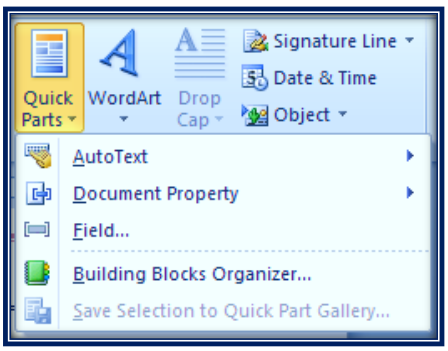
✍ Quick Parts: This option is used to quickly open any text.

(i) AutoText: Initially, when you click on this option, only the Blank will be visible and when its setting is done, then all the text which you have applied as AutoText will start appearing in it.



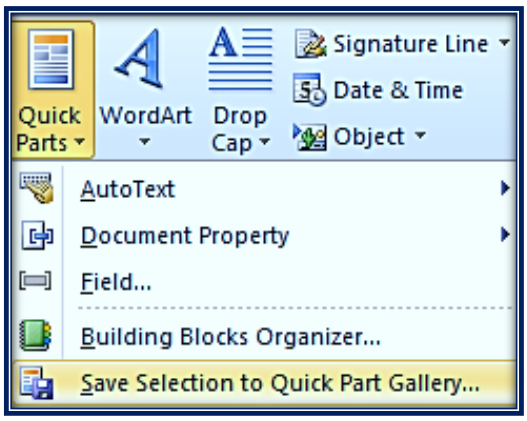
How to use

First of all, where is it used? So let me tell you that when we need any word or sentence repeatedly, we write it again and again. But through this option, you can write all those things in one click like: the complete address of the shop or company, your complete information, home address etc. You can set things once and type it in one click. |

Rule: First of all type the word or sentence you want to click in one click.

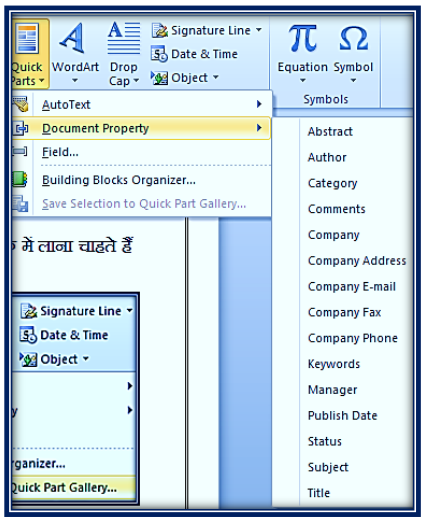
After that click on "Save Selection to Quick part Gallery" and give a short name so that by typing that short name, you can get that word or sentence directly in one click.

After typing the word with which you will have created your shortcut, press F3 Button on the keyboard.....



(ii) Document Properties: There are some options that you can use in your document.

Such as: Author, Subject, Company, Status Etc.....



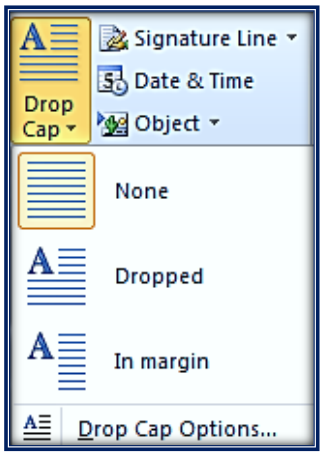
✍ WordArt: In this, you will see many types of Text Effect, which you can see by clicking alternately. This is quite an amazing effect.

✍ Drop Cap: This is quite an amazing option because through it you can make any sentence a little attractive, which would be great to see ... You have seen this often in newspapers.

Note: This option writes the first letter of any Sentence too long. Now it is dependent on you how many lines you want to use this option.

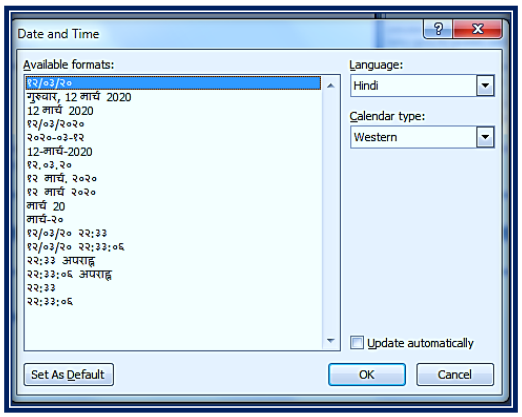
Example:

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.

