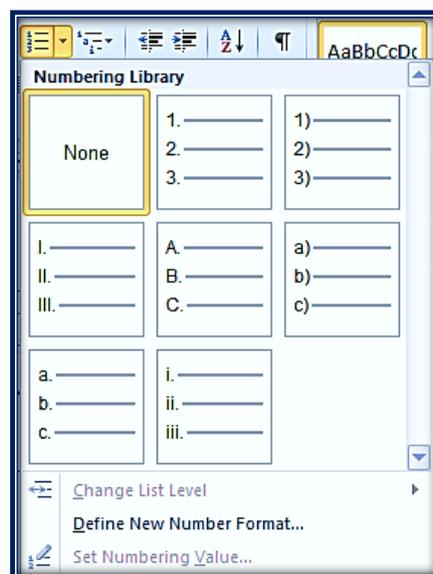


Numbering: Through this, you can give numbering in any paragraph. For this, you can select this option beforehand or even after typing all the paragraphs, you can use this option by selecting all.

1. Example (1)
2. Example (2)
3. Example (3)
4. Example (4)
5. Example (5)

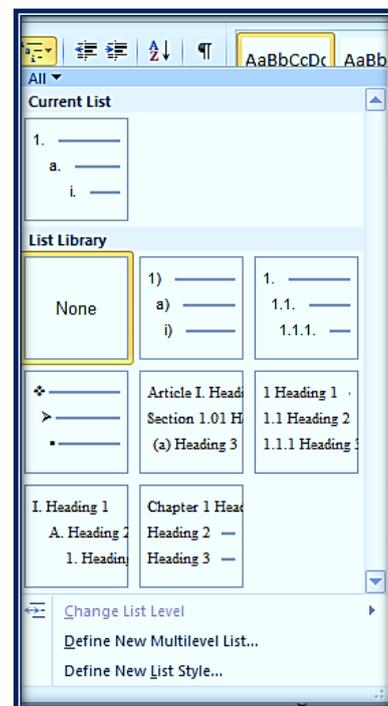
Note: Apart from this, you will get more numbering option after clicking on the "Define New Number Format".



Note: The List will be ready in front of you as you choose.

Multilevel List: Through this, “Multi Level” Numbering List is prepared. It is mostly used when making books or while typing multiple choices.

- 1) Example List 1
 - a) Example 1
 - b) Example 2
 - c) Example 3
 - d) Example 4
1. Example List 2
 - 1.1. Example 1
 - 1.2. Example 2
 - 1.3. Example 3
 - 1.4. Example 4
 - 1.5. Example 5
 - 1.6. Example List 3
 - 1.6.1. Example 1
 - 1.6.2. Example 2
 - 1.6.3. Example 3
 - 1.6.4. Example 4
 - 1.6.5. Example 5



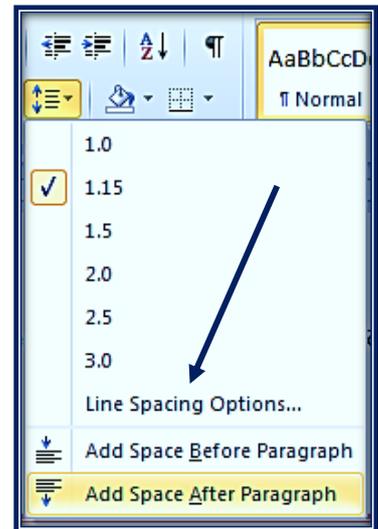
2. Example List 4
 - 2.1. Example 1
 - 2.2. Example 2
 - 2.3. Example 3
 - 2.4. Example 4

Question: How to create this list?

First of all, you have to choose any list according to you, after that there will be an option to write text. When you write text, then press Enter, then immediately press the Tab button and type some text, then after that Enter and Text Write after that then enter and text, just like this you have to do.

