MS Word - Design Tab Notes

The **Design Tab** in MS Word 2021 provides users with a variety of tools and options for customizing the visual appearance of their document. From pre-built themes to personalized page colors and fonts, this tab allows for greater creative control and enhances the overall design of the document, making it more visually appealing. The **Design Tab** helps in making the document look professional and polished with minimal effort.

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1. Document Formatting Group

- **Themes**:
    - **Usage**: Themes are predefined sets of formatting that include fonts, colors, and effects. These are used to give your document a consistent and professional look.
    - **Step-by-Step**:
        0. Click on **Design** tab.
        1. In the **Document Formatting** group, click on **Themes**.
        2. Select a theme from the dropdown list. A theme will apply a set of fonts, colors, and styles to your document.
        3. To further customize, click on **Customize Themes** at the bottom of the theme menu.
        4. Select the colors, fonts, and effects you prefer, and click **Save**.
- **Colors**:
    - **Usage**: The **Colors** option lets you choose a color scheme for your document. You can select from preset color combinations or customize your own.
    - **Step-by-Step**:
        0. Click **Colors** in the **Document Formatting** group.
        1. Choose from one of the predefined color schemes, or click **Customize Colors** to create your own.
        2. If you create your own color scheme, pick colors for text, background, and accents, and then save it.

- **Fonts**:
  - o **Usage**: The **Fonts** dropdown allows you to select a font scheme for your document. Similar to themes, a font scheme applies a set of fonts for headings, body text, and other elements of your document.
  - o **Step-by-Step**:
    0. Click **Fonts** in the **Document Formatting** group.
    1. Choose from one of the predefined font combinations or click **Customize Fonts** to set your own.
    2. Select a font for your headings and body text, then click **Save**.
- **Effects**:
  - o **Usage**: The **Effects** option allows you to add visual effects like shadows, reflections, or glows to text and other elements in your document.
  - o **Step-by-Step**:
    0. Click **Effects** in the **Document Formatting** group.
    1. Choose from the available effects to apply them to the document's text and shapes.
    2. You can apply multiple effects for a dynamic look.

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2. Page Background Group

- **Page Color**:
  - o **Usage**: The **Page Color** option is used to change the background color of your document. This can be useful for making certain sections stand out or to add a creative touch.
  - o **Step-by-Step**:
    0. Click on **Page Color** in the **Page Background** group.
    1. Select a color from the color palette. You can also choose **More Colors** to access a broader color selection.
    2. To remove the page color, click **No Color**.
- **Page Borders**:

- o **Usage**: **Page Borders** allows you to add a border around your document's pages. This can give your document a more structured and formal appearance.
- o **Step-by-Step**:
  0. Click on **Page Borders** in the **Page Background** group.
  1. A dialog box appears where you can choose the type of border (Box, Shadow, 3-D).
  2. Select the border style, color, and width you prefer.
  3. Click **OK** to apply the border.
- **Watermark**:
  - o **Usage**: A **Watermark** adds a faded image or text behind the main content of the document. This is typically used for confidential or draft documents.
  - o **Step-by-Step**:
    0. Click **Watermark** in the **Page Background** group.
    1. Choose from the predefined watermarks or click **Custom Watermark**.
    2. For a custom watermark, you can choose a picture watermark or text watermark. Enter the text or select the image you want as a watermark.
    3. Click **OK** to apply.

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3. Document Formatting Group (Continued)

- **Paragraph Spacing**:
  - o **Usage**: **Paragraph Spacing** allows you to control the amount of space before and after paragraphs in your document.
  - o **Step-by-Step**:
    0. Click on **Paragraph Spacing** in the **Document Formatting** group.
    1. Choose a spacing option (e.g., **Compact**, **Standard**, **Relaxed**).
    2. To customize, click **Custom Paragraph Spacing** and adjust the **Before** and **After** spacing.

- **Borders**:
  - ○ **Usage**: **Borders** in this section allow you to apply borders to paragraphs or specific sections of your document, giving them a clean, defined look.
  - ○ **Step-by-Step**:
    0. Click on **Borders** in the **Document Formatting** group.
    1. Select **Borders and Shading** for more customization options.
    2. You can choose to apply borders to specific paragraphs, sections, or the entire page.

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4. Style Group

- **Styles**:
  - ○ **Usage**: **Styles** allow you to quickly apply a consistent set of formatting to different parts of your document, like headings, body text, quotes, etc.
  - ○ **Step-by-Step**:
    0. Click on **Styles** in the **Style** group.
    1. Select a style for your headings, body text, or any other section.
    2. You can also modify a style by right-clicking it and selecting **Modify**.

