Rulers: It shows the length-width or Margin Space of your page. If you want, you can increase or decrease its Margin...

Help Option: If you have some problem in Microsoft Word, then you can click on this option and take help.

Quick Access Toolbar: This option is used to do any work in a shortcut manner. Example: To save any document, we have to go to the File Menu, but when you add this option to the Quick Access toolbar, it will always be visible on your screen and you can direct save any document by clicking on it. Can do Apart from this, whatever you want to add to the Quick Access Toolbar, you can add all the options for shortcuts.

✎ To add any option to the Quick Access Toolbar, just go to that option and press the right mouse button and click on Add to quick access toolbar.
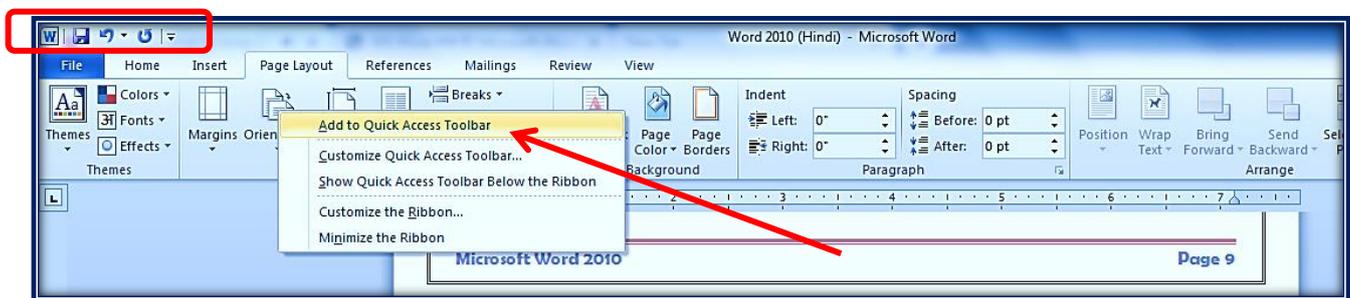

Page View: This option is next to the right side of Microsoft Word and next to the Zoom Slider, whose only work is to view the page differently.

Status Bar: It is at the bottom of Microsoft Word which shows things like page number, total words, etc.

File Menu

Within this menu, you will find options related to file such as: Save Document, Open, Bring New Document, Print, Close Microsoft Word etc.
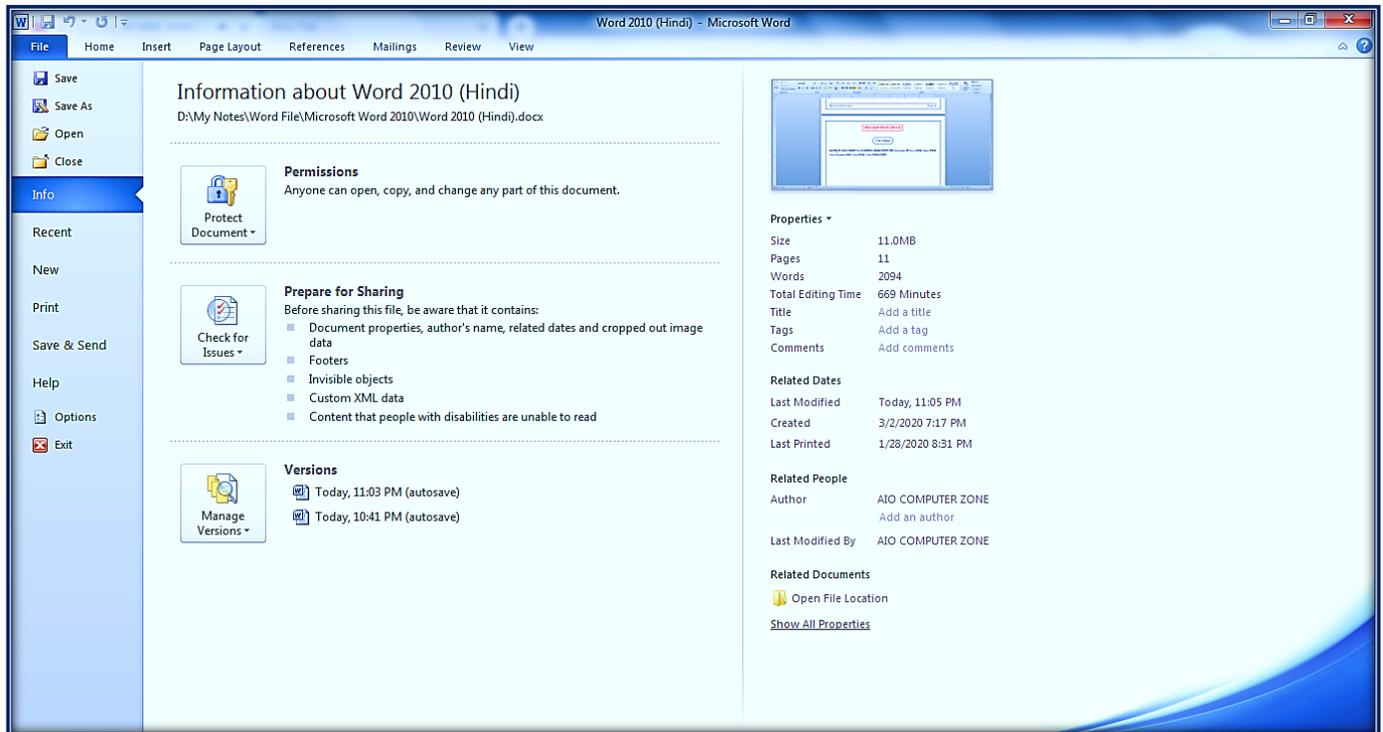

