

## MICROSOFT OFFICE WORD

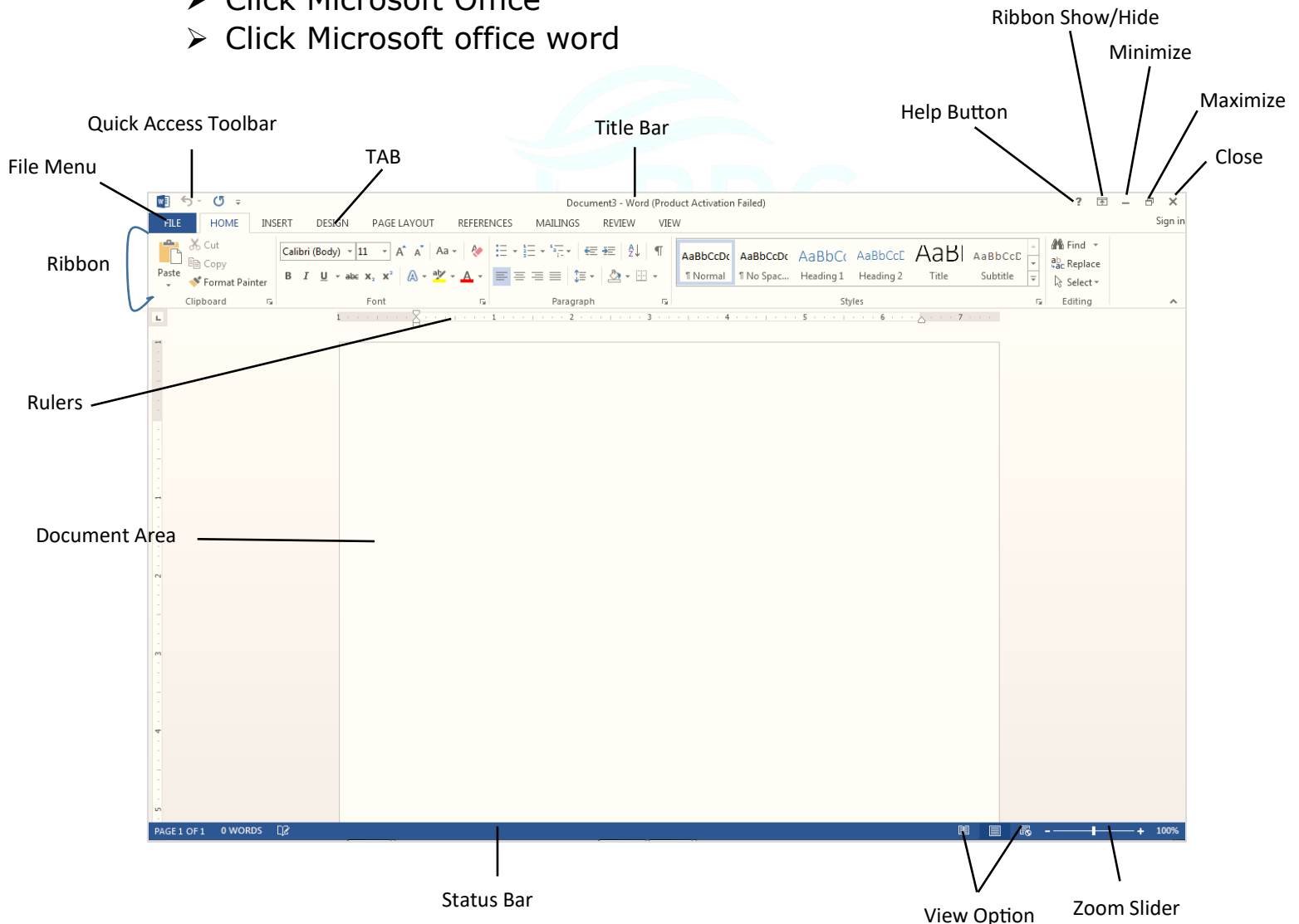


### What is MS-Word (Microsoft)?

Microsoft Word use to create professional documents, reports, letters, and resumes. Unlike a plain text editor, Microsoft Word has including features spelling check, grammar check, text and font formatting, image formatting, advanced page layout formatting, and more.

How to open MS-word in Computer?

- Click Start Button
- All Program
- Click Microsoft Office
- Click Microsoft office word



## Home Tab HOME

### (1) Clipboard Group

Cut , Copy , Paste



#### For Moving

- Select Text
- Cut
- Go to place where you want to move
- Paste

#### For Coping

- Select Text
- Copy
- Go to place where you want to Copy
- Paste

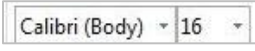
#### Format Painter

Copy formatting another text or picture.

