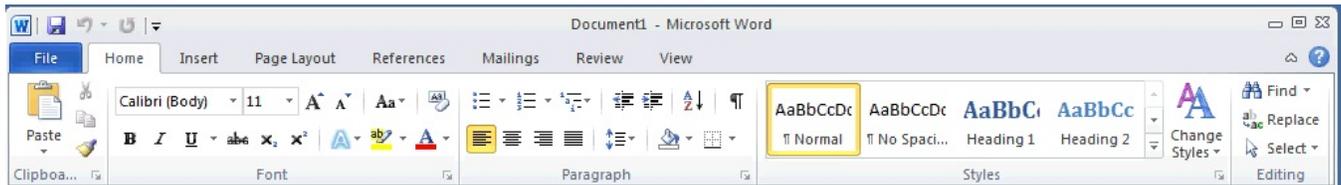




## Things You Should Know About Word

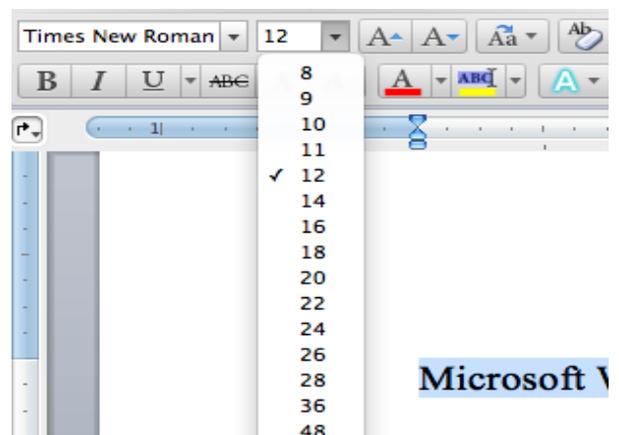
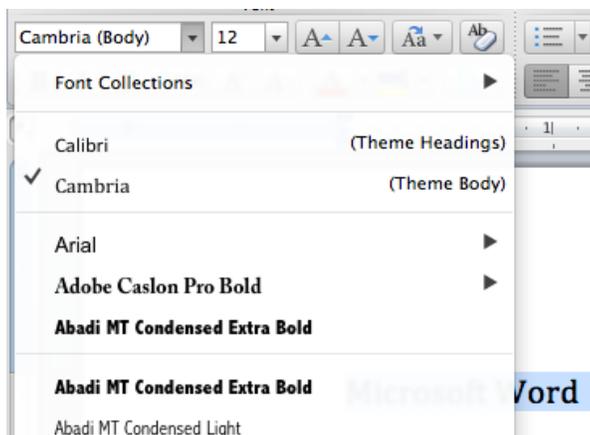


### Home Tab

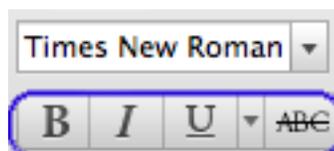
The home tab is also the default tab and it is where you will find what you need to change document settings such as the font properties, adding bullets or a numbered list, adjusting styles, and other similar features.

#### Fonts

Fonts types and sizes are one of the most fundamental things that you are going to use in Word. Simply click and drag to highlight the text you want to modify and choose which font and the size that you wish to change it to.

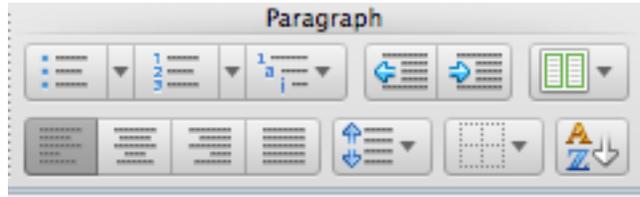


Also, you are able to add details to your texts such as **bold**, *italicized*, underlined, or ~~crossed-out~~.



