

Course
&
Test Series

Self-Made Assignment - MS Word

Using Different Views and Windows Option in MS Word

Tasks:

Task 1: Compare Two Documents Side by Side

Steps to Follow:

1. Open **Microsoft Word** and create two separate documents.
2. In the first document, type a short paragraph about "The Benefits of MS Word".
3. In the second document, type a different paragraph on "How MS Word Helps in Professional Work".
4. Click on the **View** tab and select **View Side by Side**.
5. Scroll through both documents and notice how they scroll together.
6. Click **Synchronous Scrolling** to turn it on/off and observe the changes.

Task 2: Use the Navigation Pane for Document Viewing

Steps to Follow:

1. Open a document with multiple headings and at least three pages of text.
2. Click on the **View** tab and check the **Navigation Pane** option.
3. In the **Navigation Pane**, click on different headings to move within the document.
4. Use the **Search Box** in the Navigation Pane to find a specific word in the document.

Task 3: Use Full Screen Reading View

Steps to Follow:

1. Open a document with at least one full page of text.
2. Click on the **View** tab and select Full Screen Reading.

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