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Biodata format in word file free

If you format microsoft word document text, such as bold, italic, or underline, highlight the file and make the file clearer. However, such formatting can cause problems under certain circumstances, such as copying and pasting documents. There are several ways to delete formatting in Word with built-in tools or a simple word processor. These instructions apply to Word 2019, Word 2016, Word 2013, Word 2010, Microsoft 365 Word 365, and Word for Mac. Select the text from which you want to remove formatting in Word. Use the mouse to highlight only part of the text, or to select all text in the document, select any point in the document, and then press Ctrl+A to highlight the entire text in the Word file. To expand the Styles menu, select the drop-down arrow in the lower-right corner of the Styles dialog box. Select Delete Formatting. The formatting applied to the selected text is deleted. The same result can be achieved by using the shortcut button on the ribbon. Delete formatting from any or all text in the document. Select the text from which you want to remove formatting in Word. Use the mouse to highlight only part of the text, or to select all text in the document, select any point in the document, and then press Ctrl+A to highlight the entire text in the Word file. On the Home tab of the ribbon, choose Clear All Formatting in the upper-right corner of the Font group. It resembles a capital letter A with a pink rubber eraser in front of it. The formatting applied to the selected text is deleted. You can divide text using a simple text editor, such as a notepad. This is useful if you want to paste text or text copied and pasted from the Internet from Word into an online content management system. Open the document from which you want to delete the formatting. Type notepad in the Windows search box, and then press Enter. A new, empty Notepad file opens. Return to the Word document. Select the text from which you want to remove formatting in Word. Use the mouse to highlight only part of the text, or to select all text in the document, select any point in the document, and then press Ctrl+A to highlight all text. To copy selected text, press Ctrl+C. Alternatively, on the Home tab, in the Clipboard group, select Copy. Go back to the Notepad file. Select anywhere in the window, and then press Ctrl+V to paste the text you copied from Word. Alternatively, choose Edit > Paste. Select the text in the notepad file. To copy the text, press Ctrl+C or choose Edit > Copy. Paste it back into Word or anywhere else you want to use it. Clear Formatting to clear some or all of the text in your Word document. To get started, click the text from which you want to remove formatting in Word, and then click Edit > Delete > > Formatting. The formatting applied to the selected text is deleted. Last week I gave you some useful Windows tips; this week I thought I would continue with the tips theme and move to Microsoft Word.Now users know how to use the Cut/Copy and Paste commands. They've been around since the early days of word processing, and they're universal for almost every Windows application and Windows as well. Flash Update: Select a text, press Ctrl-X to cut it, and then copy Ctrl-C, move the cursor elsewhere, and then press Ctrl-V to paste. What could be easier? In fact, when you copy from a website, things get a little complicated. This is because, although it looks like a piece of ordinary text is copied, the HTML code is also embedded under the text. As a consequence, if you go paste web-sourced content into a word processor, blog tool, desktop publishing program, or similar, you can end up with text with odd fonts, sizes, and/or formatting. And it may be difficult to record that text - especially line spacing, indentation, etc. This embedded HTML code (which can be extensive) sometimes conflicts with or overrides the settings applied in the word processor or other application. What you need is a way to paste only the words copied, just raw, unadulterated, code-free text. Fortunately, then, thanks to the Paste Special command. Most word processors, email clients, and blog tools offer this option — or something similar. (Sometimes it works as Paste as Text.) Just look under the Edit menu and you should see it directly from the standard Paste command. (Would you rather have a keyboard shortcut? In many programs, this is Ctrl-Shift-V.) Of course, Microsoft Word 2007 and 2010 are missing from the traditional Edit menu, so you'll need to look elsewhere. Paste is on the left edge of the Home tab, but you don't just need to click the Clipboard icon; Click the bottom half of the button, the down arrow. This results in a handful of paste options, one of which is Paste Special (represented by a clipboard with bold A). Once you get the habit of being a Paste Special, you'll wonder if you'll ever get along without it. If you're using Microsoft Word (or similar word processor), you probably know pretty well how to save a document. Click Save, select a folder, name the document, and then click Save, OK, or whatever. What you might not know is how to choose a different format for that document or why you want it. By default, Microsoft Word uses its own document format. In the old days it was .doc format, but from Word 2007 (and Word 2010) it .docx. Other word processors have their own standards as well. For example, OpenOffice Writer can use the OpenDocument or ODF format Kingsoft Writer uses a format called wps. And so on. Fortunately, these and other programs can save documents in a variety of formats, making it easier to access other programs. This is why, in the if you click Get Save As in the Save dialog box, you'll see a variety of choices. Below, I identified some of the more popular and under what circumstances they can be used. Rich Text Format RTF can best be described as a universal word processor format, as it is supported by almost any word processor. However, unlike plain text, it preserves basic formatting information, such as font sizes and styles. PDF Adobe portable document format also has universal appeal, as it can be opened with the help of any number of viewers (including, most often, Adobe Reader). You would use the PDF to produce the document in read-only format, which means that it cannot be easily edited. This is also a good way to distribute documents online, as most browsers can view PDF files without having to download them. Plain text As it sounds, this format saves only raw text - no formatting, no hidden codes, just his words. You can use this to export text that needs to be imported into another program, such as a blog tool or word processor—which you won't like all the underlying extras in Word. Word 97-2003 document So word 2010 was given to you, but your parents are still connected to Word 97. The latter can't open documents created by