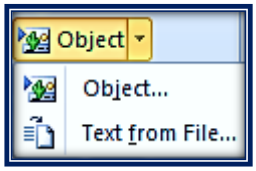


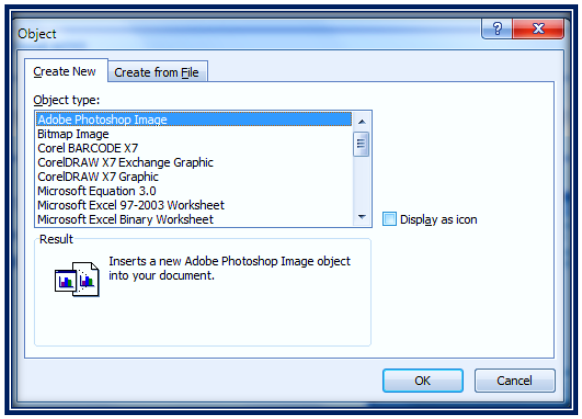
✍ Signature Line: Fill all the options that you are being asked, and Ok. Now you will see that all those details will be inserted in your page.

✍ Date & Time: In this, you will get the option to insert Date & Time in different types of Format and click on the Format that you like.

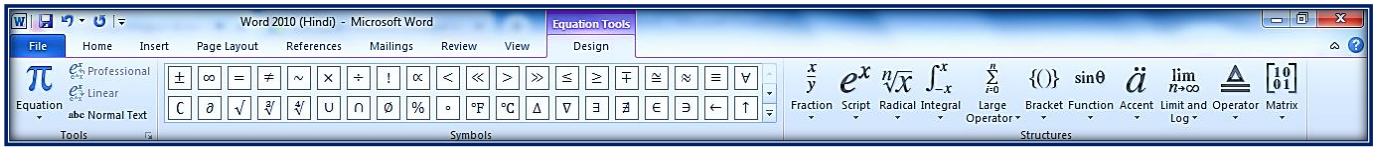


✍ Object: With the help of this option, you can immediately insert it by working in any other programs like Photoshop, Excel, Word etc. Or if a text file has already been created, you can still insert it.



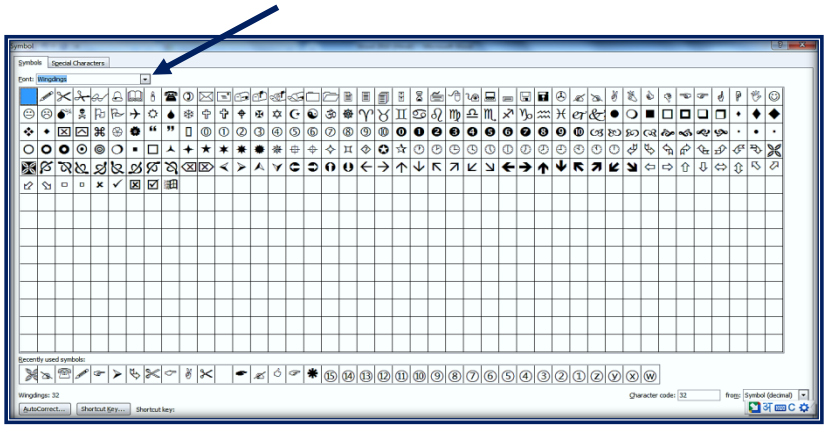


✍ Equation: It is mostly used when making equations. Because there are many such options which are mandatory to use at the time of equation.

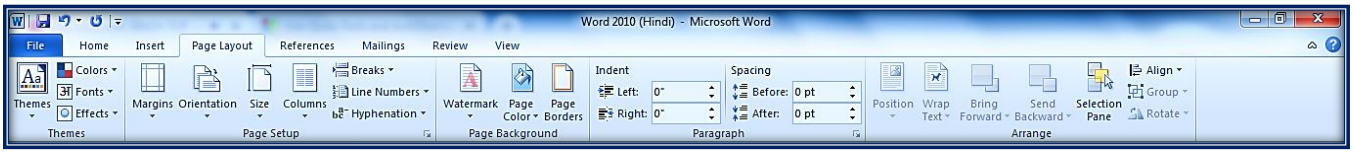


Note: You can view all the equations by clicking.

✍ Symbol: In this, you will find various types of Symbol which you can use according to your requirement.