## Paragraph

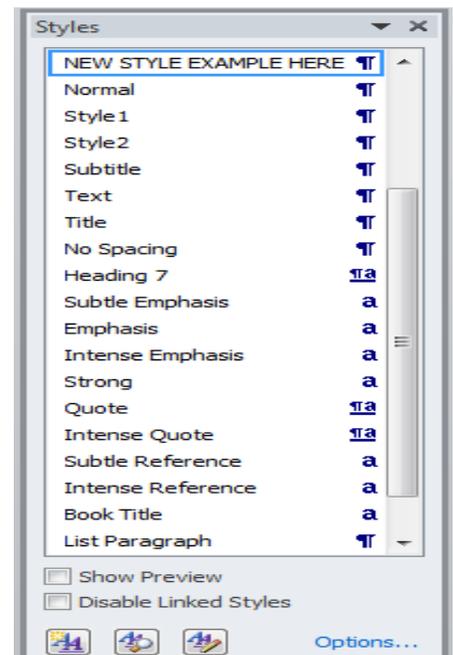
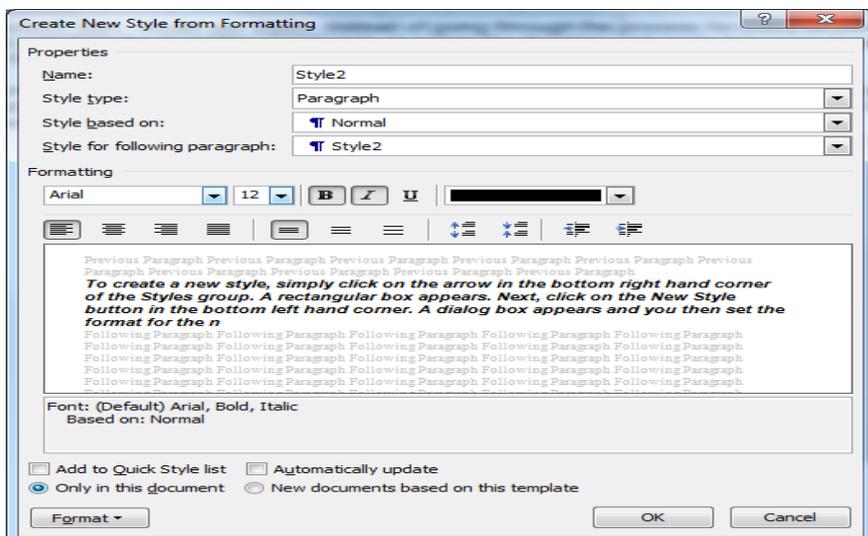
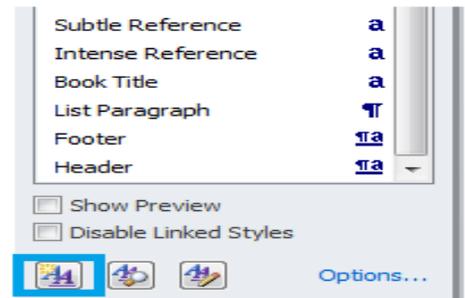
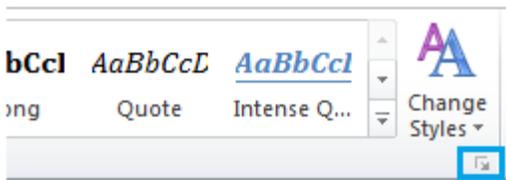
This group in the home tab affects the positioning of a paragraph. You can align the text to the right, left or center of the page, edit the spacing of each line, split the text into multiple columns, use bullets or numbers to create a list, and sort a list alphabetically.



## Styles

Styles can be described as pre-defined formatting instructions. This comes in handy when one needs to format a certain part of your document a certain way more than once. For example, if someone wants each section title to be uppercase, bold, and larger than the rest of the document, then you should use styles. It saves time in formatting your document.

To create a new style, simply click on the arrow in the bottom right hand corner of the Styles group. A rectangular box appears. Next, click on the New Style button in the bottom left hand corner. A dialog box appears and you then set the format for the new style, give it a name and click OK. You will now see that style appear in your Styles.

