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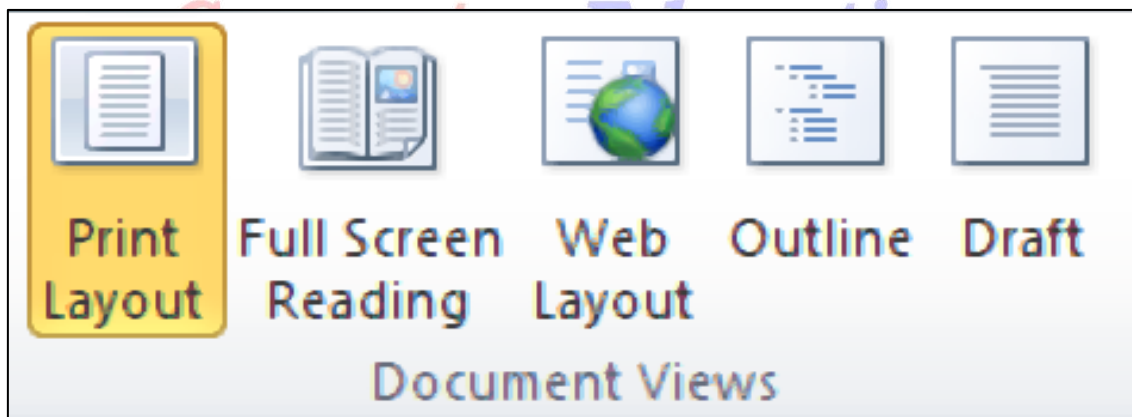
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SUBJECT :- MICROSOFT OFFICE

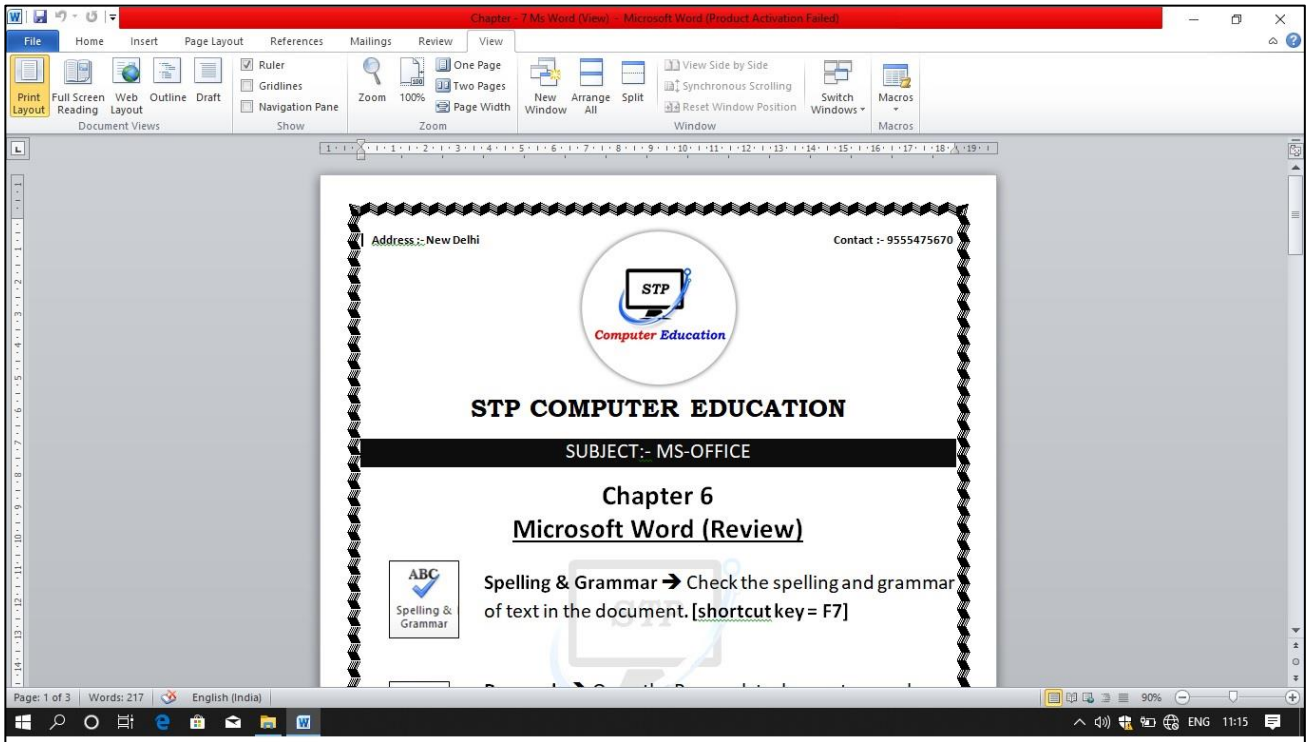
Chapter 14

Microsoft Word (View)

