

## Ms word syllabus

- Font tab( size, color, effects, grow & shrink text, super& sub-script)
- Paragraph tab(bullets, line-spacing, alignment, fill, borders)
- Text-styles, auto-correct, building-block.
- Find, replace, goto , format-painter ,hyperlink.
- Text-box ,word-art ,drop-cap ,symbols ,cover-page.
- Insert clip-art ,images ,shapes ,smart-art ,charts.
- Header-footer, page numbers,page-break, page-size,columns.
- Line-numbers, watermark, page-color,page-borders,indentation.
- End-note, foot-note, table of contents, mail-merge.
- Add comment, macros, file-protection, save.
- Objects, cover page, formulas
- Page setup, save, password, file protection, hot keys, runcommand