Page Layout Menu



S.N	Under Menu Option	Coverage Topic
1	Themes	Themes, Colors, Fonts & Effects
2	Page Setup	Margin, Orientation, Size, Column, Break, Line Numbers & Hyphenation
3	Page Background	Watermark, Page Color & Page Border
4	Paragraph	Indent & Spacing
5	Arrange	Position, Wrap Text, Bring Forward & More, Send Backward & More, Selection Pane, Align, Group & Rotate

✍ Themes: Understand for example: To use it, you select any cover page from the Insert Tab. After that go to the option in Themes of Page Layout and click on all the options in turn and see what changes in this Cover Page after applying it. In the option of Themes, you will find many options that you can use such as: Themes, Colors, Fonts, and Effects.

✍ Margin: Through this you can set the margin of your page.

✍ Orientation: Through this, you can set the orientation of your page.

✍ Size: With this help you can select the size of the page.

✍ Column: Through this, you can create a column in a page and distribute a page in many columns and work in it.

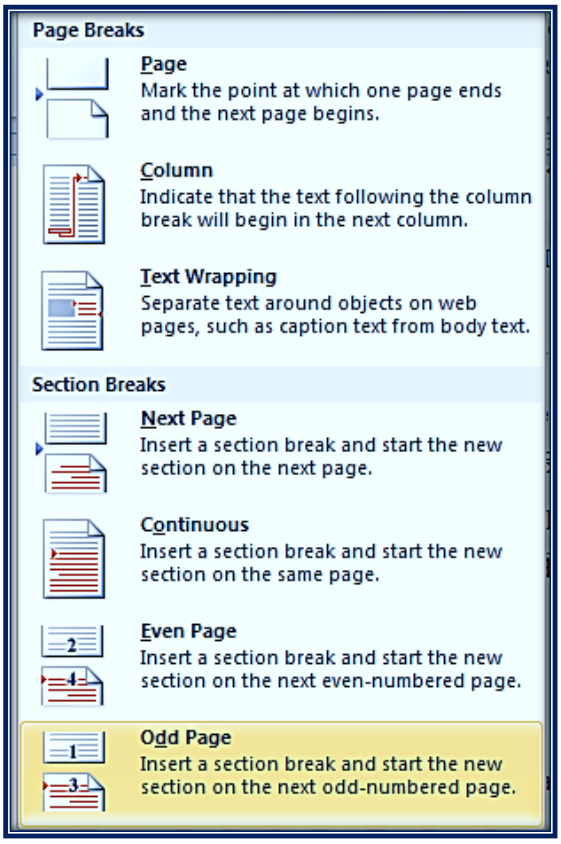
✍ Breaks: There are many options inside it.

(i) Page Breaks.....

(a) Page: Through this, you can break a page into two parts. Wherever the mouse's Cursor will be, it will break the page and insert it into a new page.

(b) Column: It is also used to break the page. But it breaks from the first column and inserts it in the second column. Understand by example: Suppose you have placed two columns in a page. And if you want to insert the text or object with the first column in the second column, then you can use this option. Keep in mind that the Cursor of the mouse will break from the same place.

(c) Text Wrapping: It is used for wrapping text when you have inserted any object.
To understand this, you insert any one of the Shapes and then click on this option.



(ii) Section Breaks.....

(a) Next Page: From the place where the mouse's Cursor will be, it will insert a new page and your work will start from that new page.

(b) Countinuous: This is Section Page Break. Which breaks the page in the same page...?

(c) Even Page: Insert a block break and start a new section on the next even-page. That is, start the work from the next Even Page.

(d) Odd Page: Insert a segment break and start a new section on the next odd-page. That is, start the work from the next Odd Page.

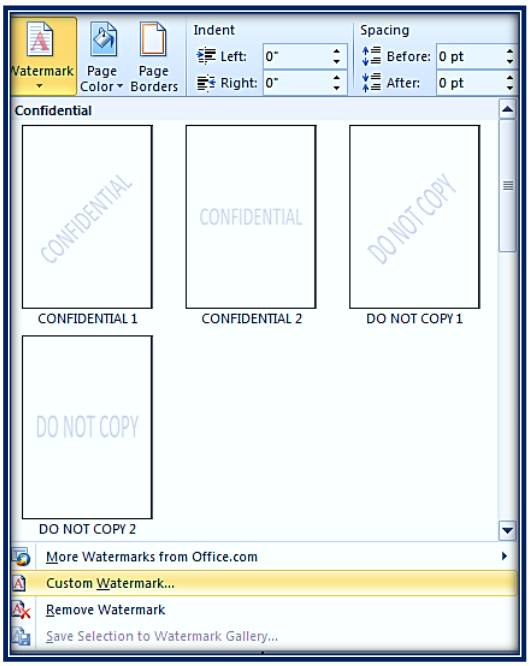
✍ Line Numbers: It is used to add a line number to the margin along each line of the document.

