MS Office

* MS Word
* Text formatting
* Bold, italic, underline, size
* Paragraph – spacing
* Line height
* Ruler
* Vertical
* Horizontal
* Header / footer
* MS Excel
* Formula
* Sum
* Multiply
* Minus
* Sheet
* Merge sheet
* color
* Merge
* Row
* column
* Filter
* MS PowerPoint
* Presentation
* Display slide
* End slide
* Slideshow
* Animation