

Top 25 MS Word Features

1. Starting a new document and saving it with a specific name
2. Giving a document title
3. Typing and basic text input
4. Changing font type, size, color, and applying bold, italics, and underline
5. Defining sections of the document
6. Writing paragraphs
7. Adjusting alignment (left, center, right, justify), line spacing, and indentation of paragraphs
8. Using cut, copy, and paste commands to move text and other elements within a document
9. Searching for specific text and replacing it with different text
10. Saving and changing documents
11. Navigating the tabs and using different tools available on the ribbon
12. Adding pictures from a file or online sources
13. Creating bulleted and numbered lists
14. Adding headers, footers, and page numbers to a document
15. Creating and formatting tables for organizing data
16. Using spell check and grammar check tools to correct spelling and grammatical errors
17. Adjusting page orientation, size, margins, and columns
18. Adding hyperlinks to websites or other parts of the document
19. Inserting and formatting text boxes for emphasis
20. Adding and customizing shapes and SmartArt graphics
21. Inserting symbols and special characters
22. Creating document borders
23. Checking the number of words, characters, and pages in a document
24. Creating a table of contents
25. Adjusting print settings and printing the document