsoft Word. The practical part is made of one chapter, in an attempt to analyze patterns and examples from MS Word both English and Arabic versions. The practical part contains an introduction, definition of corpus, and analyses.

The research methodology that applied in this dissertation is qualitative research; the patterns are analyzed by case study and content analysis methodology.

This research has an introduction and conclusion that sum up the results of this research. Also, at the end of the dissertation there is a summary مخلص الدراسة, explain the whole work from the theoretical part till the end of analysis.

Limitation of the study

The aim of this study is to verify the quality of translation on Microsoft Word; because it is a researchable topic. Thus, there are no references in the practical part unlike the theoretical part that needs some references. It is difficult if we do not say never to deduct a mistake or an error in terminology of Microsoft Word such as breaks. The reason of lack of mistakes on Microsoft Word is the professionalism of the program that it is a worldwide application.

Theoretical Part

Chapter 01: Translation Quality

Theoretical part

Chapter 01: Translation Quality

Introduction

Achieving the coherence in translation is something very difficult that needs qualified translators and revisers to get a parallel-translated text, regarding to the client creed, religion, and culture measurements.

Any translation should take into consideration the denotative and connotative meaning, nuances, correct grammar, spelling mistakes ...etc. Consequently, getting a fluent and coherent translated text without any distortion, therefore the reader feels the target text TT as it the original text.

1. Definition of translation

Translation first appeared as science was in 1964 by Eugene Nida. Then, in 1965, John Carry Catford suggested translation as a theory. In 1971 in Canada Montreal George Goffin suggested “la traductologie” as a name of science, after that James Holmes present a paper in 1972 and proposed translation studies but descriptively. In 1973, Brain Harris took the idea of James Holmes but he presented it in a paper in the name of transladology referring to John Carry Catford suggestion “la traductologie” and this was because of jealousy. In 1988 most of theorist of translation accredited translation studies as an official name of science.

Briefly, translation it is a process of converting texts or speech from one into another. The main goal of translation is to render the meaning of the message correctly without any distortion that may affect on the meaning in both source language SL and target language TL negatively. The translator must be careful while translating or interpreting the text or speech to the terminology, nuances, grammar mistakes, spelling mistakes, especially in literal translation rather than interpreting; in order to get a coherent and parallel-translated text in both source text ST and target text TT.

2. Definition of translation quality

Translation quality it is an assessment and evaluation to any type of translation; in order to review it to get a coherent and correct translated text. Translation quality it is a process of checking the degree of formality, correctness and faithfulness for both source text ST and target text TL. Translation quality emphasis on three aspects in evaluating a translation; which are: Accuracy, Acceptability, and Readability.

3. Aspects of translation quality

According to (Nababan, Nuraeni and Sumardiono, 2012) the assessment of translation quality considers three aspects, which are Accuracy, Acceptability, and Readability.

3.1 Accuracy

Accuracy can be classified at three degrees which are; Accurate, less accurate, and Inaccurate, in order to evaluate the perfection of the translated text from the source language SL into the target language TL.

Accuracy it is an important step in translating texts, because it shows the linguistic abilities of the translator.

Accurate degree aims to render the meaning of the source text ST into the target text TT word by word; consequently, to avoid any distortion in the translated text.

In less accurate degree, the translated text may contain some mistakes that cannot change the exact meaning, for instance: spelling mistakes, grammar mistakes. This translation can be acceptable.

Inaccurate text means that the translated text fully wrong because of the nonqualified translators. This translation will be refused.

3.2 Acceptability

Acceptability it looks for the reader feeling; which means the reader will read the translated text as it the original text regarding to the target language culture and principles of the society.

3.3 Readability

Readability is how easily written materials can be read and understood; this means the translator should simplify him/her language toward the reader by using simple and clear words or terminology, also the translator should avoid syntax complexities in order to the text be meaningful, clear, and understandable.

4 Levels of translation quality

Translation quality has four levels that can be named and described as follows:

4.1 Raw translation quality

Raw translation quality TQ aims to transmit the general meaning of the original text. In raw translation quality TQ there may be grammatical and spelling mistakes, but finally the text will be understandable. This level includes the translation of scientific abstracts.

4.2 Normal quality translation

Normal quality translation aims to convey the meaning fluently and grammatically correct. Sometimes the source text ST is difficult to translate because of the terminology. Generally, this level includes the translation of technical texts.

4.3 Extra-quality translation

Extra-quality translation aims to transfer the meaning of the original text fluently and idiomatically correct, regarding to the culture measurements of the target text TT. Often, this level includes the translation of literature.

4.4 Adaptation of original text

Adaptation of original text does not look for the direct translation, but more than this; it attempts for adapting the source text ST to the target text TT culturally and idiomatically. The translator sometimes can omit or add something according to target language standards; in order to get a coherent and fluent translated text.

5 Translation quality assurance TQA

Translation quality assurance TQA it is a process of reviewing the translation aiming to ensure the quality of the translated text. In translation quality assurance TQA, there are many steps to verify the quality of the translated text such as reviewing, editing translations, checking for grammatical errors, ensuring consistency in terminology usage, and verifying the accuracy of cultural references. Also, translation quality assurance TQA it has a set of stages among of them: translation review and terminology management.

5.1 Translation review

“ It refers to the process of checking a translation in order to detect and correct errors, omission, and inconsistencies, as well as to improve its quality, clarity, and relevance to the target audience” (przybysz&sini,2017); this shows the importance of reviewing any translation to approve or decline it in order to be present with the client expectations.

5.2 Terminology management

Terminology management it asks for the use of the words or terms; that the translator selected in the target language TL, attempting to facilitate the readability for the client.

6 Quality control

Quality control it is a stage in translation quality assurance TQA; which is the final step in translation process because it works to check and scan the translated text sentence by sentence and word by word, in order to evaluate the whole translation by verifying any mistakes for instance: grammar mistakes, spelling mistakes. Quality control it has five steps that can help the reviewer to control and assess the quality of the translated text.

6.1 Review and correction

A professional translator or reviser must review the translated text to ensure that the translated text does not has any errors or typos.

6.2 Formatting and layout check

This step it applies to ensure that the translated text is rendered perfectly, therefore the reader will understand the translated text easily.

6.3 Terminology and style check

In this step, the translator should select the correct terminology and style, in order to assure that the translated text is clear, readable, and understandable for the target reader.

6.4 Cultural adaptation

This means the translator must meet the source text ST to the target text TT culturally; such as: idiomatic expressions, aiming to get a coherent and appropriate translation in both source text ST and target text TT; in the object of the target audience understand the translation.

6.5 Final approval

Final approval means that the client will approve the translated text; which means the reader can understand it, because this step it looks for the final delivery in order to meet the client expectations.

7 The role and principles of effective and efficient quality control

During assessing and controlling quality, the managers are taking into consideration the consequences of any probable mistakes or errors made by the translator; and this mistake or error may be happened because of the nonqualified translators, workload, time pressure, and others.

This shows the importance and the necessity of selecting qualified and competent translators, for instance: each translator has his/her domain of competence.

In addition, translators and revisers have their individual strengths and weaknesses such as accuracy, domain of competence. These competences and the expertise of the translator will be taken into account in order to enrich the profile or CV to be selected as the best translator or reviser by the client.

8 Translation quality assessment TQA

Translation quality assessment TQA it is a subfield of translation studies that works to signal any faults in the translated text. Translation quality assessment TQA it is a process that aims to evaluate and assess the translation. It uses to check the quality of the translated text by reviewing it if there are any mistakes or mistranslations, as well as to achieve the attempted level of readability, acceptability, and accuracy.

8.1 Translation quality assessment models TQA

Waddington is one of the major scholars of translation quality assessment TQA; proposes four models that named Method A, Method B, Method C, and Method D. Method A and B are error analysis, Method C is a holistic method of assessment, and Method D is a combination of B and C.

❖ Method A

Errors are divided into three categories

- A-** Inappropriate renderings that affect the source text's understanding, may be classified into eight categories: countersense, faux sense, nonsense, addition, omission, unresolved extra linguistic references, loss of meaning, and inappropriate linguistic variation (e.g.: language register, style and dialect)
- B-** Inappropriate renderings, which affect target language TL expression. These are divided into five categories: spelling, grammar, lexical items, text, and style
- C-** Inadequate renderings that affect the transmission of either the main function or secondary function of the source text ST.

❖ **Method B**

Method B is also focus on error analysis and was designed to consider the negative effect of errors on the overall quality of the translations. The corrector has to determine whether each mistake is a translation mistake or just a language mistake; this is done by deciding whether or not the mistake affects the transfer of the meaning from the source text into the target text: if does not, it is a language error, if it does, it is a translation error.

❖ **Method C**

This Method it attempts to evaluate the whole translation, taking into consideration the fluency, cohesion, and quality in general. The corrector in This Method should follow three aspects, which are the accuracy of rendering from the source language SL into target language TL, the quality of the terminology that selected in TL, and the degree of task completion.

