

MS Word



MS Word tutorial provides basic and advanced concepts of Word. Our Word tutorial is designed for beginners and professionals.

Microsoft Word is a computer application program written by Microsoft. It is mainly used to design text for presentation.

Our MS Word tutorial includes all topics of MS Word such as save the document, correct error, word count, font size, font style, apply a style, customize a style, page size, page margin, insert header and footer and more.

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What is Microsoft Word

Microsoft Word is word processing software. It is developed by Microsoft and is part of Microsoft Office Suite. It enables you to create, edit and save professional documents like letters and reports.

Brief History

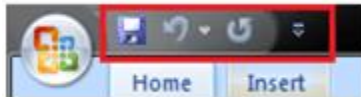
Microsoft word was released in 1983 as Multi-Tool Word. Its first version was based on the framework of Bravo which was world's first graphical writing program.

Microsoft renamed Multi Tool Word to Microsoft Word, and then in October 1983, Microsoft released its first version for the IBM PC.

Quick Access Toolbar

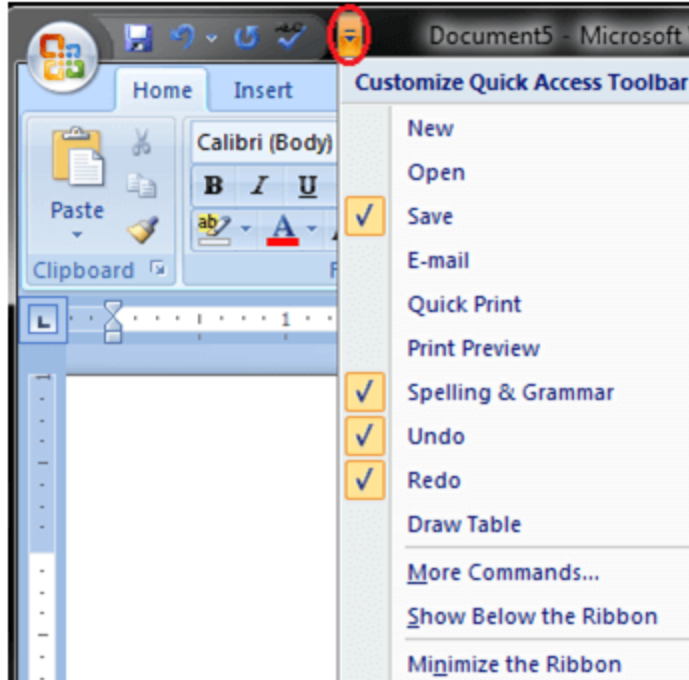
Quick Access Toolbar lies next to the Microsoft Office Button. It is a customizable toolbar that comes with a set of independent commands. It gives you quick access to commonly used commands such as Save, Undo, Redo, etc.

See the image:



When you click the drop-down arrow next to toolbar it offers more commands. With a left click you can add any of these commands to Quick Access Toolbar. You can also remove the commands added to the tool bar. The indent, spacing values, individual styles and other features that appear on the ribbon cannot be added to quick access toolbar. The following image is showing the menu of quick access toolbar.

See the image:



Title Bar

It lies next to the Quick Access Toolbar. It displays the title of the currently open document or application. It is present on almost all windows displayed on your computer. So, if there are several windows across the screen, you can identify each window by looking at the title bar. In many graphical user interfaces, you can also move a window by dragging the title bar.

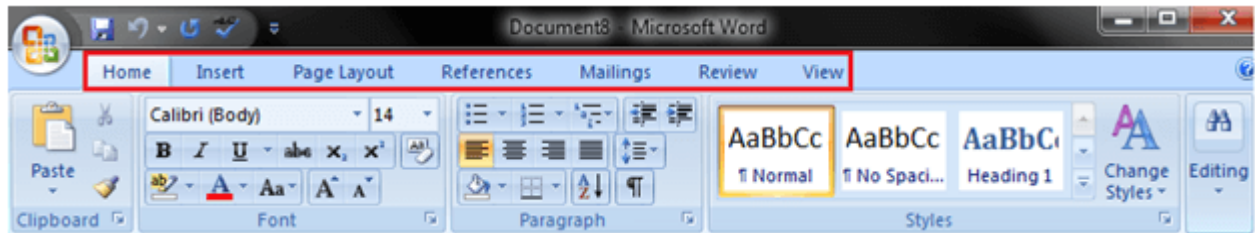
See the image:



Ribbon and Tabs

The Ribbon is a user interface element which was introduced by Microsoft in Microsoft Office 2007. It is located below the Quick Access Toolbar and the Title Bar. It comprises seven tabs; Home, Insert, Page layout, References, Mailing, Review and View. Each tab has specific groups of related commands. It gives you quick access to the commonly used commands that you need to complete a task.

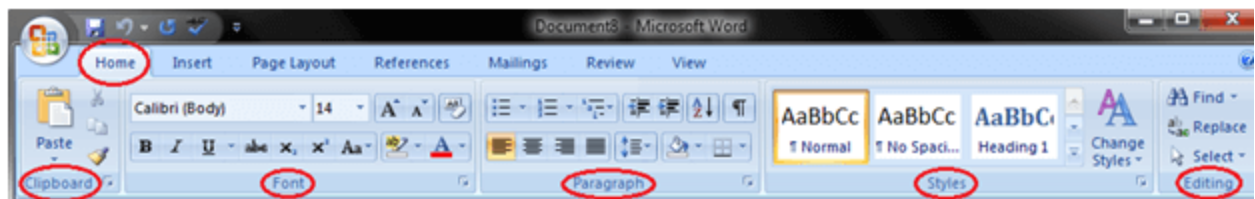
See the image:



Home tab:

The Home tab is the default tab in Microsoft Word. It has five groups of related commands; Clipboard, Font, Paragraph, Styles and Editing. It helps you change document settings like font size, adding bullets, adjusting styles and many other common features. It also helps you to return to the home section of the document.

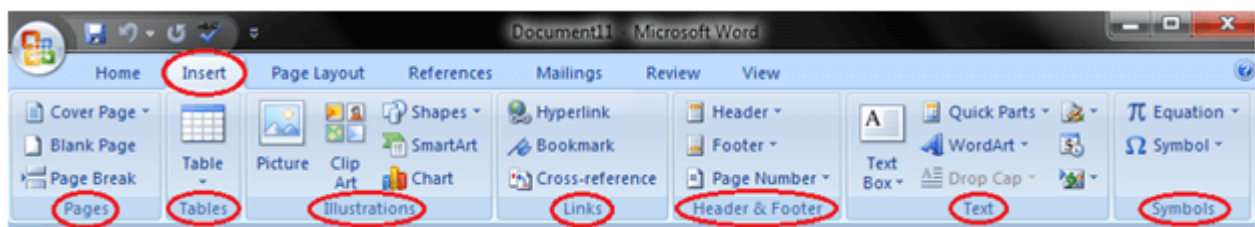
See the image:



Insert tab:

Insert Tab is the second tab in the Ribbon. As the name suggests, it is used to insert or add extra features in your document. It is commonly used to add tables, pictures, clip art, shapes, page number, etc. The Insert tab has seven groups of related commands; Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols.

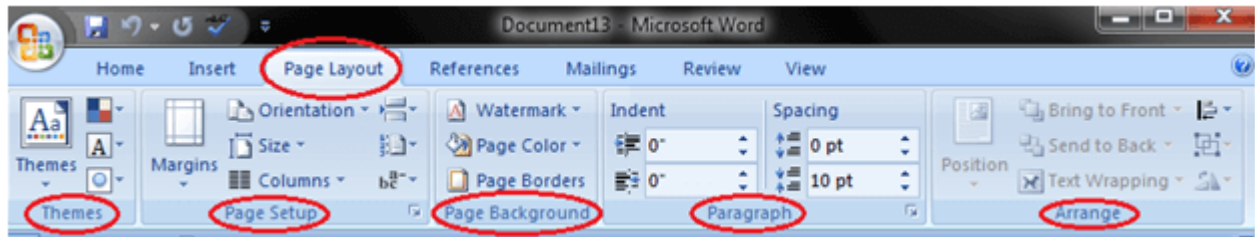
See the image:



Page Layout tab:

It is the third tab in the Ribbon. This tab allows you to control the look and feel of your document, i.e. you can change the page size, margins, line spacing, indentation, documentation orientation, etc. The Page Layout tab has five groups of related commands; Themes, Page Setup, Page Background, Paragraph and Arrange.

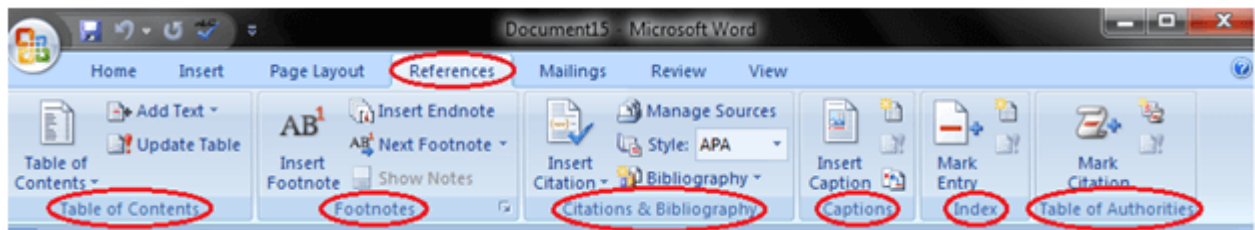
See the image:



References tab:

It is the fourth tab in the Ribbon. It allows you to enter document sources, citations, bibliography commands, etc. It also offers commands to create a table of contents, an index, table of contents and table of authorities. The References tab has six groups of related commands; Table of Contents, Footnotes, Citations & Bibliography, Captions, Index and Table of Authorities.

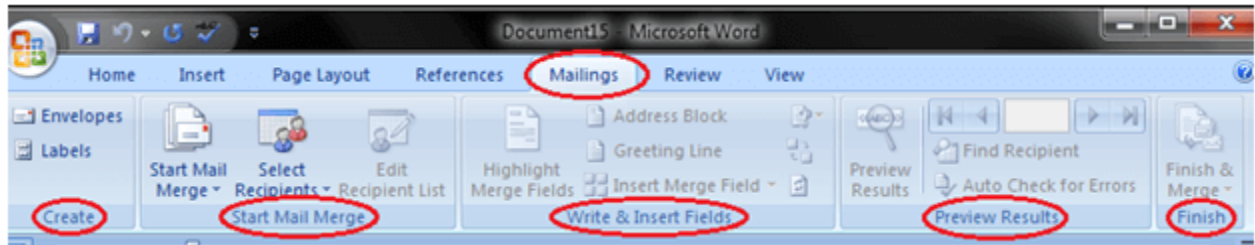
See the image:



Mailings tab:

It is the fifth tab in the ribbon. It is the least-often used tab of all the tabs available in the Ribbon. It allows you merge emails, writing and inserting different fields, preview results and convert a file into a PDF format. The Mailings tab has five groups of related commands; Create, Start Mail Merge, Write & Insert Fields, Preview Results and Finish.

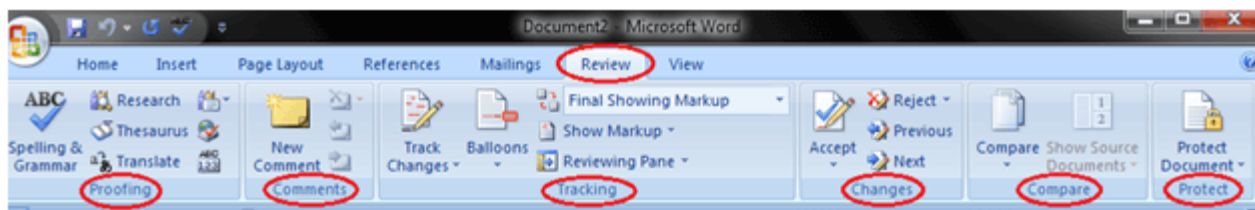
See the image:



Review tab:

It is the sixth tab in the Ribbon. This tab offers you some important commands to modify your document. It helps you proofread your content, to add or remove comments, track changes, etc. The Review tab has six groups of related commands; Proofing, Comments, Tracking, Changes, Compare and Protect.