✎ **Save:** By clicking on this option, we can save any new document opened in the current time by giving it a name.

✎ **Save As:** We use this option to save a saved document by any other name. This option also works like save.

✎ **Open:** With this, you can open already saved documents. You can also work in it.

✎ **Close:** This can close the document currently open.

✎ **Info:** From this, you can see the complete information of any documents opened at the present time.
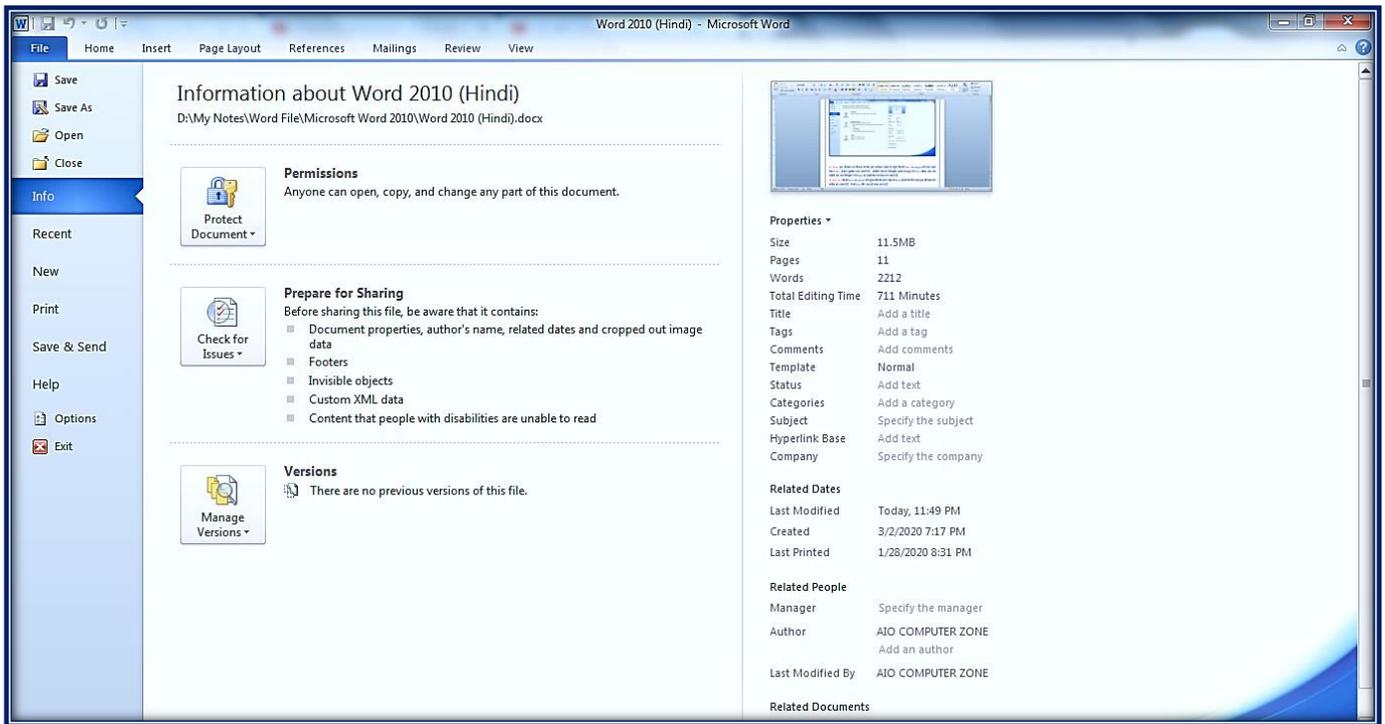

