# Word Processing

Check your text for S/P/G

spelling punctuation and grammar

red underline 🡺 Spelling

blue underline🡺 grammar

Bullet

* Bullet point🡺 this is defaulr
* Numbering bullet

1. This is number bullet
   1. One
2. Create sub :
   1. Enter
   2. Tab key
   3. Should be different

Align text

Tab

* Move my text
* Left of keyboard
* Two arrows
* To set tap 🡺 where to move use:

View🡺Ruler

Left ,right, center, justify

Line spacing

* Normal// shown in header
* No spacing // shown in header
* Go to paragraph and use double spacing as example

Font size:

* Select
* Write manual
* Decrease and increase

Font style

Font Color

Text wrap

Warapping text around image

* Double click image
* Select Tight



*Experienced software engineer with an MBA, extensive projects and Software product management specialist in Agile & Scrum. Technical hands-on Skills in Frontend development, Backend development, Mobile App, Systems Engineering, System Testing and training skills.  
Lead and managed large-scale corporate software and systems development. Dedicated team player, organized, hardworking and capability to perform under work pressure. Speaks fluent Arabic and English.*

I’m Label

Add text to image 🡺 Insert 🡺 Text Box

Table

Insert table

|  |  |  |  |
| --- | --- | --- | --- |
| **header** |  |  |  |
|  |  |  |  |
|  |  |  |  |

Can make header bold using B

**layout**

* Text direction 🡺 horizontal or vertical
* options of cell align shown
* marge cells
* split

**Table design**

* Border style
* Weight of border
* Border painter to draw around the table
* Shading for background color

Footer And Header

Just double click

Then close

Layout

Orientation

Break page:

Hold on ctrl and press enter

Page numbering

I

Insert image:

After insert:

Hi

Justify🡺 orientate left or right

Shrink

Picture format🡺 crop



Insert shapes :

Insert chart

Also can copy from excel

Send back bring to front

Hi.

Columns

Lay out 🡺 columns

Insert date and time

When apply heading and sub -heading can create table of content