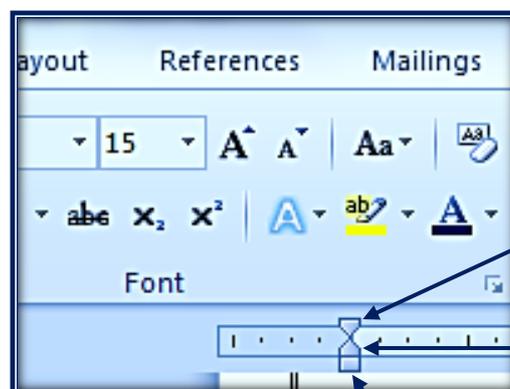
✂ **Line & Paragraph Spacing:** Through this, you can increase or decrease the lining space between all the lines and paragraphs according to yourself.

You can click on the “Line Spacing Options” for more additional options related to spacing.



✂ **Decrease Indent:** It is used to Decrease Indent.

✂ **Increase Indent:** It is used to increase indent.

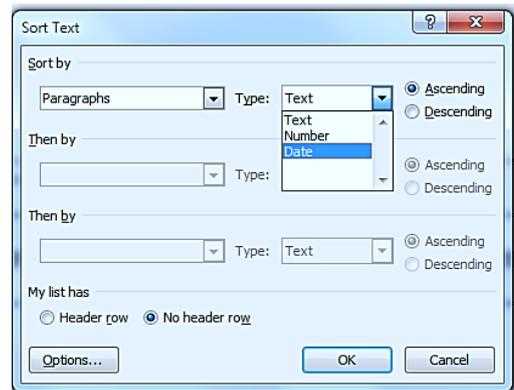


First Line Indent

Hanging Indent

Left Indent

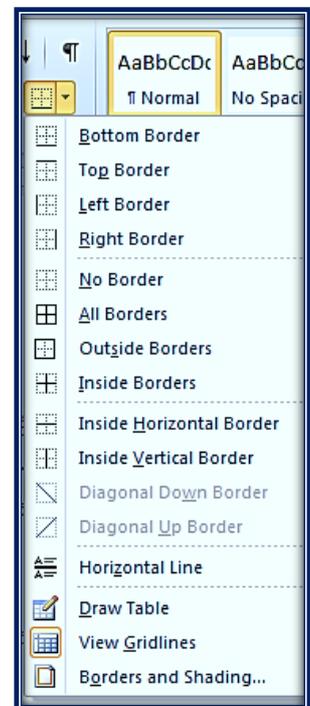
✂ **Sort Text:** Through this, you can decorate any option like Text, Number or Date in Sort i.e. Ascending Order or Descending Order. For this, you can use this option by selecting any text, number or date.



✂ **Shading:** Through this, you can give shading in any paragraph. For this, first you take the mouse's Cursor on any paragraph, then go to the option with Shading and select a color. Now you will see that other colors will start appearing in the background of the text.

✂ **Border Option:** Through this, you can put borders on left, right, top, Bottom or around any text. For this, you select the text in which you want to place a border, after that go to the Border option and select it accordingly.

✂ **Show & Hide Paragraph Marks:** By clicking, you can find out through this option that where the writing of your paragraph has started and where it has ended. It will show it all through the symbol which is seen in front of you.



✂ **Style:** By clicking on it, you will change the font style of the paragraph. It is mostly used when making booklets.



Change Style: There is also the same option in it, through which you can change the style of the text, such as: changing the color of the text, changing the font style, changing the paragraph spacing, etc.



Editing: (i) If you want to find any Particular Word, then you can search for that Word with the option of Find.

(ii) If you want to replace another Word in place of a particular Word, then you can use the option with Replace.

(iii) I do not need to say anything special about the option that you select, you can understand yourself.

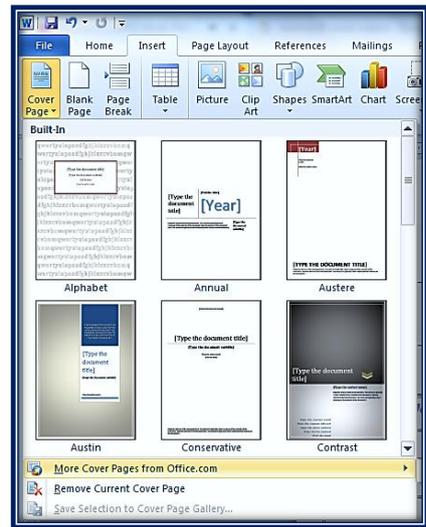


Insert Menu



S.N	Under Menu Option	Coverage Topic
1	Pages	Cover Page, Blank Page & Page Break
2	Tables	Table
3	Illustrations	Picture, Clip Art, Shapes, Chart, Screenshot
4	Links	Hyperlink, Bookmarks, Cross-reference
5	Header & Footer	Header, Footer, Page Number
6	Text	Text Box, Quick Parts, WordArt Drop Cap, Signature Line, Date & Time, Object
7	Symbols	Equation & Symbol

✂ **Cover Page:** Many Default Cover Pages are created in Microsoft Word; you can use it in just one click. You just have to write some text in it and your Cover Page Ready.