✎ **Recent:** Recent means which document were you working in some time back? List of which document you recently opened in recent times will be shown here.
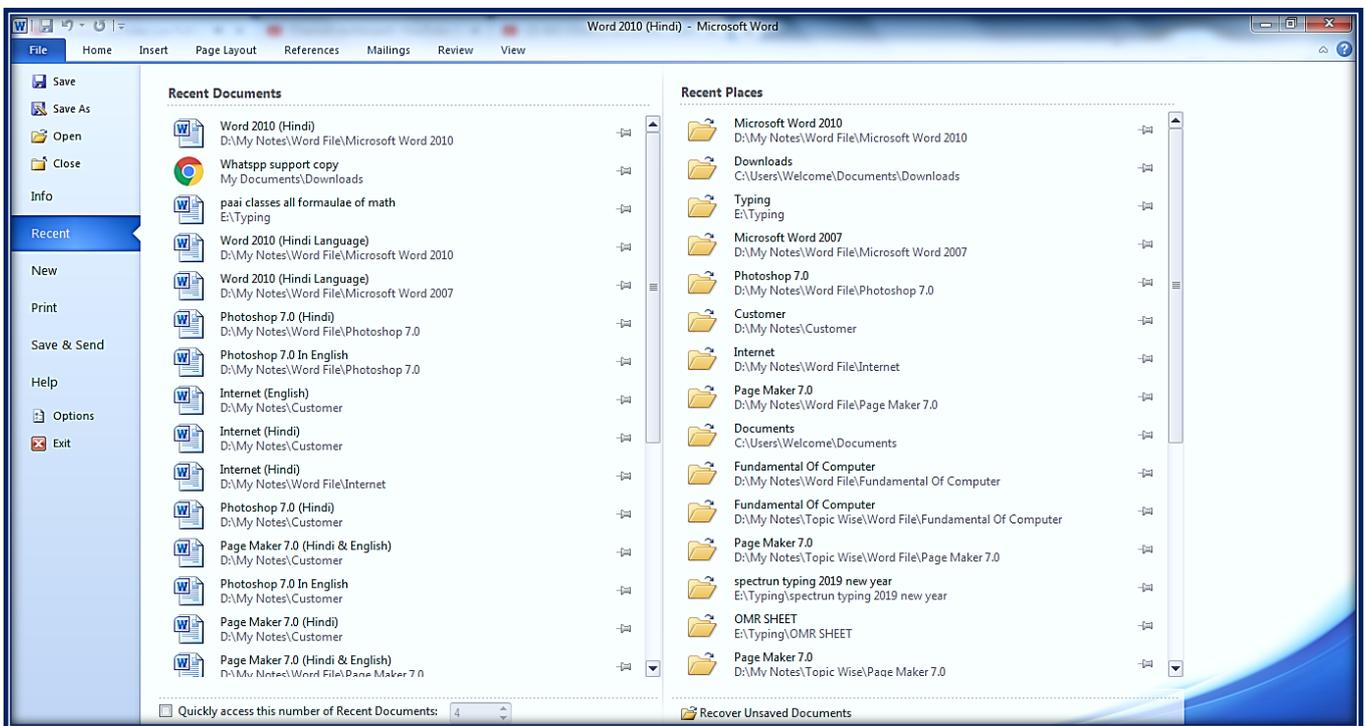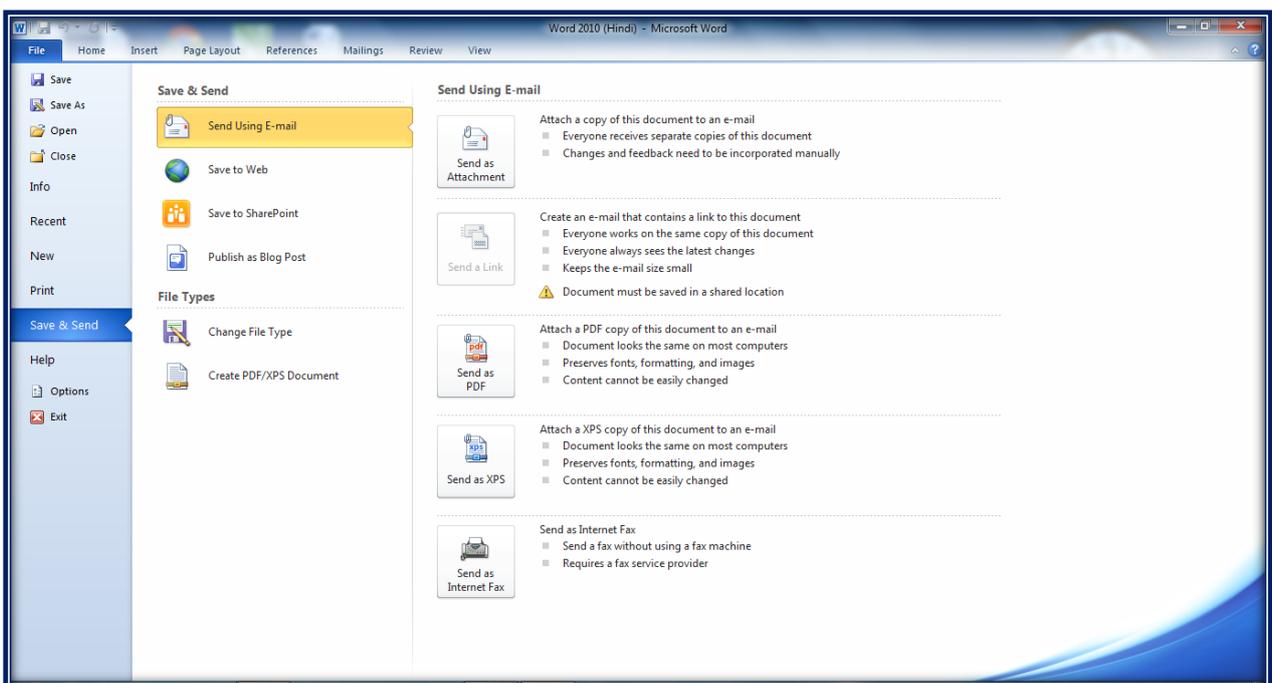
