

Home Tab

Home Tab displays buttons that are commonly used for working with the document content, and those buttons are organized in five groups

- **Clipboard**
- **Font**
- **Paragraph**
- **Styles**
- **Editing**

Clipboard

Clipboard group consists of **Paste, Cut, Copy, Format Painter** commands

Clipboard: clipboard is a temporary memory which holds the content stored in it by either Cut or Copy commands.

Cut: Selected text/picture is stored in Clipboard and at the same time deleted at that place

Copy: selected text/picture is stored in Clipboard

Paste: insert the content stored in the clipboard at the cursor location

Format Painter: Use the Format Painter on the Home tab to quickly apply the same formatting, such as color, font style and size, and border style, to multiple pieces of text or graphics. The format painter lets you copy all of the formatting from one object and apply it to another one

Apply Format Painter:

1. Select the text or graphic that has the formatting that you want to copy.
2. On the Home tab, click Format Painter.
3. The pointer changes to a paintbrush icon.
4. Use the brush to paint over a selection of text or graphics to apply the formatting.

Font group

Font: changes the font type face. You can select any font face from the dropdown list.

Font Size: Changes the size of fonts typed. For true type font it will be in the range 8 to 72.

Grow Font: To increase the font size of the text selected.

Clear Formatting: Removes the formatting and converts formatted text to unformatted (plain text).

Bold: makes the text look bold if it is plain, otherwise cancels the bold look. Example: Plain text: Word, Bold text: **Word**

Italic: makes the text look slanting if it is plain, otherwise cancels the italic look. Example: Plain text: Word, Italic text: *Word*

Picture: Font dialog box

Underline: Text is underlined. Various Line types and Line color can be selected from the list. Example: Plain text: Word, Underline text: Word

Strikethrough: Strike through the text or cancels the strike through format. Plain text: Word, Strikethrough text: ~~Word~~

Subscript: makes the text reduced in size and displayed below the normal text.

Superscript: makes the text reduced in size and displayed above the normal text.

Change Case: Changes the case to any one of the following

Upper case: all capital/upper case.

Lower case: all small/lower case.

Sentence case: changes the first letter of each sentence to Capital letter.

Toggle case: all capital/upper case to small/lower and vice versa.

Title case/Capitalize Each Word: capitalizes each word's first letter and makes the rest small.

Text Highlight Color: The text is highlighted with selected color.

Font Color: The text color is changed.

Paragraph Group

Left: Left Alignment, beginning of all lines made equal.

Centre: Centre Alignment i.e.) text is in the middle of the lines.

Right Alignment: right alignment i.e.) ending of all lines are made equal.

Justify: Justify Alignment i.e.) beginning and ending of all lines made equal by adjusting spaces between words.

Bullets: Texts are listed with the bullet symbol/character at left. The bullet symbol can be changed as you wish. For Example

Numbering: Ordered list with number is sequence. Numbering may be 1,2,3,... Or a,b,c....or with so many options.

Multilevel list: hierarchical listing designed with the help of increase and decrease indents to change the levels.

Indent is the spacing between left margin and beginning of the line.

Increase indent: Left indent is increased by 0.5 inches by default.

Decrease indent: Left indent is reduced by 0.5 inches by default.

Sort: arranges in alphabetical order considering first letter of the line then by second and so on.

Show/Hide: Show: displays hidden characters/text, control characters like paragraph end/carriage return, tab etc. Hide: opposite of show.

Line Spacing: space between lines specifies as single line or double line or 1.15 or 1.5 or 3. The spacing before and after the paragraph can also be altered.

Shading: paragraph background is filled with selected color as shading.

Borders: you can draw borders to paragraph. This can be used to draw borders to the cells of tables.

Style Group

Style group consists of **Styles, Change Styles:**

Styles: To set text style as normal or any heading level or any special style

Change Style: By selecting this option you can change the existing style set current template to another

Editing Group

Editing group consists of **Find, Replace, Select**

Find

- ✓ To search for text in Word, you'll need to access the "Navigation" pane. You can do so by selecting "Find" in the "Editing" group of the "Home" tab.
- ✓ An alternative method to accessing this pane is by using the Ctrl + F shortcut key on Windows or Command + F on Mac.
- ✓ With the "Navigation" pane open, enter the text you want to find. The number of instances that text appears throughout the document will be displayed.
- ✓ You can navigate through the search results by selecting the up and down arrows located beneath the search box or by clicking directly on the result snippet in the navigation pane.

Replace

- ✓ Click Replace on the Home tab.
- ✓ The Find and Replace dialog box opens to the Replace tab.
- ✓ Type the word you need to replace in the Find what text field.
- ✓ Type the word you need to replace in the Replace with text field.
- ✓ Select a replacement option.
 - Replace: Replaces the first instance of the word. Keep clicking to fix them one at a time.
 - Replace All: Fixes all instances of the word at once.
- ✓ Once all the instances of the word have been replaced, a dialog box will pop up to let you know it's complete.
- ✓ Click OK.
- ✓ Click Close when you're done.