**STEPS FOR NEWSPAPER ARTICLE**

1. Launch MS Word and start a blank document.
2. At first, type your article text. Then, go to page layout option from menu bar and click on columns and select two.
3. You can bold-face, italicize or underline any important part of your article by clicking on ‘B’, ‘I’ or ‘U’. You can also change your font color or shade your text backgroud by clicking on respective options from Home menu.
4. There are further formatting options for your article from page layout menu, design menu or home menu too.
5. To give a title, type your text in wordart by going to insert menu.
6. Additionally, you can insert clip arts, pictures and shapes from insert menu.
7. After all, save your file by going to File menu and save it.