COVER GE

[Document title]

[Draw your reader in with an engaging abstract. It is typically a short summary of the document. When you’re ready to add your content, just click here and start typing.]

[Document subtitle]

Word Processing: MS Word (Home Ribbon)

The home ribbon is one of the most important ribbon available in the MS Word. Figure 140 shows the home ribbon. It contains different important groups such as: Clipboard, Font, Paragraph, Styles and Editing. We will be learning each module of home ribbon in the next modules in details.

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SORT:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| AIMAN | 33 |  |  |  |  |
| ABDULLAH | 25 |  |  |  |  |
| ASIF | 22 |
| YOUNUS | 18 |  |  |  |  |
| ALI | 12 |  |  |  |  |
| SHAHZAIB | 1 |  |  |  |  |

BULLET IN MS WORD:

* APPLE
* MANGO
* BANANA
* ORANGE
* YELLOW

1. AIMAN
2. AROMA
3. AYESHA
4. ANABIA

INCREASE INDENT USE AS LIKE SUBHEADING:

AIMAN KHAN

Aroma khan

DECREASE INDENT USE AS LIKE SAME LEVEL:

Abdullah khan is my brorther.

MULTILEVEL HEADING:

* AIMAN
* ABDULLAH (picture bullet)

1. SHAHZAIB
2. ALI
3. HALEEMA FRIEND
4. BISMA

MAKING OWN BULLETS:

* Hydrogen
* Oxygen
* almunium

*STYLE GROUP:*

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EDITING GROUP:

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INSER RIBBON:

PAGE GROUP:

Cover page

Blank page

Page break

COVER PAGE:

TABLE GROUP:

|  |  |  |  |
| --- | --- | --- | --- |
| Abdullah |  |  |  |
| Shahzaib |  |  |  |
| Ali |  |  |  |

|  |
| --- |
| Draw table |

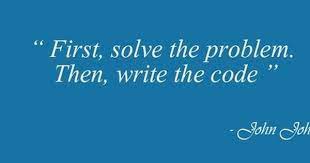
|  |  |
| --- | --- |
| |  | | --- | | AIMAN KHAN | |
| EXCEL SPRADSHEET: |
|  |



| May | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| M | T | W | T | F | S | S |
|  | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| May | Tuesday | Wednesday |
| 1 | 16 |
| Wednesday | Thursday |
| 2 | 17 |
| Thursday | Friday |
| 3 | 18 |
| Friday | Saturday |
| 4 | 19 |
| Saturday | Sunday |
| 5 | 20 |
| Sunday | Monday |
| 6 | 21 |
| Monday | Tuesday |
| 7 | 22 |
| Tuesday | Wednesday |
| 8 | 23 |
| Wednesday | Thursday |
| 9 | 24 |
| Thursday | Friday |
| 10 | 25 |
| Friday | Saturday |
| 11 | 26 |
| Saturday | Sunday |
| 12 | 27 |
| Sunday | Monday |
| 13 | 28 |
| Monday | Tuesday |
| 14 | 29 |
| Tuesday | Wednesday |
| 15 | 30 |
|  | Thursday |
|  | 31 |

ILLUSTRATION GROUP:



140 shows the home ribbon. It contains different important groups such as: [Clipboard](file:///C:\Users\aiman\Desktop\UNIVESITY\ASSIGMENTS\Assigemnt%20Math.docx), Font, Paragraph, Styles and Editing. We will be learning each module of home ribbon in the next modules in details140 shows the home ribbon. It contains different important groups such as: Clipboard, Font, Paragraph, Styles and Editing. We will be learning each module of home ribbon in the next modules in details