- Click on the text from where you want to copy the format.
- Click format painter
- Select text where you want to copy the format

**Note:-** Double click the format painter to do it again and again.

### (2) Font Group

Font Family 

- Change font or text language.

Font Size

- Big and small size selected text.

Grow Font

- Big size selected text.

Shrink Font

- Small size selected text.

Change Case

- **Sentence Case (Ex. Computer)**

- ❖ It is use to normal words after selection.

- **Lowercase (Ex. computer)**

- ❖ It is use to all words small letter after selection.

- **Uppercase (Ex. COMPUTER).**

- ❖ It is use to all words capital letter after selection.

- **Capitalize Each Word (Ex. Computer Course)**

- ❖ It is use to only first character capital and all character small  
all words after selection.

- **Toggle Case (Ex. cOMPUTER)**

- ❖ It is use to only first character small and all character capital  
all words after selection.

## Clear Formatting

- Clear all formatting any text, line or paragraph after apply the format.

## Bold

- Bold selected text for ex. ( **BOLD** )

## Italic

- Italic selected text for ex. ( *italic* )

## Underline

- Underline selected text for ex. ( Underline )

## Strikethrough

- Show wrong word for ex. ( ~~certifikate~~ )

## Subscript

- It is used to bottom of the selected text. for ex. (  $H_2O$  )

## Superscript

- It is used to top of the selected text. for ex. (  $10^{th}, 12^{th}$  ).

## Text Effect

- It is use to change text color, apply shadow and 3D effects.

For ex. ( **BASIC** **Computer** **Course** ).

## Text Highlight Color

- Highlight the selected text for ex. ( **Computer** )

## Font Color

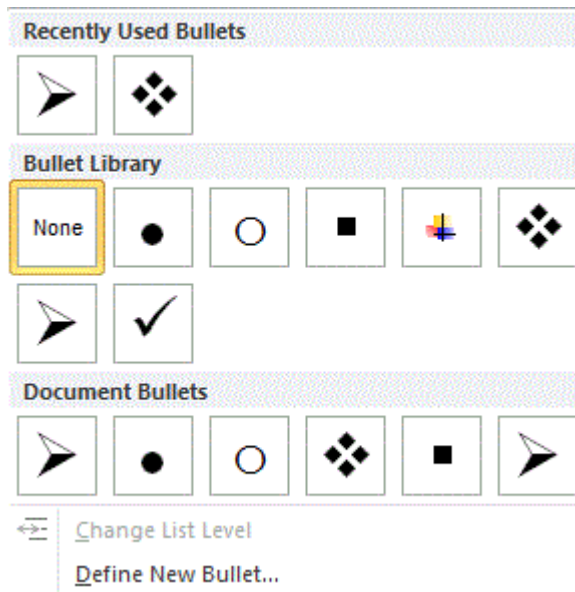
- Change color of the selected text. for ex. (Apple, Grapes, Orange)

## 3). Paragraph Group

### Bullets

- Create a simple list using bullets, arrows, symbol etc.

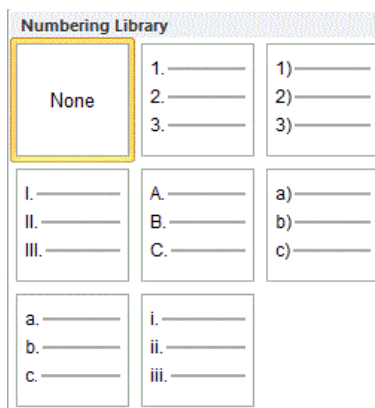
For ex.



### Numbering

- Create a simple list using number, alphabets, roman etc.

For ex.



## Multilevel list



- Create a multiple list using multilevel list

For ex.



**Note:** - Insert a new symbol create tab and go to backward symbol press enter.

## Short



- We use the short to do any of the names and numbers ascending and descending.

For Ex.

	9		0				
	5		1		Delhi		Ahmedabad
	4		2		Chennai		Bangalore
	6		3		Pune		Bombay
	3		4		Mumbai		Chennai
	2		5		Bombay		Delhi
	8		6		Haryana		Gurgaon
	7		7		Ahmedabad		Haryana
	1		8		Gurgaon		Mumbai
	0		9		Bangalore		Pune
Before	10	After	10	Before		After	

## Show/ Hide

- It is use to show ¶ paragraph marks and other hidden formatting symbol

for ex.

- (1) For Spacing = .....
- (2) For Tab Stop = → → → →
- (3) Line or Paragraph ending = ¶

## Decrease Indent

- Right to left line or paragraph

## Increase Indent

- Left to right line or paragraph

## Line spacing

- Space between two line and paragraph

## Text align left

- Text left side in page

## Text align center

- Text center in page

## Text align right

- Text right side in page

## Justify

- Adjust Line or Paragraph Left and right side in your page.

