Microsoft Word

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Chapter 1. What is Micosoft Word

Chapter 2. How to bold your text in a Microsoft word document

Here you will learn how to Bold your selected text in a Microsoft Word Document

This can help you when you want to grab the reader's attention

1. Open the Microsoft Word Document
2. Select the text which you want to be made Bold
3. Right Click on the text and Select the Bold option

The text is Bolded

You can Bold your text when you want to say something important

Chapter 3. How to center your text in a microsoft word document

Here you will learn how to center your text in a Microsoft Word Document

This can help you make your text more readable

1. Open the Microsoft Word Document
2. Select the text which you want to center on the page
3. Press CTRL+E

Your selected text is centered on the page

You can center your text when you want to make it more readable for the reader

Chapter 4. How to create bullets in a microsoft word document

Here you will learn how to create bullets in Microsoft Word

You can insert bullets for listing different types of things

1. Open Microsoft Document
2. Select the text you want to make bullets fo it
3. Right click on the text and Press the bullets option

The selected text is bullet structured

This can help you when you want to list different types of things in the text

Chapter 5. How to insert picture in a microsoft word document

Here you will learn how to insert picture in Microsoft Word

Inserting a picture in a word file will help you to visualise your ideas and thoughts easily

1. Open Microsoft Word
2. Select Insert button
3. Press Picture icon
4. Select the picture you want to insert and Press Insert button

Your picture is inserted and visualised in the word document

You can insert pictures in your word file when you need to

Chapter 6. How to change the text color in a microsoft word document

Here you will learn how to change text colour in Microsoft Word Document

You can change the colour of your text when needed

1. Open the Microsoft Word Document
2. Select the text for which you want the colour to be changed
3. Right click on the text and Press the colour button

The colour of the text is changed

You can change the colour of the text when you want the attention of the reader to be captured

Chapter 7. How to italisize your text in a microsoft word document

Here you will learn how to Italicize your text in a Microsoft Word Document

This can help you when you want to quote someone's words

1. Open the Microsoft Word Document
2. Select the text which you want to be Italicized
3. Right Click on the text and Select the Italicize option

The selected text is Italicized

You can use this when you want to quote somebody