There are 5 types of View in Ms word

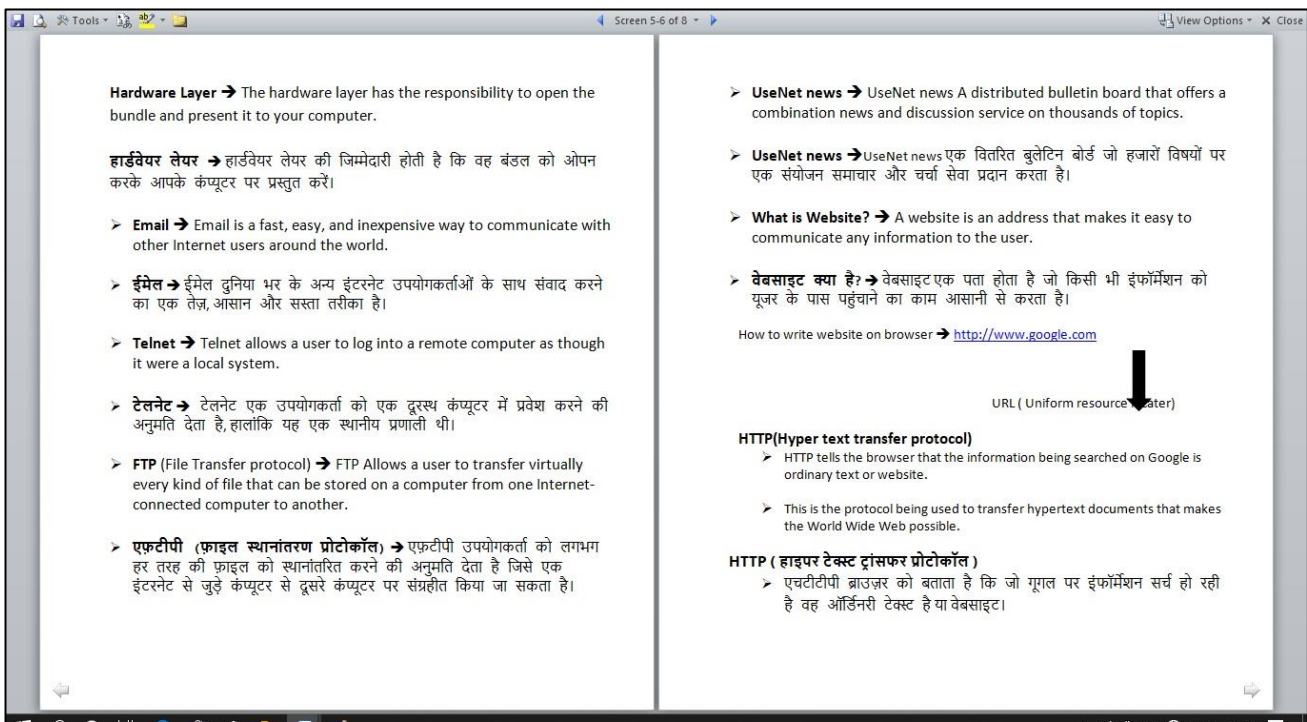


Print Layout → View the document as it will appear on the printed page .

