

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: <https://learninghubshahabad.in>

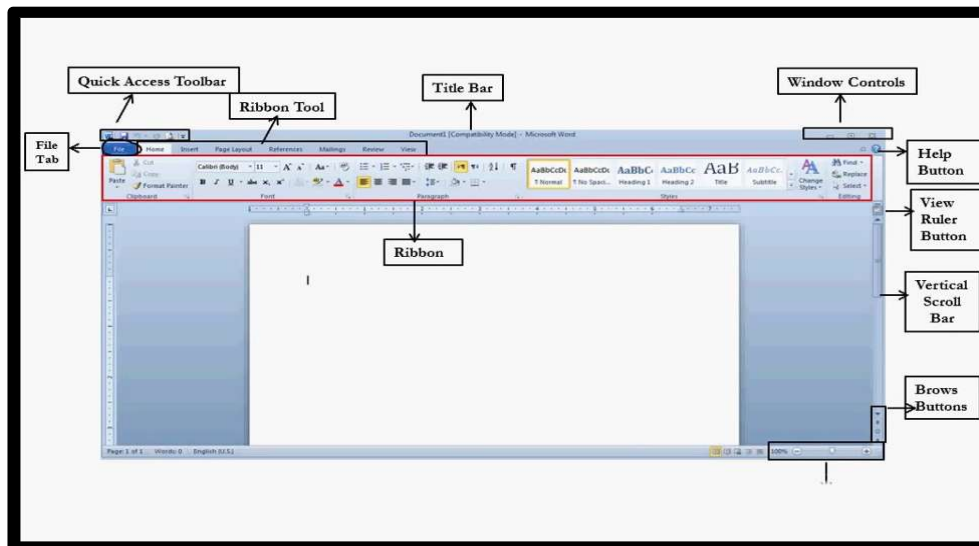
## HOME MENU

MS Word is a word processing software used to create, edit, and format documents. It allows users to type text, add images, tables, and other elements for professional-looking documents.

The extension of MS Word files is .doc for older versions (Word 97–2003) and .docx for newer versions (Word 2007 and later).

### **MS Word has 8 main menus (tabs) in the Ribbon by default:**

1. **Home** – For formatting text and paragraphs.
2. **Insert** – To add tables, pictures, shapes, etc.
3. **Design** – To apply themes and document formatting.
4. **Layout** – For page setup, margins, and orientation.
5. **References** – For adding citations, table of contents, footnotes.
6. **Mailings** – For creating letters, labels, and envelopes.
7. **Review** – For spelling, grammar, comments, and tracking changes.
8. **View** – To change document views and window layout.



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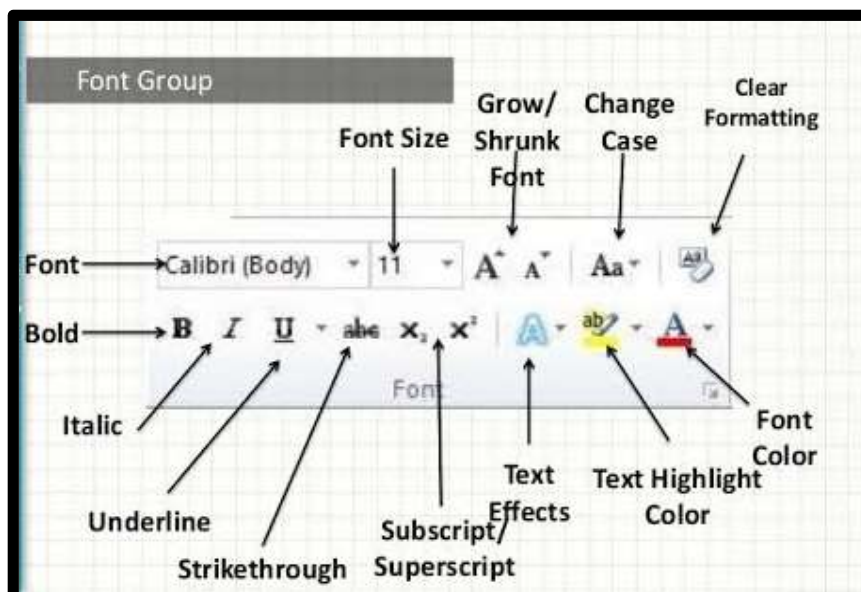
### Clipboard



#### Key points:

- **Cut:** Removes selected content and places it on the clipboard.
- **Copy:** Copies selected content to the clipboard without removing it.
- **Paste:** Inserts the content from the clipboard to the desired location.
- **Format Painter:** Copies the formatting of selected text or objects to apply it somewhere else.