✍ New: You can click on this option to work on a new document in Microsoft Word. And we can open a New Document.
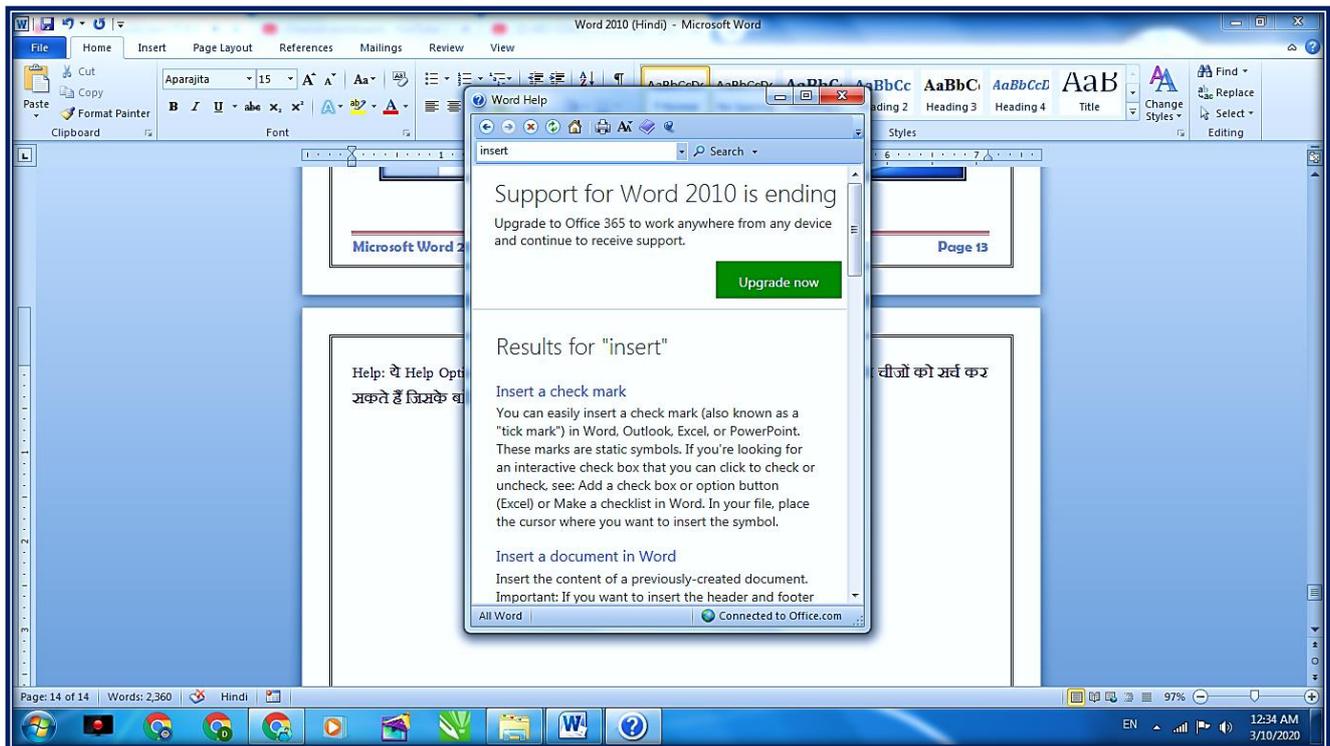
✍ Print: With this, you can easily