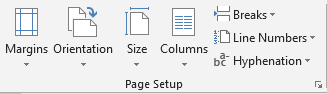


**Directions:**

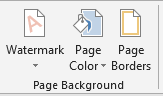
1. Save this document as *LastName FirstInitial Page Layout & Design* to your flash drive (in your Word folder).
2. Change the Page Margins to Normal.
3. Set Custom Margins: Top – 2”, Bottom - .5, Left - .75, Right - .75
4. Change the Orientation to Landscape. Change the Orientation to Portrait.
5. Open a new Word document
   1. Make sure your ruler is visible (View>Show>Ruler)
6. Format the layout to 3 columns
   1. Type Column 1
   2. Insert a Column break
   3. Type Column 2
   4. Insert a Column break
   5. Type Column 3
   6. Insert a Column Break
7. Return to your Page Layout & Design document.
8. Apply a Confidential Watermark.
9. Remove the watermark.
10. Apply a Custom Watermark with your name. Change the font style
11. Change the page color.
12. Remove the page color.
13. Apply a Page Border.
    1. Setting: Box
    2. Line Style
    3. Color
    4. Change to an Art
14. Save

**Page Layout>Page Setup**



|  |  |  |
| --- | --- | --- |
| **#** | **Command** | **Description** |
| 1 | Margins |  |
| 2 | Orientation |  |
| 3 | Size |  |
| 4 | Columns |  |
| 5 | Breaks |  |
| 6 | Line Numbers |  |
| 7 | Hyphenation |  |

**Design>Page Background**



|  |  |  |
| --- | --- | --- |
| **#** | **Command** | **Description** |
| 1 | Watermark |  |
| 2 | Page Color |  |
| 3 | Page Borders |  |