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# **MS-WORD Notes**

## **Setting Fonts:**

**STATUS: DONE**

## **Adding Bullets:**

* Bullet Point 1
* Bullet Point 2
  + Sub Bullet 1
    - Post Sub Bullet 1
    - Post sub Bullet 2
  + Sub Bullet 2
* Bullet Point 3

**Note:** To change the level of bullet point go to the option **Change List Level**.

**STATUS:** **DONE**

## **Multi-level number formatting:**

1. Number 1
2. Number 2
3. Number 3
   1. Sub Number 1
   2. Sub number 2
4. Number 4

## **Use of Tables:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | Hey | Hey |  |
|  |  |  |  |  |

## **Use of Tabs:**

Left aligned

Center Aligned

Right Aligned

Left Aligned with \_

Center aligned with \_

## **Adding Headers and Footers:**

**STATUS:** **DONE**

## **Use Style:**

### **Intense Quote**:

Let’s write some content to check the various styles of Microsoft office word 2016. We have already used the heading styles. Now time to explore some more.

## **Format Painter:**

**STATUS: DONE**

## **Modify Existing Style:**

This text is used to modify existing style in MS Word 2016. I modified Quote style by adding border.

## **Add Table of Content:**

**STATUS: DONE**

## **Adding Page Breaks and Section Breaks:**

Here we added a section break, you can check it by clicking on show/hide icon in Home.

## **Adjusting Page Margins:**

Margin of page set to the normal.

## **Drawing Tools:**

## **Embedding Excel Sheets in Word:**



Or



## **Writing Equation:**