Q1

***Microsoft Word is a document and word processing application that enables a user to create, edit, and format different types of documents, such as letters and reports. Word provides a lot of document creation tools that have been refined to be easy to use. It also enables a user to add effects to picture from within the document and allow multiple authors to collaborate efficiently on a document. Microsoft Word is a document and word processing application that enables a user to create, edit, and format different types of documents, such as letters and reports. These main tabs are divided into groups that represent different command groups and can be customized to add buttons for frequently repetitive tasks. Also, additional contextual tabs appear as the user works with different elements. For example, when the user is editing a table, the Design and Layout tabs are displayed under a new set of tabs called Table Tools.***

***[[1]](#footnote-1)*** [***“This information is provided by XYZ company”***](https://www.dsu.edu.pk/)

**Q2**

**Table 1. Job Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Designation** | **Salary** | **Bonus** |
| **Robert** | CEO | 800000 | 8% |
| **Newton** | Director | 600000 | 9% |
| **John** | Managing Director | 400000 | 10% |
| **Isaac** | HR Manager | 300000 | 12% |
| **Daniel** | IT Manager | 200000 | 14% |
| **Charles** | Clerk | 100000 |
| **Alex** | Clerk | 100000 |

Q.7

1. Video provides a powerful way to help you prove your point.
   1. When you click Online Video, you can paste in the embed code for the video you want to add.
      1. You can also type a keyword to search online for the video that best fits your document.
2. To make your document look professionally produced.
   1. For example, you can add a matching cover page, header, and sidebar.
      1. Click Insert and then choose the elements you want from the different galleries.
      2. Themes and styles also help keep your document coordinated.
      3. When you click Design and choose a new Theme, the pictures, charts.
3. You can also type a keyword to search online for the video that best fits your document.
   1. To make your document look professionally produced.
4. For example, you can add a matching cover page, header, and sidebar.
   1. Click Insert and then choose the elements you want from the different galleries.
   2. Themes and styles also help keep your document coordinated.
   3. When you click Design and choose a new Theme, the pictures, charts.
      1. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.
      2. To make your document look professionally produced.
         1. For example, you can add a matching cover page, header, and sidebar.
         2. Click Insert and then choose the elements you want from the different galleries.
         3. Themes and styles also help keep your document coordinated.
            1. When you click Design and choose a new Theme, the pictures, charts.
            2. When you apply styles, your headings change to match the new theme.
            3. Save time in Word with new buttons that show up where you need them. To change the way a pictures fits in your document, click it and a button for layout options appears to it.

1. https://www.dsu.edu.pk/ [↑](#footnote-ref-1)