

## Hide menu

## Using accessibility features

## Set save options

## Controlling page appearance

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2 min

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✓ **Video:** Add a watermark  
1 min

📖 **Reading:** Exercise: Adding a watermark  
10 min

📺 **Video:** Add headers and footers  
1 min

📖 **Reading:** Exercise: Adding headers and footers  
10 min

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# Exercise: Adding a watermark

**Note:** You can pass this course and all graded assessments without access to the downloadable version of Word.

## How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

**Note:** Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

## Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

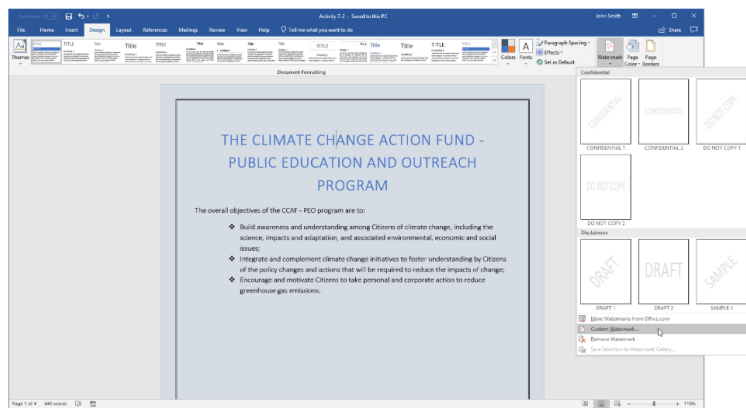
## Let's get started!

In this activity, you will add a custom watermark to a document.

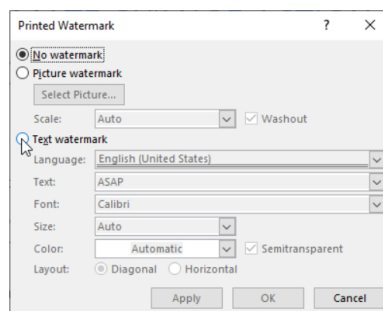
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Adding a watermark](#)

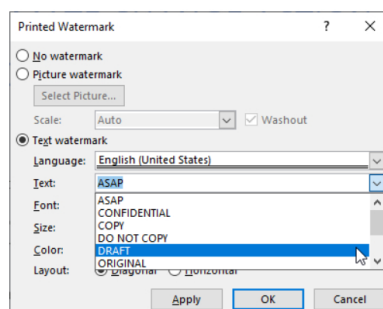
2. Click Design → Watermark → Custom Watermark:



3. The Printed Watermark dialog box will open. Click the "Text watermark" radio button to make those options available:

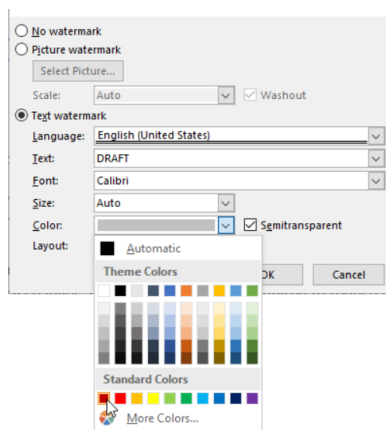


4. Click the Text menu and click "DRAFT:"

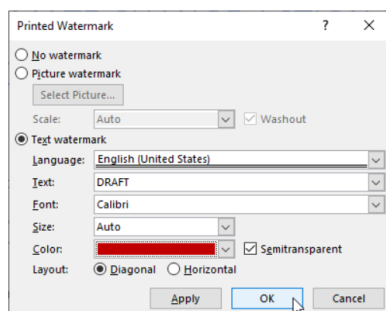


5. Click the Color menu and click Dark Red:

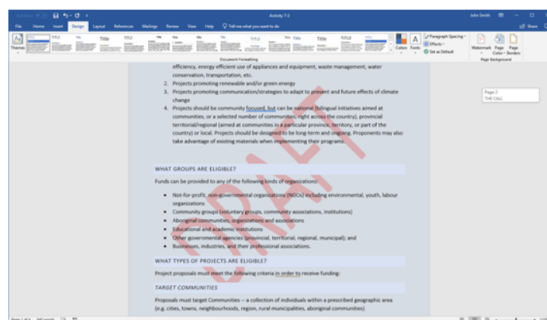




6. Click "OK" to create the watermark:



7. The watermark will be applied. Scroll through the document:



8. Save your document as Activity 7-2 Complete and close Microsoft Word 365.

9. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Adding a watermark](#)

Mark as completed

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