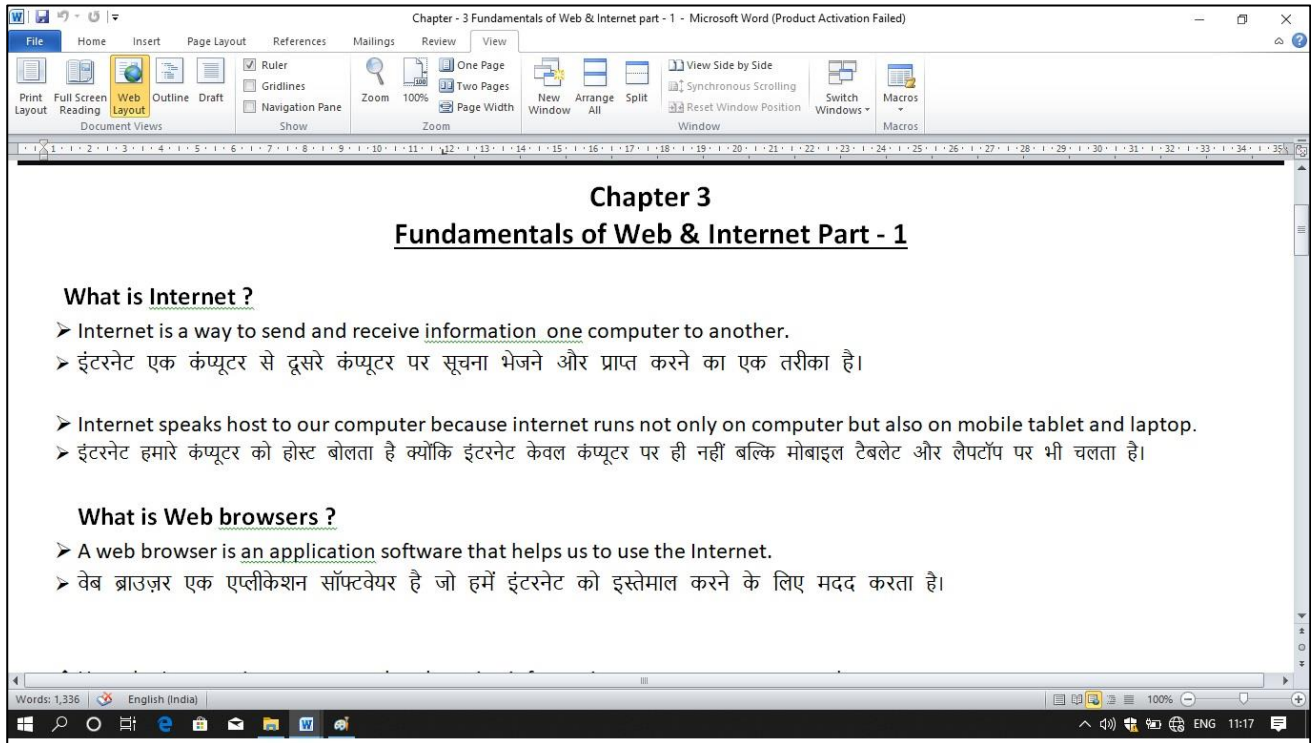


Full Screen Reading → View the document in full screen reading.

