

## विशाल

### COMMANDS FOR MICROSOFT WORD:

Before formatting in word , we set the page size and page margins and do some basic or preliminary settings to get our desired document or result.

#### • Random text :

to use → = rand (#, #)   
 ↑ no. of sentences  
 ↓ no. of para

To create / generate random text in Microsoft Word,  
-by this feature , type =rand() & hit [Enter].

The default is 5 paragraphs of 3 sentences each. To  
customise your text , type =rand (# of para-  
-graphs , # of sentences) and then press [Enter].

photo of =rand()

Use the Format Painter on the Home tab to quickly apply the same formatting, such as color, font style & size, and border style, to multiple pieces of text or graphics. The format painter lets you copy all of the formatting from one object and apply it to another one - think of it as copying and pasting for formatting.

### Clear Formatting -

It is an option in MS Word that allows you to remove any formatting supplied to your documents' text content.

When you apply clear formatting to a block of text or a complete document in MS Word, it returns the text to its original default font size & style without any other formatting.

- Insert a Table :

Two ways to make a table -

+ - - - - + - - - - + & then  
hit [Enter] to make a table.

- ② For a basic table, click Insert > Table and move the cursor over the grid until you highlight the number of rows & columns you want.

Some commands for Table -

- To make / add rows , place the cursor outside the bracket (of table ) and press [Enter].
- To move the entire row , first select that row and then use the command "Shift + Alt + Arrow up & down " keys , moving the row up or down.
- To split the -table , use the command "ctrl + shift + enter " .
- Use the command "Alt + A , then release A and press M " to merge the rows and columns of the table.



विशाल

Word Document - Saved to OneDrive

File Home Insert Layout References Review View Help Editing

Font Calibri (Body) 11 A A A A B I U X X' Aa v P A

Paragraph Spacing 1 2 3 4 5 6 7

AaBbCc AaBbCc AaBbCc

No Spacing Heading 1

Find Replace Dictate Editor Designer

Share Comments

Go premium

Search (Alt + Q)

Video provides a powerful way to help you prove your **point**. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides **header**, footer, cover page, and text box designs that complement each other.

|   |    |    |    |    |    |    |    |
|---|----|----|----|----|----|----|----|
| 1 | 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|   |    |    |    |    |    |    |    |
|   |    |    |    |    |    |    |    |

Page 1 of 1 54 words English (US)

- 100% + Print Give Feedback to Microsoft

निरूपण पुस्तिका

- Heading Formatting:

To add a Heading style to text in Word, select the text, choose the Home tab in the Ribbon, and in the Styles box, pick the heading style you want.

When you save your document in another format for download, such as HTML or PDF, Word retains the headings styles, so everyone can still get the benefits of your headings.