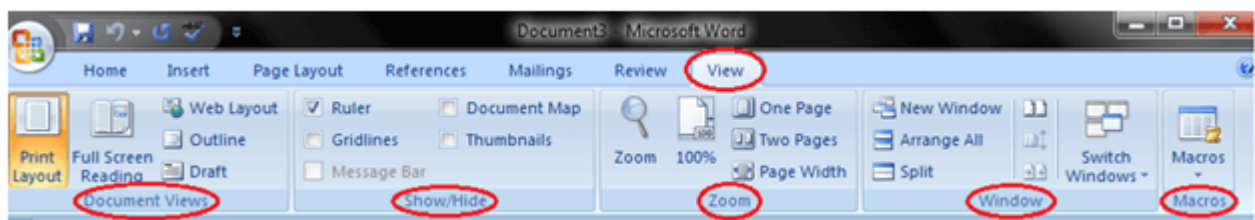
See the image:



View tab:

The View tab is located next to the Review tab. This tab allows you to switch between Single Page and Two Page views. It also enables you to control various layout tools like boundaries, guides, rulers. Its primary purpose is to offers you different ways to view your document. The View tab has five groups of related commands; Document Views, Show/Hide, Zoom, Window and Macros.

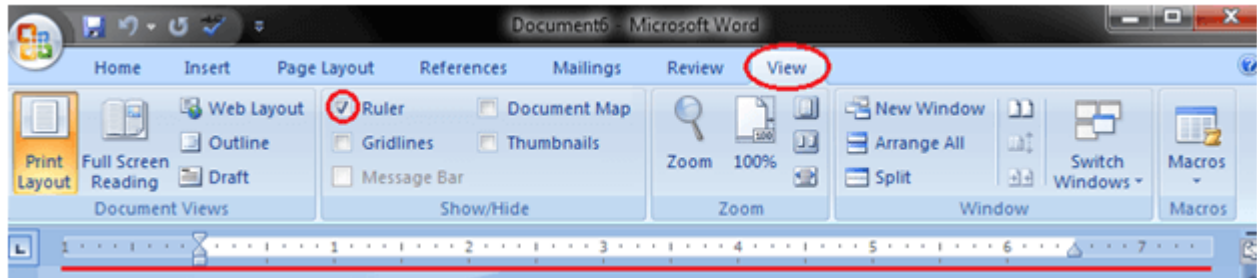
See the image:



Ruler

The Ruler is located below the Ribbon around the edge of the document. It is used to change the format of the document, i.e. it helps you align the text, tables, graphics and other elements of your document. It uses inches or centimeters as the measurements unit and gives you an idea about the size of the document.

See the image:



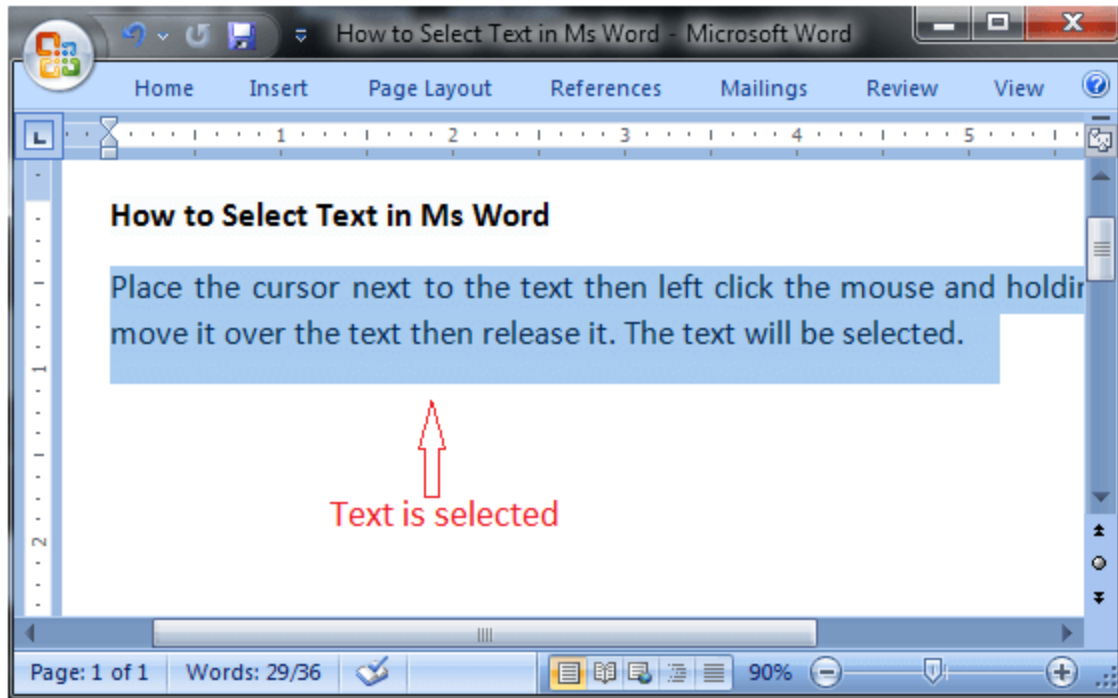
How to Select Text in MS Word

Place the cursor next to the text then left click the mouse and holding it down move it over the text then release it. The text will be selected.

Some shortcuts for selecting text are:

- To select a single word double click within the word
- To select the entire paragraph triple click within the paragraph
- To select entire document, in Home tab, in Editing group click Select then choose Select All option or press CTRL+A
- Shift + Arrow; hold down the shift key then press the arrow key, the word will select the text in the direction of the arrow key. There are three arrow keys, so you can select the text in three different directions.

See the image;



How to Copy and Paste Text in MS Word

Word offers different methods to copy and paste text. Some of the popular methods are given below;

Method 1;

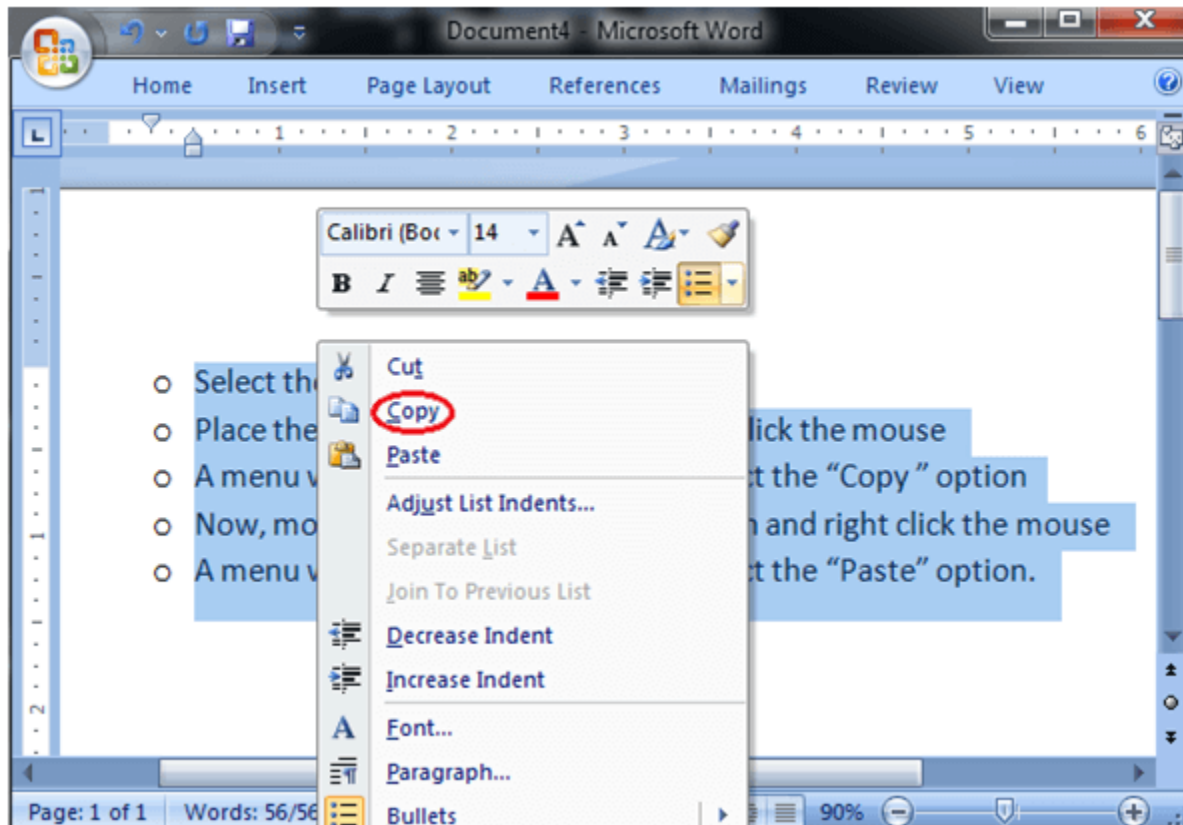
- Select the text you want to copy
- Select the Home tab and click the Copy command
- Place the cursor where you want to paste the text
- Click the Paste command in Home tab

Method 2;

- Select the text
- Place the cursor over the text and right click the mouse
- A menu will appear; with a left click select the "Copy" option
- Now, move the cursor to a desired location and right click the mouse

- A menu will appear; with a left click select the 'Paste' option.

See the image;



How to Save the Document in MS Word

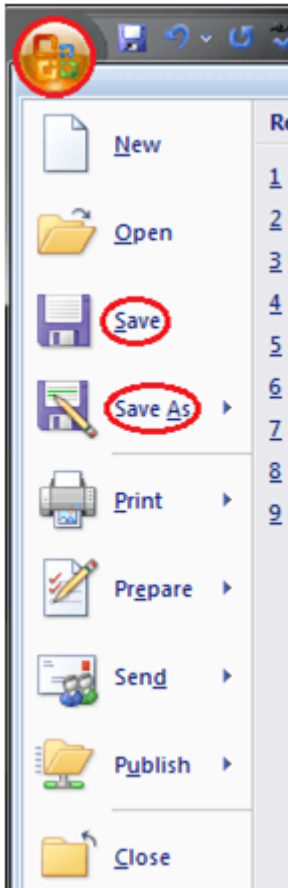
When you create a document it is important to save the document so that it can be viewed or reused later. The basic steps to save a document are listed below;

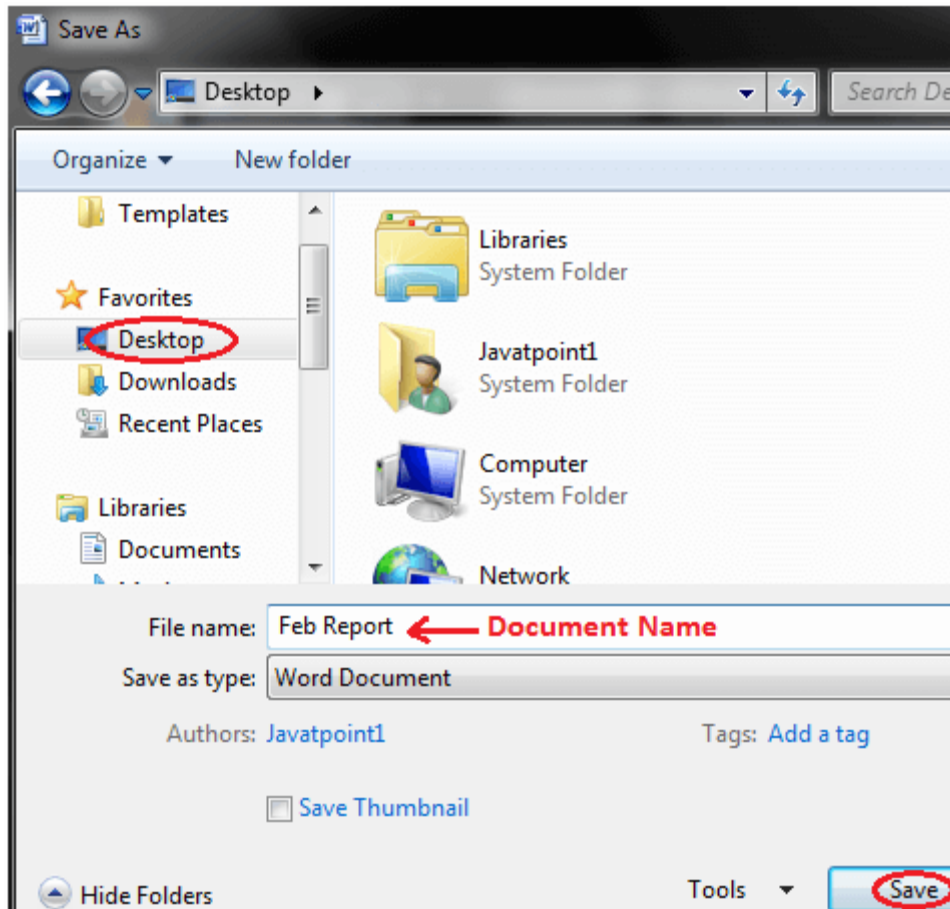
- Click the Microsoft Office Button
- A list of different commands appears
- Click the 'Save As' command
- it displays 'Save As' Dialogue Box
- Save the document to desired location with a desired name

You can also choose 'Save' command from the list to save the document to its current location with same title. If you are saving a fresh document it displays 'Save As' dialogue box.

The shortcut method to save a document is to press "Ctrl+S" keys. It opens the 'Save As' dialogue box where you can name you document and save it to a desired location.