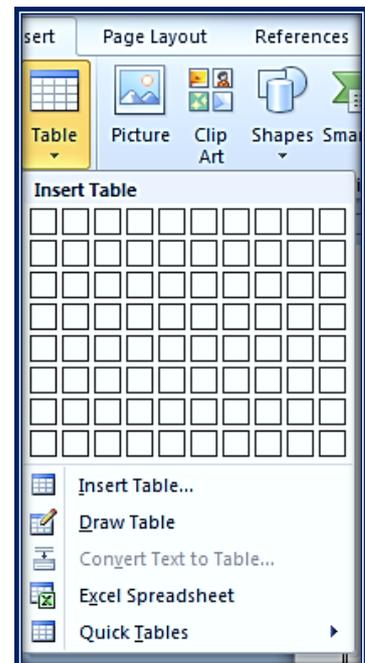


✂ **Blank Page:** You must have understood by its name what is its function? Yes, with its help, you can bring a Blank Page in Microsoft Word.

✂ **Page Break:** Its work is hidden in its name. You can break a Particular Page with the help of it.

Note: The place where the mouse's Cursor will be and from there it will break the page and bring it to a new page.

✂ **Tables:** Through this, you can create tables. I do not think this is a big option, you can go to this option yourself and insert the table according to your turn.



☞ In this, you have been given the option of "Draw Table" to draw the table by yourself.

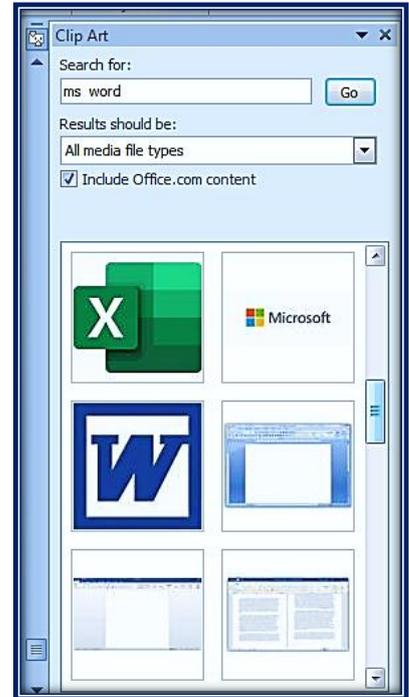
☞ The option of "Insert Table" has been given for you to draw as many rows and columns as you want.

☞ Apart from this, there is also an option of Quick Table, Excel Spreadsheet, and Convert Text to Table, which Direct you can insert into it.

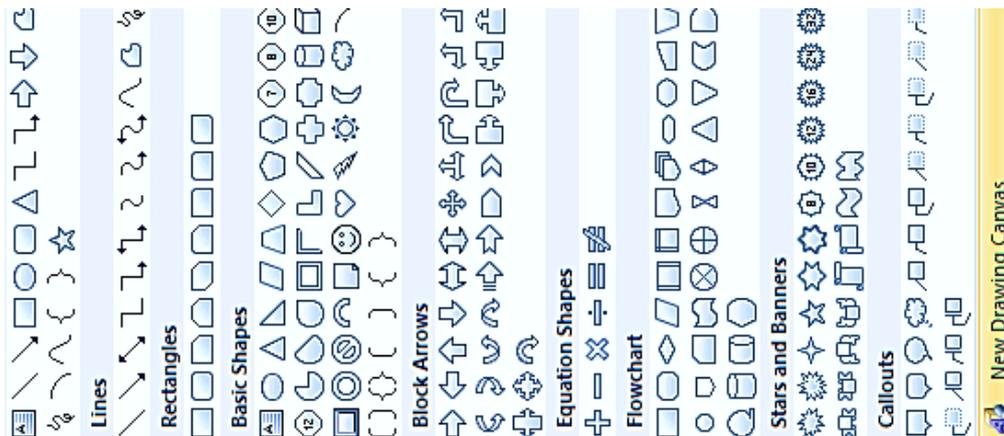
✂ **Picture:** By clicking on this option, you can insert the picture from your computer.

