Microsoft Word 2010 (Step by Step)

By Joyce Cox, Joan Lambert

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Experience learning made easy-and quickly teach yourself how to create impressive documents with Word 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include using styles and themes; sharing, printing, and publishing documents; editing images from within Word; using SmartArt® diagrams and charts; creating references, footnotes, indexes, and tables of contents; collaborating with multiple people at the same time on the same document; and turning your ideas into blogs, Web pages, and more.

From Inside the Book: How to Add Watermarks

There might be times when you want words to appear behind the text of a printed or online document. For example, you might want the word *CONFIDENTIAL* to appear faintly behind the text in a contract. When you want to dress up the pages of your document without distracting attention from the main text, you might consider displaying a faint graphic behind the text. These faint background effects are called watermarks. Watermarks are visible in a document, but because they are faint, they don't interfere with the readers' ability to view the document's main text.

In this exercise, you'll first add a text watermark to every page of a document, and then you'll add a graphic watermark.

SET UP You need the AuthorsDraft_start document and the OTSI-Logo picture located in your Chapter09 practice file folder to complete this exercise. Open the AuthorsDraft_start document, and save it as *AuthorsDraft*. Turn off formatting marks and the ruler, and set the magnification so that you can see all the text. Then follow the steps.
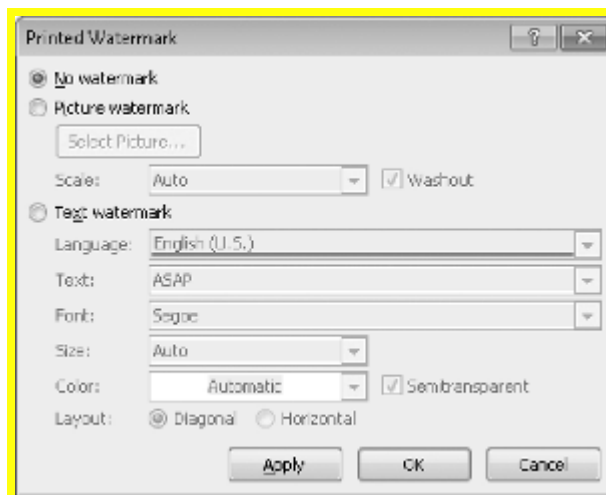
- 1. On the **Page Layout** tab, in the **Page Background** group, click the **Watermark** button.

The Watermark gallery appears.

You can click the thumbnail of a predefined watermark
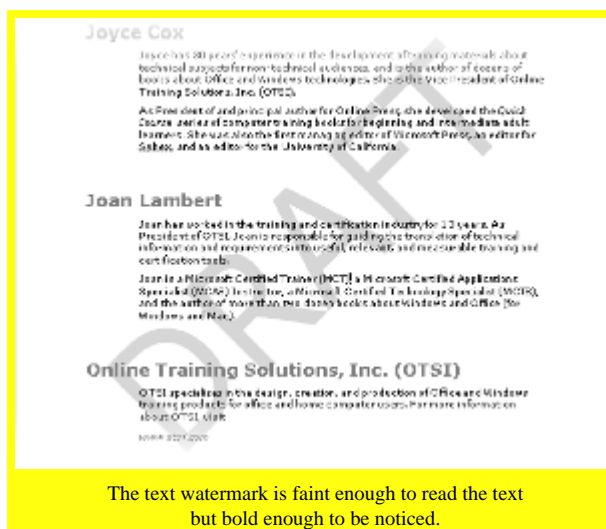or click Custom Watermark to define your own.

- 2. Scroll to the bottom of the gallery, noticing the available options. Clicking any of these options inserts the specified watermark in pale blue on every page of the current document.
  3. Below the gallery, click **Custom Watermark**. The Printed Watermark dialog box opens.
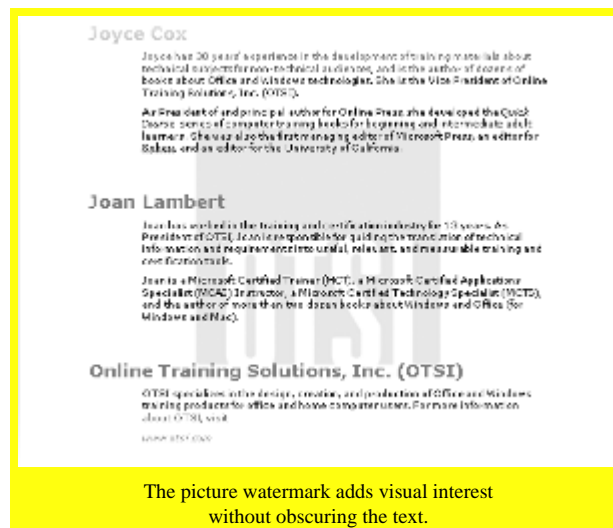
In this dialog box, you can specify a
picture or text watermark.

- 4. Click **Text watermark**, display the **Text** list, and then click **DRAFT**.
  5. Ensure that **Verdana** appears in the **Font** box.
  6. Click the **Color** arrow, and then click the purple box (**Purple, Accent 4**).
  7. With the **Semitransparent** check box and **Diagonal** option selected, click **OK**. The specified text is inserted diagonally across the page.

The text watermark is faint enough to read the text
but bold enough to be noticed.

