

## MS WORD

F8	Selection
Press 1 Time	Nothing
Press 2 Times	One Word
Press 3 Times	A Sentence
Press 4 Times	A Paragraph
Press 5 Times	Full Document

Zoom		
	Minimum	Maximum
By Default/ In Drop Down/ in Scale Down/ In View Tab	75%	200%
Manually/ In Status Bar	10 %	500%

Drop Cap		
Positions	2	Dropped
		In Margin
Lines	Min	Max
	3	10

Line Spacing	
By Default	1.15
Mini in Drop Down/ By Default	1
Max in Drop Down/ By Default	3
Line Spacing Options	<ul style="list-style-type: none"> <li>✓ Single</li> <li>✓ 1.5 Lines</li> <li>✓ Double</li> <li>✓ At Least</li> <li>✓ Exactly</li> </ul>

Margin	
Left	<p style="text-align: center;">CENTER MARGIN ਨਹੀ ਹੁੰਦਾ</p>
Right	
Bottom	
Top	

Alignment	
Left	<p style="text-align: center;">TOP/ BOTTOM ALIGNMENT ਨਹੀ ਹੁੰਦਾ</p>
Right	
Center	
Justify	