

Course
&
Test Series

 CBSE

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 Central Govt.
Service

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Services

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Entrance

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Self-Made Assignment - MS Word

Table of Contents, Page Themes and Color, Inserting Watermark in MS Word

The Importance of Time Management

Effective time management is essential for achieving personal and professional goals. By planning and organizing tasks, you can prioritize your activities, stay focused, and reduce stress. Setting clear deadlines, breaking down large projects into smaller tasks, and using tools like to-do lists or digital calendars can help you stay on track. Additionally, making time for breaks and relaxation is key to maintaining productivity without burnout. By mastering time management, you can improve your efficiency and enjoy a more balanced and fulfilling life.

Task: Apply Page Theme, Color, and Insert a Watermark

Steps to Perform:

1. Apply a Page Theme:
 - Go to the **Design** tab on the Ribbon.
 - In the **Document Formatting** group, click **Themes** and select a theme that suits your document (e.g., "Ion" or "Facet", or any theme of your choice).
2. Change the Page Color:
 - In the **Design** tab, click on **Page Color** (in the Page Background group).
 - Choose a color for your document's background (e.g., a light pastel color or soft shade to complement your theme).
3. Insert a Watermark:
 - In the **Design** tab, click on **Watermark** in the **Page Background** group.
 - Click on Watermark option then click on **Custom Watermark** to create your own watermark create your name as watermark
 - If you select **Custom Watermark**, you can either insert a text watermark.