## FONT GROUP



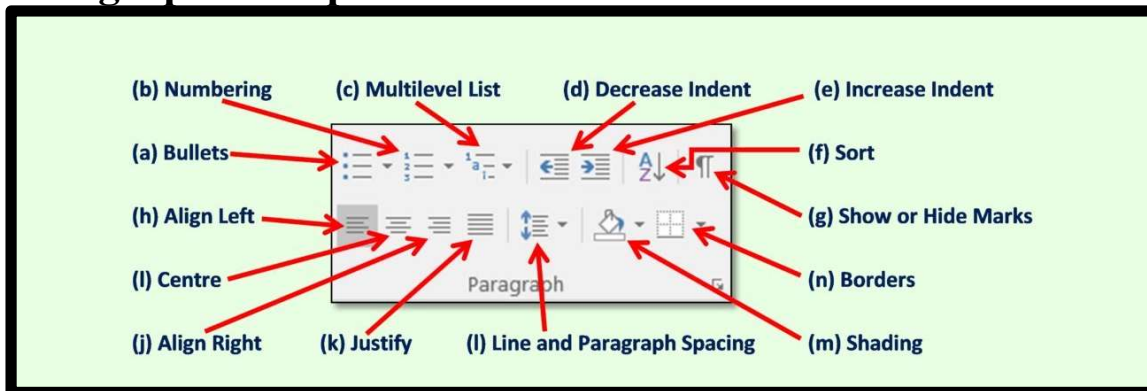
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#### Key tools in the Font group:

- **Font Type:** Choose different fonts like Calibri, Arial, Times New Roman, etc.
- **Font Size:** Adjust the size of your text.
- **Bold (B):** Make text bold.
- **Italic (I):** Make text italicized.
- **Underline (U):** Underline text.
- **Strikethrough:** Draw a line through the text.
- **Subscript & Superscript:** Write small text below or above the line.
- **Font Color:** Change the text color.
- **Text Highlight Color:** Highlight text with color.
- **Clear Formatting:** Remove all formatting and revert to default.

## Paragraph Group



#### Key tools in the Paragraph group:

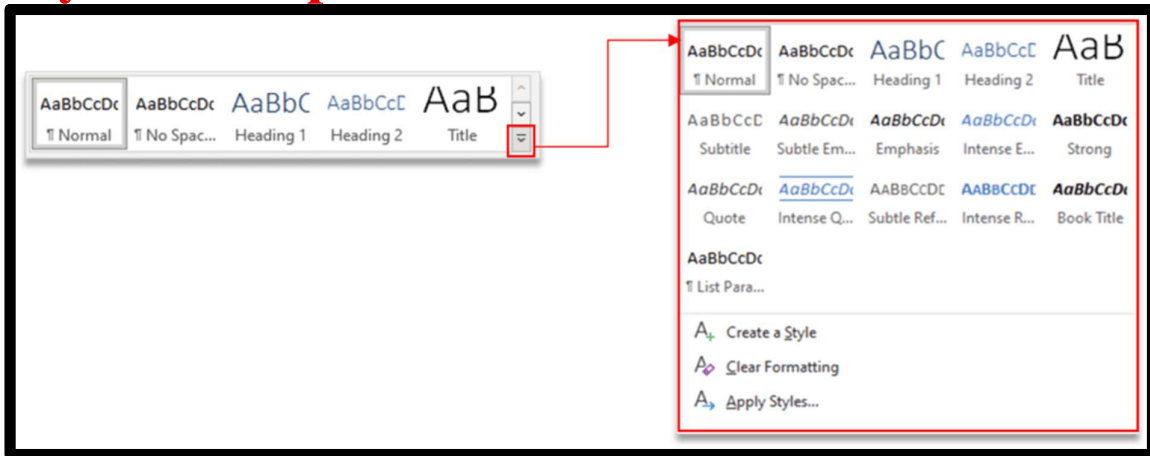
1. **Alignment:**
  - **Left Align:** Align text to the left margin.
  - **Center:** Center text.
  - **Right Align:** Align text to the right margin.
  - **Justify:** Align text evenly on both sides.
2. **Bullets:** Create bulleted lists.

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3. **Numbering:** Create numbered lists.
4. **Multilevel List:** Create hierarchical lists with numbers/letters.
5. **Increase/Decrease Indent:** Move the paragraph right or left.
6. **Line and Paragraph Spacing:** Adjust spacing between lines or paragraphs.
7. **Borders:** Add borders around text or paragraphs.
8. **Shading:** Highlight the background of a paragraph with color.
9. **Sort:** Arrange selected text alphabetically or numerically.
10. **Show/Hide ¶:** Display formatting marks like paragraph breaks and spaces.

## Styles Group



## Editing Group

### Tools in the Editing group:

1. **Find:** Searches for specific words or phrases in the document.
2. **Replace:** Finds text and replaces it with new text.
3. **Select:** Selects text, objects, or the entire document.