Eg - Chapter 1 & Chapter 2

Sub headings → Section 1, 2 - - -

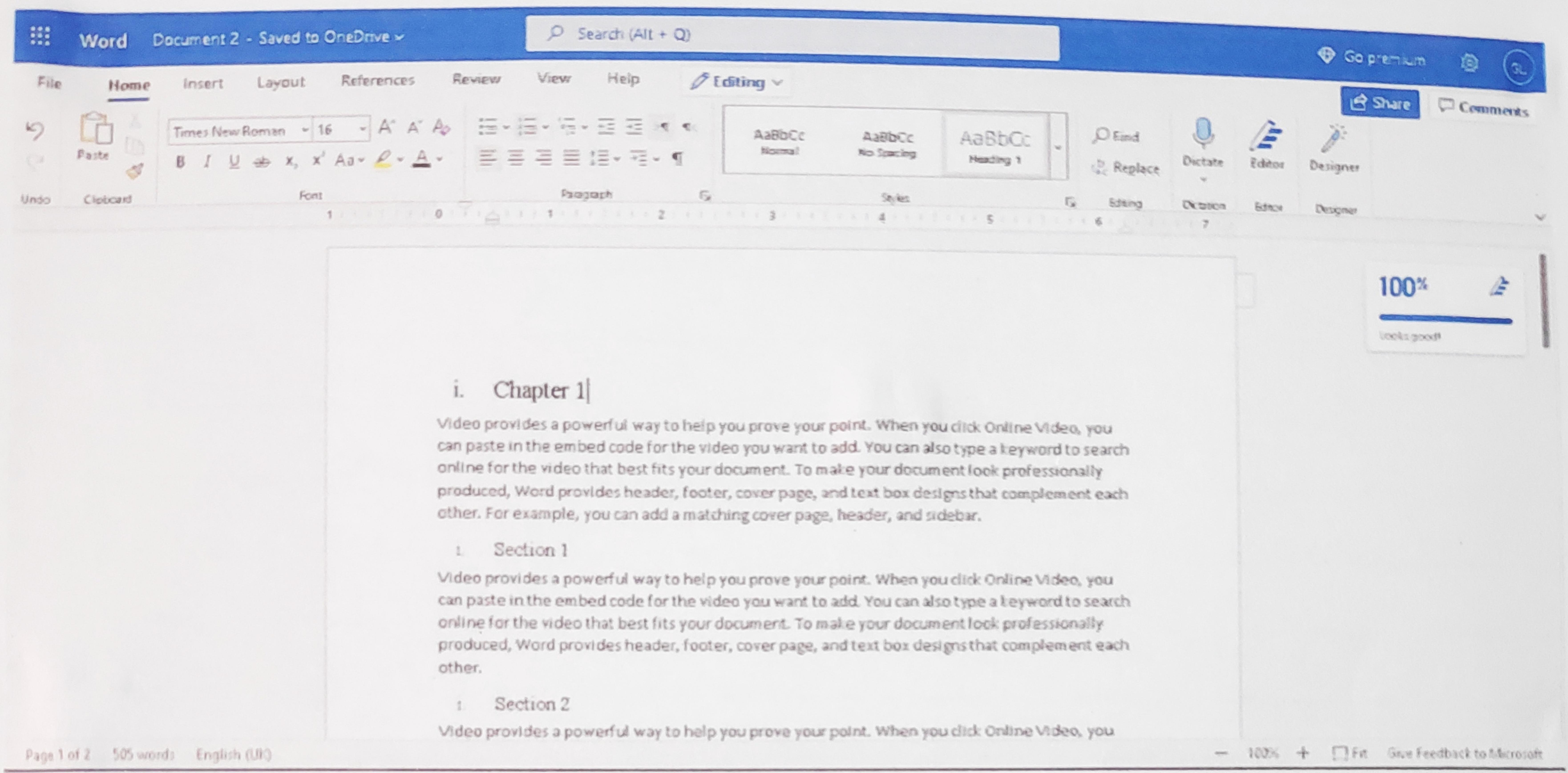
sub sub heading → sub section 1, 2 - - -

Word applies a font and color change to help make it clear that this is a title - the 'Heading 1' of the article. The next heading type is 'Heading 2'.

Eg - Chapter 1

Section 1

Sub section 1



## • Table of contents :

Put your cursor where you want to add the table of contents. Go to References > Table of Contents and choose an automatic style. If you make changes to your document that affect the table of contents, right clicking the table of contents and choosing Update Field.

• Macros: a little known tool in Word - allows you to automate frequently used formatting settings. Macros are especially useful when you find yourself

# विशाल

making the same formatting changes over and over again to multiple documents.

A screenshot of a Microsoft Word document titled "Document 2 - Saved to OneDrive". The ribbon menu is visible at the top, showing "Word" and "Document 2 - Saved to OneDrive". The "Home" tab is selected. The "Font" section shows "Times New Roman" and "16". The "Paragraph" section shows various alignment and spacing options. The "Styles" group has three styles: "Normal" (AaBbCc), "No Spacing" (AaBbCc), and "Heading 1" (AaBbCc). The "Editing" tab is selected. The "Find" and "Replace" buttons are visible. The "Share" and "Comments" buttons are also present. The main content area displays a "Table of contents" with the following structure:

|    |                     |   |
|----|---------------------|---|
| i. | Chapter 1 .....     | 1 |
| i. | Section 1 .....     | 1 |
| i. | Section 2 .....     | 1 |
| i. | Sub section 1 ..... | 1 |
| i. | Chapter 2 .....     | 1 |

The status bar at the bottom shows "Page 1 of 2 505 words English (UK)".