❖ **Method D**

Method D includes a combination of error analysis Method B and holistic Method C in a proportion of 70/30; this means Method B accounts for 70% of the total result and Method C for the remaining 30%.

8.2 American Translator's Association ATA framework

ATA framework it is a translation quality assessment model used by the American Translator's Association; that aims to graduate a qualified and certified translator, this can be by the ATA framework that attempts to evaluate and assess the trainee's translations by a test made by the ATA.

8.3 Text type of translation quality assessment TQA

In translation quality assessment, there are two main types of texts, which are: literary texts and industry texts. Most of translators prefer literary texts such as poetry, drama, novels...etc, because this type of texts in their point of view

seems easy to translate due to the lack of obligations (free translation) for instance: specific terminology.

In the other hand, the industry translation it works with the technical fields (any specified text); such as: legal translation, medical translation, political translation...etc. The translator in industry translation may face some difficulties in translating texts because of the sensitivity of the topics; this is why nonqualified translators avoid industry translations.

Conclusion

Translation it is a key factor in exchanging knowledge between people and acculturation, because it is the first step to communicate with others. For this reason, any translation must be understandable and clear for the reader in order to facilitate the communication between people in different languages.

Any translation should be reviewed by a competent and qualified revisers or translators to assess the quality of the translated text, hence; the translation to be readable, acceptable, and accurate, in the aim of to meet the reader or client necessities and expectations. Therefore, the translator must pay attention to his/her translation especially in adapting texts and linguistic nuances to produce a perfect translation as Norman Shapiro said: translation can only be felt by a scratch in the glass.

Chapter 02:

Microsoft Word

Chapter2: Microsoft Word

Introduction

Microsoft Word is a program used to process documents and typing texts in different languages. Microsoft Word Issued versions since 1983 also it has several features as fonts, adding also bold & italics.

As word have pros it might have cons such as reading through different Microsoft Word languages (Arabic-English) Taking into consideration those two are contrast to one another. In this paper discussion is regarding, to what extent MS Word translation Arabic serves the Arab audience appropriately.

1. Microsoft History

Microsoft give birth to "Multi-tool Word" in 1983 and was known widely; Word 1.0. By two programmers whom Charles Simonyi & Richard Brodie. Those were recruited by Bill Gates and Paul Allen in 1981. In that era word was solely dedicated to operate on computers supported by Unix Operating system.

Word was What You See Is What You Get Program. In Other word printed document is duplicate of your word; not to mention that word grants its users with various options such: creating, saving, also printing.

Version 2.0 saw the light in 1985 with new updates namely word count, spelling check, within a few years Microsoft updated numerous times to operate on Disk Operating System and Macintosh. Name was shortened from Multi-tool Word to Word.

In 1993 Microsoft merged word 6.0, and this was the final version under that nomination .Compatible with Macintosh, Windows, also Disk operating System, and the latter one does not support up comings Word .Following issue was named after years of issuing .After that Microsoft pace of issuing was lasting in most of times two years for each version among latest release was the end of 2018, with word 2019.

2. Microsoft Word

Microsoft word is program within package of Microsoft office suite. Predominantly used to enter, edit, format, save, retrieve and print documents.

MS Word also known as Word and better recognized Microsoft word is word processor, released by Microsoft. Microsoft word is a program within others of Microsoft office suite; despite that it can be purchased itself alone.

By now Microsoft Word is celebrating 41 years. It has witnessed a lot of betterment; for now, it is on market of apple's and windows users.

Microsoft Word was not the prominent word processor due to its unfamiliar design unlike WordPerfect the most used at that time. In spite of that Microsoft undertake a list of updates namely 1985 version which can operate on Macintosh; and on 1987 managed upgrading important features. Not to mention a brand functionality of Support rich text format (RTF).

Moreover, Microsoft Word has embedded dictionary for spell checking and misspelled words are noted in a red squiggly underline. Microsoft Word grants users with text-level features such as bold, underline, italic; and page-level features such as indentation, paragraphing.

In 2007, docx became the ordinary file format, instead of “.doc” extension.

Microsoft Word renewed, also Microsoft operating systems. Because of intra-relationship of Microsoft Office suite with the Microsoft operating system, its use featured in user frustrations around end-of-life for Microsoft XP and the successive Vista and Windows 7, 8 and 10.

Meanwhile, Microsoft was getting on the cloud bandwagon. Its new offering, Microsoft Office 365, out-taking old also single machine licensing methods with a cloud-delivered set of software applications that users can access from any given time.

Many customers are now accessing Microsoft Word and Office suites through office 365 instead of buying it by downloading it with license keys. Typically, the cloud-delivered a method that allows for different use on multiple devices. Even though some users failed to gain new devices authorized, another frequent aspect

of the cloud-delivered software is that there is no necessity to download it onto the local hard drive. Additionally, Microsoft has launched multiple, helpful, and complementary cloud application such as OneNote, OneDrive and SharePoint for enterprise users, and a mobile Office suite for Apple and Android.

3. Word Keyboard shortcuts

Shortcuts indicates to easiest and fastest method, way, technique to achieve objectives. It can be ostensible for instance road between two places that reduce distances or keystrokes. With Keystrokes time and power is preserved and led to smart work.

As Mentioned by U. C-Abel Books(2016) To access various functions quickly in Microsoft Word, use keyboard shortcuts:

Open a document: Ctrl+O

Create a new document: Ctrl+N

Save the document: Ctrl+S

Close the document: Ctrl+W

Select all: Ctrl+A

Bold: Ctrl+B

Copy: Ctrl+C

Change character formatting: Ctrl+D

Align center: Ctrl+E

Find: Ctrl+F

Go to: Ctrl+G

Additionally, there are more advanced shortcuts like:

Switch to outline view: Ctrl + Alt + O

Switch to print view: Ctrl + Alt + P

Toggle between normal and split mode: Ctrl + Alt + S

You can also customize keyboard shortcuts in Word by following these steps:

Press ALT+F, T to open the Word Options dialog box.

Press the DOWN ARROW to select Customize Ribbon.

These shortcuts can help improve your efficiency when working in Microsoft Word.

To insert a table in Microsoft Word, use this shortcut:

Insert a table: Alt + N, then press T.

This shortcut allows you to quickly create a table in Word without having to navigate through the menu options.

With that being said there is always commands that ordinary users can benefit from them by knowing hands-on shortcuts .Exploring keyboard shortcuts in that user can starts query of getting to know new shortcuts by well-known websites namely Zapier and GCF Global .

4. Features of Microsoft Word

- ❖ **Alignment:** Lines situation in body of text according to document left and right margins.
- ❖ **Bold: Letters** in bold are used for stressing; i.e. **bold word differs from regulars' ones.**
- ❖ **Indentation:** The space to be left from the page margin that is used upon paragraph or body of text.
- ❖ **Insertion Point:** Definition to that terminology lay within it; place of text insertion, also the place of flashing cursor.
- ❖ **Bullets:** Characters used to enumerate a given part of text.
- ❖ **Margin:** Go to ribbon then choose layout to find margins; void space left on page. Normally estimated by inches.
- ❖ **Insert Picture:** Go to ribbon then choose insert to find pictures, which are images can be included in The Document.
- ❖ **Italics:** Italicized letters shaped on monitor leaning on right. And to use italics click on home choose to italicize your text.
- ❖ **Format Painter:** Is an option of copying formatting of one word or paragraph, and project it on another counterpart.
- ❖ **Font:** In Microsoft there is multiway of typeface namely: Times New Roman, Arial Black, Arial also freestyle script. Font includes.

❖ **Print Review:** Provide insight to what document looks once printed.

a) Home Tab

- 1) **Clip board:** Choose the text to be copied. Reach for Home Tab then click on Clipboard Box
- 2) **Copy:** Permit to maintain Original text while transfer it elsewhere.
- 3) **Cut:** Will displaced the original text and place it elsewhere.
- 4) **Paste:** This option to insert whatever has been copied.

❖ **Centering:** Is when writing on the middle of the page where the left-most and right-most characters distanced symmetrically with left and right margins.

b) Insert Hyperlink: This option allows the user of Microsoft word to put another part it can be website, other document; within the document. By following this:

Select the text want to be changed into hyperlink

- Click on the Insert tab in Word
- Click on the Link button in the toolbar
- Choose "Existing File or Web Page" if linking to an external site or document
- Enter the URL or select the file wish to be linked to
- Click OK to save the hyperlink.

a) **Design:** Shows a list of effects and enables the user to opt for the appropriate one.

Styles: templates have applied various consistent font, font size, font color, and spacing to headings, paragraphs, and titling throughout the document.

Selecting words, paragraph, list or table to edit.

On the Home tab, select a style.

