এই নোটিশ দ্বারা জানানো যায় যে, আগামী ইংরেজি 16/07/2021তারিখ সীতারাম জিন্দাল স্কলারশিপ সংক্রান্ত ব্যাপারে অধ্যক্ষ মহাশয়ের স্বাক্ষর (signature) বাকি থাকলে উক্ত দিনে ছাত্র ছাত্রীদের কলেজে আসার জন্য জানানো হলো ।

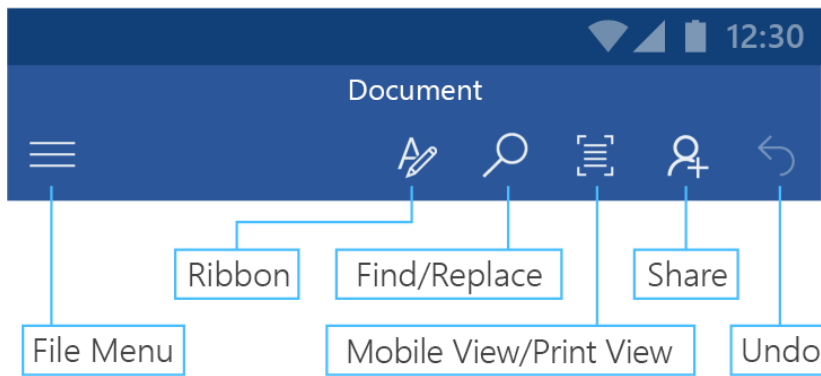সময় 11টা 30মিনিট থেকে 2টার মধ্যে

Principal

Onda   Thana Mahavidyalaya

Seven tips for a simpler way to work

Know where to tap

To help you begin, let's get to know the buttons at the top.

This tour introduces you to most of the buttons. They might be slightly different on your version of Android. Note that new features are constantly being released. Make sure that you have all of the latest updates in order to have all available features.

Easier reading on your phone

Switching to Mobile View makes it easier to read and edit on small screens.

Try it:

1. Tap **Mobile View**.

2. Notice that the layout flows to fit your phone's screen.
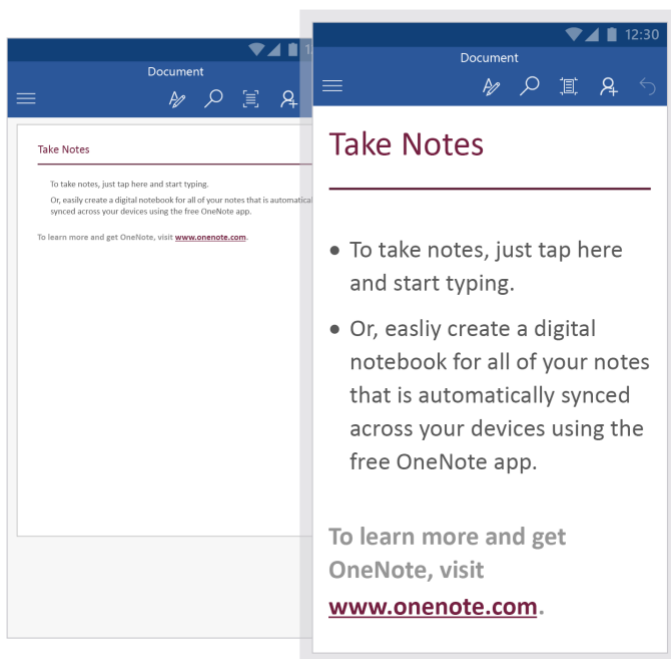
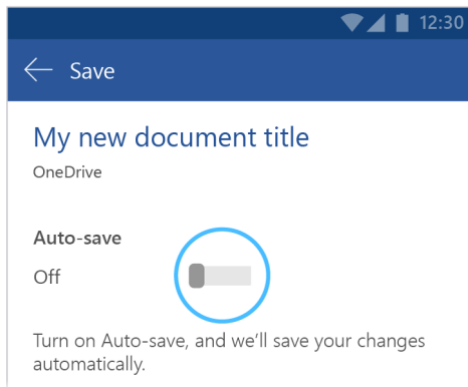Bear in mind that if you want to switch back, you can just tap **Print Layout**.

Save your way

Don't worry – we've got your back. Your document is automatically saved while you work so you don't have to. If you ever want to turn **Auto-save** off, it's easy.