For ex.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you

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**Shading** 

It is use to behind the color selected line or paragraph. Mostly use for heading creation.

For ex.

**Basic Computer Course**

**Microsoft Word****Border** 

We use this border option apply border top, bottom, left, right or all border

For Ex.

Basic Computer Course

---

Basic Computer Course

---

Basic Computer Course

Basic Computer Course

Basic Computer Course

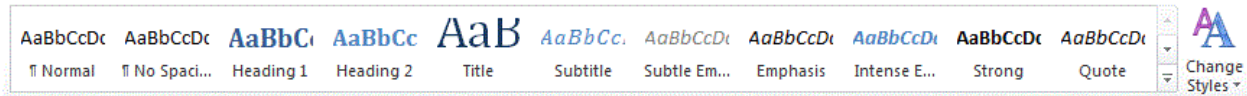
Note:- if you want to change border style:-

- 1) click border
- 2) Click Border and Shading option
- 3) Change style using style option

Note:- If you work below of border then double click using mouse.



## 4) Style Group



- Style group use to create heading and sub heading or Title and subtitle

### Create Heading and sub heading example:-

Main heading = Click Heading 1



Sub Heading = Click Heading 2



Sub Heading = Click Heading 3

## Change Style

- Change Heading Style using change style.
  - ❖ Click Change style
  - ❖ Style Set
  - ❖ Select Format for apply

**Color:** - Change heading color and use for heading only

**Fonts:** - Change heading font style format use for heading only.

## 5) Editing Group

### Find

Find any words in your document

- Click find
- Type text you want to find
- Automatic Select your text

**Replace**

Replace any word in your document or file

- Click replace
- Type replace text in find what box
- Find next
- Type new word in replace with box.
- Click Replace ( **Note:-** If you want to all word replace click replace all )


**Select All**

- Select all text, line or paragraph at a time

**Go to**

- Direct Jump one page to another page or one line to another line.

# INSERT TAB



## Pages Group

### Cover Page



Create a Cover page for ex. Copy, Book etc.

- Click insert tab
- Cover page
- Click cover page you want to insert
- Changes cover page contents self-according.

**Note:-** If you want to create cover page user according:-

1. Click insert tab
2. Text box
3. Draw text box
4. Drag in page and insert formatting
5. Click outline in cover page
6. Go to insert tab
7. Cover page
8. Save selection to cover page
9. Type cover page name and click ok

### Blank Page



Insert a new blank page at the cursor position

- Insert tab
- Blank page

### Page Break



Start the next page at the cursor position

- Insert Tab
- Click line or paragraph
- Page break

## Table Group

### Table

Insert or draw a table into the document or page.

- Table
- Insert Table
- Type row and column to insert the table
- Ok

For ex.


- 1) **Note:-** Row counting always top to bottom
- 2) **Note:-** Column counting always left to right.
- 3) **Note:-** Any change in table click design and layout tab.

## Illustrations Group

### Picture

Insert a new picture in your document from the file.

- Click insert tab
- Click on picture option
- Find your picture from the computer location
- Click insert

**Note:** - Any formatting in picture click format tab use step by step all option

## Clip Art



Insert ClipArt pictures into the document.

**For ex.** Drawing, movies, sound, animal, Science, flower etc.

- Click insert tab
- Click clip art
- Type picture name in search box then enter
- Click on picture you want to insert

**Note:-** If any clip art picture not find. You connect the internet on your computer then automatic your picture search from the web.

## Shapes



Insert ready-made shapes such as the rectangle and circle, arrows, lines, flowchart, symbol and callouts.

- Click insert tab
- Click shapes
- Choose your shapes for insert the document
- Drag in your page

**Note:** - Any formatting in shapes click format tab use step by step all option

## Smart Art



Insert a smart art graphic to visually communicate information.

Smart art graphics range from graphical list and process diagram to more complex graphics, such as Venn diagrams and organization charts.

- Click insert tab
- SmartArt
- Select your graphical diagram
- Type Contents

For Ex. Cycle > Bike > Car > Bus



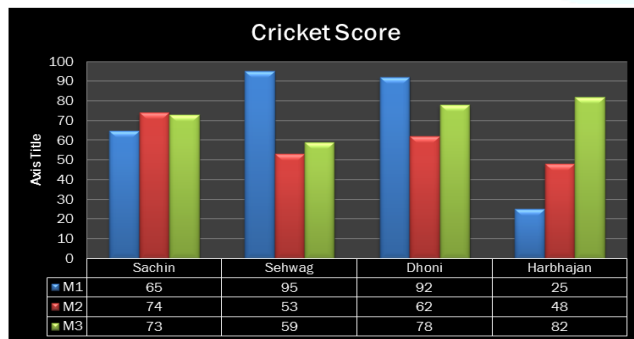
## Chart

Insert a chart to illustrate and compare data.