See the image:





How to Correct Errors in Ms Word

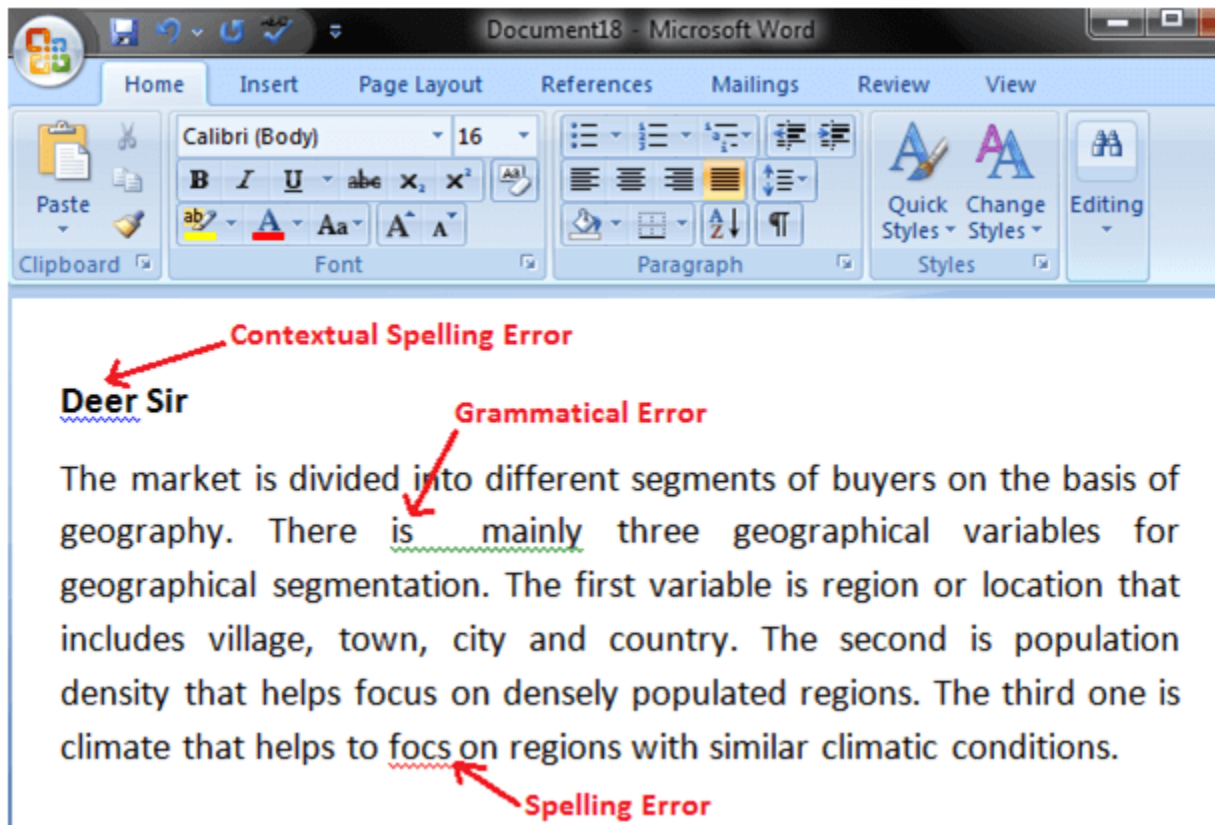
When you type text in a document, by default the Word informs you if there is any contextual, spelling or grammatical error. Word informs you in different ways for different errors;

If there is any contextual error in the document, it will underline the text with blue line.

If there is any spelling error in the document, it will underline the text with red line.

If there is any grammar error in the document, it will underline the text with green line.

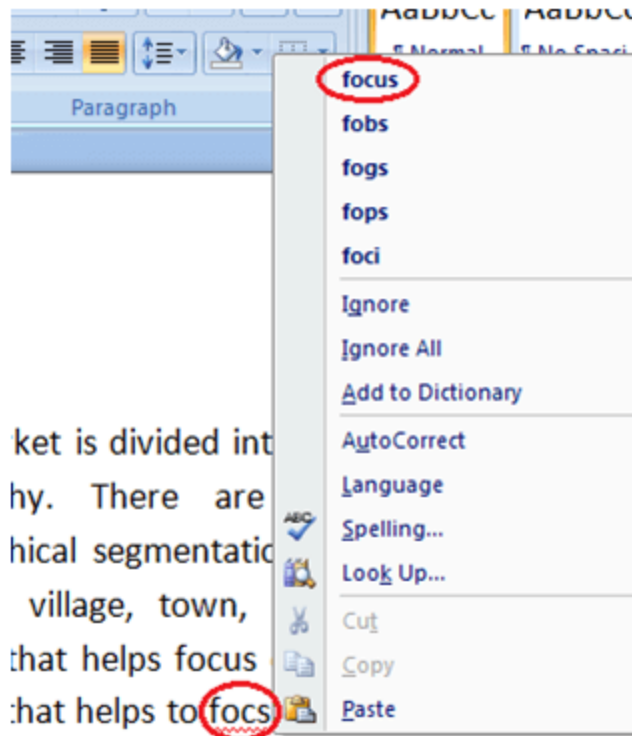
See the image:



Steps to correct errors:

- Place the cursor over the text that you want to correct
- Right click the mouse
- A list of suggestions appears
- Choose the correct word with a left click

See the image:

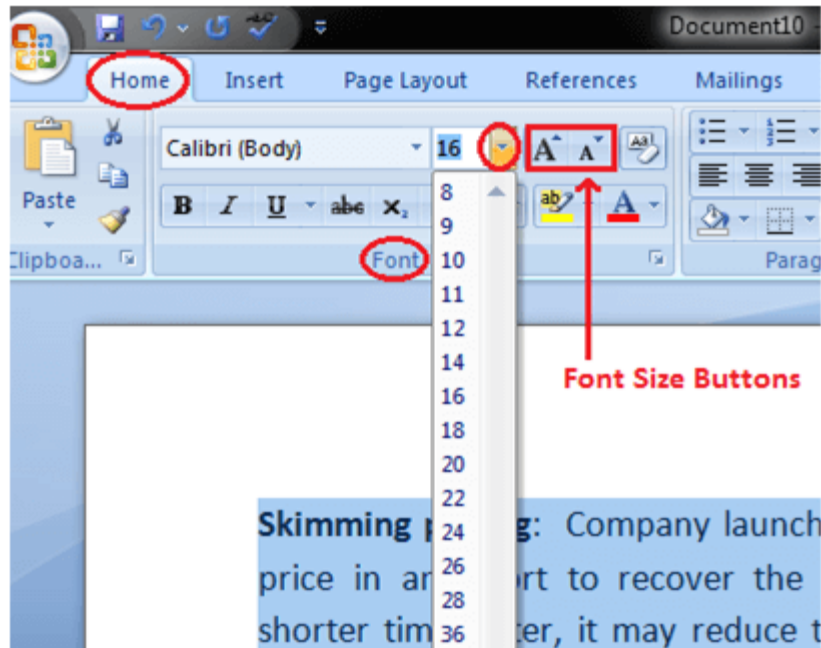


How to Change Font Size in MS Word

You can easily change the font size of your text in the document. The basic steps to change the Font size are listed below;

- Select the text that you want to modify
- In Home tab locate the Font group
- In Font group click the drop-down arrow next to font size box
- Font size menu appears
- Select the desired font size with a left click
- Select the text and click the increase or decrease font size buttons

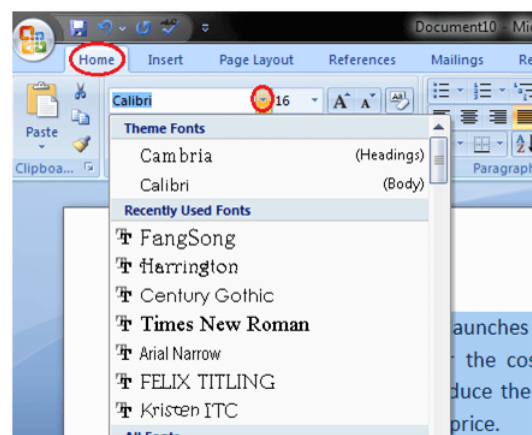
See the image:



How to Change Font Style in MS Word

The basic steps to change the font of a text in a document are given below;

- Select the text you want to modify
- Select the Home tab and locate the Font group
- Click the drop-down arrow next to font style box
- Font style menu appears
- With a left click select the desired font style
- If you want to change the font to bold or italic, click the 'B' or 'I' icons on the format bar.

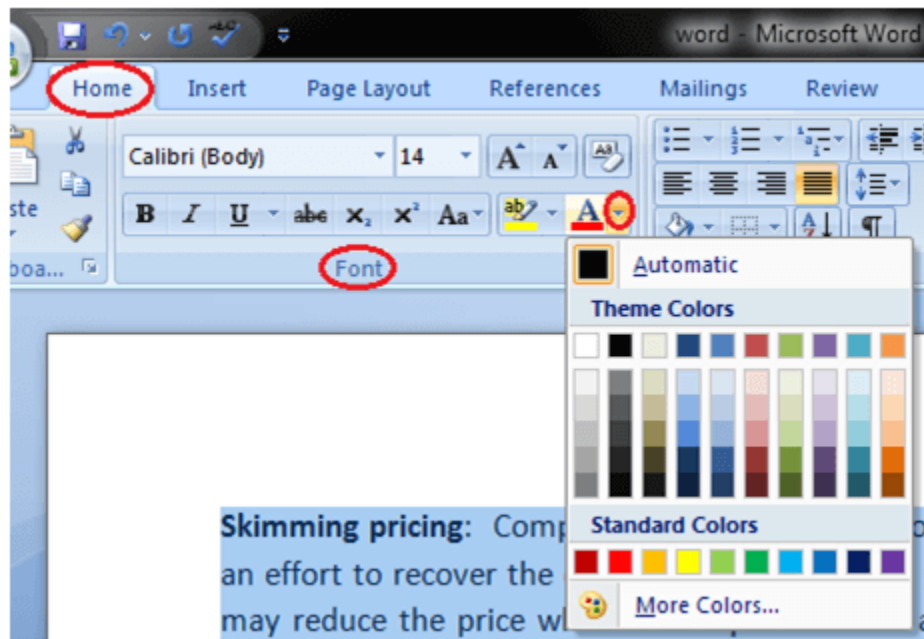


How to Format Font Color in MS Word

MS Word allows you to change the Font color of your text. If you want to emphasize a particular word or phrase, you can change its font color. The basic steps to change the Font color are given below;

- Select the text you want to modify
- In Home tab locate the Font group
- Click the drop-down arrow next to Font color button
- Font color menu appears
- Select the desired font color with a left click
- Word will change the Font color of the selected text.

See the image:



How to Change Text Case in MS Word

You can easily change the text case in your document by following the steps given below;

- Select the text you want to change
- In Home tab locate the Font group
- Click the drop-down arrow in 'Change Case' button
- It displays text case menu
- Select the desired case with a left click

The case menu offers four options;

Sentence case: It capitalizes the first letter of each sentence.

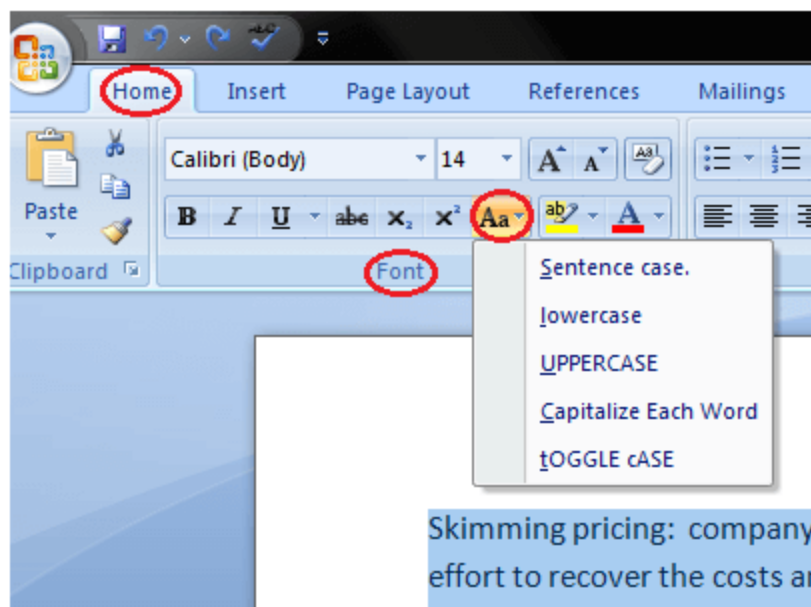
Lowercase: It changes the text from uppercase to lowercase.

Uppercase: It capitalizes all the all letters of your text.

