

Using Drop Caps in Microsoft Word

1. Select the first character of a paragraph.
2. Go to INSERT > Drop Cap.
3. Select the drop cap option you want. To create a drop cap that fits within your paragraph, select Dropped. To create a drop cap that is in the margin, outside of your paragraph, select In margin

Dropped

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.

In Margin

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.

⇒ All so increase the size and change the drop cap font using Drop cap option.

Intermediate Microsoft Word

For Math Teacher use (MyScript Math Sample)

Write your calculations, equations, chemical formulas, and get instant result. Convert. Write here

- ⇒ Go to Insert Tab => My Addins => MyScript Math Sample
- ⇒ And Use the Math symbol using Math Script

Pro Word Cloud

Unique word clouds from your text for presentation, banner or poster. Create beautiful postcards with using your words.

Text to Pro Word Cloud

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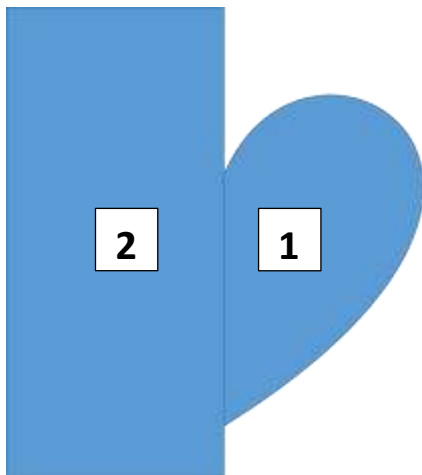


Figure 1 Pro Word Cloud image above text

Text in Shapes in Microsoft Word

Type 10 to 15 line randomly after that go to insert tab => shape => and draw a shape using shift key over the text paragraph

Open Power Point draw a heart shape and also draw square shape over the half of the heart shape.



Then go to merge shapes => then Subtract



Copy the edited shape and go to the Ms Word again and past it.

Go to warp text and select through

Then right click on the shape => warp text => Edit warp points => and adjust warp point outer the shape

Right click on the shape and More layout option and uncheck Move Object to text

Create a duplicate of the same image and go to rotate create horizontal flip and set with heart shape.

Select the shape and go to Format Tab => no shape fill and shape out line

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For example, you can add a matching cover page, sidebar. Click Insert and then choose the elements you want from the different galleries. Themes and your document styles also help keep coordinated.

When you click Design and choose a new Theme, the

pictures, charts, and SmartArt graphics change to match your new theme.

When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your