For ex. Bar, Pie, Line, Area, and Surface are some of the available types.

- Click insert tab
- Chart
- Select Chart Format (Bar, Pie, Line, Column or Surface).
- Ok

**Note:-** Type your contents in excel your chart automatic create in MS word.



	A	B	C	D
1		M1	M2	M3
2	Sachin	65	74	73
3	Sehwag	95	53	59
4	Dhoni	92	62	78
5	Harbhajan	25	48	82

**Note:** - Any change in chart click Design, Format and Layout tab.

## Screenshot

Insert a picture of any program than is not minimize to the taskbar.

- Click Insert tab
- Screenshot
- Screen clipping
- Drag area to insert in MS-word

## Links Group

Hyperlink 

Create a link to a web page, a picture, an email address, or a program.

- Select text
- Click insert tab
- Hyperlink
- Give the address in address box
- Ok

Bookmark 

Create a bookmark to assign a name to a specific point in a document.

- Click any text to the add bookmark (for ex. Heading )
- Insert tab
- Bookmarks
- Type your text name (for ex. Heading )
- Click Add

Note:- add One by one text to add in bookmarks

Note:- After add text now use bookmark to direct jump on your text or heading.

- Click bookmark
- Select text or heading to direct jump
- Click go to

Cross-Reference 

Cross-reference use to insert a picture number, table number etc.

Note: - It is use to only working time.

# INSERT TAB

## Header & Footer

### Header

Insert text or picture through header and an also apply to all pages in your document or page.

**Note:-** Header apply only top of the page.

- Insert tab
- Header
- Edit Header
- Give the header (Text, Picture or any other things)
- Design Tab
- Close header and Footer

### Footer

Insert text or picture through footer and an also apply to all pages in your document or page.

**Note:-** Footer apply only bottom of the page.

- Insert tab
- Footer
- Edit footer
- Give the footer (Text, Picture or any other things)
- Design Tab
- Close header and Footer



## Page Number



Page number is like header and footer but page number is used to apply number on all pages.

- Insert tab
- Page number
- Select Page Number Position (top, bottom, page margin etc.)  
**Note:** - Page number automatic apply
- Design tab
- Close header and Footer

## Text Group

### Text Box



It is use to create text box in your page.

- Insert Tab
- Text Box
- Draw Text Box
- Drag in page
- Your text box created
- Type text or any other formatting in text box.

### For ex.

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**Note:-** Any change in text box click format tab and use step by step all options or features.

## Quick Parts

If you use any of the lines and paragraphs repeatedly, there is no need to retype it after using it once with quick parts.

- Insert tab
- Quick parts
- Document property
- Select category to inserted text
- Type text

**Note:-** If you want to use that text again

- Go to another location
- Insert tab
- Quick parts
- Document property
- Select category to inserted text

## WordArt

It is use to insert text like 3D use WordArt.

- Insert tab
- WordArt
- Select Text Format
- Type text

**Note:** - Any change in text click format tab use step by step all option.

**For Ex.**



TECHNICAL COMPUTER



CTA22E2

## Drop Cap

Use the drop cap only first character big size any line or paragraph.

- Click any line or paragraph
- Insert tab
- Drop Cap
- Click Dropped or In Margin
- You will see that your text big size.

**Note:-** if any change in Drop Cap text click Drop Cap Options under Drop Cap.

### For Ex.

**Y**ou can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

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**For more visit**

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**Youtube : [brcinstitue](#)**

**What App : [+91-80052 27229](#)**

**Website : [www.brcinstitute.com](#)**

**E-Mail : [brcinstitute111@gmail.com](mailto:brcinstitute111@gmail.com)**

## Signature Line

Inserting a digital signature format

- Insert tab
- Signature line
- Ok
- Type Suggested signers (For example, Sumit Saxena).
- Suggested signer's title (for example manager)
- Suggested signer's email address
- Ok

For ex.

**X**

---

Sumit Saxena  
Accountant

## Date & Time

Insert date and time in your document or page.

- Insert tab
- Date & Time
- Click Date and Time format
- Insert

**For Ex.**

**Today Date is:-** Monday, December 30, 2019


**Object** 

1) Any other application installs on the computer. Open in Microsoft Word.

