**Assignment: Exploring the Home Tab in Microsoft Word**

**Objective:**

The purpose of this assignment is to familiarize yourself with the features and tools available in the **Home Tab** of Microsoft Word. By completing this task, you will gain hands-on experience with text formatting, paragraph settings, and style adjustments.

**Instructions:**

1. **Create a New Document**
   * Open Microsoft Word and create a new document.
   * Save the file as Home\_Tab\_Assignment\_YourName.
2. **Text Formatting**
   * Type the following sentence:  
     *"Learning the Home Tab features enhances productivity."*
   * Perform the following actions on this text:  
     a. Change the font style to **Calibri**.  
     b. Change the font size to **16**.  
     c. Make the text **bold**.  
     d. Apply **italic** formatting to the word "features."  
     e. Underline the word "productivity."
3. **Paragraph Formatting**
   * Type a short paragraph about the importance of using MS Word effectively (50-75 words).
   * Perform the following tasks:  
     a. Align the paragraph to **justify**.  
     b. Set the line spacing to **1.5**.  
     c. Add a **bulleted list** explaining at least three benefits of using MS Word.  
     d. Apply **shading** with a light color to the paragraph.  
     e. Add a **border** around the paragraph.
4. **Clipboard**
   * Copy and paste the sentence from step 2 to the end of your document.
   * Use the **Format Painter** to copy the formatting of the sentence to the paragraph.
5. **Styles**
   * Apply the **Heading 1** style to the title of your document: **"Home Tab Assignment"**.
   * Use the **Normal** style for the rest of your document.
6. **Additional Formatting**
   * Insert your name and date at the top of the document and align them to the right.
   * Highlight the word "enhances" in yellow.

**Submission Guidelines:**

* Ensure your file is saved in .docx format.
* Submit the document via email or your institution's learning management system.

**Evaluation Criteria:**

* Completion of all tasks (20 marks)
* Correct usage of formatting tools (20 marks)
* Neatness and organization (10 marks)

**Total Marks: 50**