Capitalize Each Word: It capitalizes the first letter of each word.

Toggle Case: It allows you to shift between two case views, e.g. to shift between Capitalize Each Word and cAPITALIZE eACH wORD .

See the image:



How to Change Text Alignment in MS Word

You can change the text alignment in your document to make it more presentable and readable. The basic steps to change the text alignment are given below;

- Select the content you want to modify
- In Home tab locate the Paragraph group
- It has four alignment options ;

Align Text Left: Aligns the text towards left margin

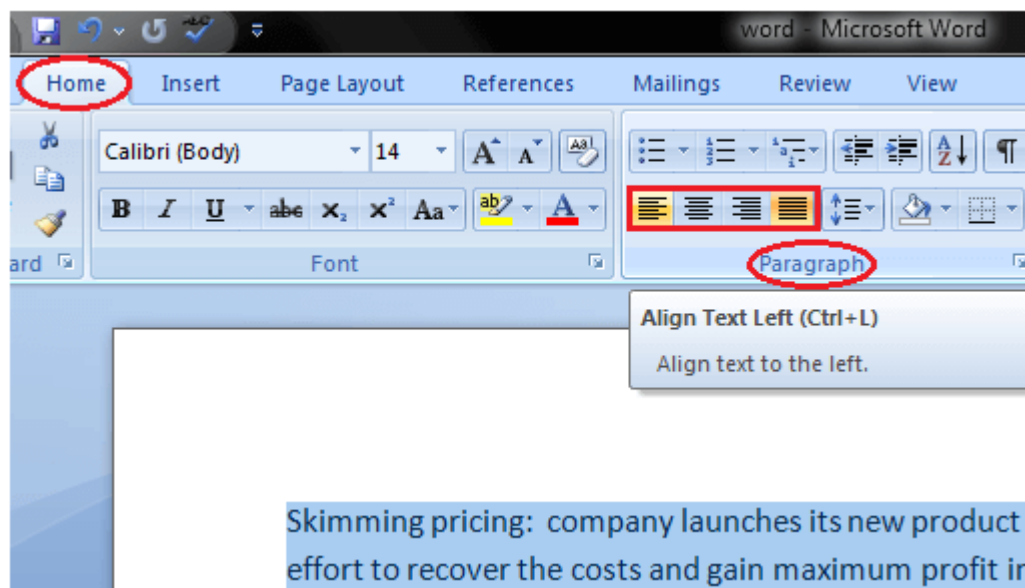
Center: Brings the text at centre

Align Text Right: Aligns the text towards right margin

Justify: Aligns the text to both left and right margins

- Select the desired alignment option with a left click

See the image:

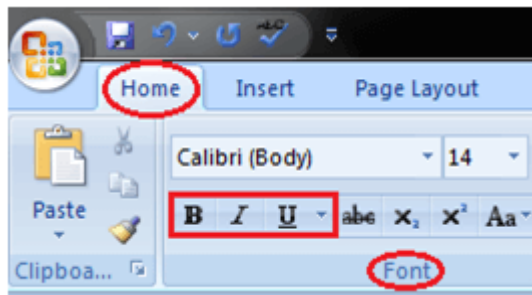


Bold, Italic and Underline Commands in MS Word

These commands are given in the Font group in the Home tab. Their functions are given below;

- **Bold:** It allows you to Bold the text of your document
- **Italic:** It allows you to Italicize the text of your document
- **Underline:** It allows you to underline the text of your document

See the image:

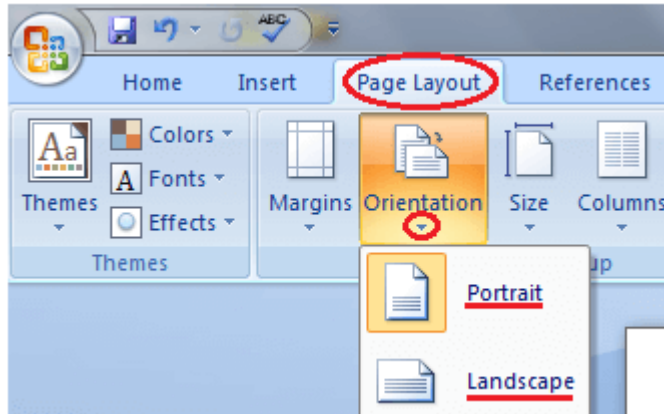


How to Change Page Orientation in MS Word

Page Orientation refers to the direction in which a document is displayed. It is of two types; portrait (vertical) and landscape (horizontal). The default orientation is portrait; it can be changed to landscape by following these steps;

- Select the Page Layout tab
- Locate the Page Setup group
- In Page Setup group click the Orientation command
- It displays two options, Portrait and Landscape
- Select the desired page orientation

See this images:



How to insert a header and footer in Microsoft Word document

In Microsoft Word, Headers and Footers are used to insert additional information such as **title, file name, date, page numbers, etc.** The presence of both header and footer in the Word document makes your document more professional and easier to read as well as understand.

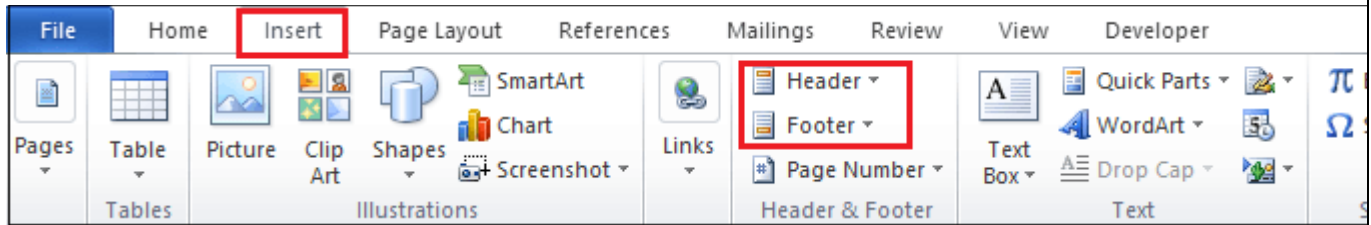
Headers appear at the **top margin of the Word document**, while **Footers** appear at the **bottom margin of the Word document**.

To insert a header and footer in Microsoft Word, follow the below given basic steps -

Step 1: Open the new or an existing Word document in which you want to insert header and footer.

Step 2: Go to the **Insert** tab at the top of the Ribbon.

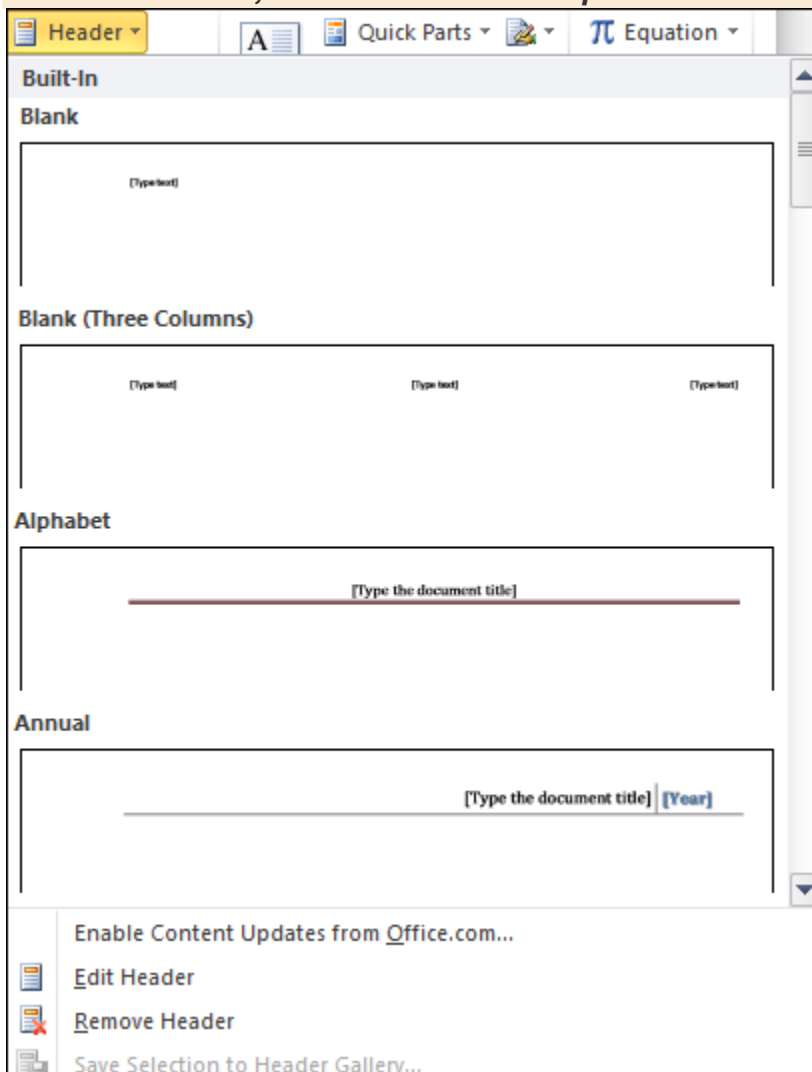
Step 3: Click on **either header or footer** drop-down menu in the **Header & Footer section**.



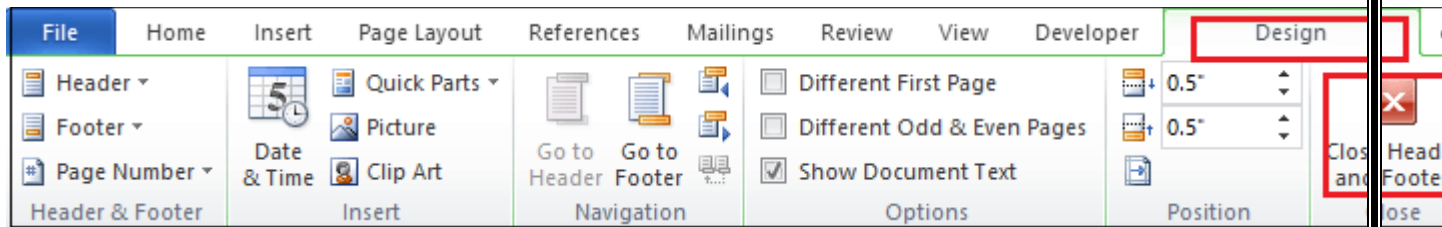
Note: In our case, we are going to use Header drop-down option.

Step 4: A Header or Footer drop-down menu will display on the screen with a list of built-in Header or Footer options. Select your desired option from the Built-in list.

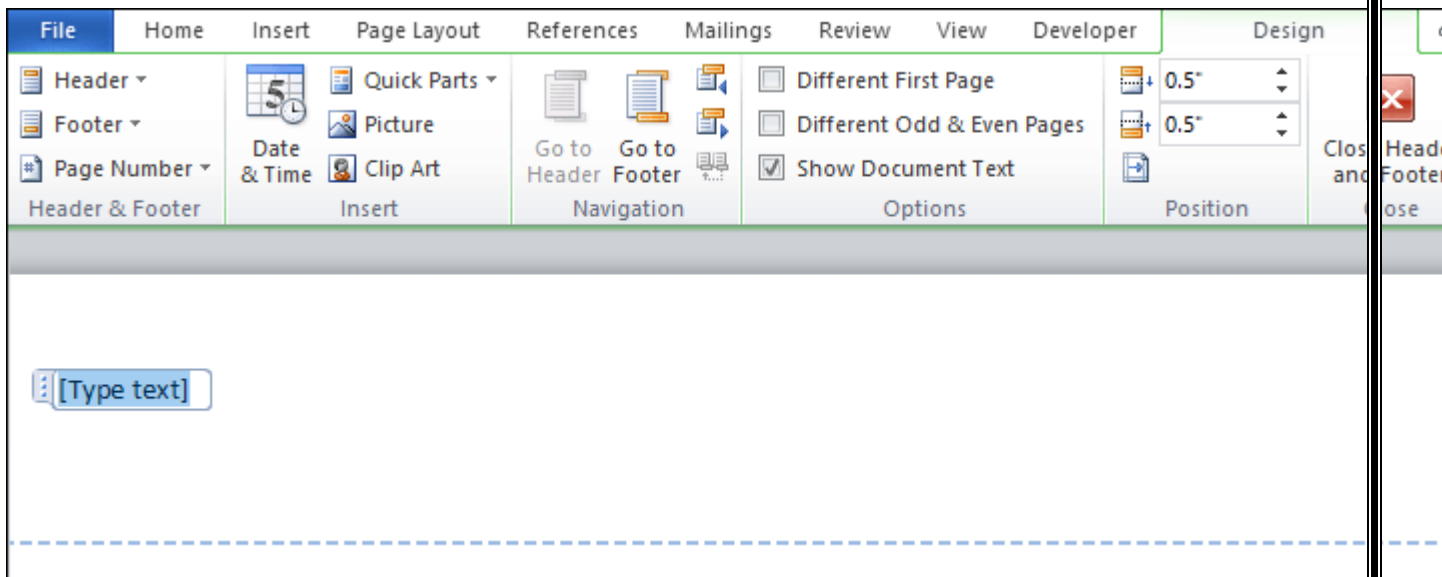
Note: In our case, we select the Blank option.