**For ex.** Excel, Power Point, Photoshop or any other application

- Insert tab
- Object
- Select application for open Microsoft word
- Ok

2) Insert all work any other Ms-word document. Existing on your Computer.

- Insert tab
- Object arrow button (For ex. )
- Text from file
- Select your file from the computer
- Insert

**Symbol Group****Equation** 





Insert common mathematical symbol.

- Insert tab
- Equation
- Select mathematical symbol under Design tab

**Symbol** 

Insert symbols that are not on your keyboard, such as copyright symbol, trademark symbol, paragraph marks symbol and Unicode characters.

- Insert Tab
- Symbol
- Insert symbol

**Note:** - If you want to insert more symbols click more symbols under symbol. For ex.     etc.

## Page Layout

### Themes Group



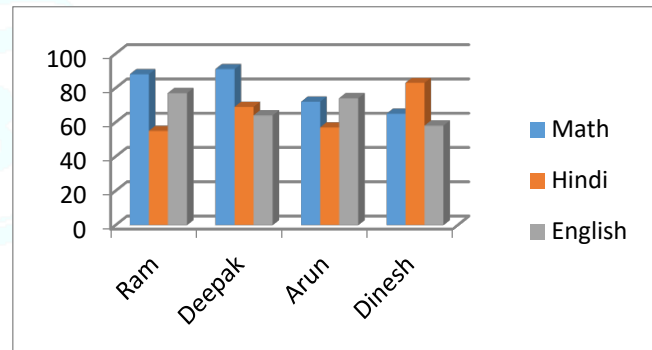
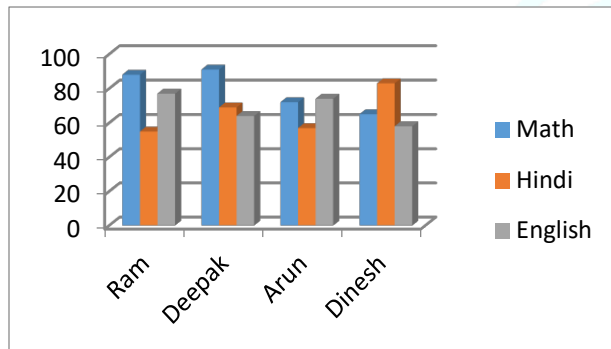
It is use to change the themes, color and text style.

For ex. heading, smart art graphics and chart etc.

Note: - No any change in simple text.

- Make a heading or graphics art or chart
- Page layout
- Themes
- Choose color, fonts and themes.

**For ex.**



### Page Setup Group



Set page margin in your page for ex. (Top, Bottom, Left, and Right).

- Page layout
- Margin
- Custom margin
- Type margin (Top, Bottom, Left, Right)
- Ok

**Orientation**

Set Page Orientation. For ex. (Portrait or Landscape)

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also

**Portrait****Landscape**

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can

- Page Layout
- Orientation
- Choose Portrait or Landscape

**Size**

Select paper size (For ex A4, A3, A5, or Custom).

- Page layout
- Size
- Select paper size you want to work.

## Column



### Set Page Column

- Column
- Select Column

Note: - If you want to more column click more column under column option.

### For ex.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the



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To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For

**Note:-** Go to next column :- Page Layout > Break > Column

**Note:-** After Complete Column:- Page Layout > Break > Continuous



**Line Number**

Insert line number in all lines in your page.

- Page Layout
- Line Numbers
- Click Continuous

**Note:** - If you want to insert line user according following below step:-

- Page Layout
- Line Numbers
- Line Numbering Options
- Line Numbers
- Click Check box  Add Line Numbering
- Type Line number in Start at

**Hyphenation**

Insert hyphenation in your page or document.

- Page Layout
- Hyphenation
- Click Automatic

**For Ex.**

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

## Page Background Group

### **Watermark**

Watermark use to insert text or picture behind the primary text.

- Page Layout
- Watermark
- Custom Watermark
- Click text watermark for insert text or click picture watermark for insert picture
- Ok

### **Page Color**

Page color use to change page white color to different color, picture or any other effect on the pages.

- Page Layout
- Page color
- Select page color you want to apply

**Note:** - If you want to more page color or any other effects click fill effects under page color option.

### **Page Border**

Insert borders in all pages.