If the user wants to see more options, click the More button to expand the gallery.

Themes: Add unique appearance to the document

Select Design then click on Themes.

Pick on a theme to preview how it will look.

The user Select the theme.

- b) **Layouts:** The user can alter layout in Microsoft Word, by modifying various elements in according to its needs. From this element there is orientation, margins, and page size.

Page Orientation:

Select the Layout tab, then click on Orientation.

Choose between Portrait or Landscape orientation

Margins:

Click on Layout, then select Margins.

Choose from predefined margin sizes or set Custom Margins to a customize one.

Page Size:

By default, a new document is set to 8.5 inches by 11 inches.

User can adjust the page size in the Page Setup dialog box under the Layout tab

Section Breaks:

Use section breaks to change the layout or formatting within specific sections of your document.

Insert section breaks to make formatting changes like starting new chapters or creating different layouts on the same page

These steps allow user to tailor document's layout to suit your specific needs in Microsoft Word.

5. Terminology of Microsoft Word

	Terminology	Functions
1	Quick Access toolbar	Shortcut to usual (Commands)
2	File Tab	File Tab took place in 2007 which considered backstage. In that you can get access Microsoft options namely Info, New, open, save, save as, print, share, export, close, account, options.
3	Ribbon Tab	Any ribbon is categorized; due to his function.
4	Ribbon	Provided a relative order; within tabs. Each of which offers button for command.
5	Group	Contain category of command buttons.
6	Show Dialogue box	Give other choices to users.

6. Typo and Grammatical error detection

When working in a file, your Office app checks for spelling and basic grammar mistakes. Word autocorrects many mistakes and if it's not autocorrected, a detection will appear as a squiggly line under the misspelled words and a double underlined detection for grammar mistakes. Right-click the underlined word to see a suggested list of corrections, Select the word and opt for change in your file. Select **Review > Spelling & Grammar** or press F7 to review spelling and grammar all at once.

As stated by Stewart Melart (2015) In Word, the Editor pane opens. Use a suggested word, select it or click the dropdown arrow, and then select **Change All** to fix every time this word appears in the file. Other options include **Add to Dictionary** ,Office remember this spelling across all apps in the future or **Ignore Once** or **Ignore All**, if the word is already correct .Select **Change All** for now .The spelling and grammar checker is similar across all apps ,then this is the right tools to present your best work possible.

- I. Fix spelling and grammar
- II. Right-click text with a squiggly line or a double underline underneath.
- III. Select the correct spelling from the list of suggestions.

A. Check the entire file

B. Select **Review > Spelling & Grammar** or press F7.

C. In the **Editor** pane, select the correct spelling from the list of suggestions.

D. Select **Change All** to fix every time this word appears in your file.

i. Other Options

- a. **Add to Dictionary**: Office remember this spelling across all apps in the future.
- b. **Ignore Once**: To ignore the mistake and remove the squiggly line or double underline.
- c. **Ignore All**: To ignore the mistakes and remove the squiggly line or double underline for all instances of this text in the file.

Conclusion

In conducting this research upon Microsoft Word and as an observation of researcher to conclude that it operates on all systems including Windows and macOS also almost all application support Microsoft Word i.e.: iOS, android, and web version. That is what helps to carry on this research and macadamize this path.

Problems faced in Microsoft word can be rectified with the help of specialties or scientific studies related to this issue. Microsoft Word is very helpful in preparing correspondence notably in administration at levels of schools, universities. In order to achieve that the user needs hands on annotations, that facilitates and enhance comprehending of Microsoft Word. That where translation takes place of linking interfaces and simplifies the matter to all readers.

Chapter 03:

Practical Part

Practical part

Introduction

Any program or application should have multilanguage to facilitate the access to its users and simplify it by translating the terms in several languages.

Translation it is a widespread process in the world because it looks to facilitate the communication and acculturation between people over the world.

As an example of translation and its importance, Microsoft Word has many languages on; it that can help anyone to access his/her duty easily, and this was others. Microsoft Word gives the opportunity to anyone to write in any language by downloading it. Also, Word offers the process of corresponding, sharing and this can be by several languages such as: Arabic, English, French, and others.

1. Definition of corpus

Within a long period, Microsoft Word has maintained to exist as the head of processing programs. The updating to application simplified writing and the creation enriching documents. Word is a member of Microsoft Office suite and its grants users to work jointly with colleagues even in distances. Word generate productivity and helps you take full advantage of documents. The cutting-edge era exists today is largely powered by smart and intelligent software namely Word. In this part, discussion is regarding to history of Microsoft Word and how it has evolved over the period. In 1981, Xerox programmer, Charles Simony; introduced to Microsoft to develop Word. The first issue of productivity software launched in 1983. Microsoft Word is an unprecedented application to incorporate bold-faced and italic fonts, as well as line breaks. In addition, one of the earliest programs to appear on Mac computers. In 1985, version 2 of MS Word which included spell check and word count features was released. The first version of the application for Windows was released in 1989; two years before WordStar and WordPerfect were introduced to the new Windows operating system.

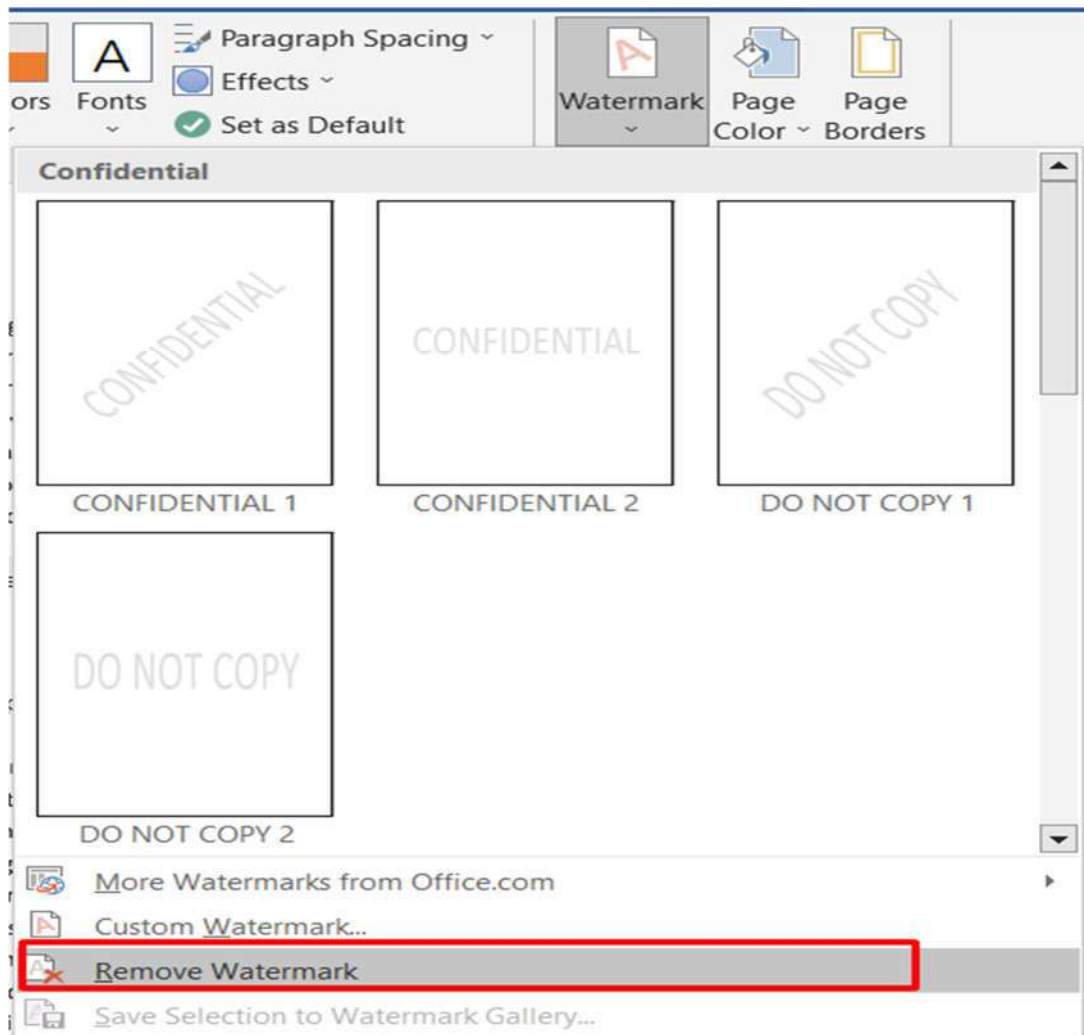
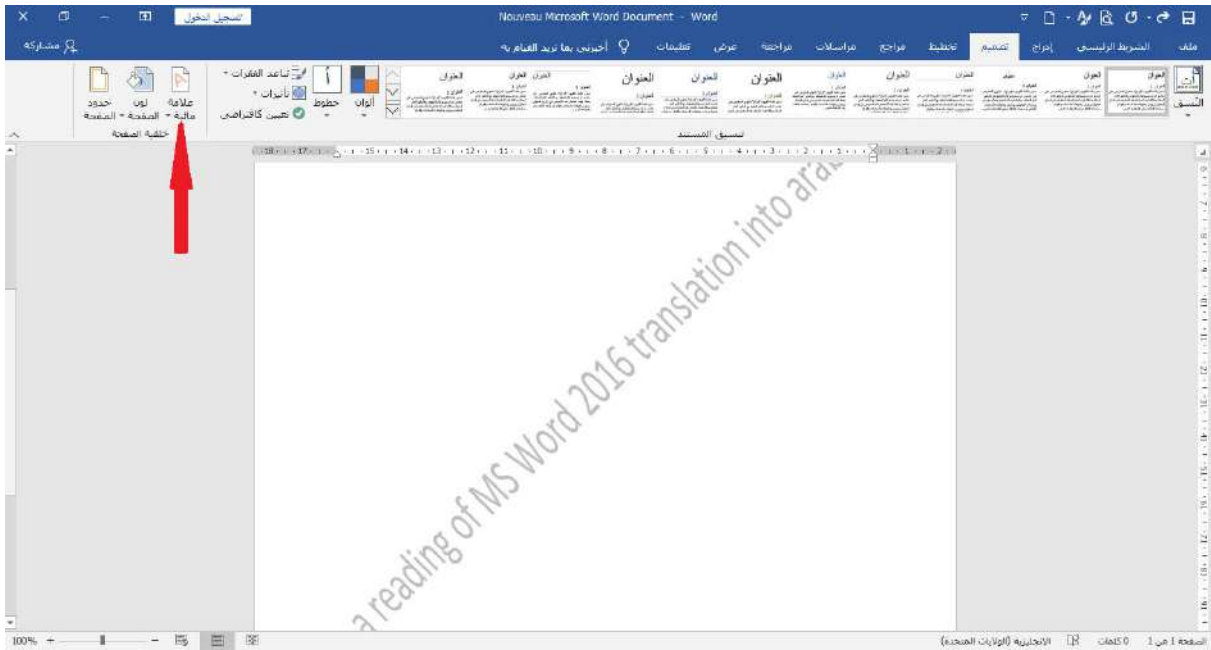
2. Analysis

