

Course  
&  
Test Series

## Self-Made Assignment - MS WORD

Using Drop Cap, Quick Parts and Signature Line in MS Word

You have to write this paragraph and add it in the Quick Part Gallery with the name Paragraph Writing.

### Recognize good practice in paragraph spacing.

- When creating new paragraphs, it is always advisable to apply appropriate spacing between paragraphs instead of using the return key.
- This is because when we use the return key more than once to provide spacing between paragraphs, we create additional characters in the document which affect the overall formatting and the size of the document.
- But if we apply spacing between paragraphs, then we can get the appropriate distance between two different paragraphs without having to use the return key more than once and thus without creating the extra characters.