How it works:

1. Go to the **File** menu.

2. Pick **Save** and turn **Auto-save** off.

You can always go back to the **File Menu** for more document actions such as **Print** and **Share**.
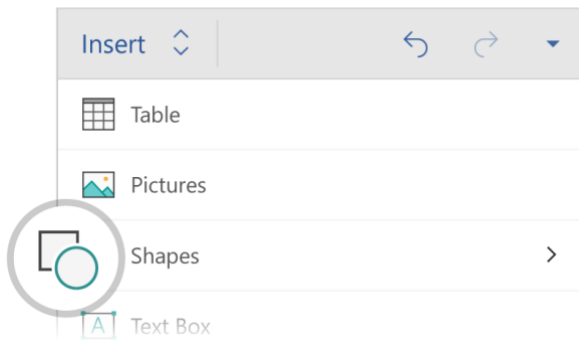
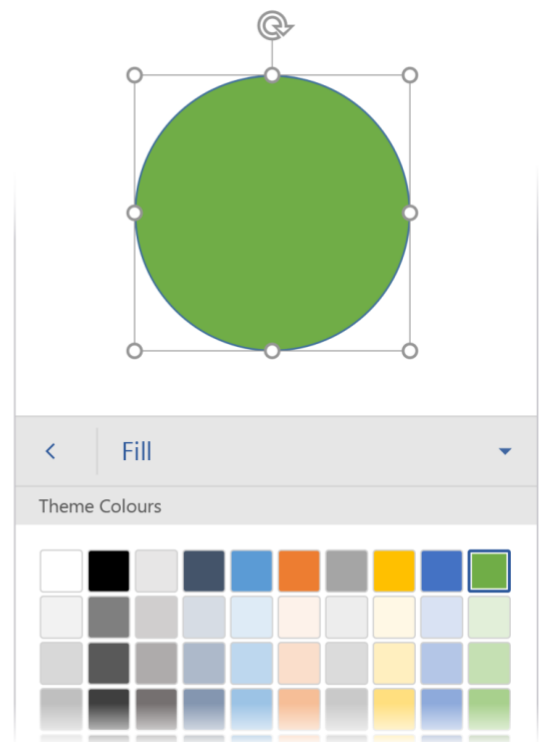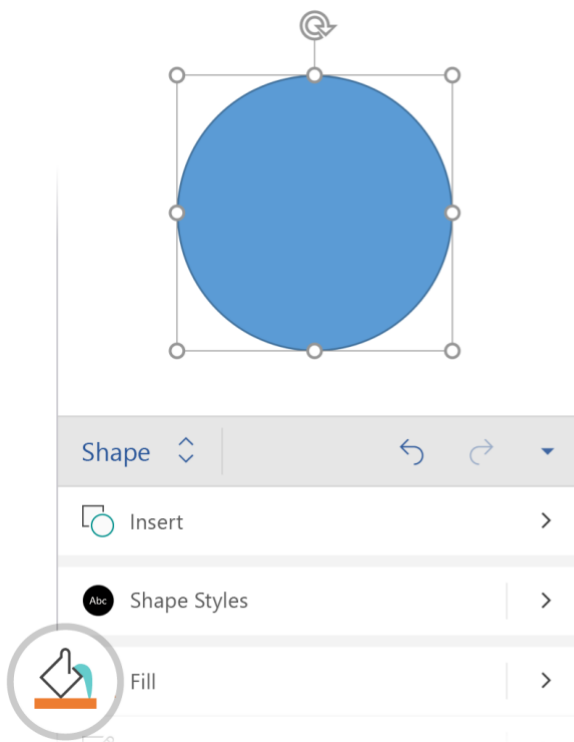# Add shapes

Insert a shape and add a colour and text.

Try it:

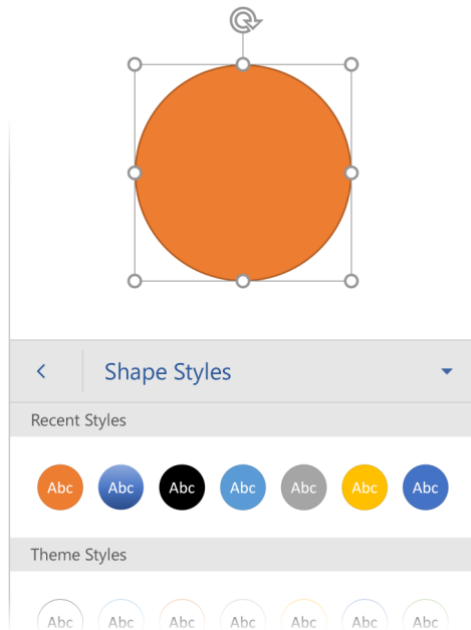1. Tap the pencil to open the command ribbon.