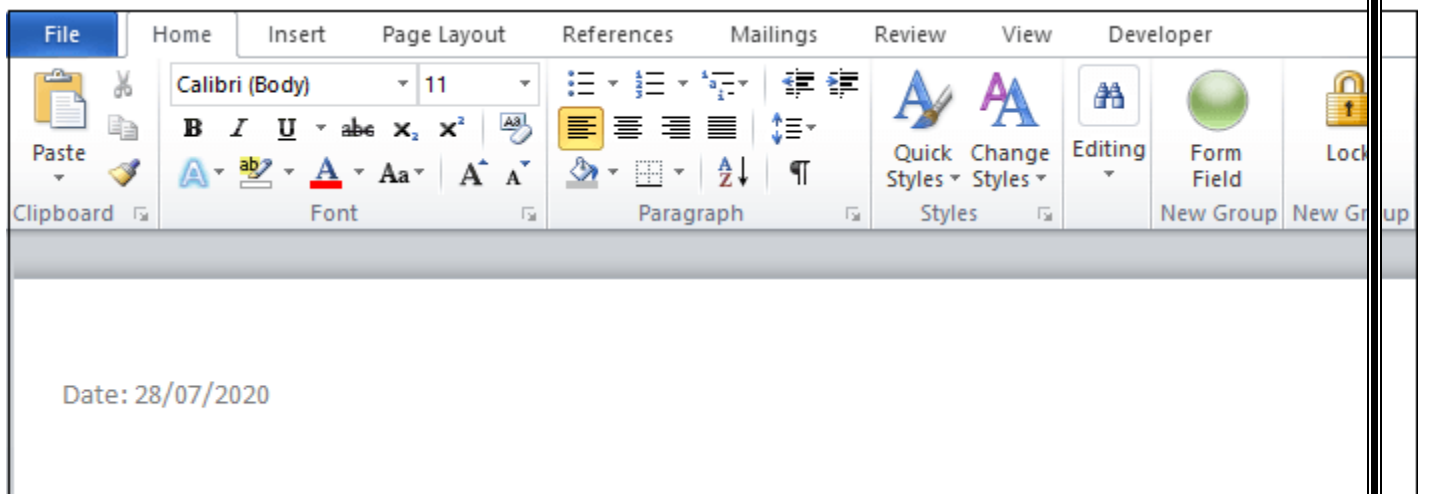
Step 5: A **Design** tab with Header & Footer option will appear at the top of the document (on the Ribbon), as shown in the below screenshot.



Step 6: Type your desired information into the header or footer section.



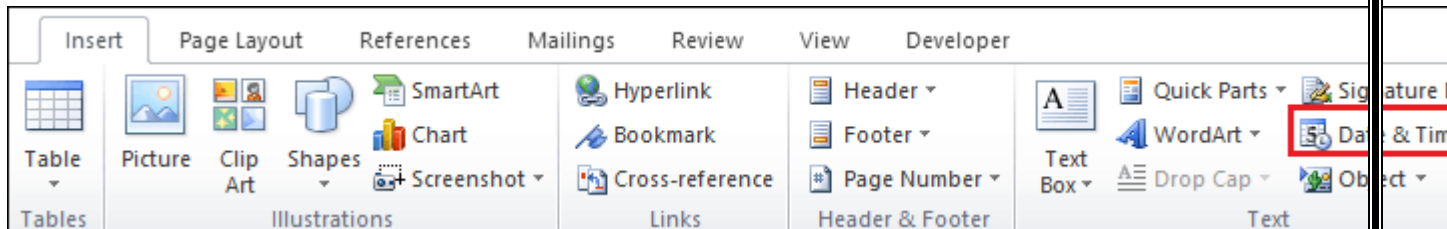
Step 7: Once you type your desired text in the Header section, click on Close Header and Footer under the Design section on the Ribbon or press the Esc key from the keyboard to remove the dotted underline. Now, you can see that the Header is inserted to the Word document.



Insert the Date or Time in a Header or Footer

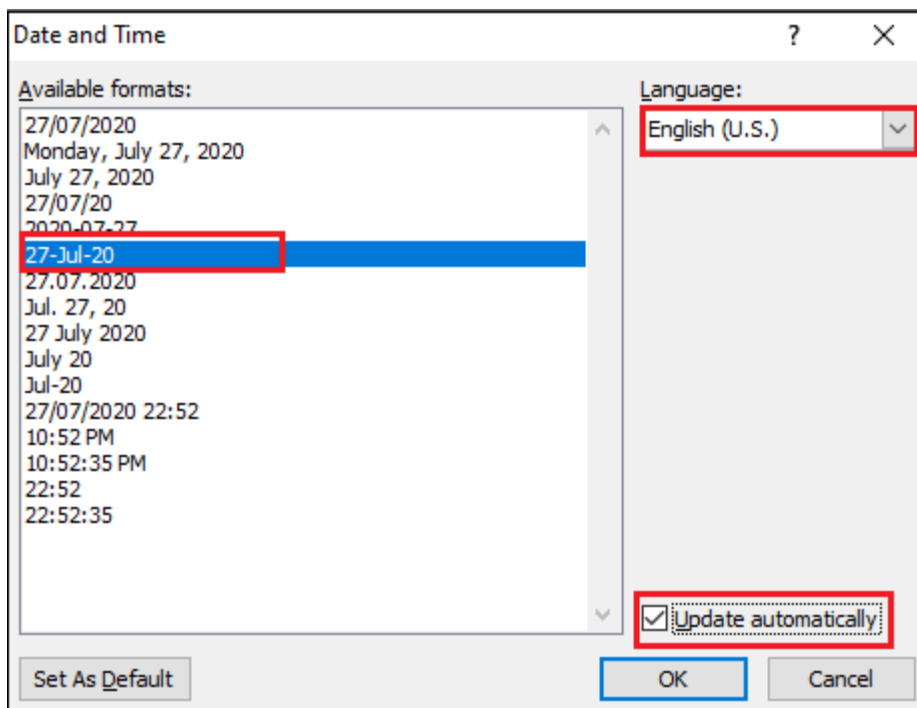
To insert the Date or Time in a Header or Footer, follow the below instructions -

1. Go to the **Insert** tab on the Ribbon and click on the **Date & Time** option in the **Text** section.



2. A Date and Time dialog box will appear on the screen in which do the following -

- Select Date format from the Available format.
- Select your desired language.
- Tick on the Update automatically checkbox.
- Click on the OK button at the bottom of the dialog box.



Now, you can see that your selected format will appear on the Word document.

Edit Header and Footer in Word document

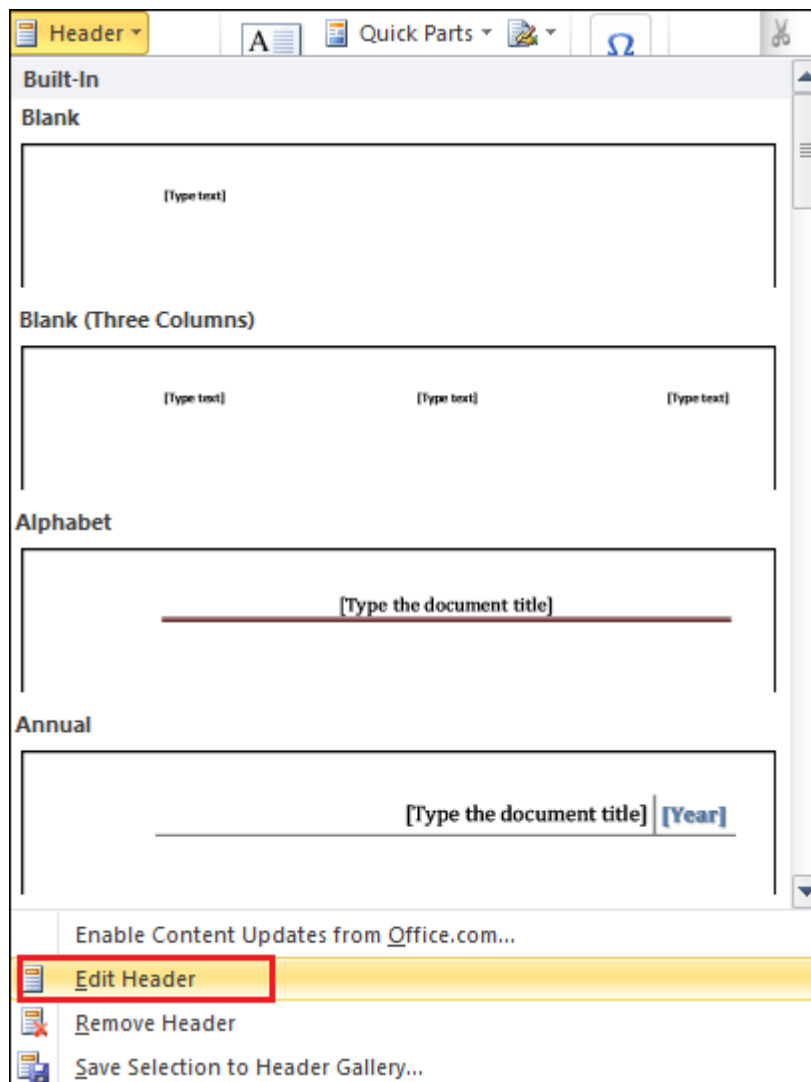
Once you create Header and Footer in Word document, you can also edit it based on your requirement.

There are the following steps to edit Header and Footer in Word document.

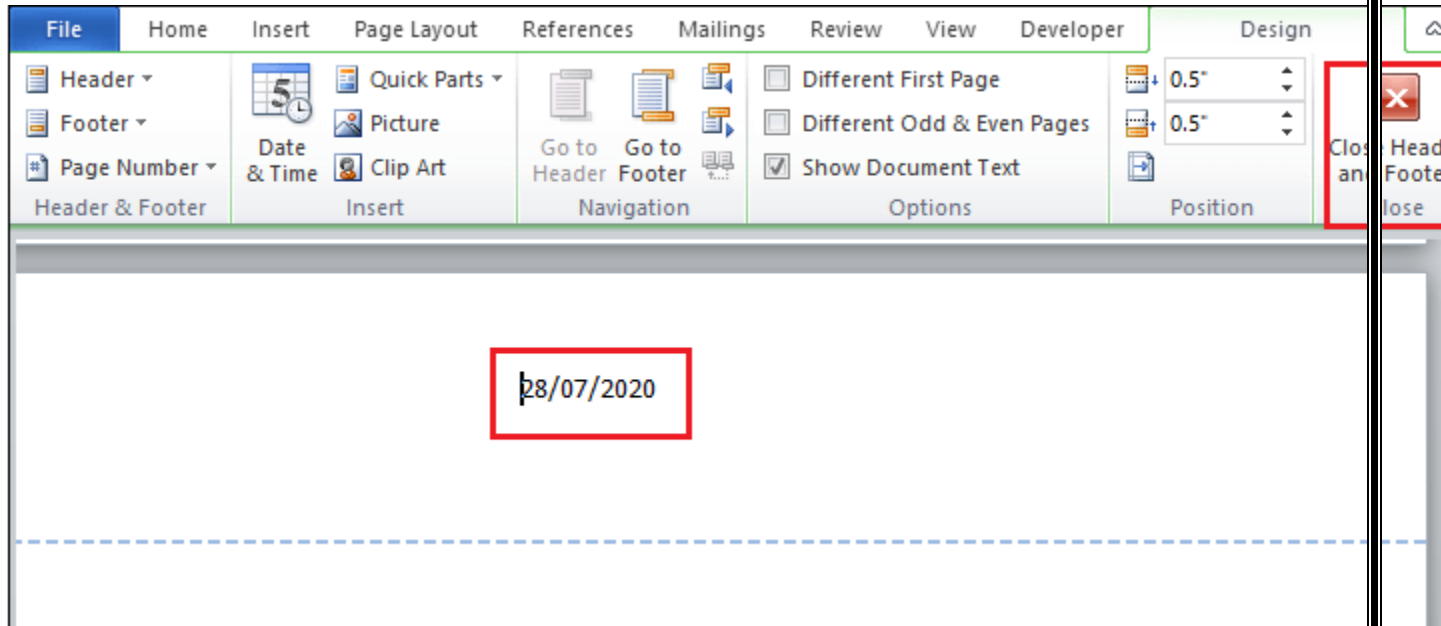
Step 1: Go to the **Insert** tab on the Ribbon and click on **either Header or Footer** drop-down menu that you want to Edit.

