**STEPS FOR CREATING AN ADVERTISEMENT**

1. Launch MS Word and start from a blank document.
2. At first, you have to personalize your homepage. So, go to design menu and select page color and select an appropriate color for your page.
3. Now, give the name of your advertisement and other required written texts. You can also format your text by using word art option of insert menu or other similar options.
4. You can insert the required and desire animations, clip arts or images by going to insert menu and selecting options accordingly.
5. After putting the required items and texts, you have to save your file and to do this, go to file menu and select save option and save it by giving your file a proper name.