print the current document as a hard copy by clicking on this option through the printer machine.
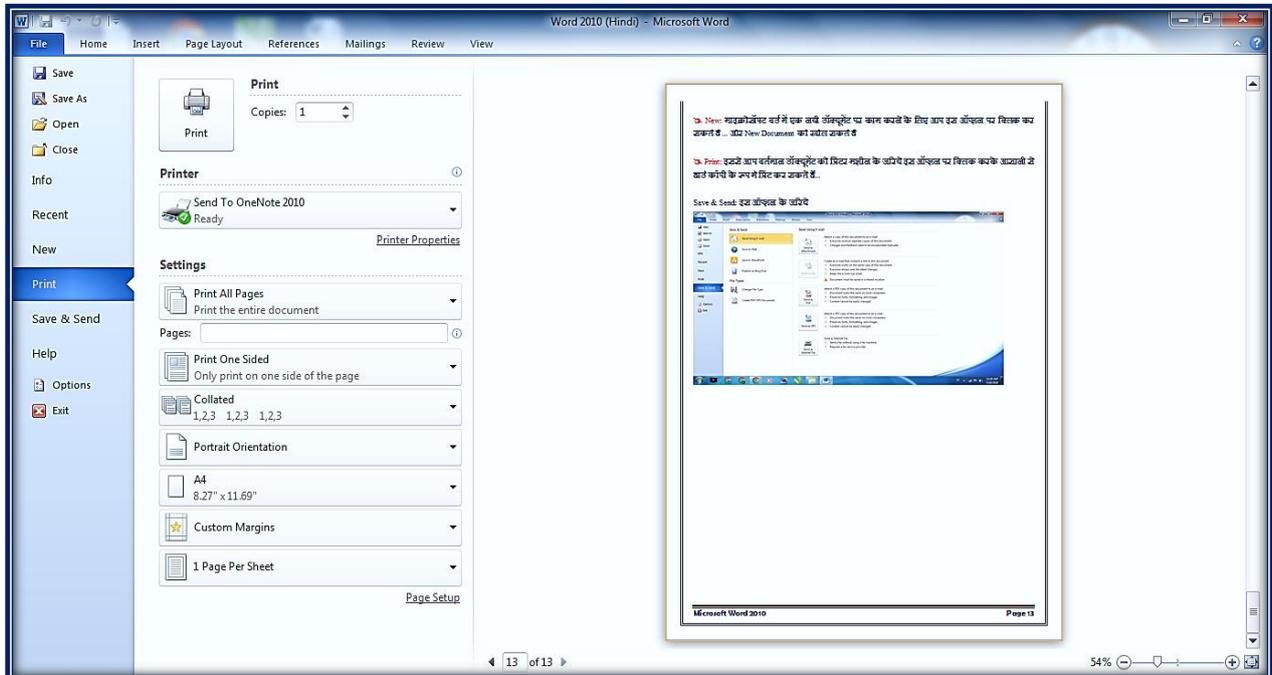
✍ Save & Send: Through this we can save the open file and send it to anyone.