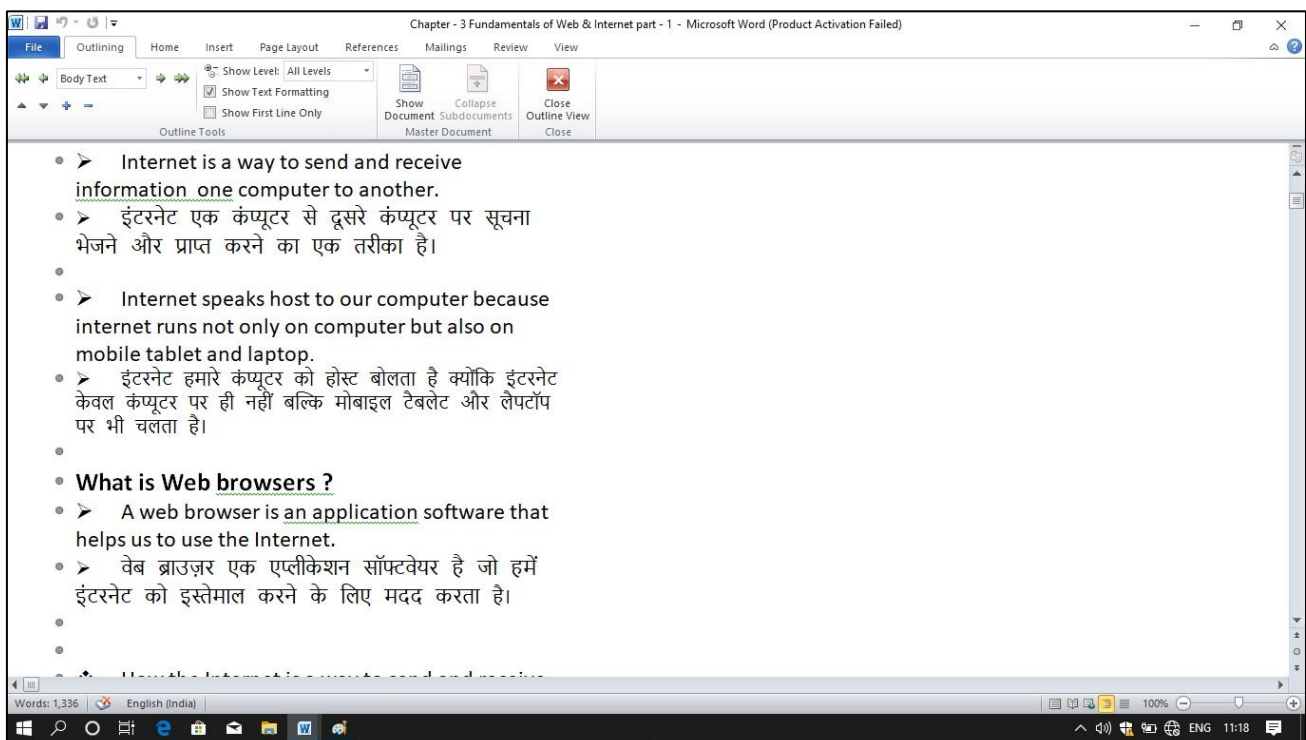
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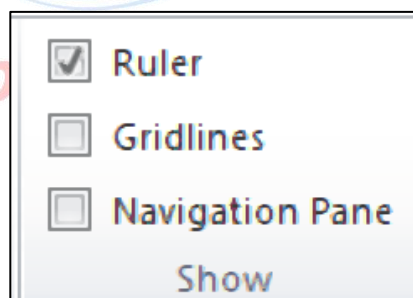
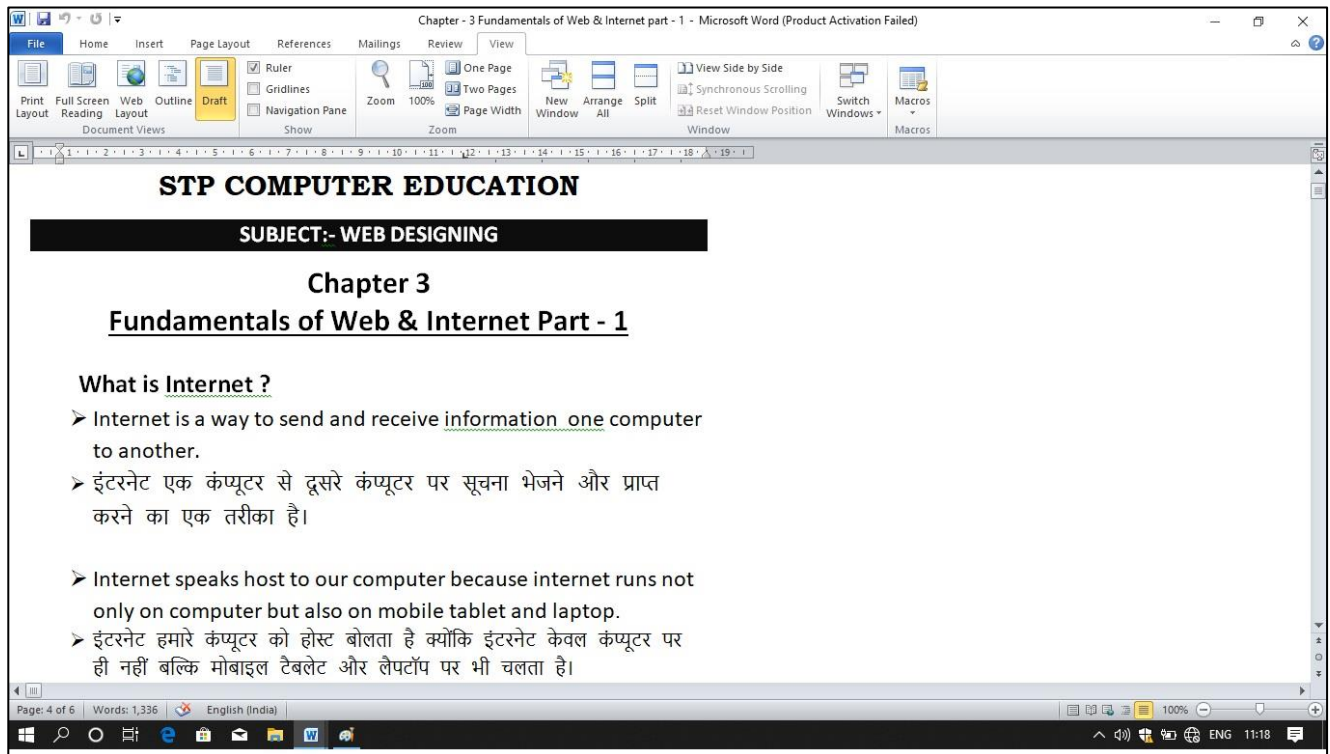
Web layout → View the document as it would look as a web page.



