

SUCCESS PLUS INSTITUTE

MS WORD

1. Font Style

- a. **Calibri Body**

2. Font Size

- a. By Default **11 Points**
- b. By Default/ Preset/Scale Down/ Drop Down **Minimum 8**
- c. By Default/ Preset/Scale Down/ Drop Down **Maximum 72**
- d. Manually Minimum **1**
- e. Manually Maximum **1638**

3. Zoom

- a. Manually Minimum **10%**
- b. Manually Maximum **500%**
- a. By Default/ In View Tab **Minimum 75 %**
- c. By Default / In View Tab **Maximum 200%**

4. Line Spacing

- a. Set By Default **1.15**
- b. By Default **Minimum 1**
- c. By Default **Maximum 3**
- d. Line Spacing Options
 - i. Single
 - ii. 1.5 Lines
 - iii. Double
 - iv. At Least
 - v. Exactly
 - vi. Multiple
 - vii.

5. Margin

- a. TOP
- b. BOTTOM
- c. LEFT
- d. RIGHT

6. Alignment

- a. Left
- b. Right
- c. Center
- d. Justify

7. By Default New Document Name : **Document 1**
8. Default left margin in Word 2003 document : **1.25**
9. Default left margin in Word 2003 document : **1**
10. Header Insert on Top And each page on document
11. Footer Insert In Bottom And each page on document

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