✎ **Help:** This is the Help Option, by clicking on which you can search for things related to Microsoft Word, about which you want to know.

✎ **Options:** Through this option you can customize Microsoft Word by yourself. In this, many such options have been given by which Changes can be brought in Microsoft Word such as: Removing any Tab in Microsoft Word, adding your own Tab, changing the color of the screen, etc. You can bring Changes in many things. . Whose full discussion I cannot discuss.... You can do the complete settings of Microsoft Word in this.
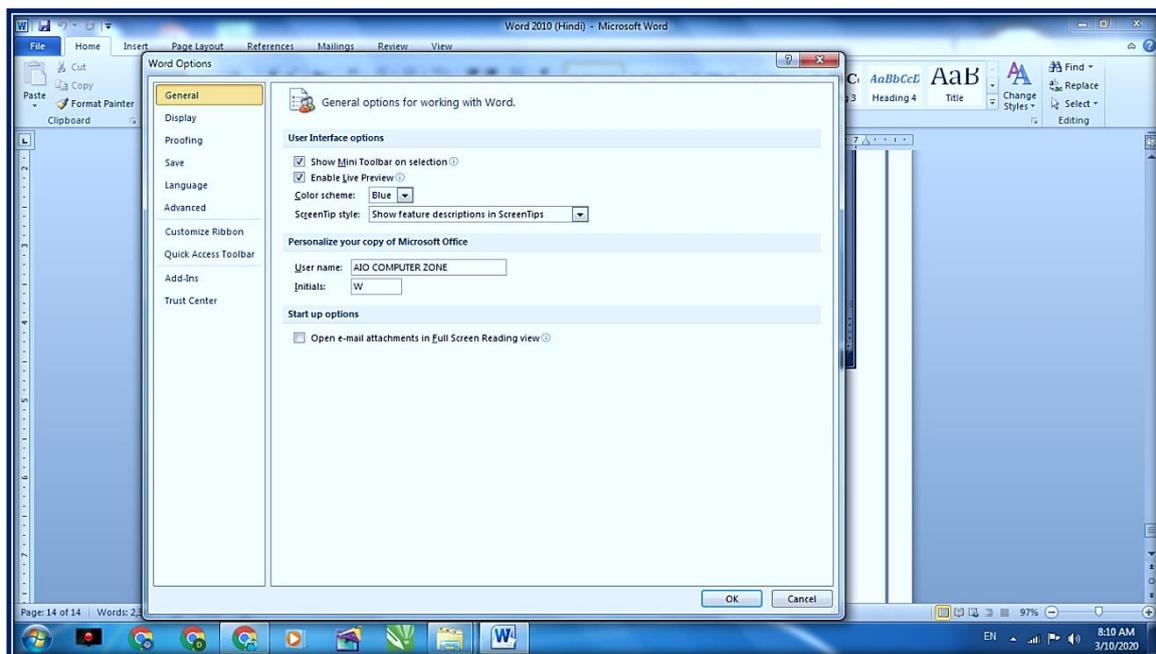
✎ Exit: Exit means to exit Microsoft Word. Clicking on this option will stop Microsoft Word.

