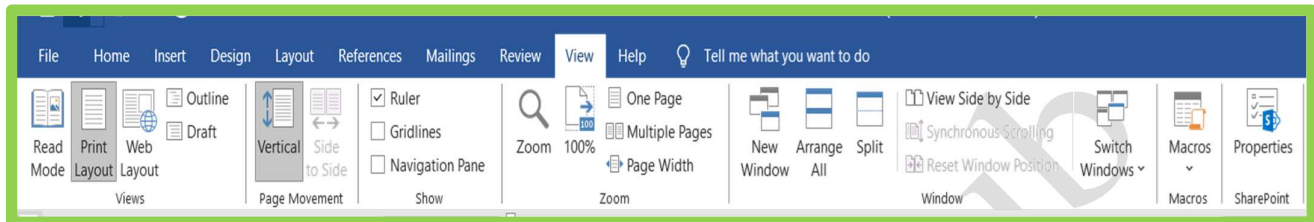


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VIEW MENU



Views Group

- **Read Mode** – Displays the document in full screen for easy reading.
- **Print Layout** – Shows the document as it will appear when printed.
- **Web Layout** – Displays the document like a web page.

Show Group

- **Ruler** – Shows or hides the ruler for setting margins and tabs.
- **Gridlines** – Displays gridlines to align objects properly.
- **Navigation Pane** – Opens a sidebar to search and move through headings/pages.

Zoom Group

- **Zoom** – Zoom in or out to adjust document size.
- **100%** – Sets the document zoom to actual size.
- **One Page** – Fits one full page on the screen.
- **Multiple Pages** – Shows more than one page at a time.
- **Page Width** – Fits the page width to the screen.

Window Group

- **New Window** – Opens the same document in a new window.
- **Arrange All** – Displays all open documents side by side.
- **Split** – Divides the document into two parts for easy viewing.
- **View Side by Side** – Compares two documents together.
- **Synchronous Scrolling** – Scrolls both documents at the same time.
- **Reset Window Position** – Resets window arrangement.
- **Switch Windows** – Switch between open documents.

Macros Group

- **Macros** – Used to record and run automated tasks.

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How to Apply (Use) Macro in MS Word

Step 1: Open Macro Option

- Go to **View Tab**
- Click on **Macros**
- Select **Record Macro**

Step 2: Record Macro

- Enter a **Macro Name** (e.g., MyFormat)
- Click **Keyboard** or **Button** (optional shortcut)
- Click **OK**

Step 3: Perform Actions

- Now do the task you want to automate
(Example: change font, size, color, bold, etc.)

Step 4: Stop Recording

- Go to **View** → **Macros**
- Click **Stop Recording**

How to Run (Apply) Macro

- Go to **View** → **Macros**
- Click **View Macros**
- Select your macro name
- Click **Run**

Example

- If you create a macro to:
- Make text **Bold + Red + 16 size**
👉 Next time just run the macro → it will apply all formatting instantly.