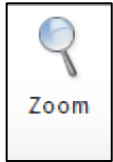
Outline → View the Document as an outline and show the outlining tools.



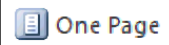
Draft → View the document as a draft to quickly edit the text.



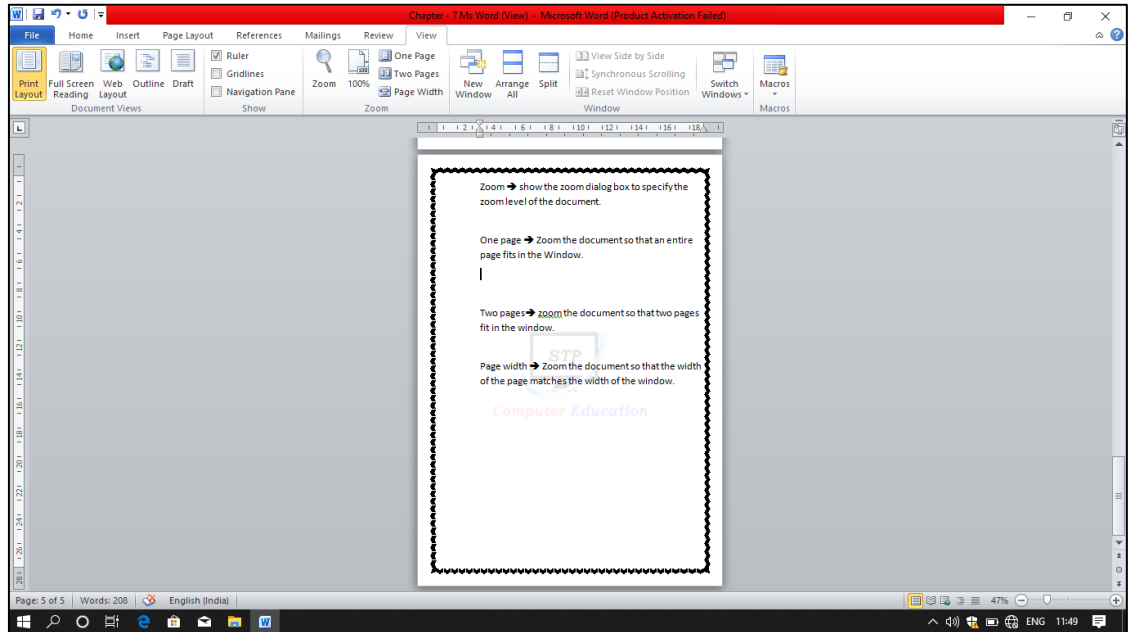
- View the Ruler , used to measure and line up objects in the document.
- Turn on gridlines to which you can align object in the documents.
- Open the navigation page , Which allow you to navigate through the document by heading ,by page , or by searching for text and object.



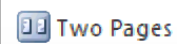
Zoom → show the zoom dialog box to specify the zoom level of the document.



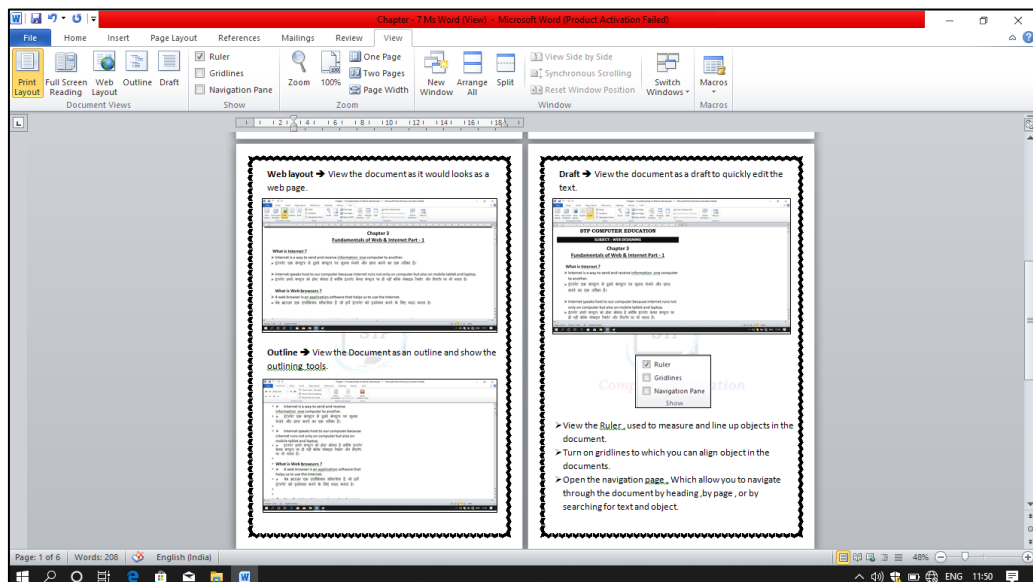
One page → Zoom the document so that an entire page fits in the Window.