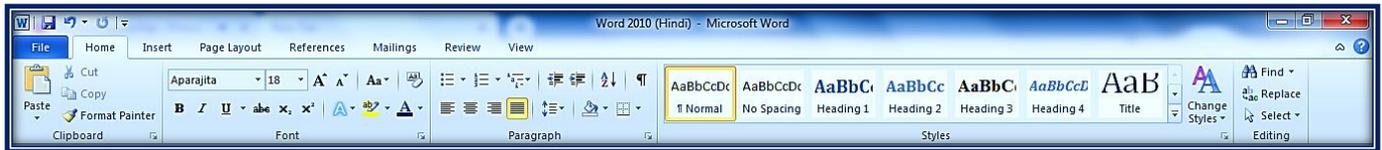| You always keep thinking like that! |
| :---: |
| I will win i promise myself
Always try more,
Luck does not break even with courage,
Make your intentions so strong. |
| This is 100% true! |
| If you accept defeat and decide if you win ……………… |

Home Menu

✑ This is the most useful menu. Because when you do any work in Microsoft Word, you will have to take help of Home Menu. There are some options through which you can formatting text such as: Bolding, Italicizing, Underline, Justify Text, enlarge or shrink the size of text, increase or decrease the text's lining space, etc. Things are done through this menu.

S.N	Under (Menu Options)	Functions
1	Clipboard	Paste, Cur, Copy, Fomat Painter
2	Font	Bold, Italic, Underline, Strikethrough, Subcript, Superscript, Font, Font size, Glow font, Shrink font, Text Effect, Text highlight color,Change case, Font color, Clear formatting
3	Paragraph	Align text left, Center, Align text right, Justify, Bullets, Numbering, Multilevel list, Line & Paragraph spacing, Decrease & Increase indent, Shading, Border Options, Sort, Show & Hide Paragraph marks
4	Style	Change Style: Style set, Color, Font & Change Font style
5	Editing	Find, Replace, Select

Clipboard

✎ **Cut:** With this help, you can remove any text or object from the cut, and go to the place where you want to bring it, and click on the option with Paste.

✎ **Copy:** With this help, you can copy any text or object, and go to the place where you want to place it, and click on the option with paste.

✎ **Paste:** Paste can be used only after Cut or Copy, as you saw in the above ... We cannot use Paste without Cut or Copy.

✎ **Format Painter:** This is a very amazing feature because with the help of this you can do multi-formatting of other text like any text, that is, if you have bold, Italic, Underline any text and you want other text like it too. When Automatic Formatting is done, in such a situation, you first select the text as you want to do this text (it is not necessary to select the whole part, you can also select a Word), then click on the Format Painter. And then go to that text and move it.

Font

✎ **Bold:** With this help, you can bring **bold** to any text. For this, first of all you have to select the text, and then click on the option with Bold.

✎ **Italic:** With this help, any text can be shown as *Italic* i.e. Slightly slant.

✎ **Underline:** With this help, you can underline any text.

✎ **Strikethrough:** With this help you can draw a streak in the middle of any text horizontally.

Ex: ~~Computer, Mouse, Printer~~

✎ **Subcript:** It is mostly used to write formulas as it types any other text at the bottom of any text such as: C_2H_2N, H_2O, NO_2 etc.