✂ **Clip Art:** By clicking on this option, some such option will appear in front of you, which is shown in the picture below. Write down the image you want to insert into Microsoft Word and search and drag it to MS Word.

Note: The image that will be offline in Microsoft Word will come; otherwise you can do this work by doing Internet On.

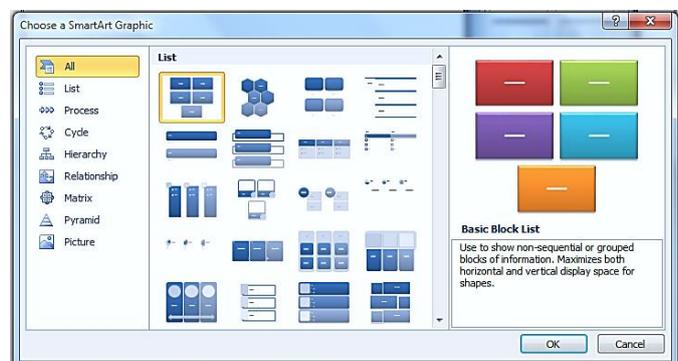


✂ **Shapes:** In this, you will see many Shapes, which you can draw in Microsoft Word.



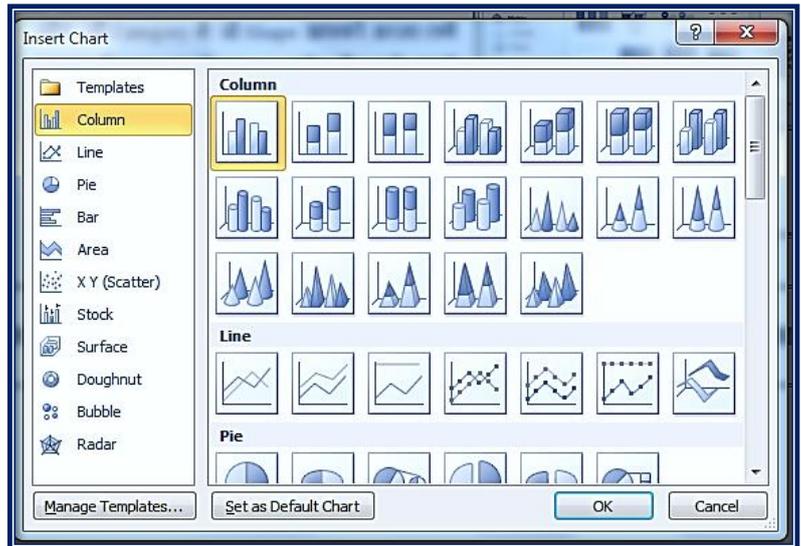
✂ **SmartArt:** It is also a Shape but it is a little Smart and Category Wise, which looks quite beautiful after inserting and using it, so it is called SmartArt.

Note: In the category which Shape you like, click on the insert and edit it as per your choice. Add the text or image you want to add to it.



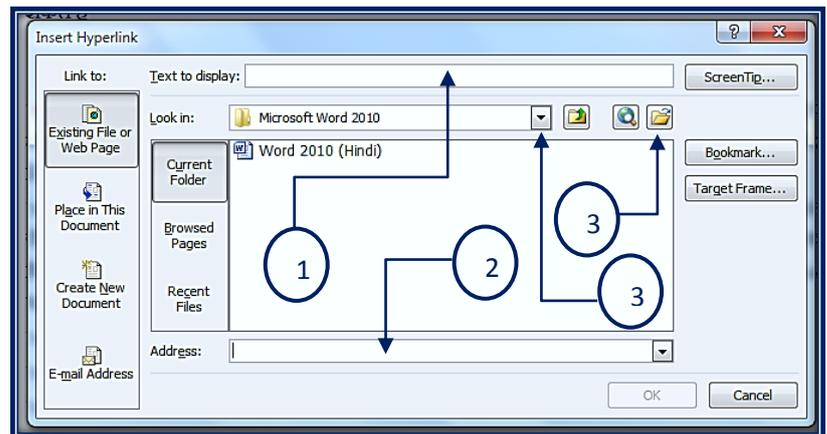
✂ **Chart:** You can create different types of charts through this, now it depends on you what kind of chart you need.