Note: In our case, we are going to edit a Header, so we select Header drop-down option.

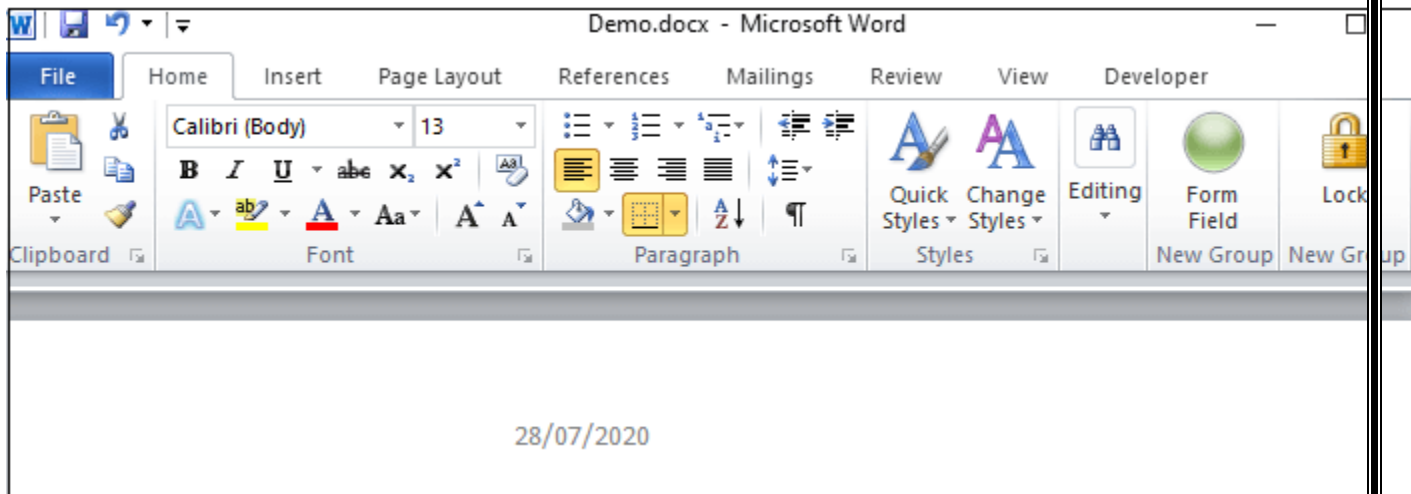
Step 2: A **Built-In** Header option window will appear on the screen. Click on the **Edit Header** option.



Step 3: Edit Header based on your requirement. Once you edit Header, click on the **Close** Header and Footer option at the top right corner of the document to disappear the blue dotted lines.



Now, you can see that Header is edit based on your requirement.

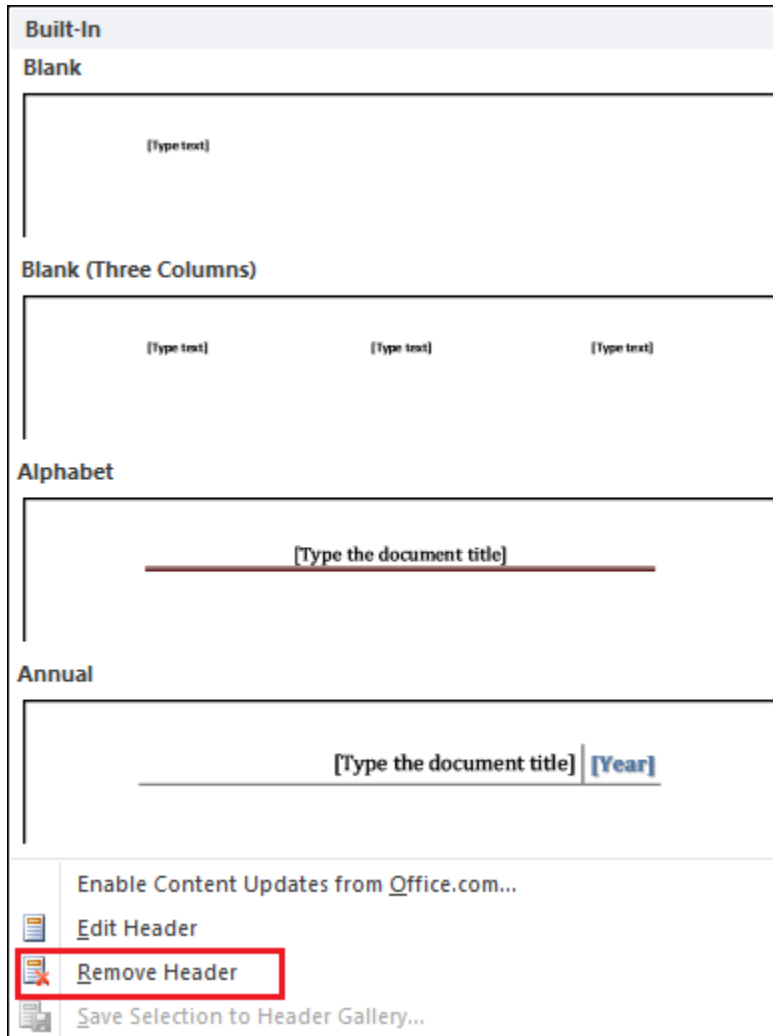


Delete Header and Footer from Word document

To Delete Header and Footer from Word document, follow the below steps -

1. Go to the **Insert** tab on the Ribbon and click on the **Header & Footer** option.

2. A Header or Footer dialog will appear on the screen. Click on the **Remove Header or Remove Footer** option.



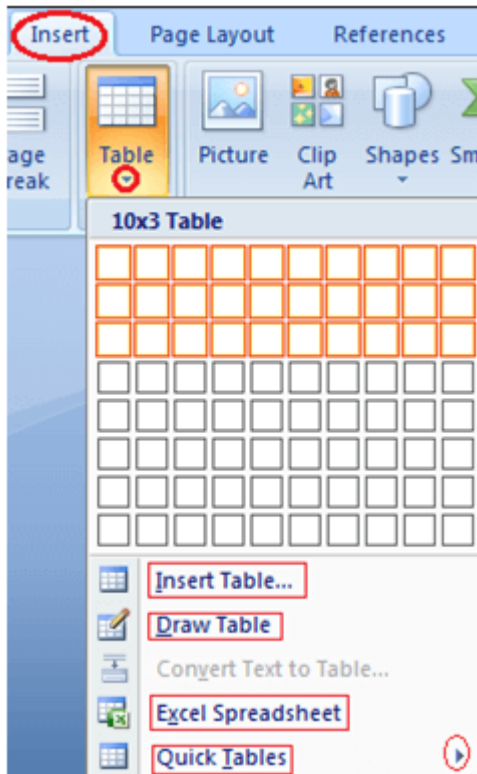
How to Insert Table in MS Word

Table is a versatile tool of MS Word. It allows you to organize your information, i.e. you can align text, present numerical data and create forms and calendar. The steps to insert table are given below;

- o Place the cursor where you want to insert the table
- o Select the Insert tab
- o In Tables group click the Table command

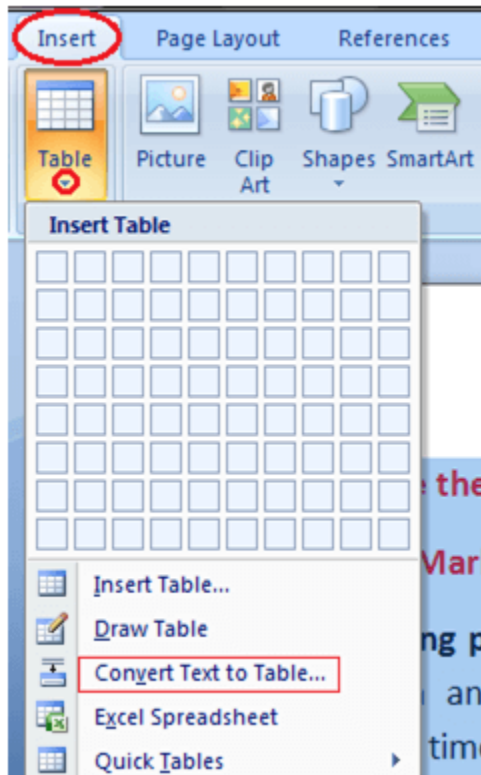
- It displays different options to insert the table
- Select the desired option to insert the table

See the image:



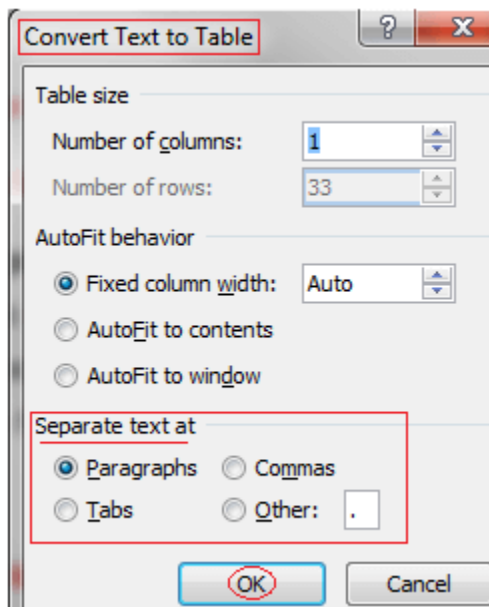
Convert Text to Table

- Select the text
- Select the Insert tab
- In Tables group click the Table command
- Select the 'Convert Text to Table' option;



- It displays a dialog box
- In 'Separate text at' section select the desired option
- Click OK, the text will convert to a table

See this image:

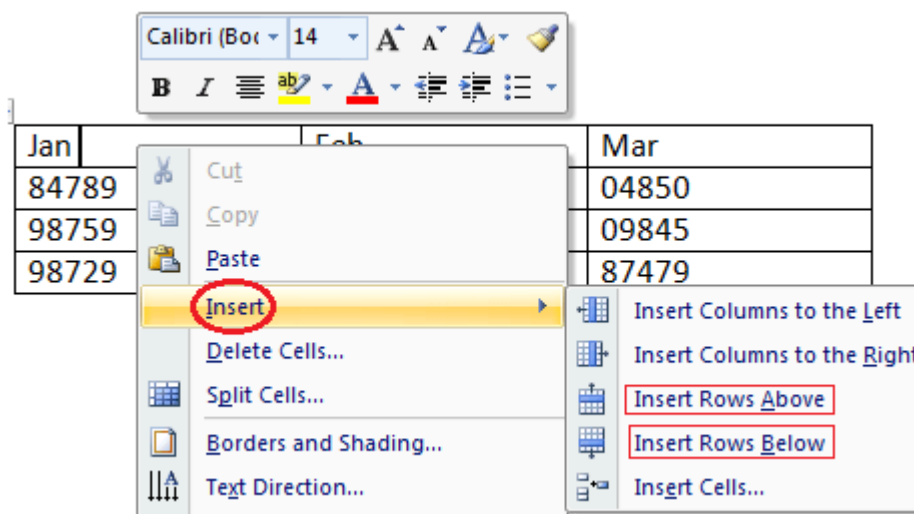


How to Add Row in Table

If you want to increase or add a new row in your table, you can follow the steps given below;

- Place the cursor in a row above or below which you want to add row
- Right click the mouse
- A menu appears
- Place the arrow over Insert option
- It will display a menu
- As required select 'Insert Rows Above' or 'Insert Rows Below'

See this images:



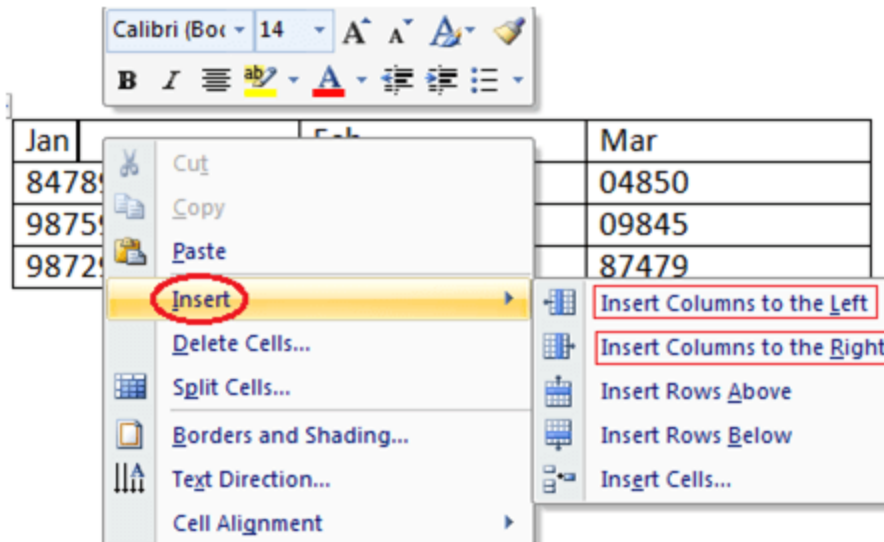
How to Add Column in Table

If you want to increase or add a new column in your table, you can follow these steps;