This study needs qualitative research; in order to verify the quality of translation into Arabic. Qualitative research is an approach that aims to address research questions that focus on understanding the meanings, experiences, and social realities of people in their natural settings. Methods are designed to lead towards an in-depth understanding of phenomena, also the experiences, beliefs, perceptions, and decisions of people. There are several types of qualitative research, and in this paper a combination between content analysis and case study research. Case study is a research method that involves the testing of knowledge regarding to a specific material to attain a better insight of its complexities, dynamics, and context. Content analysis involves systematic reading or observation of texts or artefacts with assigned labels to indicate interesting content involves systematic reading or observation of texts or artefacts.

Pattern one

1. Watermark علامة مائية

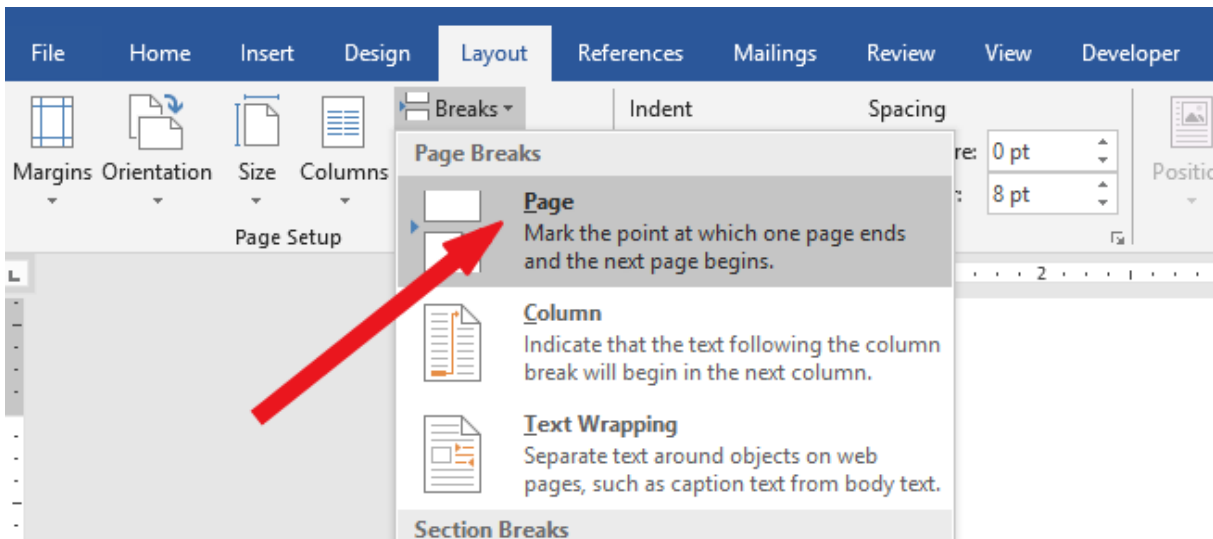
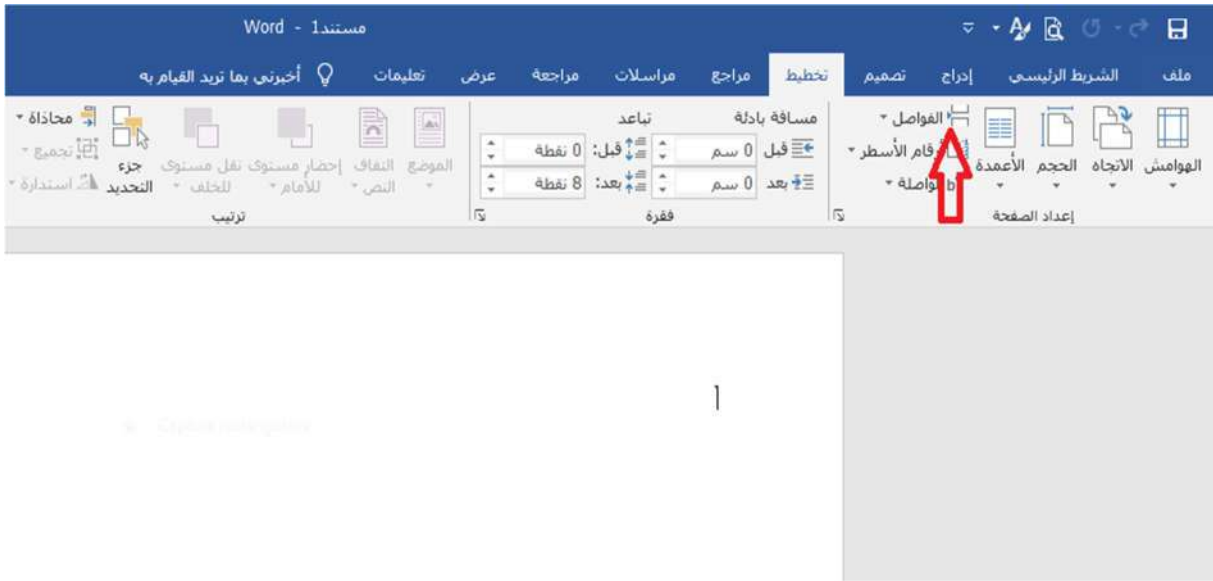
Watermark is a background image or text to be shown in document of Microsoft Word, it used to display image, text, for instance: "name of the author" or "do not copy" to document. User can find watermark by opting it in design tab. Watermark can be permanent on document, with that users can safeguard his intellectual property. Arabic suggested equivalence is "علامة مائية" and defined as a signature or stamp in page of word to protect author copyright, and this term also can refer to watermark on banknote, legal document and postcards. In this rendition Translator maintain both functional and load of the Original Text and transfer it into the Target text faithfully. Type used in this Pattern is Technical Translation because terminology used belongs to software Domain.