✍ Hyphenation: Turn on hyphenation, which allows the word to break the lines between the syllabus of words, i.e. if you have written a large word that could not be adjusted in the first line, it will leave some text in the top line and Some text will be moved to the lower line and Automatic will put a Hyphenation sign in the middle.

Example:-

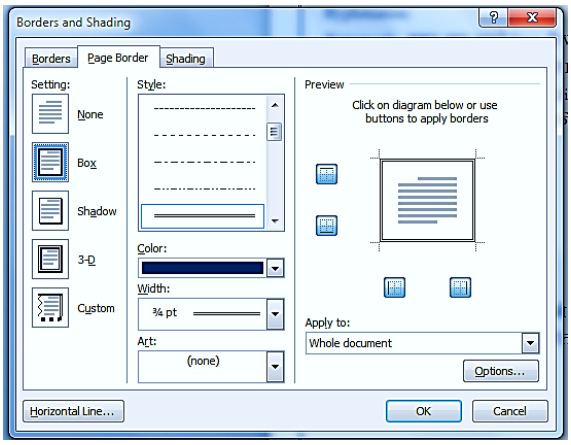
On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate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

✍ Watermark: If you want to put Watermark in your page, then click on this option and select one of the formats. After that, click on Custom Watermark, edit it and then select the name, font, color etc.



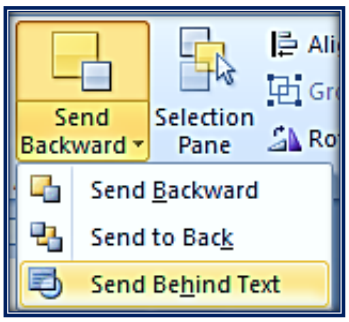
- Page Color: With this help you can change the color of your page

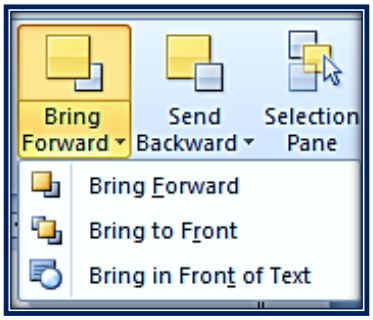
- Page Border: With this, you can apply different types of borders in your page. You will get to see many options like: Border with Box, Shadow Border, 3-D Border, Custom Border and Art Border.



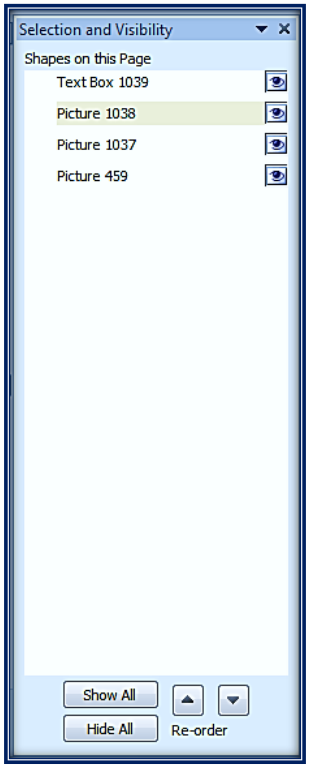
- Paragraph Indent: With this, you can move your Left and Right Indent back and forth.
- Paragraph Spacing: With this you can increase or decrease the spacing before or after your paragraph.
- Position: This option will be enabled when you insert or select any object. With this help, you can set direct wrapping text with Position to any object.
- Wrap Text: It is used for wrapping text. This highlight will happen when you insert an object.

Below, there are three options in both Send and Bring which are used to do things like sending any object back in, Bringing in Front, etc. But all these things apply to more than one object. When more than one object is inserted at the same place, it is managed through this option.

