1. Insert Image into the shape
2. Center today’s date
3. Type a short paragraph.
4. Add picture and write some text
5. Next to the picture
6. Through the picture
7. Change color of
8. the word
9. the word’s background
10. the page’s background
11. Make password to your word file
12. Bold a phrase
13. Italicize a word
14. Double space the lines in your paper.
15. Add page numbers to your document.
16. Change your margins
17. Type a short paragraph
18. Create a footnote ( A footnotes appear at the bottom of the page and they are numbered. Footnotes are used for references and to define unfamiliar words.)
19. Add another footnote
20. Create a header (A header is a line that runs along the top of every page of your document.)
21. Create a footer (A footer is a line that runs along the bottom of every page of your document.)
22. Create a blank page with existing document
23. Proofread your paper.
24. Translate text in MS Word file
25. Make watermark to your word
26. Print the document
27. Save your document
28. Make password to your word file