Pattern two

2. Breaks فاصل صفحات

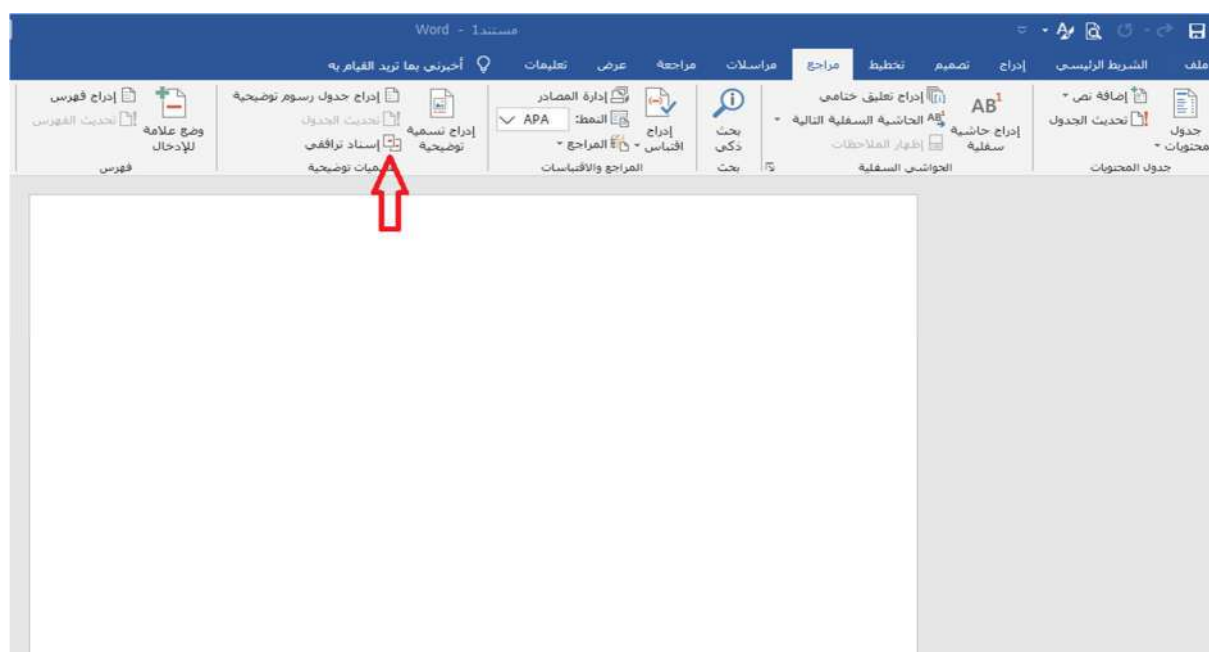
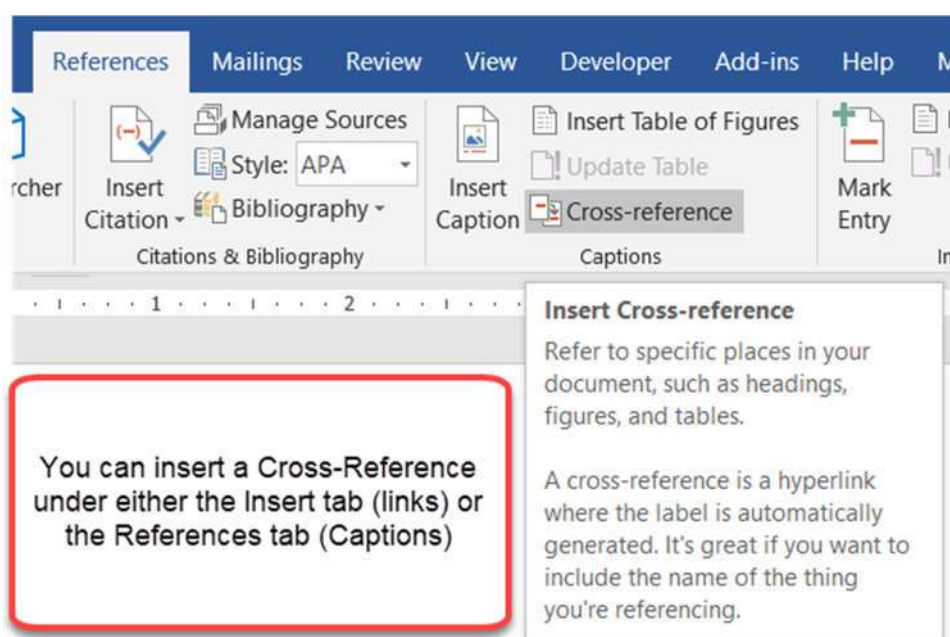
In Microsoft Word there are tools that enable users to modify formatting and document structure by separating the content into sections. These breaks allow users to adjust formatting between pages, add columns, and change margins. In counterpart rendition it is "فاصل الصفحات" and it literally means where the page in document should ends or starts, so it is safe to say translation is accurate; due to readability and acceptability of the word.



Pattern three

3. Cross-reference اسناد ترافقي/ارتباطات

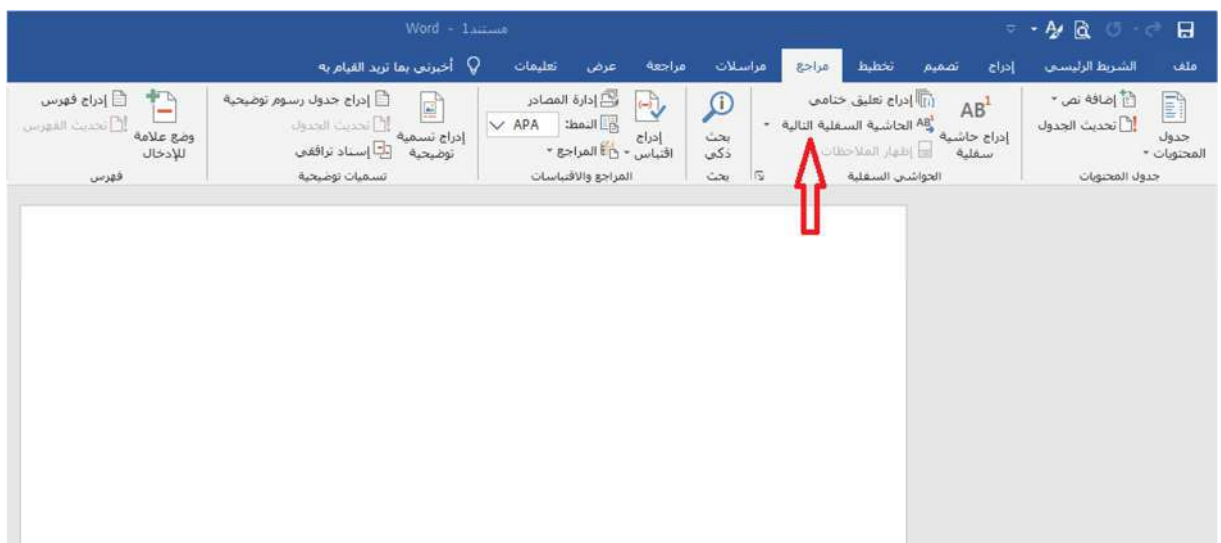
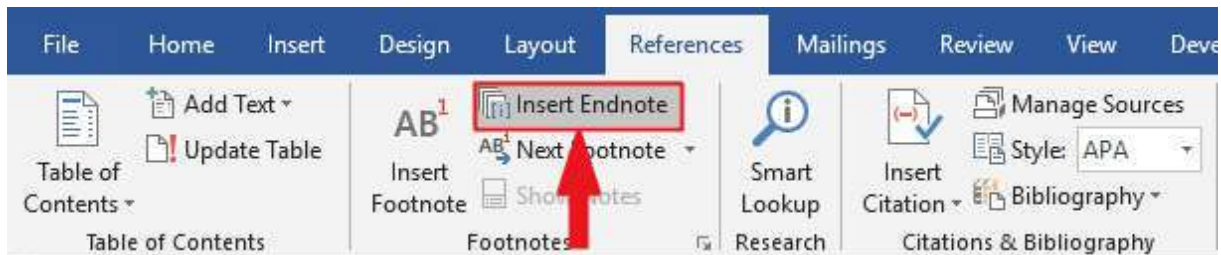
Microsoft Word's Cross-reference tool directs readers to other areas of the document. It allows you to link to headers, bookmarks, tables, figures, footnotes, and other content. This allows readers to quickly and easily navigate to the appropriate areas of your paper, assisting them in finding crucial facts in your work. Arabic translation " اسناد ترافقي/ارتباطات " in this Pattern simplicity of the term led the readers to comprehend the meaning clearly. Consequently, it is an accurate translation.



