# Document Formatting Techniques

In today’s digital world, **effective communication** and document design are key skills. Mastering Microsoft Word formatting enables clear, *professional*, and appealing documents.

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| Item | Quantity | Price |
| Notebook | 10 | $2.50 |
| Pen | 20 | $1.00 |
| Marker | 15 | $1.50 |

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1. Analyse document purpose
2. Organise content logically
3. Use appropriate formatting tools