Note: On clicking this option, this option will be enabled and writing from the bottom of the text will start.

✎ **Supercript:** Subscript writes at the bottom of any text, then Superscript writes at the top of any text.

Ex: $(a+b)^2 = a^2+b^2+2ab$, $(a+b)^3 = a^3+b^3+3ab(a+b)$ Etc………………..

✎ **Font:** Many font styles have been given in it, which you can use to change the font style.

✎ **Font Size:** With this help, you can make your font size smaller or larger by typing it numerically.

✎ **Grow Font:** After selecting any text, as soon as you click on this option, your font will gradually grow larger as you click on it.

✎ **Shrink Font:** After selecting any text, as soon as you click on this option, your font will gradually become smaller as you click on it.

✎ Text Effect: With this help, you can put various effects in any text, which you can check again and again by yourself.
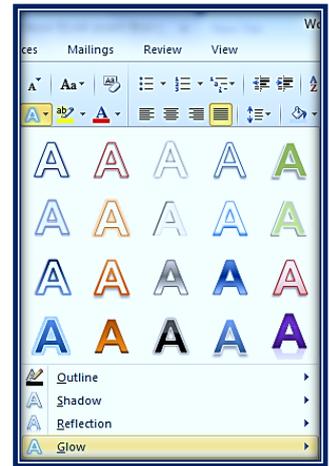
✎ Text Highlight Color: Through this, you can select any text and highlight it.

✎ Font Color: Through this, you can change the color of a text according to yourself.

✎ Change Case: This is a very amazing feature because with the help of this you can manage any Sentence Direct.
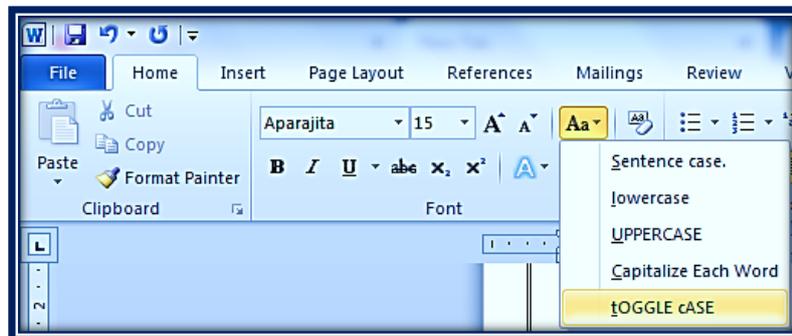
(i) If your entire sentence is in small letter and you want all that sentence to be in automatic CAPITAl letter, then you can use UPERCASE.

(ii) If all your Sentence is in CAPITAL Letter and you want all of that Sentence to be in Automatic small letter, then you can use lowercase.

(iii) If you want only the first letter of any Sentence to be capital and the rest is small letter, then you can use the Sentence case.

(iv) Conversely, if you want the first letter of my Sentence to be short and the rest of the letter to be large, then you can use tOOGLE cASE.

(v) If you want the first letter of all my Sentence words to be Capital and the rest is Small Letter, then you can use Capitalize Each Word.

✎ Clear Formatting: This is also an amazing feature because it can be done through which we take a lot of time to do that, that is, if you have typed any text and applied many effects in it and you want to remove that effect. So in this case you will use the Undo button in turn. But on clicking this option, all the effect will be cleared in one go… which you had applied.

Paragraph

✎ **Align Text Left:** When you click on this option and write any text, it will start from the left and go towards the right.

✎ **Align Text Right:** By clicking on this option, when you write any text, it will start from the right and go towards the left.

✎ **Center:** By selecting this option, when you write any text, it will start writing from the center of your page and the left, right will increase on both sides.

✎ **Justify:** Selecting this option, when writing any text, the text is exactly the same on the Vertically Left and Vertically Right, which is very good to see.

Note: You can do this work even after writing any text.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

✎ **Bullets:** With this you can apply different types of bullets in your paragraph.

- Example (1)
- Example (2)
- Example (3)

Note: Apart from this, you will get Bullet in the option of "Define New Bullet"