- Page Layout
- Page Border
- Select border style under style option
- Ok

## Paragraph Group

### Indent



**Left** :- Left to right line or paragraph.



**Right** :- Right to left line or paragraph.

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### Spacing



**Before:** - Space before of the current paragraph.



**After:-** Space After of the current paragraph.

### For ex.

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For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

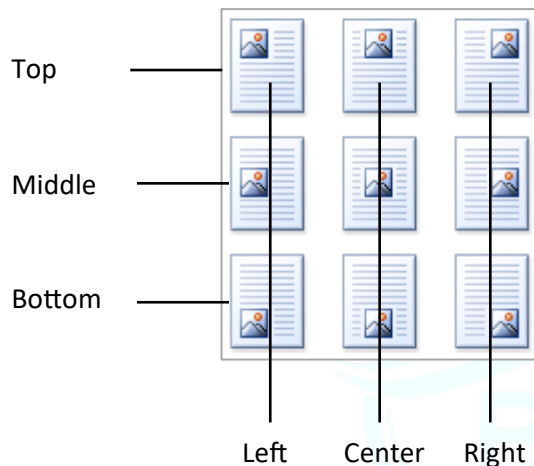


## Position

Change position inserted picture on the page.

- Click page layout
- Click on the picture for change position
- Click position
- Select position

For ex.



## Wrap Text

Set picture behind, front or between of the text.

- Page layout
- Click on the picture
- Click wrap text.
- Select any option you want to apply

**Behind Text** :- Set picture behind of the text.

**In front of text** :- Set picture in front of the text.

**Square** :- Set picture between of the text.

**Top and Bottom** :- Set picture top and bottom of the text.

**Bring forward**

It is use to two or more pictures.



Bring forward : - One step top of the two pictures.



Bring to front : - Top of the all pictures.

**Send Backward**

It is use to two or more pictures.



Send Backward : - One Step below of the two pictures.



Send to Back : - Below of the all pictures.

- Select picture for apply the forward or backward
- Page layout
- Click send backward or send forward

**Selection Pane**

Selection pane use to show or hide of the selected picture but it is work after apply any picture position.

- Click on the picture
- Page Layout
- Click Selection Pane
- Click Eye symbol in front of picture number.

**Align**

It is use to change current position on the any picture. (For ex. Left, Center, Right, Top, Middle, and Bottom)

- Click on the picture
- Page Layout
- Align
- Select picture position

**Group**

Group or ungroup two or more shapes after select.

- Select two shapes (**Note:** Second shape select with shift key)
- Page Layout
- Group
- Click Group

**For ex.**

**Rotate**

Rotate any selected picture or shapes.

- Click picture or shapes for rotate
- Page Layout
- Rotate
- Click rotate degree (for ex. 90°, 180° or select more option)

**Reference Tab****Table of contents group****Table of Contents**

Create an index of any Books.

- First page blank
- Type chapters (From Second Page) with Heading
- Go to first page and click on page
- Reference Tab
- Table of contents
- Insert table of contents
- Select format
- Ok

**For ex.**

Paint.....	1
Notepad.....	7
WordPad.....	15
Ms-Word.....	22

**Add Text**

Create a Heading for index creation.

**For ex.**

Leve 1	Main Heading
Level 2	Sub Heading
Level 3	Sub Heading

**Update Table**

It is use to update index heading after creating an index.

- Click on index page
- Reference tab
- Update table
- Update entire table

**Insert Footnote and****Insert Endnote**

It is use to show the meaning of any word, you want to give on the word.

**Insert Endnote** :- End of the Paragraph.

**Insert Footnote** :- End of the Page.

- Click on any difficult word last character for give the meaning
- Choose Insert Endnote or Insert Footnote.
- Type meaning of word
- Go to on your word and see your meaning as superscript

**Show Notes**

See Endnote and Footnote where you apply on word.

**Citations &****Bibliography Group**

Create a source of information by citing the book, article, film or other material it comes from.

- Reference tab
- Insert Citation
- Add new source
- Select type of source (Ex. Book, Journal Article, Film, Report)
- Type source details
- Ok
- Click Bibliography (Insert source details in page)
- Click insert Bibliography
- Your source details inserted in page

