Ex.No. : 5   **WORD APPLICATIONS - III**

Date   : 14.07.16

Aim
        To create a news letter of three pages with two columns text. The first page contains some formatting bullets and numbers. Set the document background colour and add 'confidential' as the watermark. Give the document a title which should be displayed in the header. The header/ footer of the   first page should be different from other two pages. Also, add author name and date/ time in the header. The footer should have the page number.

Procedure

Step1: Click Start All Programs Microsoft Office Microsoft Office Word 2007
Step2: To divide a two columns, **Select the text**, then on the **Page Layout tab**, in the **Page Setup group**, click **Columns button.**
Step3: Select the two columns style by which the newsletter has to be displayed.
Step4: To add a Page Border **Select the newsletter** and then click **Page Layout tab**, in the **Page Background** group, click **Page Borders** button.
Step5: In the Borders and Shading dialog box, Select any one border style and Click OK button.
Step6: To add a Header, Click on the **Insert Tab**, in the **Header & Footer group**, click **Header button**, and Select any Header group you want.
Step7: To add a Footer, Click on the **Insert Tab**, in the **Header & Footer** group, click **Footer button** Select any footer you want.
Step8: To add a graphic image. Click **Insert Tab**, in the **Illustrations** group, Click **Picture Button.**
Step9: In the Insert Picture dialog box, select any one picture form File and click Insert button.
Step10: To check spelling, Click **Review tab**, in the **Proofing** group, **Spelling and Grammar button**. This may help you know the possible spelling mistake.

Result
        Thus the above word operations are completed successfully.