

**Course  
&  
Test Series**

**Entering & Editing Text, Paragraph Creation in MS Word**

**Microsoft Word**

**CBSE**

**Module 2 - Entering & Editing Text, Paragraph Creation in MS Word**

**Definition**

In Microsoft Word, Entering & Editing Text and Paragraph Creation are essential for creating, organizing, and formatting documents. Here's why they are used:

**ICSE**

**Entering & Editing Text**

- **Purpose:** Allows users to type, modify, and manipulate the content of a document. This is the foundation for writing reports, essays, letters, and other forms of written communication.

**NTSE**

- **Why it's used:** It enables users to input text, make corrections, organize thoughts, and update content easily. Editing tools like Cut, Copy, Paste, Undo, and Redo enhance the flexibility of content creation.

**Banking & Insurance**

**Paragraph Creation**

- **Purpose:** Organizes content into structured sections that are easy to read and understand. Each paragraph represents a distinct idea or topic.

**Central Govt. Service**

- **Why it's used:** Proper paragraph formatting improves document readability and flow. It helps break down large chunks of text into manageable sections, making it easier for readers to follow the content. It also allows users to adjust spacing, alignment, and indentation for visual appeal.

**State Govt. Services**

**Uses of Keys in MS Word**

| <u>Key</u>       | <u>Function/Usage</u>   |
|------------------|---|
| <u>Shift key</u> | Used for capitalizing letters (hold Shift and press a letter) and selecting text (click and drag with Shift). |
| <u>Tab</u>       | Moves the cursor to the next tab stop (used for indenting paragraphs or navigating through fields).           |
| <u>Caps Lock</u> | When enabled, it makes all letters typed capitalized without holding the Shift key.                           |
| <u>Enter</u>     | Moves the cursor to the next line (creates a new paragraph or line break).                                    |
| <u>Backspace</u> | Deletes the character or space to the left of the cursor (used for correcting mistakes).                      |

**LAW Entrance**

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**Railways & Metro Services**

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**Entering & Editing Text, Paragraph Creation in MS Word**

Special Characters in MS Word

| <u>Shortcut</u> | <u>Function</u>                      |
|-----------------|--------------------------------------|
| Shift + 1       | Types ! (Exclamation mark)           |
| Shift + 2       | Types @ (At symbol)                  |
| Shift + 3       | Types # (Hash or pound symbol)       |
| Shift + 4       | Types \$ (Dollar sign)               |
| Shift + 5       | Types % (Percent sign)               |
| Shift + 6       | Types ^ (Caret or circumflex accent) |
| Shift + 7       | Types & (Ampersand)                  |
| Shift + 8       | Types * (Asterisk)                   |
| Shift + 9       | Types ( (Left Parenthesis)           |
| Shift+ 0        | Types ) (Right Parenthesis)          |

Assignment in MS Word and Save File with the name "Politics"

## Essay on Politics (Font Size =22)

**Introduction:**

Politics is the process by which societies make decisions, shape policies, and allocate power. It is central to the functioning of nations, determining everything from economic development to individual freedoms. Through politics, societies engage in decision-making processes that impact the lives of millions. It is the power of **@**elections, the influence of **#**government decisions, and the dynamics of **&**international relations that drive political systems forward. Political involvement is crucial for fostering a fair, just, and thriving society. (Font Size = 14)

**The Role of Politics in Society:**

In any **#**democracy, politics determines how resources are distributed, how laws are made, and how decisions affect citizens. The **\$**economic policies of a nation, for example, depend on political choices that affect taxes, government spending, and wealth distribution. Political systems like liberalism, conservatism, and socialism often battle for control of **%**public resources, shaping everything from healthcare to education systems. Political leaders make these critical decisions, often with the support of parties that align with their ideologies. (Font Size = 15)

**Political Ideologies:**

Political ideologies provide the foundation for governance. **^**Liberalism, **&** socialism prioritize **\$**social welfare, advocating for policies that support the

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greater good of the community. In contrast, #Conservatism focuses on preserving traditional values, with an emphasis on limited government intervention in people's lives. @Socialism, meanwhile, promotes collective ownership of resources to ensure more equitable distribution of wealth. (Font Size = 12)

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