- Place the cursor in the column adjacent to which you want to add the column
- Right click the mouse
- It displays a menu
- Place the arrow over Insert option
- It shows a list of commands

- As required select 'Insert Columns to the Right' or 'Insert Columns to the Left'

See the image:

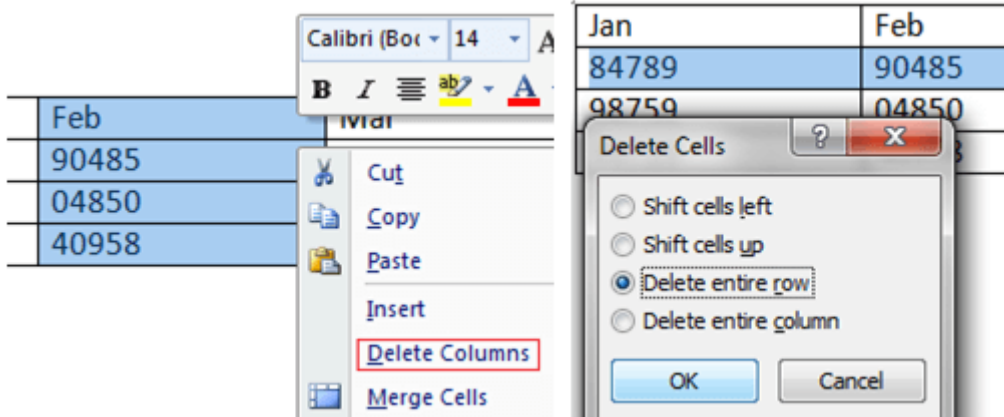


How to Delete Column or Row in Table

The table command also allows you to delete a column or row in your table. You can delete the unwanted columns or rows by following these steps;

- Select the column or row of the table
- Right click the mouse
- A menu appears
- As required select 'Delete Columns' or 'Delete Rows'

See the image:

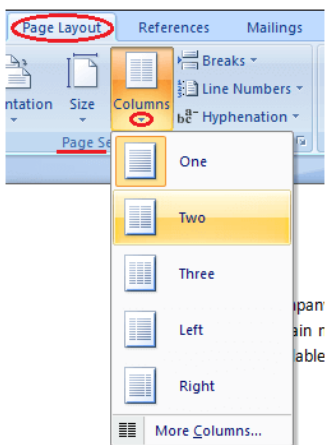


How to Split Text to Columns

You can split your text to columns as shown in the image given below. It helps you make your text more readable and presentable. The steps involved in this process are given below;

- Open the document
- Select the Page Layout tab
- In Page Setup group click the Columns command
- It displays a list of options to split text into columns
- Select the desired option

See the image:



How to password protect a Word document

Password protection helps you to protect your document safe and secure from unauthorized access. Password-protected documents can't be accessed or read by anyone without entering the password. In Microsoft Word, passwords are case-sensitive and generally within the range of 15 characters.

Note 1: Always remember your Word document password because if you forget your password, Microsoft Word can't be able to recover your password.

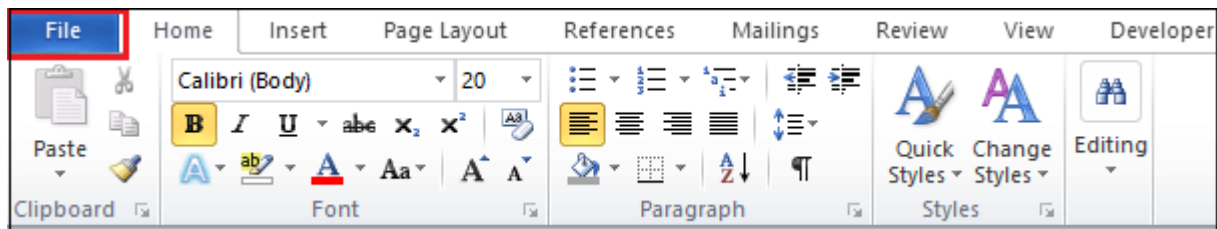
Note 2: Do not share the password-protected Word document in the mail along with the password-protected file.

If your data inside the Word document is sensitive, you can follow the below steps to make your Word document password-protected -

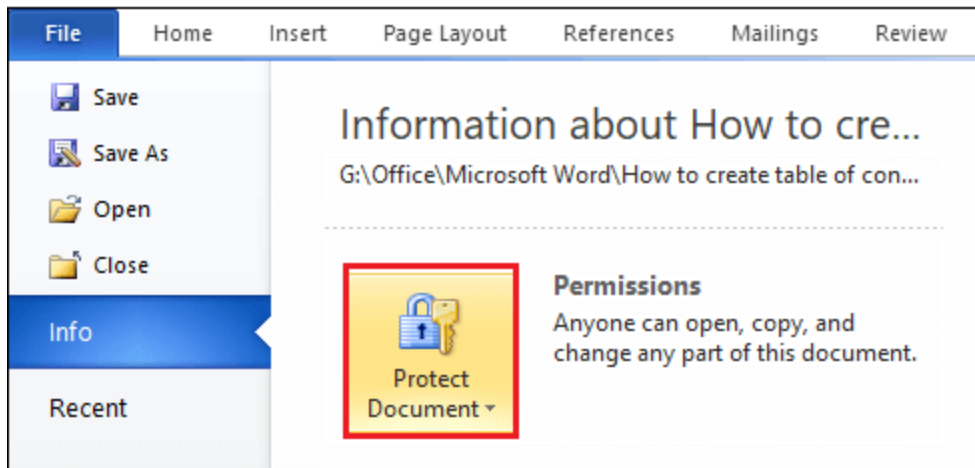
Note: Using the below-mentioned steps, you can enable password protection in Word 2007, 2010, 2013, 2016, 2019, and Office 365.

Step 1: Double-click on the Word document that you want to protect.

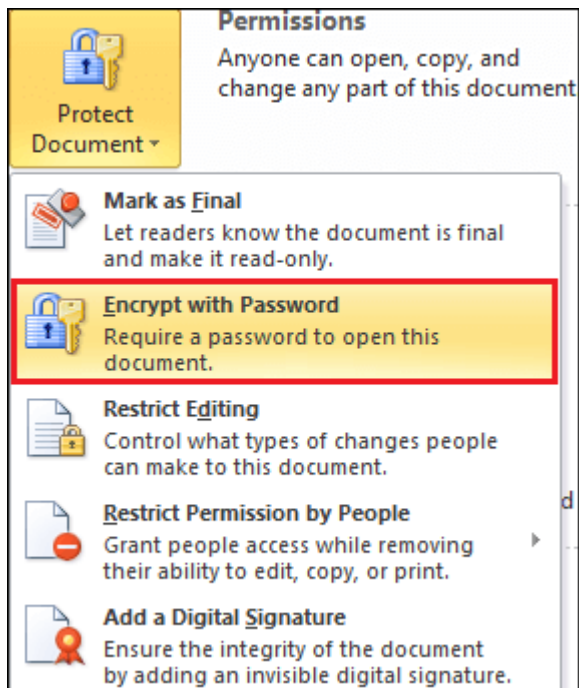
Step 2: Click on the **File** tab at the top left corner of the screen.



Step 3: Go to the **Info** tab and click on the **Protect Document** option.

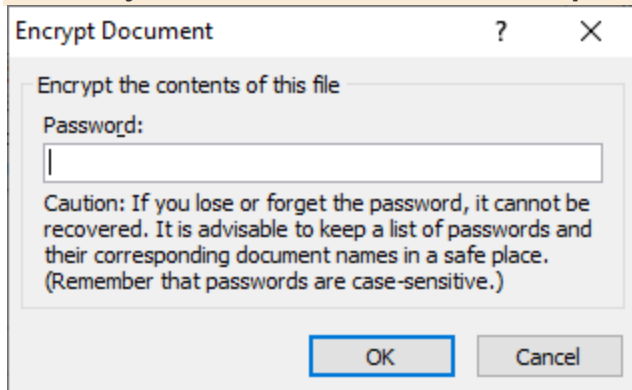


Step 4: The following window will appear on the screen in which click on the **Encrypt with Password**.

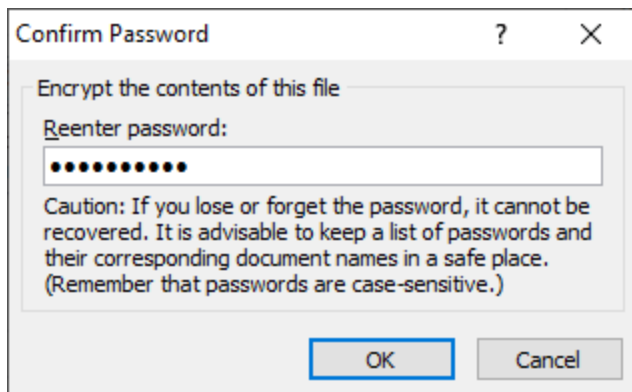


Step 5: A small **Encrypt Document** window will appear on the screen. **Enter the password** to protect your document and then click on the **OK** button.

Note: Try to use a memorable and complex password.

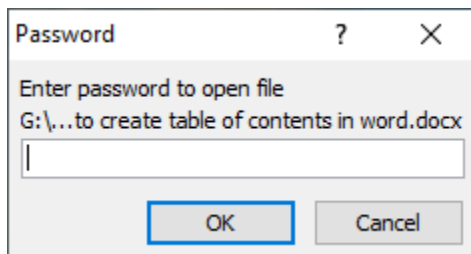


Step 6: A **Confirm Password** window will appear on the screen. Confirm your password by typing the password again and click on the **OK** button.



Step 7: **Save** the Word document and **close** it.

Once you complete the above-mentioned steps, every time when you open the password-protected document, you will always see a dialog box for **entering the password** to decrypt the protected document's content, as shown in the below screenshot.



Note: Once you are setting the password for Word document, it is impossible to open and view it without entering the password, so always make sure that you keep the password in a safe place.

Note: In Microsoft Office 2016, the default encryption method is AES-256.

Note: Using the above steps, you can also enable password protection in Microsoft Excel as well as Microsoft PowerPoint.

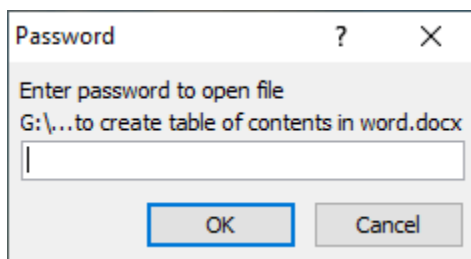
How to remove a password from the Word document

Microsoft Word also allows you to unlock the password-protected Word document.

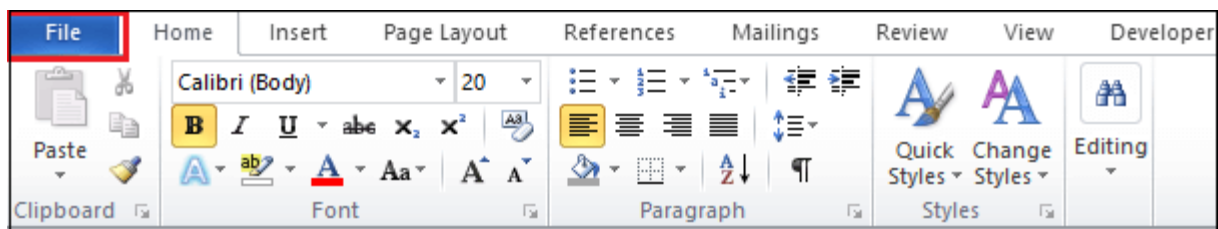
There are the following easiest steps that you can use to remove password from your Word document -

Step 1: Open the password-protected Word document.

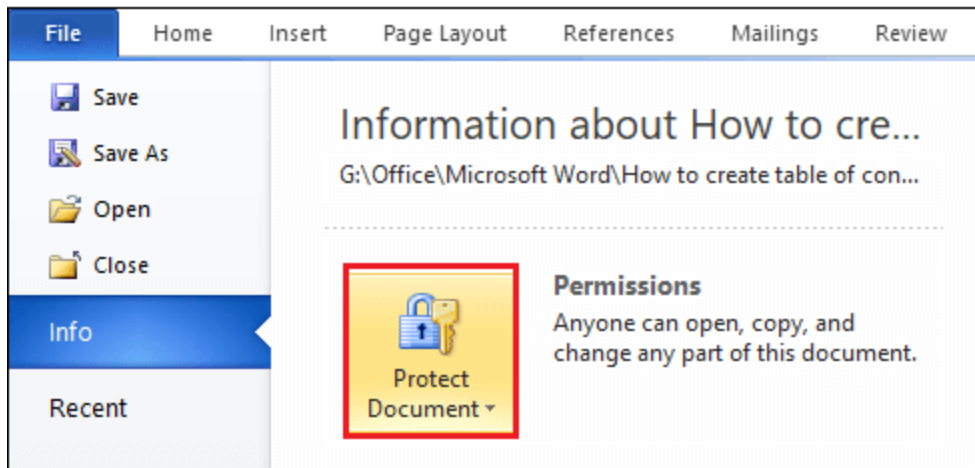
Step 2: Type the password and click on the **OK** button to access the Word document.