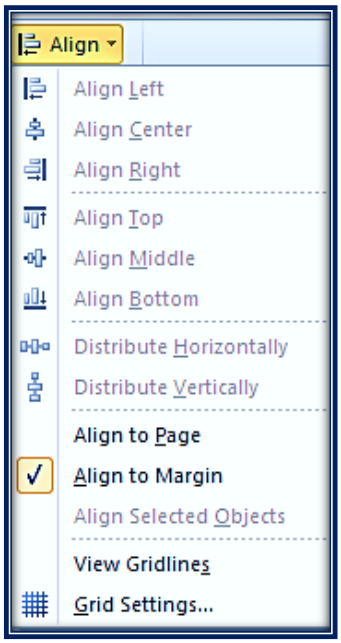




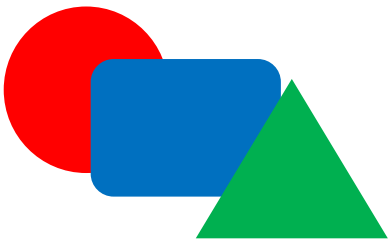
Selection Pane: Through this, you can easily find, hide, or unhide any inserted object, because when a lot of Shape is inserted inside our document, it is not as easy to find a particular shape but through it you can easily can find.



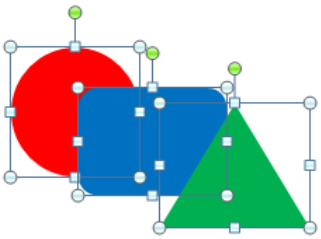
Align: Many options have been given in it, which are used to move any object to Left, Center, Right, Top, Botton, Middle etc.



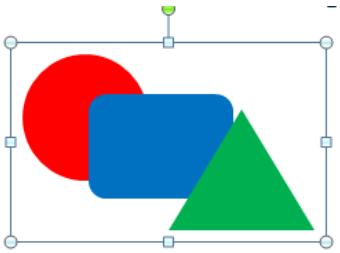
Group: If you want to add any object or Shapes to each other, you can use the grouped option, because through this, you can combine many shapes and convert it into a shape and you can also ungroup it whenever you want. To group any object, you just have to select all the objects with ctrl, after that you have to group them.



Insert 3 Shapes



After Selecting 3 Shapes



After Grouping

Rotate: Through this you can rotate any object.

Using References Menu

In fact, this menu is used when we publish any book, that is, when we want to create any book, you have to use this menu.

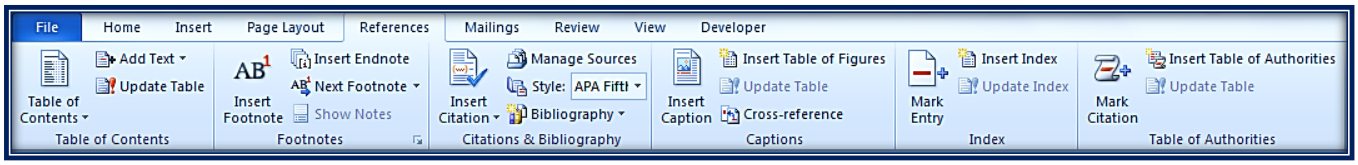


Table of Contents.....

(a) Table of Contents: Through this, you can prepare a table of content of your document.

When is it needed?

When we prepare any type of book with the help of Microsoft Word, there can be many chapters in the book we have created. To manage all those chapters a “Table of Content” is created.

Table of Content

Welcome Screen 7
Menu/Tab Bar 8
Ribbon Menu 8
Title Bar 8
Using Minimize, Maximize & Close Button 9
Vertical Scroll Bar 9
Horizontal Scroll Bar 9
Zoom Slider 10
Rulers 10
Help Option 10
Quick Access Toolbar 10

What you saw above is called "Table of Contents". With the help of this "table of contents", we can see which chapters are on which page and can go directly to that page.

How to create a Table of Content?

Rule: There are many chapters in a book, so give the name of all those chapters a level

Below you are explained by sample example ……

Noun

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.

Pronoun

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

Verb

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

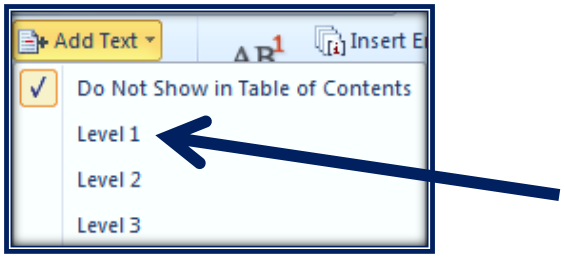
I have made three chapters as an example.

1st Chapter: Noun

2nd Chapter: Pronoun

3rd Chapter: Verb

Now give all these chapters a level



For this, in turn you select the Heading of all the chapters and add it in Level 1 as in the "Add Text". After doing all this, go to the option of Table of Contents under “References Tab” and select a form and click. The table of contents will be ready in front of you by clicking ……

(b) Add Text: There is an option to set the level inside it.

(c) Update Table: If later you have added another chapter, then you will have to update the table to bring it to the Table of Contents ……