



ASPIRATION SOLUTIONS

1.Home

Home Tab in Microsoft Word is the default tab for editing and formatting the document in MS Word. The ribbon of Home Tab in Microsoft Word is divided into multiple sections with the name Clipboard, Font, Paragraph, Styles & Editing. The detailed explanation about Home Tab in Microsoft Word is given below.

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

2.INSERT TAB

Insert Tab in Microsoft Word is use for inserting the objects in the documents, such as – pages, charts, pictures, symbols, tables, shapes hyperlinks etc. The ribbon of Insert Tab in Microsoft Word is divided into multiple sections with the name Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols. The detailed explanation about Insert Tab in Microsoft Word is given below. Insert Tab in Microsoft Word is use for inserting the objects in the documents, such as – pages, charts, pictures, symbols, tables, shapes hyperlinks etc. The ribbon of Insert Tab in Microsoft Word is divided into multiple sections with the name Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols. The detailed explanation about Insert Tab in Microsoft Word is given below.

- **Pages**
- **Table**
- **Illustrations**
- **Links**

PANJIM

Office No: 407 Kamat Towers, EDC
Complex Patto – Panjim- Goa

Mob No: 9604749483 Email: aspirationsolutions.career@gmail.com

MAPUSA

3B/3C, RR Towers, 3rd Floor, Opposite
Comminidade Ghor, Rajwado, Mapusa Goa

- **Header & Footer**
- **Text**
- **Symbols**

3.DESIGN

The template or the design in which you want your document to be created can be selected under the Design tab. choosing an appropriate tab will enhance the appearance of your document

- **Themes**
- **Page Background**

4.PAGE LAYOUT

Page Layout Tab in Microsoft Word is use for document page settings like appearance of page, page orientation, page size, page margins, page effect, border etc. The ribbon of Page Layout Tab in Microsoft Word is divided into multiple sections with the name Themes, Page Setup, Page Background, Paragraph and Arrange. The detailed explanation about Page Layout Tab in Microsoft Word is given below.

- **Page Setup**
- **Paragraph**
- **Arrange**

5.REFERENCES

Reference Tab in Microsoft Word is use to create the table of contents, images caption, cross –references, footnotes, citation & bibliography etc. The ribbon of Reference Tab in Microsoft Word is divided into multiple sections with the name Table of Contents, Footnotes, Citations & Bibliography, Captions, Index and Table of Authorities. The detailed explanation about Reference Tab in Microsoft Word is given below.

- **Table of Contents**
- **Footnotes**
- **Citation & Bibliography**
- **Captions**
- **Index**
- **Table of Authorities**

6.MAILING TAB

Mailing Tab in Microsoft Word is use for creating envelopes, labels and Mail Merge. Mail Merge is a feature for sending a letter to the multiple recipient at a time with separate details like address and greetings lines. It is a most useful feature in offices or companies for sending any information to multiple employees at a time. Alternatively we can use this feature to create multiple payslips or id cards at a time with separate details.

- **Create**
- **Start Mail Merge**
- **Write & Insert Fields**
- **Preview Result**
- **Finish & Merge**

7.REVIEW TAB

Review Tab in Microsoft Word is use for checking spelling & grammatical mistakes in the document, write comments, track changes if the document modified, comparing document with another and document protection etc. The ribbon of Review Tab in Microsoft Word is divided into multiple sections with the name Proofing, Comment, Tracking, Changes, Compare and Protect. The detailed explanation about Review Tab in Microsoft Word is given below.

- **Proofing**
- **Comments**

- **Tracking**
- **Changes**
- **Compare**
- **Protect**

8.VIEW TAB

View Tab in Microsoft Word is use for changing the layouts of the pages, show/hide elements such as – ruler or grid-lines, adjusting pages with zoom option, working with multiple windows and recording a macro etc. The ribbon of View Tab in Microsoft Word is divided into multiple sections with the name Document Views, Show/Hide, Zoom, Window and Macros. The detailed explanation about View Tab in Microsoft Word is given below.

- **Document Views**
- **Zoom**
- **Window**
- **Macros**