2. Tap **Insert** > **Shapes** and add a circle.

3. Let's change its colour. Tap the circle, tap on the pencil, then select **Shape** > **Fill** and select a different colour.

4. For more options, tap **Shape Styles** and pick a look that you like.
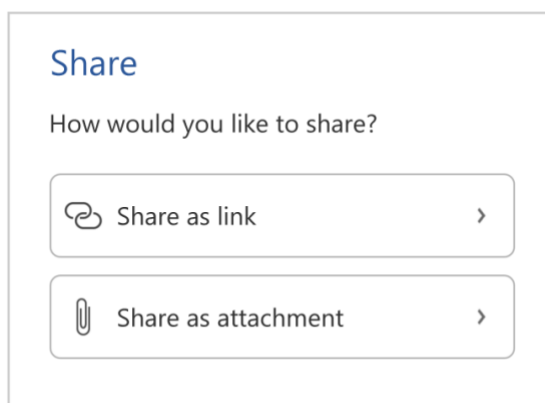

Work together

With your document stored online, your group can work on it together at the same time.

How it works:

1. Save your document in an online location, such as OneDrive.

2. Tap **Share**.

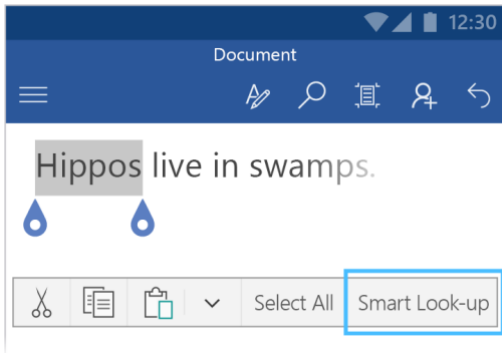3. Invite people, or send a link so that they can edit with you.

Smart Lookup

Smart Lookup brings research from Bing directly into Word.

Try it:

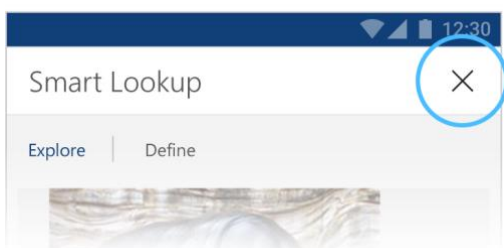1. Select the word "Hippos" in the following sentence: Hippos live in swamps.

2. Tap **Smart Lookup** and see information about hippos!

Source: Wikipedia CC-by-SA – https://en.wikipedia.org

3. To come out of the **Smart Lookup** pane, tap the x at the top of the pane.
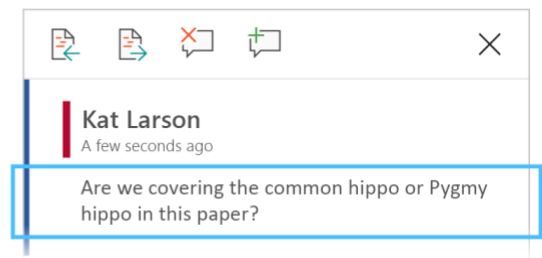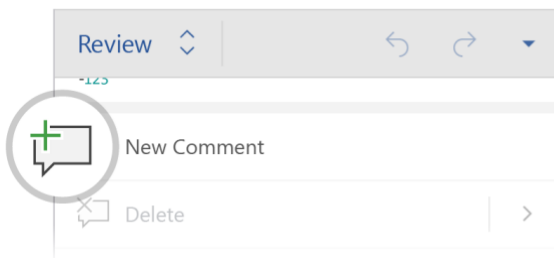
Comments

Commenting on a document is a great way to quickly add your feedback.

Try it:

1. Tap somewhere in this paragraph, then open the ribbon.

2. Choose **Review** > **New Comment** and type something.

3. You'll notice that your comment includes a **Reply** button. Use it to respond to a comment.

Hint: When you've given your feedback, get the comment out of your way without losing it by tapping **Done**.

Have more questions about Word?

Get help with Word for Android.