**Style**



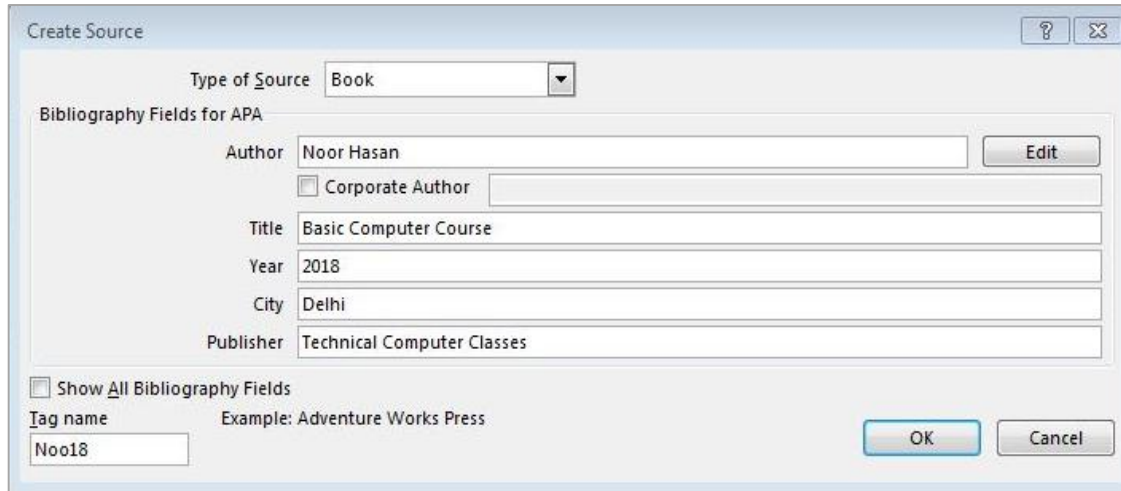
Change source format click style box.



If you want to edit or change source details click Manage Sources

- Manage Sources
- Select Source
- Click Edit Button
- Type or Change Source Details
- ok

For ex.



### **Captions Group**

Once you have added a caption, you can reference your object anywhere in your document by inserting a cross-reference.


- Click on object (Figure, table or Heading)
- Reference tab
- Insert Caption
- Select Level and Position
- Ok

Use  **Cross-reference** (For giving an object reference).

- Go to place for giving object reference
- Click cross reference
- Select Reference type
- Ok

**Mark Entry**

It is use to creating a dictionary in Ms-word.

- Type names
- Select first name
- Reference tab
- Mark entry
- Click mark
- Select step by step all names click mark
- Click home tab
- Click show / hide button (for ex. )
- Insert tab
- Take blank page
- Reference tab
- Insert index
- Select format
- Ok
- Your dictionary now created

**Update index**

If you want to update your dictionary after creating a dictionary using mark entry, click Update index.

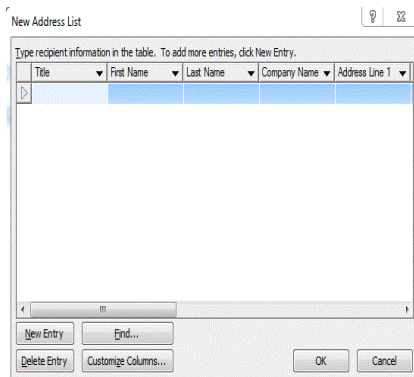
## Mailing Tab

### Mail Merge

Mail merge use to create letter or email message to many peoples at a time.

#### Create Letter

- Mailing tab
- Start mail merge
- Step by step Mail Merge Wizard
- Letter
- Next starting document
- Next select recipients
- Type a new list
- Create



**Note:-** Before Finish & Merge you can check your letter on click preview result

### **Greeting Line**

Insert Dear sir or Madam

- Mailing tab
- Click greeting line
- Ok

### **Edit Recipient list**


- Edit your letter after using a mail merge

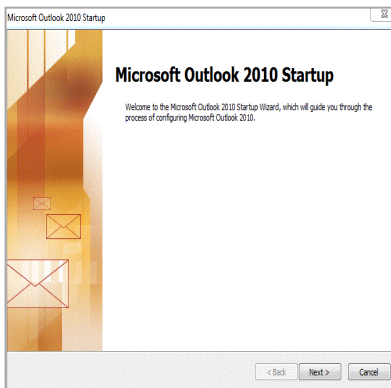
### **Select Recipients**

Open your letter after saving your document or file.

### **Create Email Message**

- Mailing tab
- Start mail merge
- Step by step Mail Merge Wizard
- E-mail messages
- Next Starting
- Next select recipients
- Type a new list
- Create

- Ok
- Click insert merge field  in **Mailing Tab**
- Select step by step merge field in page
- Finish & merge
  - Edit individuals (See letter in ms word)
  - Print document (Direct print letter from the printer)
  - Send email message (Send letter on email id using outlook)
- Click Send E-mail Messages
- Select Email
- Type Subject line
- Ok



- Now send email using Microsoft outlook.

## Envelopes



Create a new envelope using envelopes option.

- Mailing Tab
- Envelopes
- Type delivery address

**For ex.**

Plot No. 78, Sector 27 C,  
Faridabad Haryana 121003

H No. A-30, Gali No. 10, Mohan  
Baba Nagar, Tajpur Road,  
Badarpur, New Delhi - 110044



## Review tab

### Spelling & Grammar

Check spelling and Grammar on the document.

