Answer No. 1

Insert header & footer

Answer No.2

“Computer is an electronic device that performs complex calculations easily”

Answer No.3



Answer No.4

Video [provides](http://go.microsoft.com/fwlink/p/?LinkId=255141) a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add.

Answer No.5

Video provides a powerful way to help you prove your point.

When you click Online Video, you can paste in the embed code for the video you want to add.

Answer No.6

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To make your document look professionally produced, Word provides header, footer, cover page.

Answer No.7

Apply Watermark

Answer No. 8

Page color RED

Answer No. 9

Page border

Answer No.10

Indent tab ( ctrl+M)

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You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that

Answer No.11

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add.

You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.

Answer No. 12

1. Computer is a device.
2. Computer is a machine.
3. Computer is a electronic device.
4. Computer is very useful.