the former (at least not without a converter), but at least Word allows you to save files using older formats. Some formatting may be lost in the translation, but this works for most document types. Word can save files as Web pages, XML documents, templates, and more. Needless to say, if you need to learn these formats, a little Google search should be explored all. If you have a problem that needs to be solved, send it my way. I can't promise an answer, but I'll definitely read every email I get – and do my best to address at least some of them on the PCWorld Hassle-Free PC blog. My 411 is hasslefree@pcworld.com. You can also sign up to our Carefree PC newsletter by emailing you every week. Note: If you buy something after clicking on the link in our articles, you can earn a small commission. For more details, please refer to our affiliate link guidelines. In recent years, the use of digital media files for distribution of audio and video files to PCs and home entertainment devices has exploded. However, along with that explosion is a lot of complexity. The proliferation of many different audio, video, and even image digital file formats has caused a lot of confusion, as not all formats will play on all devices. To be honest, you may have connected your computer or media server to the network media player (or media player or application), but you may not be able to play some of the audio or video files stored, or worse, some files may not even appear in the list of available music, videos, or still images. They may not appear because these media files are in a format that the digital media player device cannot play. You just can't understand type of file. When you save a digital file, the program is encoded so that computer programs and applications can read and work with it. For example, you can read and edit document formats in word processing programs, such as Microsoft Word. Photo formats can be read in photo editing applications like Photoshop, and such photo-organizing programs as Windows Photo Viewer and Photos mac. Many video formats, including video cameras and DVD files, Quicktime files, Windows videos, and many high-resolution formats, need to be converted to play by programs other than the software for which they were originally created or stored. These file formats are also called codecs, short for coder decoder. Converting files so that it can be played by another program or a previously incompatible device is called transcoding. Some computer media server programs can be configured to automatically transcode media files that are otherwise incompatible with the digital media player device or software. Photos, music and movies are, of course, different formats. But within these categories, since there is no standardization, there are additional differences. For example, photos are often saved in RAW, JPEG, or TIFF formats. Saving the photo in TIFF format preserves the best quality of the photo, but it's a huge file. This means that if you're using TIFF's, you'll charge your hard disk with fewer photos than if you're using a different format, such as JPEG. JPEG formats compress the file — they push it down and make it smaller — so you can access a lot more JPEG photos on your hard drive. Video files can be encoded in a standard or high-resolution format. Not only are they created in different formats, but they may need to be converted to play on different devices, from TVs to smartphones. Similarly, digital audio files can be encoded in either low-resolution or hi-res format, which affects the playback capability of streaming or downloading first, and if the playback device is compatible with them. The network media player (or media streamer/Smart TV with compatible apps) must be able to read the file type before it can be shown or played. Some players do not even display the file names of files in which format they are not able to play. Obviously, it is important that the network media player, media streamer, Smart TV chooses the ability to read and play the files already stored on your computer and home network. This becomes especially apparent when you have iTunes and a Mac, but the network media player doesn't understand these file types. To see what types of files are in Clip Gallery, open the Windows Explorer (PC) or Finder (Mac) folder view. Here you can navigate through all the media folders to view a list of the items. Right-click a highlighted file, and then click properties (PC) or get info (MAC). The file type or type of file is displayed here. Sometimes you can identify the file format with its extension: the letters letters in accordance with its right. You will see something similar to the Beatles song in the MPEG 3 audio file format mp3 (ie HeyJude.mp3). You may have heard of an MP3 portable music player. Video formats can be WMV files for PC videos, or MOV's for quicktime videos. The file StarTrek.m4v a high-resolution MPEG-4 video file. If your digital media device can't play a file, even if it can play the format, it might be a copyrighted file. In some cases, however, it is possible to share (stream) legally acquired, protected media content in your home. Photo file formats: JPEG, GIF, PNG, TIFF, BMPMusic File formats: AAC, MP3, WAV, WMA, DOLBY® DIGITAL, DTSOther music file formats that you can access: AIFF, ASF, FLAC, ADPCM, DSD, LPCM, OGGFor iTunes users: If you save your music to iTunes, make sure that the network media player or media player can play the AAC Audio Player. iTunes audio files may appear as m4a or Apple Lossless. Files with the m4p extension are protected by AAC files. Now you can buy music from the iTunes store that is not protected (DRM-free), so you can play this music freely on all your devices. Video file formats: MPEG-1, MPEG-2, MPEG-4, AVI, MOV, AVCHD, H.264, and H.265.Other video formats you might have access to: DivX and DivX HD, Xvid HD, MKV, RMVB, WMV9, TS/TP/MT2 If all this talk about file formats and transcoding you are feeling like a deer in headlights, here are some ways you can access some or all of the above file formats. If you purchase a network media player or other digital media player device, look for a device that can play most file formats. For media players and smart TVs, check to see if there are apps that allow you to access audio, video, and photo files on your home network, such as Airplay DLNA receiver, AllConnect, DC UPNP Player, Plex, Roku Media Player, Twonky, and VLC. Physical media is the eclipse, digital media is quickly becoming the dominant way we listen to music, watch video, and view stills. Unfortunately, there isn't a single digital file format that takes care of it all, so you'll always encounter at least a few instances where you want to listen, watch, or view something different or more, devices, but you can't. However, as already mentioned, there are solutions that can help. Help.

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