

Essential Tasks For Word Processing Project Assignments

- **Character formatting:**
 - font type – Arial, Tahoma, etc
 - font style – Bold, Underline, Italic, etc
 - font size – 12, 14, etc
 - font colour
 - font effects - superscript, subscript
- **Paragraph formatting:**
 - paragraph alignment,
 - line spacing,
 - column style
 - bullets and numbering
- **Inserting and formatting objects:**
 - pictures,
 - WordArt,
 - text box,
 - tables,
 - charts,
 - symbols,
 - Drawing tools,
 - Others
- **Page formatting :**
 - Page breaks
 - page borders and shading
 - page numbering
 - header and footer
- **Language tools:**
 - Spell check
 - Grammar check
 - Thesaurus
 - Add new words into the dictionary
- **Hyperlink and bookmark.**