MS Word – Design + Layout Tasks (Practical Exercise)

1. Insert a watermark with your name.

2. Insert a page border for all pages.

3. Make the page color Black.

4. Make the paper orientation Landscape.

5. Write =rand(6,4) then press Enter.

6. Set the page margins: Top = 2, Bottom = 2, Left = 1.5, Right = 1.5.

7. Change the page size to A5.

8. Change the layout to 'Two Columns' for the 2nd paragraph.

9. Insert a line between the two columns

10. Set the line spacing of the text to 1.5 for all paragraph.

11. Indent the entire second paragraph to the right 1.5