Pattern four

4. Endnote الحاشية السفلية

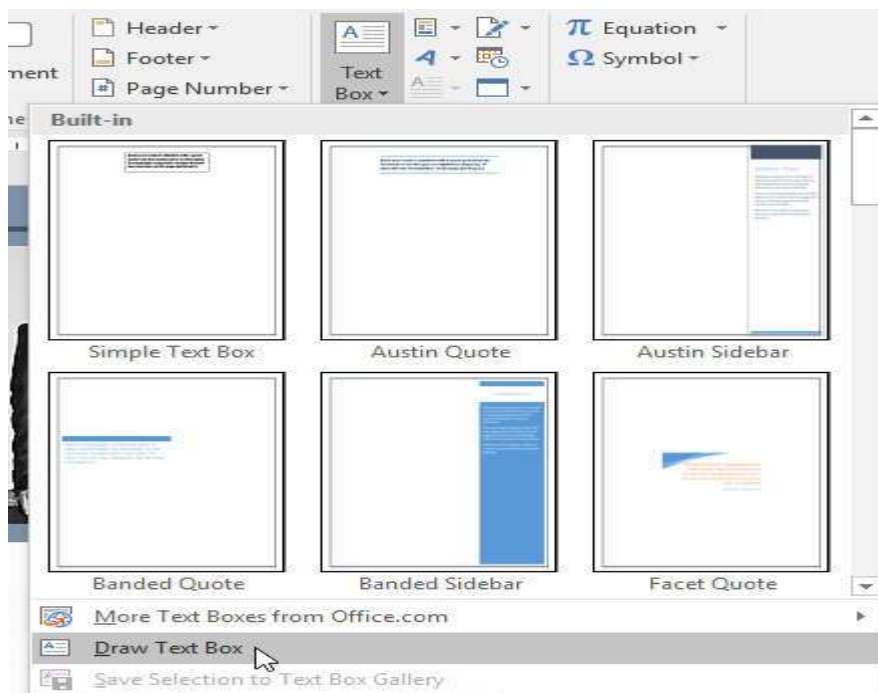
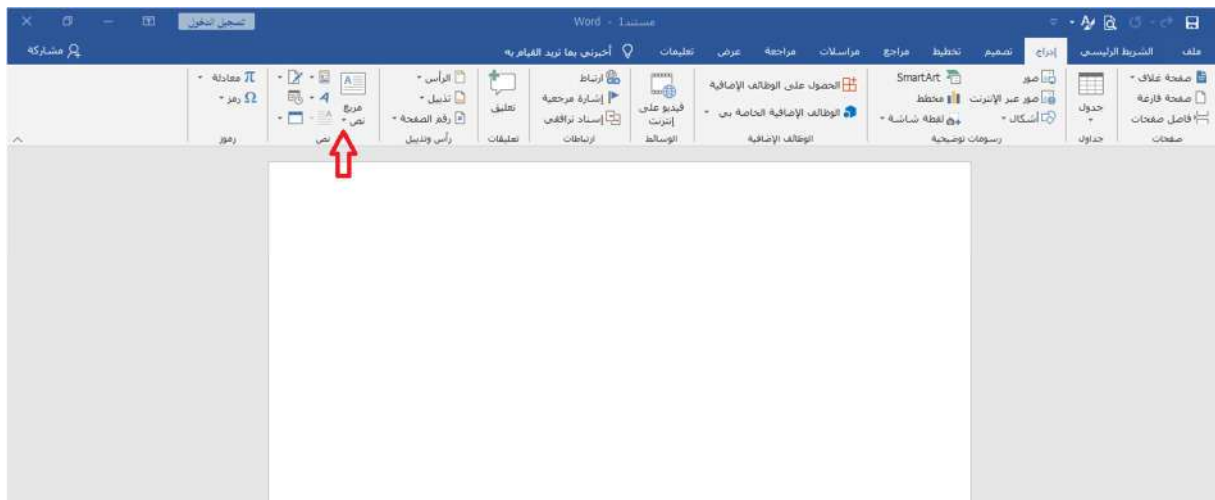
Endnote in Microsoft Word is a function that allows users to insert footnotes and endnotes into their pages. Endnotes occur at the end of a document or section, whereas footnote appear at the bottom of the same page. Endnote inserts a reference mark into the text and places the footnote or endnote mark at the specified location. Users can enter footnote or endnote text. Endnote also offers customization options for footnotes and endnotes, including adjusting the size, font, and indentation. The rendition in counterpart is "الحاشية السفلية" which is a comment or reference appears at the end of the page usually mentioned with symbol or number already given in word page. This translation may be ambiguous to the Arabic reader due to complexity of the term itself, in addition to interpretation that may took place when first reading the word. The rendition suggested here "تذييل الصفحة"



Pattern five

5. Textbox مربع النص

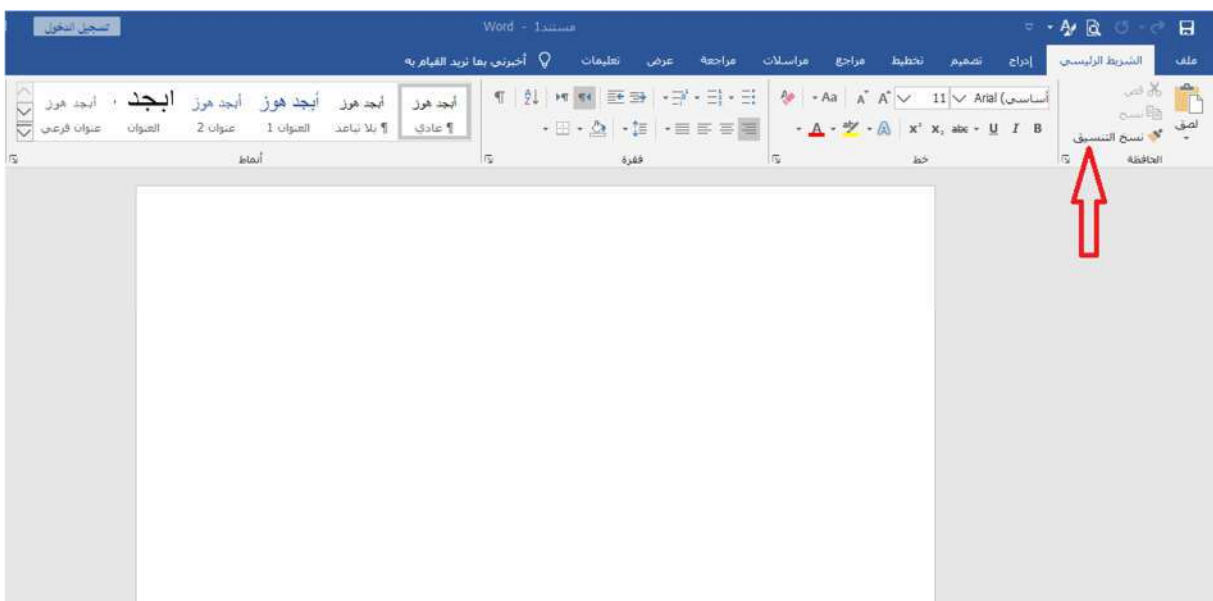
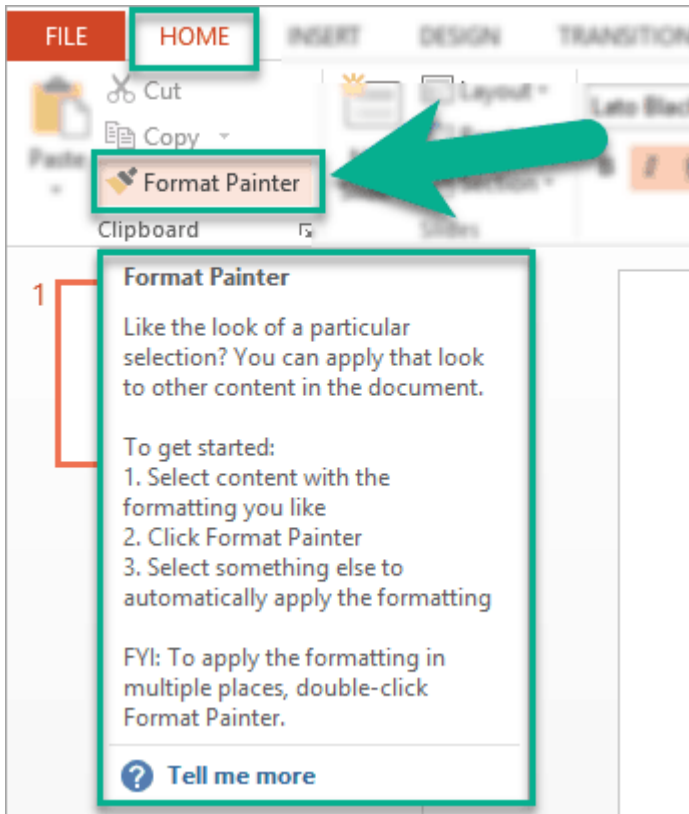
Particularly, the use of textboxes is an important way to draw attention to specific text. Also, it can be helpful when users' needs to move text around in a document, Word supports a variety of styles and effects that allow the author to format text boxes and the text contained within them. Rendition in Arabic is "مربع النص" which is an element can be added to contain text, and the user can select the place of Textbox according to his/her needs. In this sense rendition suggested in Arabic is acceptable, because it describes functional option through the term. The reader would not be confused while opting for "مربع النص Textbox"