Shortcut Keys

- **Ctrl + Alt + Shift + S**: Open the **Styles** pane.
- **Alt + Shift + D**: Apply the **Default** theme.
- **Ctrl + Shift + Q**: Apply the **Heading 1** style.

Design Tab सविस्तर नोट्स

Design Tab हे MS Word 2021 मध्ये दस्तऐवजाच्या दृश्यासंबंधी संपूर्ण नियंत्रण देते. हे वापरकर्त्याला सुसंगत आणि आकर्षक थीम, रंग, फॉन्ट आणि पृष्ठ पृष्ठभूमी कस्टमाईझ करण्याची संधी देते, जेणेकरून दस्तऐवज अधिक व्यावसायिक आणि प्रभावी दिसतील.

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1. Document Formatting Group

- **Themes**:
    - ॰ **वापर**: थीम्स एकसारख्या फॉन्ट्स, रंग आणि इफेक्ट्ससह पूर्वनिर्मित फॉरमॅटिंग सेट आहेत, जे दस्तऐवजाला एकसारखा आणि व्यावसायिक लुक देतात.
    - ॰ **स्टेप-बाय-स्टेप**:
        0. **Design** टॅबवर क्लिक करा.
        1. **Document Formatting** गटात **Themes** निवडा.
        2. एक थीम निवडा. ती थीम रंग, फॉन्ट्स आणि इफेक्ट्स लागू करेल.
        3. आपल्याला अधिक कस्टमाईझ करायचं असल्यास **Customize Themes** निवडा.
- **Colors**:
    - ॰ **वापर**: दस्तऐवजाच्या रंग स्कीमला सेट करण्यासाठी **Colors** निवडा.
    - ॰ **स्टेप-बाय-स्टेप**:
        0. **Colors** निवडा.
        1. पूर्वनिर्धारित रंग योजनांपैकी एक निवडा किंवा **Customize Colors** मध्ये जाऊन आपली स्वतःची रंग योजना तयार करा.
- **Fonts**:
    - ॰ **वापर**: दस्तऐवजाच्या फॉन्ट स्कीमला सेट करा.
    - ॰ **स्टेप-बाय-स्टेप**:
        0. **Fonts** निवडा.
        1. फॉन्ट्सचा सेट निवडा.
- **Effects**:
    - ॰ **वापर**: टेक्स्ट किंवा इतर घटकांवर शॅडो, रिफ्लेक्शन किंवा ग्लो सारख्या इफेक्ट्स लागू करा.
    - ॰ **स्टेप-बाय-स्टेप**:
        0. **Effects** निवडा.
        1. इफेक्ट्सचा एक पर्याय निवडा.

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2. Page Background Group

- **Page Color**:
  - **वापर**: दस्तऐवजाची पार्श्वभूमी रंग बदलण्यासाठी.
  - **स्टेप-बाय-स्टेप**:
    0. **Page Color** निवडा.
    1. रंग निवडा.
- **Page Borders**:
  - **वापर**: दस्तऐवजाच्या पृष्ठावर बॉर्डर जोडा.
  - **स्टेप-बाय-स्टेप**:
    0. **Page Borders** निवडा.
    1. बॉर्डर प्रकार निवडा.
- **Watermark**:
  - **वापर**: दस्तऐवजावर एक जलचिन्ह जोडा.
  - **स्टेप-बाय-स्टेप**:
    0. **Watermark** निवडा.
    1. पूर्वनिधारित जलचिन्ह निवडा.

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3. Document Formatting Group (Continued)

- **Paragraph Spacing**:
  - **वापर**: परिच्छेदाच्या आधी आणि नंतर जागा सेट करा.
  - **स्टेप-बाय-स्टेप**:
    0. **Paragraph Spacing** निवडा.
    1. स्पेसिंगचा पर्याय निवडा.
- **Borders**:
  - **वापर**: परिच्छेदांवर बॉर्डर लागू करा.
  - **स्टेप-बाय-स्टेप**:
    0. **Borders** निवडा.
    1. **Borders and Shading** मध्ये बॉर्डर सेट करा.

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4. Style Group

- **Styles**:
  - **वापर**: विविध भागांसाठी स्टाइल लागू करा.
  - **स्टेप-बाय-स्टेप**:
    0. **Styles** निवडा.
    1. एक स्टाइल निवडा.

Shortcut Keys

- **Ctrl + Alt + Shift + S**: **Styles** पॅनल उघडा.
- **Alt + Shift + D**: **Default** थीम लागू करा.
- **Ctrl + Shift + Q**: **Heading 1** स्टाइल लागू करा.

The **Design Tab** in MS Word 2021 is a powerful tool for enhancing the look and feel of your document, making it more visually striking and professional without requiring extensive design skills.