1. rand( paragraph, sentences)
2. lorem (paragraph, sentences)
3. style rectangle ( alt + drag mouse)
4. auto correct option ( file > option > proofing > auto correct option )
5. delete one word at time ( ctrl + backspace)
6. pdf convertor ( open pdf with msword)
7. minimize grey space above a4 sheet ( hover mouse between ruler and a4 paper)
8. office theme ( file > account > office theme )
9. exact place for typing in word ( double click on it)

reference : <https://youtu.be/u6GhfO5da0w?si=exgMSWL3Hn8VWMHn>