Assignment 4

[Name of the Writer]

[Name of the Institution]

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 Microsoft offers a variety of tools used for creating documents, slides, and databases. The different tools which Microsoft office offers for users are Microsoft office word, Microsoft Office Excel, Microsoft Office Access, Microsoft Office PowerPoint and Microsoft office outlook (Office Quick Start, n.d). Microsoft office word is a tool for creating documents. Getting started with Microsoft word is very simple. Opening a new document or existing document and start typing in it is very simple. There are different elements used in a word document such as hyperlinks, page numbers, citations, header and footers, equations, symbols, an index, tables, and table of context. A user can access any of these elements in MS word by typing name of these elements in a search box (Office Quick Starts, n.d).

 There are different options to design a document in MS word. A user can insert different items to their documents including pictures, tables, clip arts, header and footer, hyperlinks, etc. It's very simple to insert these items in a word document. You need to just click on the Insert tab in the word document. In the Insert menu, the user can view different elements which are required for their word document (Insert items in a document, n.d).

 To make your MS word responsive use different elements of words such as hyperlinks, tables, WordArt and pictures. A user can add tables to their document by simply clicking on the icon of the table in the insert menu and then can add tables with different methods. The easiest way to add tables is by selecting the number of rows and columns from the given grid. Similarly, hyperlinks are also very easy to add in a word document. A user can simply copy paste the URL or type the URL and then press SPACEBAR or ENTER key, and the text will automatically convert into a hyperlink. A user can also add hyperlinks by clicking on the icon of the hyperlink in the insert menu where they can add URL and provide the name of the URL which they want to display (Create or edit a hyperlink, n.d).

**References**

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