Uses of MS Word

Given below are the different fields in which MS Word is used and simplifies the work of an individual:

- **In Education:** It is considered as one of the simplest tools which can be used by both teachers and students. Creating notes is easier using MS Word as they can be made more interactive by adding shapes and images. It is also convenient to make assignments on MS Word and submitting them online

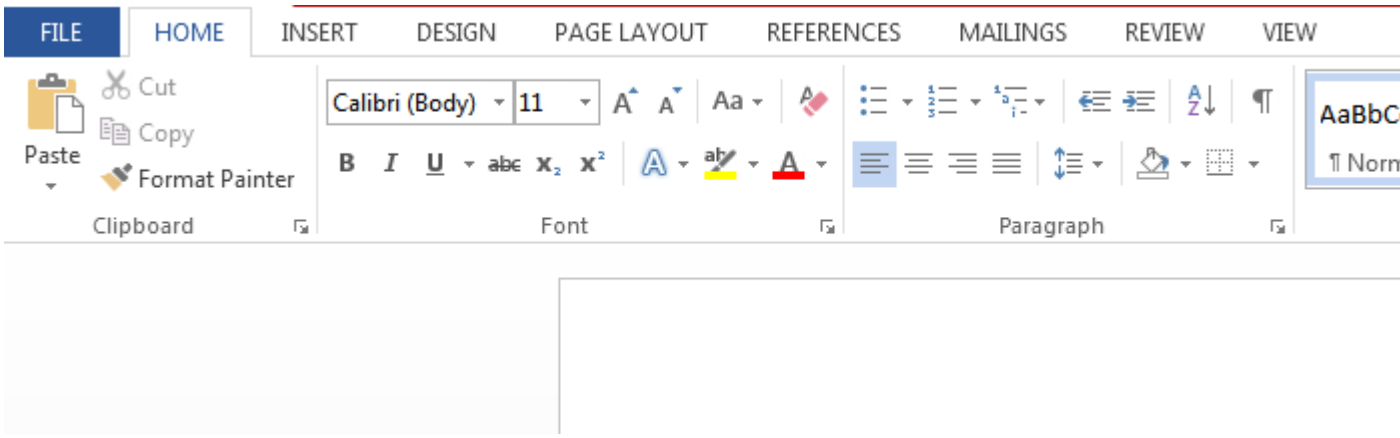
- **In Workplace:** Submitting letters, bills, creating reports, letterheads, sample documents, can all easily be done using MS Word

- **Creating & Updating Resume:** One of the best tools to create your resumes and is easy to edit and make changes in it as per your experience
- **For Authors:** Since separate options are available for bibliography, table of contents, etc., it is the best tool which can be used by authors for writing books and adjusting it as per the layout and alignment of your choice

Features of MS Word

Now let us read more about the features and components of an MS Word doc file in detail.

The image given below shows the different elements and categories which are available in MS Word doc:



- **Home**

This has options like font colour, font size, font style, alignment, bullets, line spacing, etc. All the basic elements which one may need to edit their document is available under the Home option.

- **Insert**

Tables, shapes, images, charts, graphs, header, footer, page number, etc. can all be entered in the document. They are included in the “Insert” category.

- **Design**

The template or the design in which you want your document to be created can be selected under the Design tab. Choosing an appropriate tab will enhance the appearance of your document.

- **Page Layout**

Under the Page Layout tab comes options like margins, orientation, columns, lines, indentation, spacing, etc.

- **References**

This tab is the most useful for those who are creating a thesis or writing books or lengthy documents. Options like citation, footnote, table of contents, caption, bibliography, etc. can be found under this tab.

- **Review**

Spell check, grammar, Thesaurus, word count, language, translation, comments, etc. can all be tracked under the review tab. This acts as an advantage for those who get their documents reviewed on MS Word.

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