

1. Cover page → to create first page of any document
2. Blank page → to insert new blank page in document.
3. Page break → to split any page → ctrl+Enter
4. Table → grid of row and columns is called table.
It contains rows, columns and cells.
5. Table design → to make your table professional and stylish.
6. Table layout → this tab can be used to change the properties of any table, insert or delete any row, column or cell, to change the height and width of any cell, row and column. To merge cell, split cell and split table.
7. Picture → to insert any image.
 - a. Brightness → to increase or decrease the brightness of selected picture.
 - b. Color → to apply readymade filter to the selected picture.

- c. Picture style → to change or apply new frames to selected picture.
- d. Picture border → to apply all borders in a picture or make any picture outlined.
- e. Picture effects → to add reflection, glow and shadow and 3d effects on picture.
- f. Position → to choose where the selected object will appear in the page.
- g. Wrap text → to choose how your text will wrap to selected object.
- h. Bring forward → to bring the selected object forward to other object or text
- i. Send backward → to send the selected object behind the other object or text.
- j. Selection pane → to launch selection pane in the right-side window.
- k. Align objects → to change placement of selected object on the page.
- l. Group objects → to join more than one objects together.

- m. Shape height → to change the height of selected object.
 - n. Shape width → to change the width of selected object.
 - o. Crop → to crop your picture to remove any unwanted area.
 - p. Rotate → to rotate or flip the selected object.
8. Shapes → to insert readymade shapes such as circles, rectangle stars etc.
9. SmartArt → to represent your data in graphical mode.
10. Charts → to represent figures in graphs.
11. Hyper link → ctrl+K → to link any webpage or file with any text or object.
12. Bookmark → create a bookmark to assign a name on a specific point in document.
13. Cross –reference → refer to items such as tables, heading and figures by inserting cross-reference such as “see table” etc.

14. Header → the content in the header will be appear in the top of each printed page.
15. Footer → the content in the footer will be appear in the bottom of each printed page.
16. Page number → Number the page in your document.
17. Text box → to insert preformatted text boxes.
18. Word art → to insert decorative text in your document.
19. Drop cap → Create a large capital letter at the beginning of the paragraph
20. Object → insert an embedded object.
21. Equation → to insert mathematical equations.
22. Symbol → to insert symbols.

THE END