Pattern six

6. Format painter نسخ التنسيق

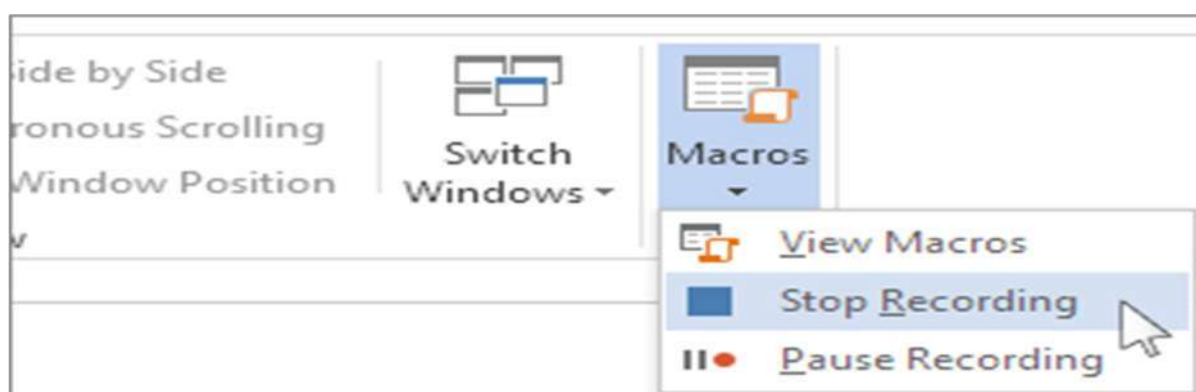
Format painter it is an option of copying formatting of one word or paragraph, and project it on another counterpart. The Arabic equivalence "نسخ التنسيق" can only means copying certain structure of word page to other page, there is no ambiguity due to simplicity, and acceptability, to the reader it renders the meaning clearly.



Pattern seven

7. Macro الماكرو

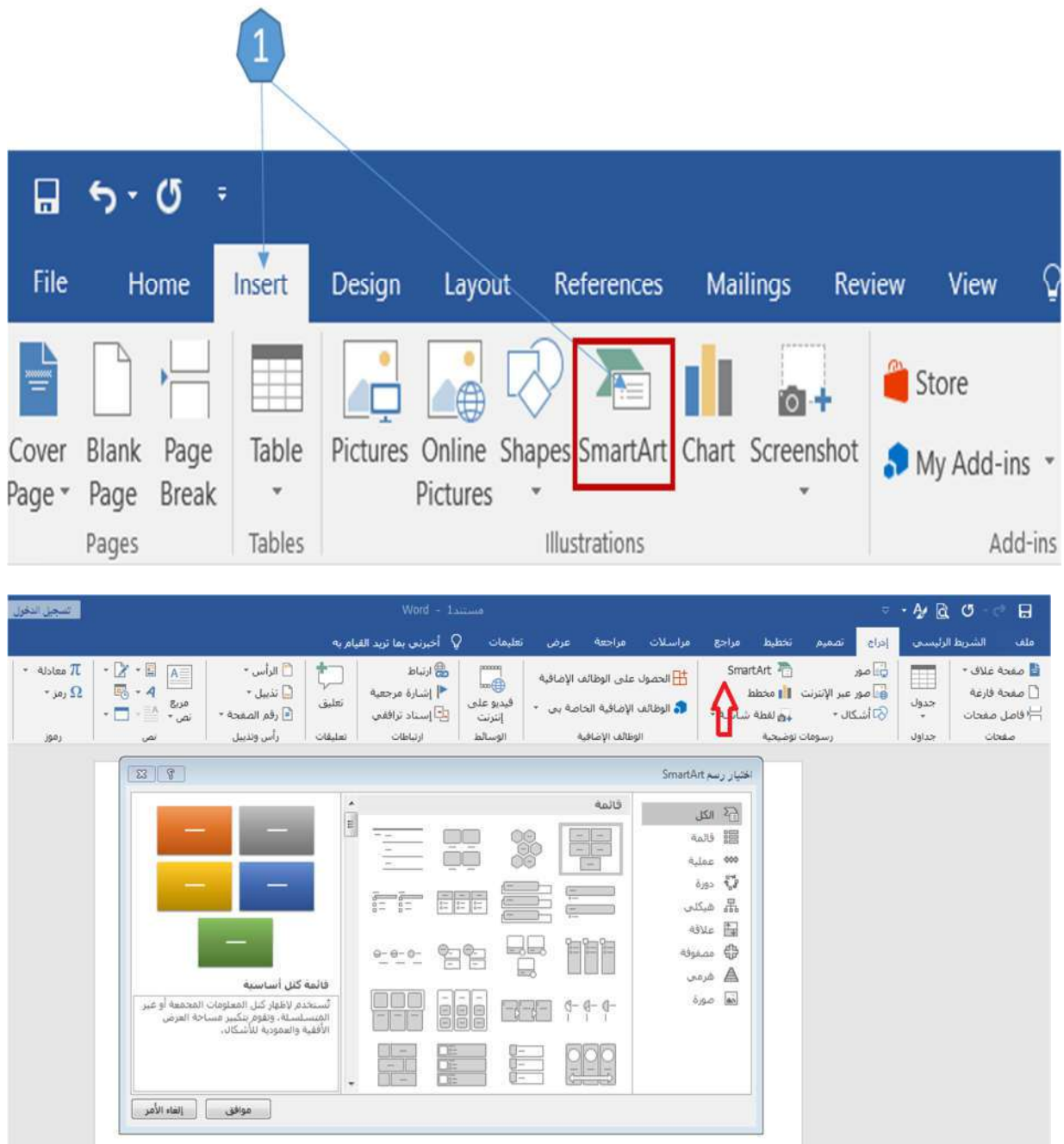
Macro it is an option used to save the format of Word in order to copy and paste it in another document. You can find macro by clicking on view then click on macro as the arrow shown in the image. Linguistically, the term macro is not clear and not understandable for the reader due to the specific software usage and the transliteration of the term, here MS word may fail in finding an equivalent to macro in Arabic.



Pattern nine

9. SmartArt

SmartArt it is a function used to design a professional scheme. At first level of denotative meaning MS Word succeeded in choosing the term SmartArt owing to the widespread of using the term smart and art, but; linguistically MS Word failed in giving an equivalent to SmartArt even in transliteration.



Conclusion

Conclusion

Since translation is the initial step in communicating with others, it plays a crucial role in the exchange of knowledge between individuals and in the process of acculturation. To improve communication between speakers of various languages, translations must be clear and intelligible to the reader. Generally, it is rarely to find mistakes in professional programs as Microsoft Word because it is a worldwide application that most people, administrators and others use it in writing and corresponding. Sometimes the reader may face some difficulties in understanding the terms of Microsoft Word; especially for the Arab users who may use Microsoft Word in Arabic; these difficulties may be faced because of the software terms used in Word for instance: Watermark علامة مائية.

The coherence in translation is a process that need competent translators and revisers to accomplish a parallel translation, and assistance of experts or relevant scientific research that can help resolves issues with Microsoft word, to achieve fluency and coherence without distortion ,translations must take into account denotative and connotative meaning and subtleties , to do that, the user requires interactive annotations that improve and facilitate Microsoft Word comprehension. This is when translation replaces interface linking and makes the content easier to understand for all readers .Microsoft Word is a tool for processing documents and inputting messages in several languages, Microsoft Word has been in use since 1983.However it has advantages and disadvantages , such requirement to read in dual languages (Arabic-English). In this article examination of to which extent MS Word translation into Arabic serves the Arab audience effectively.

ملخص الدراسة

ملخص الدراسة

تتمحور الدراسة حول قراءة الترجمة مايكروسوفت وورد بالعربية بشقيها النظري الذي ناقش بفصلين، الأول تناول جودة الترجمة وبالتالي مايكروسوفت وورد بالإضافة للفصل العملي. فالعمل استهل بتعريف الترجمة وأهميتها المستمدة في ربط الشعوب ببعضها، ناهيك عن دورها في نقل المعنى من اللغة المصدر إلى اللغة الهدف شريطة ألا يتخلل الترجمة أي تشويه أو شائبة. فيقع على عاتق المترجم مالا يقع على غيره أي العودة للنص الأصل أثناء عملية الترجمة مع مراعاة ترجمة المصطلحات أيضا بجانب اللغوي الذي يتمثل في مقارنة النص المترجم إلى الأصلي من خلال معالجة الأخطاء اللغوية والإملائية والفروقات في المعنى لكي يتسنى الحصول على نص مكافئ في المعنى والبنية اللغوية. فهذا يأخذنا لكيفية تقييم جودة الترجمة فالتساؤل الذي يتبادر للذهن ماهي جودة الترجمة؟ فيمكن تعريفها بأنها تحقيق في الترجمة باستعمال أدوات تتمثل في تطابق وقياس الدقة فالجودة، وفي هذه السياق بالضبط هي الخوض في ترجمة من أجل تحصيل نص متناسق ومعبر في اللغة الهدف وبطبع لتحقيق هذا، يجب الامتثال لثلاثة عوامل وهي دقة وقابلية القراءة بالإضافة لاستحسان النص المنتج. وبالتالي بعد جودة نجد مستويات الترجمة التي نستطيع أن نصنفها إلى أربعة: الملائمة الحضارية، الترجمة التواصلية، الترجمة الحرفية، الترجمة الإبداعية. فلكل صنف منهم مميزاته واستعماله الخاص. وليمكننا الخوض في الترجمة بدون ذكر أساليب التي تمكن المترجم من تأكد من جودة الترجمة فهي العملية التي تضفي الجودة للترجمة فتتم مراجعة وتحقيق في النص الهدف بواسطة المراجعة التدقيق في الترجمة، التحقق من الأخطاء الإملائي، تأكد من تطابق في استخدام المصطلحات، مع العناية بدقة الفروقات الثقافية، فالموافقة والمصادقة في آخر المطاف. وتكمن دور وأهمية جودة الترجمة أنه وفي كل نص مترجم قد يكون هناك أخطاء وعثرات ناتجة عن مترجم غير كفء أو زيادة في زخم العمل.

