

Course
&
Test Series

Self-Made Assignment - MS Word

Comment and Word Count In MS Word

Comment and Word Count in MS Word:

Reading is one of the most effective ways to gain knowledge and improve language skills. It not only helps in enhancing vocabulary but also develops critical thinking. People who read regularly tend to have better focus and imagination. Moreover, reading different genres broadens one's perspective and understanding of the world. In today's fast-paced digital world, making time for reading can be a challenge, but its long-term benefits make it a habit worth cultivating.

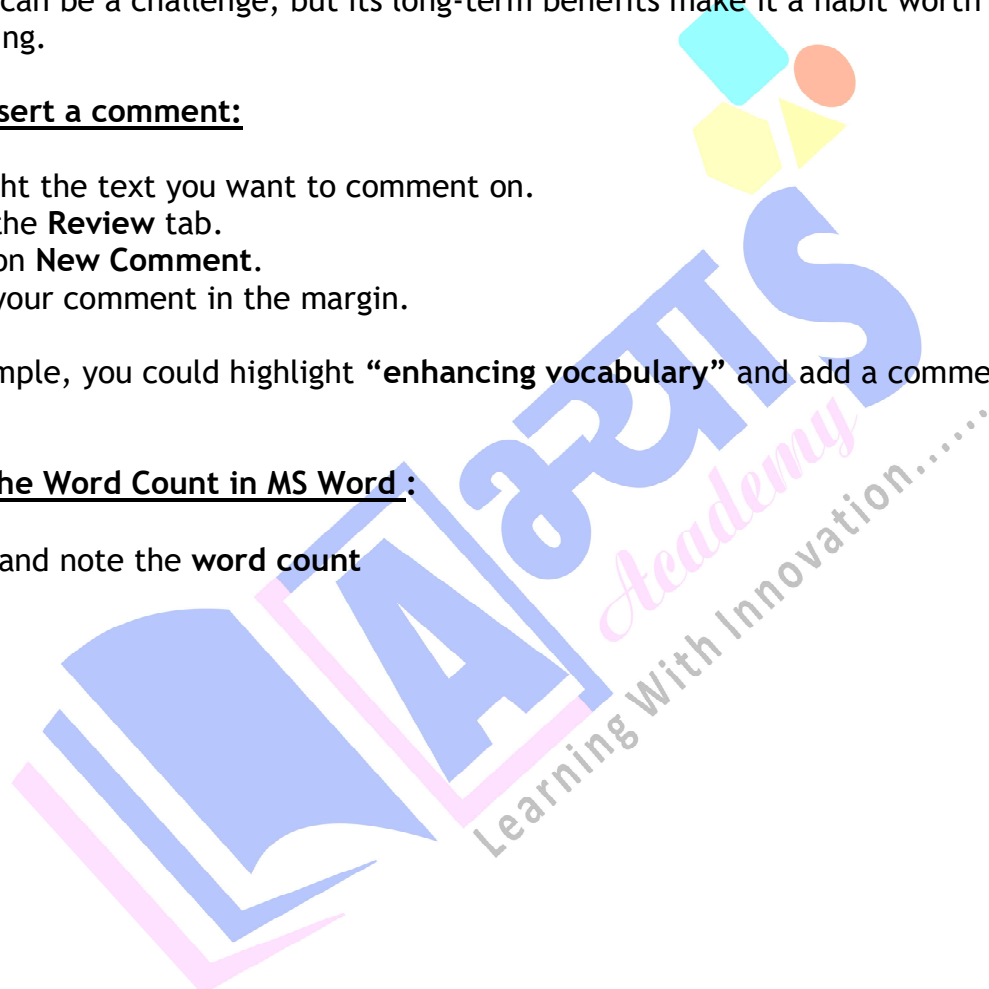
To insert a comment:

- Highlight the text you want to comment on.
- Go to the **Review** tab.
- Click on **New Comment**.
- Type your comment in the margin.

For example, you could highlight "enhancing vocabulary" and add a comment like.

Check the Word Count in MS Word :

- Check and note the word count



 CBSE

 ICSE

 NTSE

 Banking & Insurance

 Central Govt. Service

 State Govt. Services

 LAW Entrance

 MBA Entrance

 Railways & Metro Services

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Final Adjustments and Customization

1. **Apply Borders:**
 - a. Select the entire table.
 - b. Click on the **Borders** button in the **Design** tab and select **All Borders** to ensure the table cells are clearly visible.
2. **Change Font Style:**
 - a. Select the entire table and change the font style to **Arial** and font size to **12 pt** to ensure the text is clear and easy to read.



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