**Red Color Underline**        :-    For spelling mistake

**Green Color Underline**    :-    For Grammar Mistake

- Review tab
- Spelling & Grammar
- Click Change

**Note:** - Only one or two character spelling mistake in any word.

### Define and Thesaurus

To know the meaning of any word use Define and Thesaurus.

- Click on any word know the meaning
- Review tab
- Click Thesaurus
- Automatic search word meaning through Define

### Word Count

Give the information of the document as a character, word, line, paragraph, page, space

- Review tab
- Click Word Count

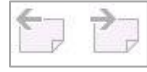
### New Comment

Give the comment of any word.

- Click on the word for giving the comment
- Review tab
- Click New Comment
- Type comment
- Comment will be show on the word as superscript

**Delete**

Delete all comment giving on the word in the document.

**Preview and Next**

See one by one all comment apply on the word in the document.

**Show Comments**

Show and Hide comments apply on the all word in the document.

**Track Change**

Change or add anything in your document and if you want to see it later, use Track Change.

- Click anything in the document
- Review tab
- Track Changes option
- Track Change
- Change or add text

**Note:** - Text will be show in different color.

**Accept and Reject**

It is use to after using the **Track Changes**.

**Accept:** - Accept the text using the track changes.

**Reject:** - Delete the text using the track changes.

- Click on the text apply track change
- Review tab
- Click Accept or reject



**Compare**

Compare two document using compare option.

- Create new page
- Work anything
- Save the file with name day 1
- Close your document
- Again open the file Day 1
- Work anything
- Save the file with name day 2 using Save as
- Now Click Review tab
- Click Compare option
- Compare
- Give the original document like Day 1
- Give the revised document like day 2
- Ok

**Note:** - revised document text will be show in different color.

**Protect**

Protect your files and documents with a password, there is no change and deletion of your file.

- Review tab
- Protect
- Restrict formatting and editing
- Allow only this type of editing in the document
- Yes, Start Enforcing Protection
- Type two time password
- Ok
- Your document will be protected

## View tab

### Views Group

#### Read Mode

To read the document in full screen. This mode will show the document in pages side by side.

- View tab
- Click Read Mode

#### Print Layout

How does our page look before printing with printer.

- View tab
- Click print layout

#### Full Screen

See your document or page in full screen.

- View tab
- Click full screen reading

#### Web Layout

To view your document or page like a web page.

- View tab
- Click web layout

#### Outline

Click this button. Word Art, Clip Art, and other special features may not display. Just the text of the document will display.

- View tab
- Click outline

**Draft**

You can quickly edit the document. Page break are shown as dotted line and Headers and Footers will not display when in this view.

- View tab
- Click draft

**Show Group****Ruler**

The ruler is used to change tabs position, margins and show the length of the document.

- View tab
- Click ruler check box

**Note:** - To hide the ruler again click on the check box.

**Gridlines**

Gridlines are used to align objects within a document.

- View tab
- Click Gridlines check box

**Document Map**

It is use to show the heading and sub-heading as an index form.

- Create heading and sub-heading in the page
- View tab
- Click document map

**Thumbnails**

You can see all your pages in small size and it appears on the left side of your document and can go directly from one page to another.

- Work on multiple page
- View tab
- Click thumbnails

## Zoom Group

### Zoom

To open the Zoom dialog box. This dialog box can be used to set the zoom percentage for see the document.

- View tab
- Click zoom
- Type percentage in percentage box
- Ok

### 100%

To view the document at 100% of the normal size.

### One Page

To view one page full screen and fit in the MS-word window.

### Two Pages

To view two pages full screen and fit in the MS-word window.

### Page Width

It is use to document view will displays in the whole Word window.

### New window

It is use the opens a new window containing a view of the current document.

### Arrange all

Use this option to open program windows side-by-side on the screen.

**Split**

See two sections of your document at the same time.

**Window Group****View side by side**

Use this command to view two documents side by side so that you can compare their contents.

**Synchronous scrolling**

Scroll two document at the same time. This is great way to compare two document line by line.

**Note:** - To use this feature, turn on View side by side.

**Reset window position**

Place the document you are comparing side by side so they share the screen equally

**Note:** - To use the feature, turn on view side by side.

**Switch Windows**

Quickly switch to another open window.

## Macro Group

### Macro

To record anything works in Microsoft Word.

- View tab
- Macros
- Click record macro
- Keyboard
- Make a new shortcut key (for ex. Alt + D)
- Assign
- Close
- Work anything in your document
- Click macros in the view tab
- Stop recording

**Note:-** If insert your work on another place press your shortcut key when use in the macros.

**For more visit**

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**Youtube : [brcinstitue](#)**

**What App : [+91-80052 27229](#)**

**Website : [www.brcinstitute.com](#)**

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