- 8. On the **Page Layout** tab, in the **Page Background** group, click the **Watermark** button, and then click **Custom Watermark**.
  9. In the **Printed Watermark** dialog box, click **Picture watermark**, and then click **Select Picture**. The Insert Picture dialog box opens.
  10. Navigate to your **Chapter09** practice file folder, and double-click the **OTSI-Log** picture file.
  11. In the **Printed Watermark** dialog box, change the **Scale** setting to **200%**, and then click **Apply**.
  12. Drag the dialog box by its title bar until you can see the watermark. Then change the **Scale** setting by typing **400%**, and click **Apply**.
  13. With the **Washout** check box selected, click **Close**. The picture is inserted as a watermark at the size you specified.

The picture watermark adds visual interest
without obscuring the text.

- **CLEAN UP** Save the AuthorsDraft document, and then close it.

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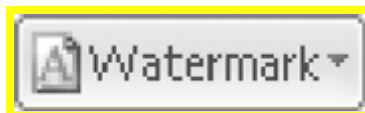
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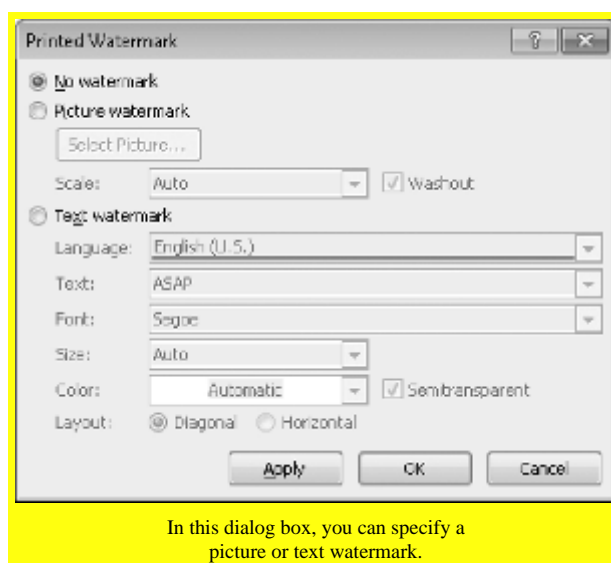
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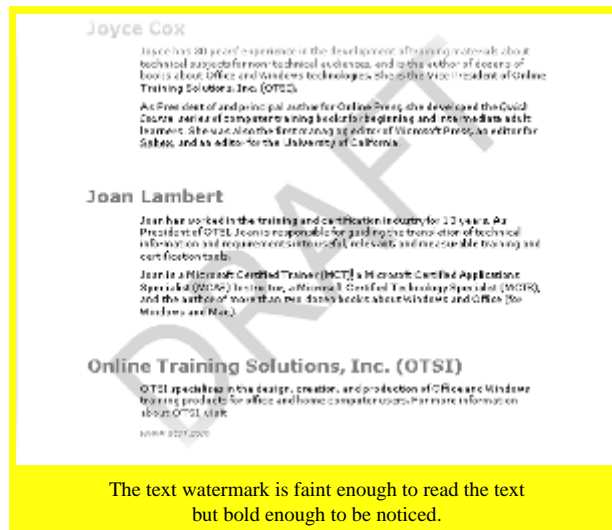

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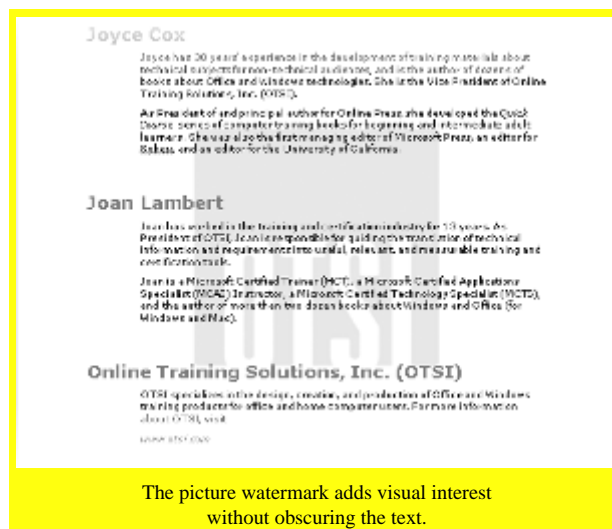In this dialog box, you can specify a
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Editorial Review

About the Author
Joan Lambert has worked closely with Microsoft technologies since 1986 and in the training and certification industry since 1997. As President and CEO of Online Training Solutions, Inc. (OTSI), Joan guides the translation of technical information and requirements into useful, relevant, and measurable resources for people who are seeking certification of their computer skills or who simply want to get things done efficiently.

Joan is the author or coauthor of more than three dozen books about Windows and Office (for the Windows, Mac, and iPad platforms) and three generations of Microsoft Office Specialist certification study guides. Joan is a Microsoft Certified Professional, Microsoft Office Specialist Master (for Office 2013, Office 2010, and Office 2007), Microsoft Certified Technology Specialist (for Windows and Windows Server), Microsoft Certified Technology Associate (for Windows), Microsoft Dynamics Specialist, and Microsoft Certified Trainer.

Joyce Cox has 20+ years' experience developing training materials on technical subjects for non-technical audiences, including dozens of books about Office and Windows.

Users Review

From reader reviews:

Marcus Leiva:

Why don't make it to be your habit? Right now, try to ready your time to do the important behave, like looking for your favorite publication and reading a book. Beside you can solve your problem; you can add your knowledge by the e-book entitled Microsoft Word 2010 (Step by Step). Try to make the book Microsoft Word 2010 (Step by Step) as your buddy. It means that it can being your friend when you truly feel alone and beside associated with course make you smarter than before. Yeah, it is very fortuned to suit your needs. The book makes you much more confidence because you can know everything by the book. So , let us make new experience as well as knowledge with this book.

Cindy Moats:

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