

Course
&
Test Series

Self-Made Assignment - Ms Word

Using Shortcut Zoom In Zoom Out Clipboard In Ms Word

Zoom In and Zoom Out

Open an existing Word document or type the following text:

Earth is the third planet from the Sun and the only known planet to support life. It has a diverse environment, with oceans covering about 71% of its surface, and landmasses consisting of continents and islands. Earth has a breathable atmosphere, made mostly of nitrogen and oxygen, which helps sustain life. The planet experiences a wide range of climates, from the icy polar regions to the hot deserts, and it is home to various ecosystems and species. Earth's surface is constantly changing due to natural processes like erosion, volcanic activity, and plate tectonics. It revolves around the Sun in an elliptical orbit, which, combined with its tilt, creates the four seasons. Earth's ability to support life makes it unique in the universe, and it is essential for humans to protect and preserve it for future generations. Earth is a dynamic and constantly evolving planet. It has a natural cycle that includes day and night, caused by its rotation on its axis, and a year, due to its revolution around the Sun. The planet's surface is divided into seven continents: Asia, Africa, North America, South America, Antarctica, Europe, and Australia, each with its own distinct geography, culture, and climate. The atmosphere plays a crucial role in regulating temperature, protecting life from harmful solar radiation, and supporting the water cycle. Water, in the form of rivers, lakes, and oceans, is vital for sustaining life, and Earth's unique composition allows for the existence of liquid water.

Zoom In:

- Use the shortcut **Ctrl + Scroll Up (Mouse wheel)**.
- Increase the zoom level to **150%**.

Zoom Out:

- Use the shortcut **Ctrl + Scroll Down (Mouse wheel)**.
- Decrease the zoom level to **75%**.

Take a screenshot of your screen when the document is at **150% Zoom** and paste it below using **Ctrl + V**.

Make Changes:

1. Earth in The Red Color.
2. Make the first line Bold.
3. Make the second and Third line Italic.
4. Underline the 4th and 5th line.
5. Highlight all the Regions

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