

## Chapter 1: Introduction to MS Word

MS Word is a widely used word processing software developed by Microsoft. It helps users create professional documents such as letters, resumes, reports, and certificates.

### Key Points:

- Used in schools, offices, and businesses
- Supports text formatting and editing
- Allows saving and printing documents

### Practical Exercise:

Create a document with your personal details and save it.

## Chapter 2: Home Tab (Formatting)

The Home tab is the most frequently used section in MS Word. It provides tools for editing and formatting text.

### Key Points:

- Font style, size, and color
- Bold, Italic, Underline options
- Paragraph alignment (left, center, right)
- Bullets and numbering

### Practical Exercise:

Type a paragraph and apply different formatting styles.

## Chapter 3: Insert Tab

The Insert tab is used to add different elements to make documents more attractive and informative.

### Key Points:

- Insert tables for data
- Add pictures and shapes
- Header and footer for page design
- Page numbers and symbols

### Practical Exercise:

Insert a table and add a picture in your document.

## Chapter 4: Page Layout

This section helps control the overall look of the page.

### Key Points:

- Set margins (normal, narrow)
- Change orientation (portrait/landscape)
- Adjust page size
- Add columns and page background

### Practical Exercise:

Change page layout settings and observe the difference.

### Chapter 5: Review Tab

The Review tab helps improve document quality.

#### Key Points:

- Spelling and grammar check
- Word count feature
- Add comments
- Track changes for editing

### Practical Exercise:

Write a paragraph and correct mistakes using Review tools.

### Chapter 6: View Tab

The View tab allows users to control how the document appears on screen.

#### Key Points:

- Zoom in and out
- Different document views
- Show or hide ruler and gridlines

### Practical Exercise:

Try different views and zoom levels.

### Chapter 7: Shortcut Keys

Shortcut keys help to work faster and save time while using MS Word.

#### Key Shortcuts:

- Ctrl + C (Copy)
- Ctrl + V (Paste)
- Ctrl + X (Cut)
- Ctrl + S (Save)
- Ctrl + P (Print)
- Ctrl + B (Bold)

### Practical Exercise:

Use shortcut keys while editing a document and observe the speed improvement.