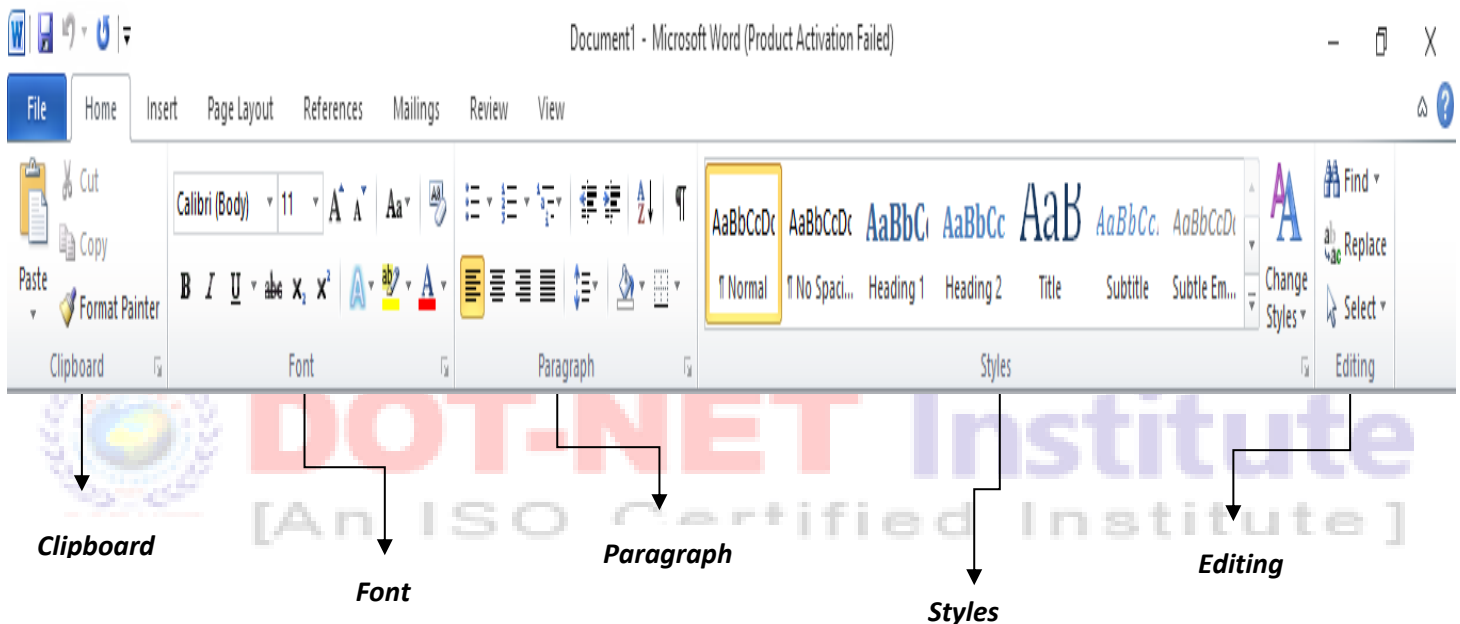


Lesson – 2

Microsoft Word

Home Toolbar (Menu)

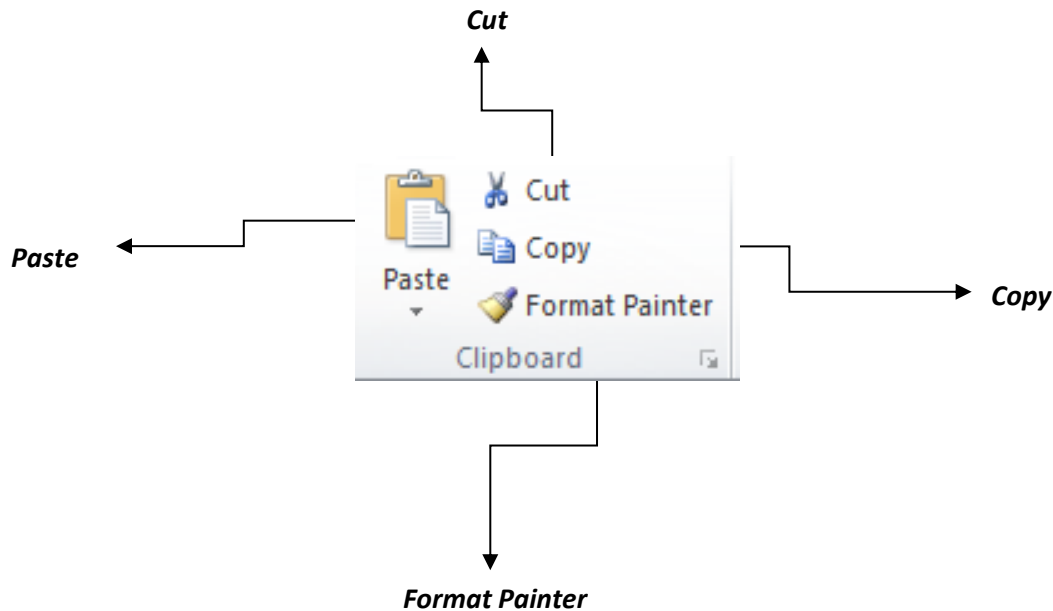
The Home Toolbar is the first toolbar of MS Word. This toolbar always display on the top of the MS Word Screen like as:



Clipboard

In this clipboard very simple options are available like as:

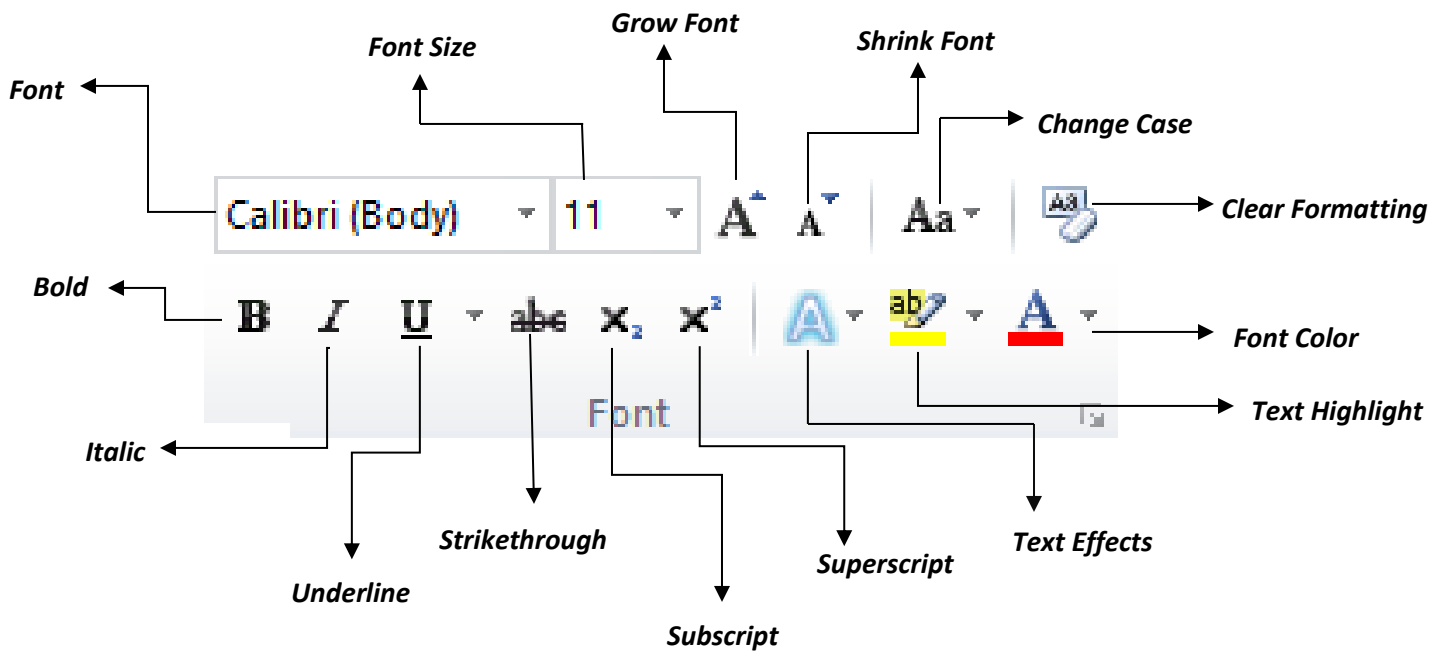
- Cut** (*Ctrl+X*) : Cut selected matter.
- Copy** (*Ctrl+C*) : Copy selected matter.
- Paste** (*Ctrl+V*) : Paste Cut / Copy Matter.
- Format Painter** (*Ctrl+Shift+C*): :Copy formatting from one place and apply it to another place



Font

In the font clipboard there are so many options for font formatting like as:

- Font** (*Ctrl+Shift+F*) : Change the font face.
- Font Size** (*Ctrl+Shift+P*) : Change the font size.
- Grow Font** (*Ctrl+>*) : Increase the font size.
- Shrink Font** (*Ctrl+<*) : Decrease the font size.
- Clear Formatting** : Clear all the formatting from the selection.
- Bold** (*Ctrl+B*) : Make the selected text bold.
- Italic** (*Ctrl+I*) : Italicize the selected text.
- Underline** (*Ctrl+U*) : Underline the selected text.
- Strikethrough** : Draw a line through the middle of the selected text.
- Subscript** (*Ctrl+=*) : Create small letters below the text baseline.
- Superscript** (*Ctrl+Shift++*) : Create small letters above the line of text.
- Change Case** : Change all the selected text to upper, lowercases.
- Text Highlight Color** : Make text look like it was marked with a marker pen.
- Font Color** : Change the text color.



 Use all the options with **Practical Assignment No.1**