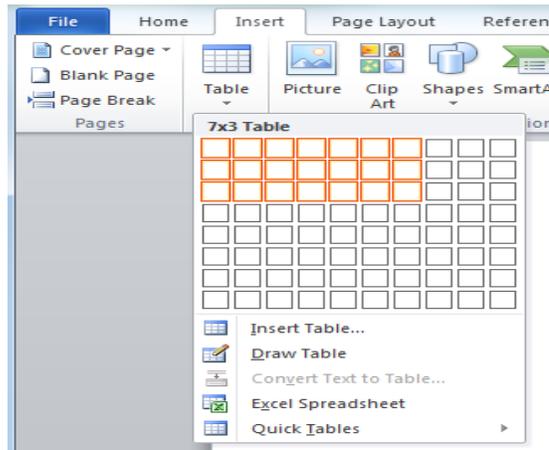


## Insert Tab

The insert tab involves inserting things into the document and modifying them. One may insert pictures, graphs, charts, page breaks, hyperlinks, headers and footers, and more.

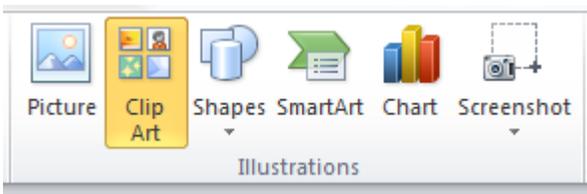
### Tables

A table can be useful in tasks such as presenting information and numerical data.



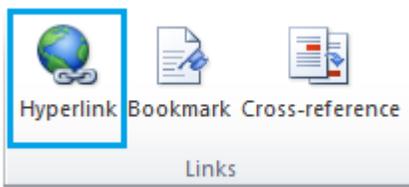
### Illustrations

The illustrations group lets you insert pictures, clip arts, shapes, smart arts, charts and any screenshots that you choose.

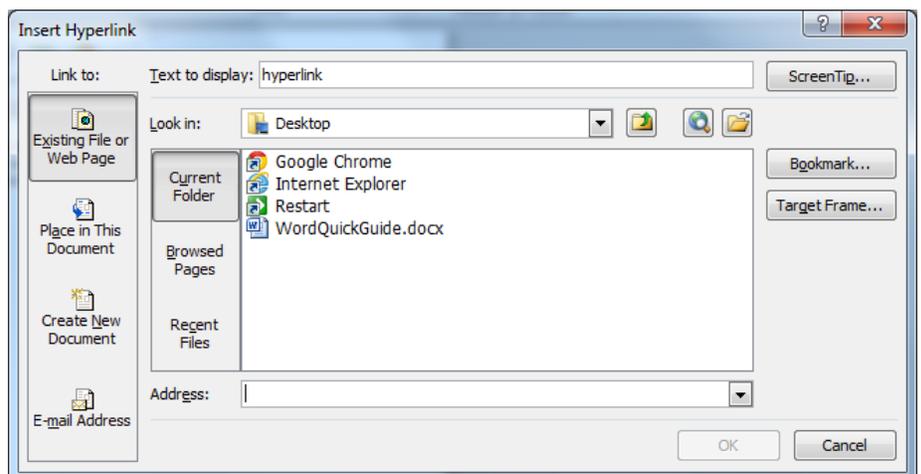


### Hyperlinks

Hyperlinks can help your reader quickly access information that you want to refer to. To create a hyperlink, you simply select the text or picture that you want to have as a hyperlink and then click on the hyperlink button. A dialog box should appear.

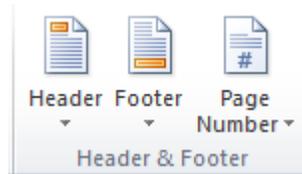


From here you can either link it to the file that you want it to be linked to, a web page, or a blank e-mail message.



## Headers & Footers

Headers and footers are texts or graphics that are printed at the top or bottom of every page in a document. This section can be used to put the document title and/or page number, put graphics like the company logo on each page, etc.



Example of a Header



Things You Should Know About Word



Also, you are able to add details to your texts such as **bold**, *italicized*, underlined, or ~~crossed-out~~.