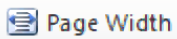


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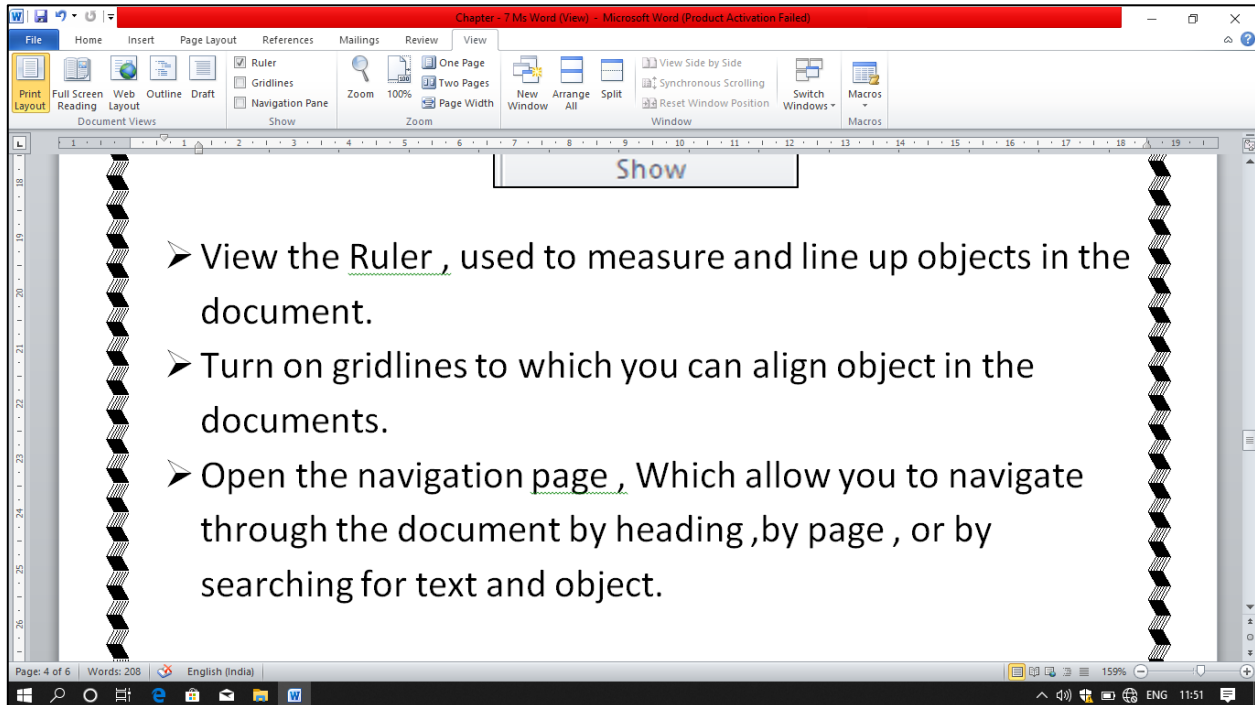


Two pages → Zoom the document so that two pages fit in the window.



 Page Width

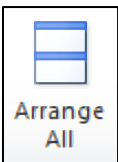
Page width → Zoom the document so that the width of the page matches the width of the window.



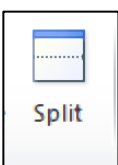
- View the Ruler , used to measure and line up objects in the document.
- Turn on gridlines to which you can align object in the documents.
- Open the navigation page , Which allow you to navigate through the document by heading ,by page , or by searching for text and object.



New window → Open a New window containing a view of the current document.



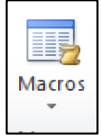
Arrange all → Tile all open program windows side –by – side on the screen.



Split → split the current window into two parts so that you can view different selection of the document at the same time.



Switch Windows → switch to a different currently open window.



Macros → Record text with macros.
[shortcut key = Alt +F8]



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