

Course
&
Test Series

Self-Made Assignment - MS Word

Using Different Views and Windows Option in MS Word

Tasks:

Task 1: Change the Document View

Steps to Follow:

1. Open **Microsoft Word** and create a new blank document.
2. Type "**MS Word Views and Window Options**" as the title and make it **bold**.
3. Click on the **View** tab in the Ribbon.
4. Change the view of the document using the following options one by one:
 - **Read Mode**
 - **Print Layout**
 - **Web Layout**
 - **Outline**
 - **Draft**

Task 2: Open Multiple Windows of the Same Document

Steps to Follow:

1. Open **Microsoft Word** and type a paragraph about "The Importance of MS Word".
2. Click on the **View** tab and select **New Window** to open the same document in another window.
3. Now, arrange both windows side by side using **View** → **arrange all**.
4. Observe how changes in one window reflect in the other.

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking &
Insurance**

 **Central Govt.
Service**

 **State Govt.
Services**

 **LAW
Entrance**

 **MBA
Entrance**

 **Railways & Metro
Services**

...many more

abhyasonline.in