وقد عرجنا في الدراسة على هيئة اتحاد مترجمي الولايات المتحدة (ATA) فتختص هذه الهيئة بقياس جودة الترجمة وتأهيل المترجمين ويتم هذه بواسطة اختبار يجتازها المتكون في الترجمة.

تستخدم جودة الترجمة لقياس نوعين لترجمة وعلى وجه الخصوص الترجمة الأدبية التي تخوض في كل ما هو أدبي مثل: الشعر والدراما أيضا القصص فهي نسبيا أسهل للترجمة بالنسبة لبعض المترجمين لخلوها من المصطلحات العلمية من جهة ومن جهة أخرى لا يوجد تقييد يلتزم به المترجم عدا إيصال المعنى. وثان الترجمة التقنية التي يتواجد فيها أنواع متعددة مثل: الترجمة الطبية والقانونية أيضا الترجمة الإعلامية وفي هذه الأصناف يجد المترجم نفسه عرضة لارتكاب الأخطاء التي قد تفضي خلل بالنص الهدف فلذلك هذه الترجمات تستوجب مترجم متمكن ومتمرس في مجاله.

وفي الشق ثاني من الدراسة تم تناول مايكروسوفت وورد وهو برنامج لمعالجات الوثائق متعدد اللغات أول إصدار له كان سنة 1983 وكان يعي بخصائص مميزة نذكر منها حرف المائل والخط القاتم.

للوورد العديد من الخصائص التي تساعد في تحرير الكتابة أو انشاء جداول ورسومات وعلى السبيل المثال لا الحصر اختصارات لوحة المفاتيح وإمكانية تغيير الخطوط باللغة العربية أو الأجنبية، كما لبرنامج وورد بعض وأهمها التي محل هذه الدراسة هي عدم فهم بعض المصطلحات التقنية لهذا البرنامج التي من شأنها تظهر علامة استفهام للقارئ العربي خاصة ان كان البرنامج باللغة العربية. ففي هذه الدراسة كان التركيز على اللغتين المتقابلتين، الورد باللغة الإنجليزية ونظيره باللغة العربية فكان السؤال الجوهرى إلى أي مدى توفقت ترجمة الورد بالعربية في خدمة القارئ العربي.

فالبحت تطرق لبعض الخصائص التي توجد في مايكروسوفت وورد يذكر منها اختصارات في لوحة المفاتيح فعوض البحث عن خاصية يراد استعماله بالميكروسوفت فيكفي المستعمل فقط أن يضغط على لوحة المفاتيح بطريقة معينة فيصل باختصار للطلب. وأيضا توفر مايكروسوفت وورد على شريط الأدوات الذي يحتوي على خطوط القاتمة مكان إضافة النص، التهميش، حرف المائل، نسخ التنسيق ... ذكرت كل من هذه الخصائص بتعريف موجز كالحرف المائل الذي يظهر الحرف مائل لليمين على شاشة فلتفعيل الخاصية يكفي الضغط على الصفحة الرئيسية واختيار خط المائل للنص و التهميش فهو المساحة التي تترك خالية بجانب النص وتقاس بالإنش فلتفعيل هذه الخاصية يكفي الذهاب لشريط الأدوات والضغط على تخطيط للحصول على التهميش , نذكر أيضا فاصل الصفحات الذي يستعمل لتغيير طريقة الإدراج لكي يتلاءم مع الاستعمال مع الاحتياج الخاص لمستعمل مايكروسوفت وورد .

بعد التطرق للخصائص الذي يستحوذ عليها تطبيق وورد ف الان يتوجب ذكر مصطلحات التي تختص بها وورد ودور التي تقوم به هذه الإعدادات، منها شريط الوصول السريع الذي يحول دون الحاجة في البحث المطول عن الأمر المراد تنفيذه يكفي فقط توجه لشريط الوصول السريع فاختيار الأمر مباشرة، ثاني الملف وبدأ ظهوره مع وورد 2007 منه يمكن الولوج لجميع الإعدادات في وورد كحفظ الملف والطباعة ناهيك عن مشاركة الملف.

ولا يمكن مناقشة في برنامج الورد دون التطرق للتدقيق اللغوي لما يحوز من أهمية بارزة في هذه الدراسة على وجه الأخص التي تقوم على قراءة ترجمة وورد بالعربية فهذه الخاصية تقوم بتنقيح النصوص الكتابية والمستندات، فالعمل على تصحيح الملفات يكون بشكل آلي أو يدوي إذا ما تعذر على الحاسوب صياغة النص بالشكل المطلوب.

أما عن الفصل التطبيقي فكان الطرح يتمحور على ذكر بعض الأوامر في شريط الأدوات باللغة الإنجليزية وما يكافئها باللغة العربية، مع استعراض تحليل يستند إلى ضوابط وأسس علم الترجمة للانتهاء بنتيجة سوى ما المقابل باللغة العربية قد أدى المعنى أو لم يوفق بذلك. فقد تم في الجزء التطبيقي أخذ عشرة أمثلة كدراسة حالة وهذا من خلال بعض الصور كلقطة شاشة لبعض المصطلحات والاستخدامات الظاهرة في وورد بنسختها العربية والإنجليزية، كما تم شرح هذه المصطلحات شرحا مبسطا ليعين كيفية استعمال هذه الخصائص لكي يسهل فهم العمل المراد القيام به. اختيرت هذه الحالات نظرا لوجود لبس في فهمها، وبعد الدراسة المعمقة تبين أن المصطلح المستعمل باللغة الإنجليزية أيسر للفهم مقابل اللغة العربية التي فشلت نوعا ما في نقل المعنى المطلوب للقارئ العربي كما يجب؛ حيث فقدت بعض المصطلحات لشروط جودة الترجمة وهي الدقة، قابلية القراءة، استحسان النص، وبإمكان نتائج دراسة هذه الحالات أن تعمم على جميع برنامج مايكروسوفت وورد لأن الترجمة المستعملة في برنامج وورد هي ترجمة حرفية، كما يمكن أن يستخلص من خلال هذا العمل أنّ سبب صعوبة وجود مكافئ للغة العربية لهذه المصطلحات هو الطبيعة العلمية والتقنية التي تختص بها اللغة الإنجليزية التي استحوذت على مجال العلوم والتقنية على عكس اللغة العربية التي مازالت تصارع لمواكبة اللغة الإنجليزية؛ وهذا هو المراد الحقيقي من عمل هذه المذكرة التي تميزت بدراسة برنامج عظيم وعريق ألا وهو مايكروسوفت وورد.

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Appendix

Appendix 01:
Glossary
English/ French/ Arabic

Glossary

English	Français	العربية
Translation quality assurance TQA	L'assurance de la qualité du traduction	ضمان جودة الترجمة
Translation quality assessment TQA	L'évaluation de qualité du traduction	تقييم جودة الترجمة
Toolbar	Barre d'outils	شريط المهام
Error analysis	L'analyse d'erreurs	تحليل الأخطاء
Translation quality	La qualité de traduction	جودة الترجمة
Quality control	Contrôle de qualité	مراقبة الجودة
Translation review	La révision de traduction	مراجعة الترجمة
Terminology management	Gestion terminologique	إدارة المصطلحات
Accuracy	Précision	الدقة
Acceptability	L'acceptabilité	التقبل
Readability	Lisibilité	المقروئية
Adaptation	L'adaptation	التكييف

Copy	Copier	نسخ
Paste	Coller	لصق
Bold	Grand	خط غامق
Quality	Qualité	الجودة
Hyperlink	Hyperlien	رابط
Layout	Mise en page	تخطيط
Landscape	Horizontale	أفقي