First you click on one of the charts, after that you will open an Excel Worksheet in front of which you can manage the chart according to your own.



✂ **Screenshot:** The way you take Screenshot in your mobile, in the same way when you click on this option within Microsoft, then at the present time, what is visible on the screen in front of you will be automatic screenshot and insert it.

✂ **Hyperlink:** Through this, you can short link any other file, that is, you can create a big file like audio, video, documents etc. As a link and insert it. You can give a link to any other website or web page.



When you want to open any of this linked document or audio video, then you have to click on this link with Ctrl ... then this link will open.

Some Hyperlink is given below, in which the link is given in which it will open by clicking.

[Website](#) [Computer Notes](#) [YouTube](#)

Question: How to create a link to a website or any web page?

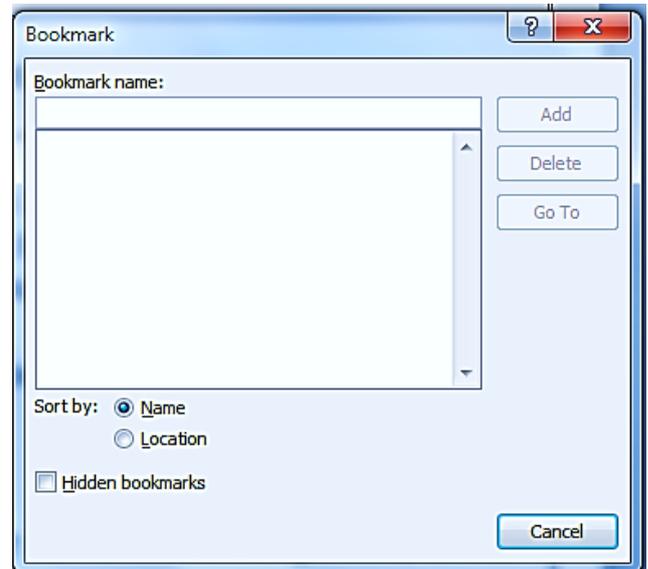
Insert link in place of Option (2) Address

Option (1) put the link name in the text to display so that the link name will not show but the display name will be...

Note: Through options (3) and (4), you can attach the file from your computer.

Bookmarks: Its work is hidden in its name. This will put a mark in your document, that is, how much reading you have given in this document. Let me tell you that it will be marked and will remind you how far you last read it.

Note: You have to make this mark yourself, how far you have read today so that tomorrow you can read from then on.



How to do?

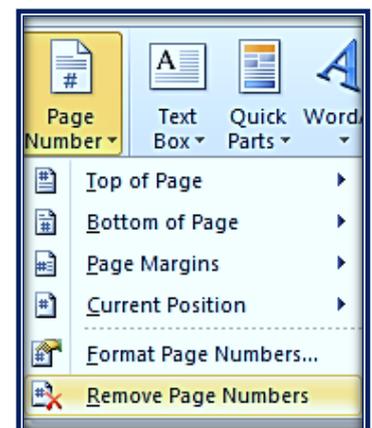
Answer: First you move the mouse's Cursor to the point where you have read this document, then go to the bookmark, after that give the name and add it. Next time when you go to the option with the bookmark, then it will show the name that you just entered.

Cross- reference: इस ऑप्शन का प्रयोग हमलोग “Reference Menu” में ही विस्तार से पढ़ेंगे

Header: Through this option you can create a header in your page. For this, you just click on this option and select a Header according to you.....and write the text you want to write in the Header of the page.

Footer: It also works like a Header. Where Header means the topmost part of the page. The same footer means the bottom of the page.

Page Number: With this, you can have the Page Number show in your page. But it depends on you where you want the page number to be shown. You can see in the picture.



Text Box: With this you can draw the Text Box and write something in it.