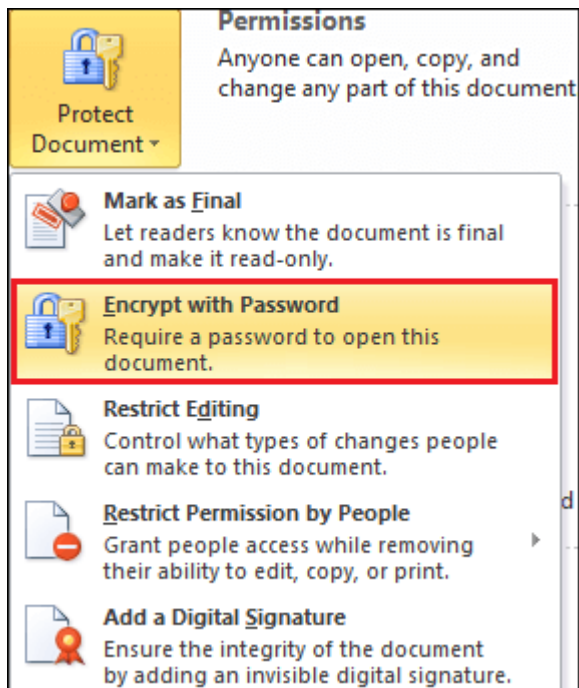
Step 3: Click on the **File** tab at the top left corner of the screen.



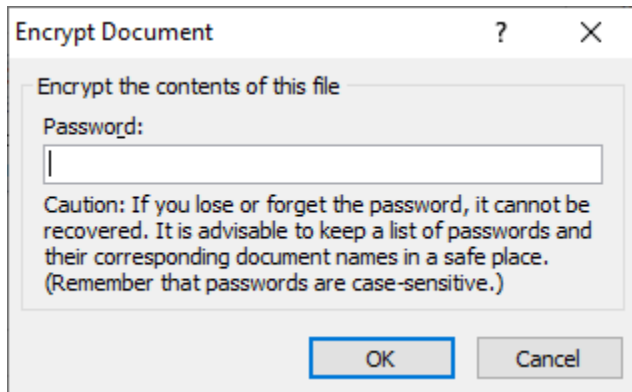
Step 4: Go to the **Info** and click on the **protect document** option.



Step 5: The following window will appear on the screen. Click on the **Encrypt with Password** option.



Step 6: An **Encrypt Document** window appears on the screen. Remove the previous password by pressing the backspace key from the keyboard and click on the **OK** button at the bottom on the screen.



Step 7: Click on the **Close** tab. Once you click the close tab, a dialog box will appear on the screen in which click on the **save** button to save the file and make changes in the password protection.

Now, when you open the document, you can see that document is open without showing the enter password dialog box.

How to use a Thesaurus in Word document

The Thesaurus is a software tool that is used in the Microsoft Word document to look up (find) synonyms (words with the same meaning) and antonyms (words with the opposite meaning) for the selected word.

Generally, the Thesaurus is used in the Word documents when we write an email, letter, project report, or research papers.

Note: *Thesaurus is also used in Microsoft PowerPoint and Outlook.*

Method 1: Using synonyms option

This method is used for the desktop version of a Word document. This is the easiest and fastest way to use the Thesaurus in Word.

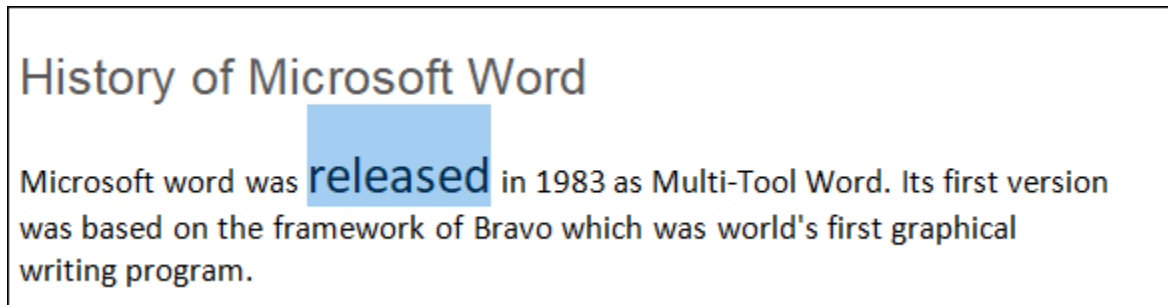
To use a Thesaurus in a Word document, follow the below-mentioned steps -

Note: *Using the below steps, you can use the Thesaurus in Word 2003, 2010, 2013, and 2019.*

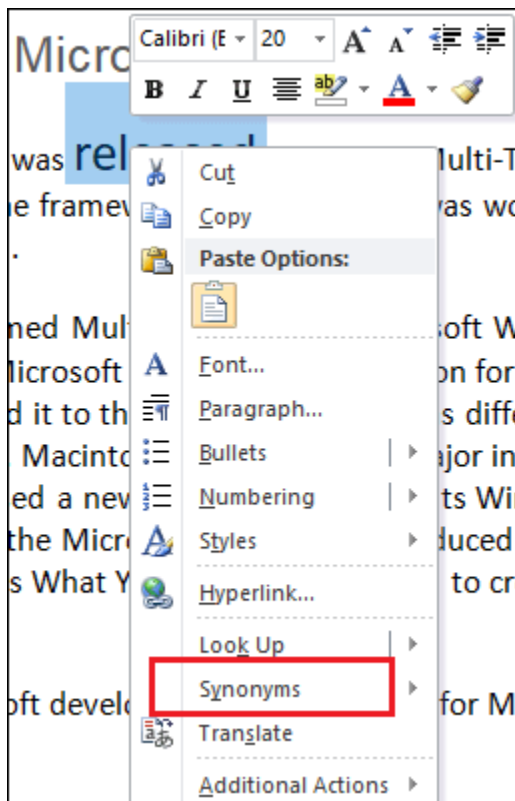
Step 1: Open a new Word document or an existing Word document.

Step 2: Type a new word or search a word from an existing document that you want for the Thesaurus.

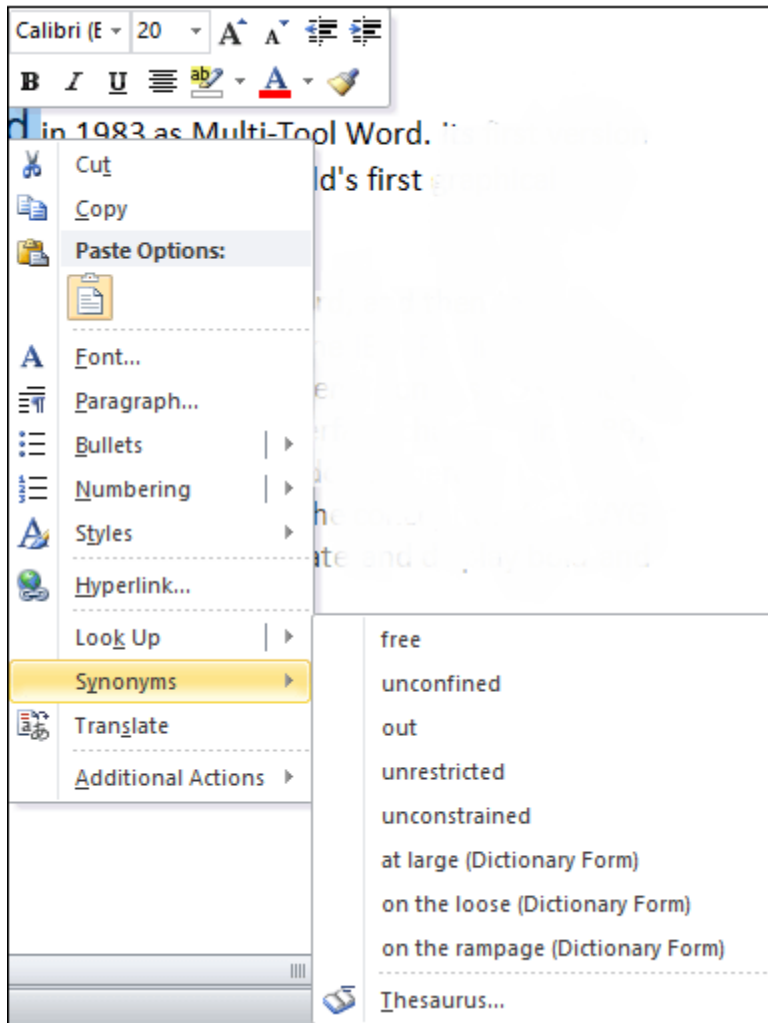
Step 3: Highlight the typed or selected word. A blue background will appear behind the word.



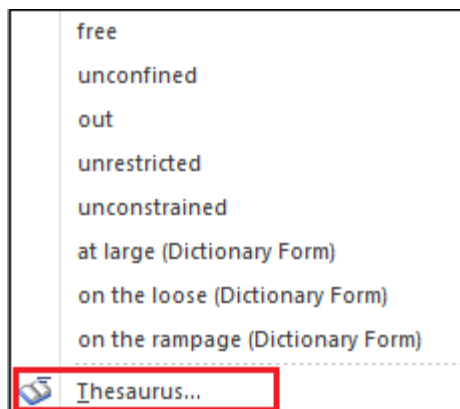
Step 4: Right-click on the selected or typed word. A drop-down menu will appear on the screen. Place cursor on the **Synonyms** option.



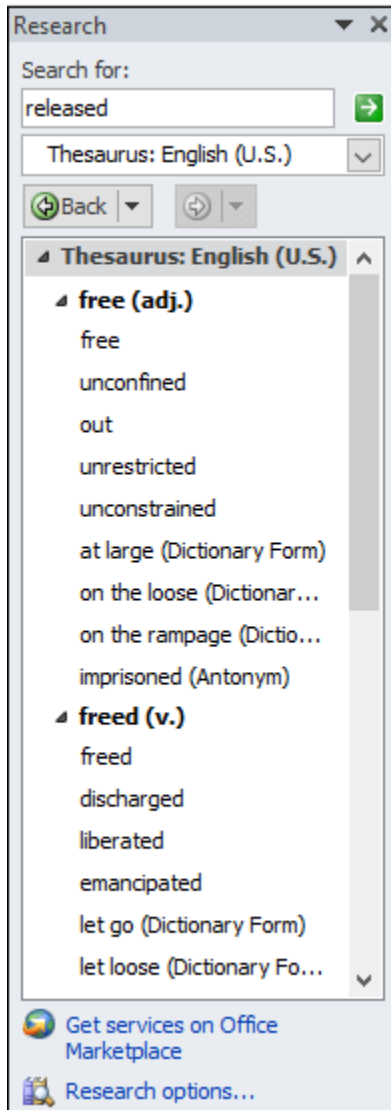
Step 5: Once you place the cursor on the Synonyms option, a list of synonyms window pops out to the right or left of the screen, as shown in the below screenshot.



Step 5: Click on the **Thesaurus** at the bottom of the pop-up window.

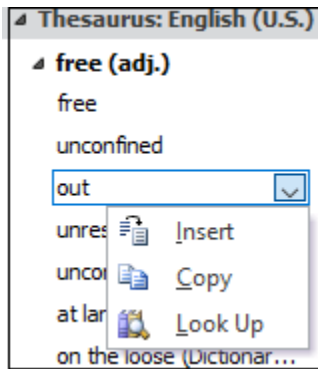


Step 6: The following pane will appear in the right corner of the Word document.



Note: Your selected word will appear in the search for: textbox field. If it not visible, then types a word into the search box that you want to Thesaurus and press Enter key from the keyboard.

Step 7: Select the thesaurus word that you want to insert and click on the drop-down icon associated with the selected word. The following options will appear on the screen. Click on the **Insert** button.



Now, you can see that the selected word is replaced with its synonym in the Word document.

Microsoft word was **out** in 1983 as Multi-Tool Word. Its first version was based on the framework of Bravo which was world's first graphical writing program.

Method 2: Using the Review tab on the Ribbon

You can also use Thesaurus using the Review tab.

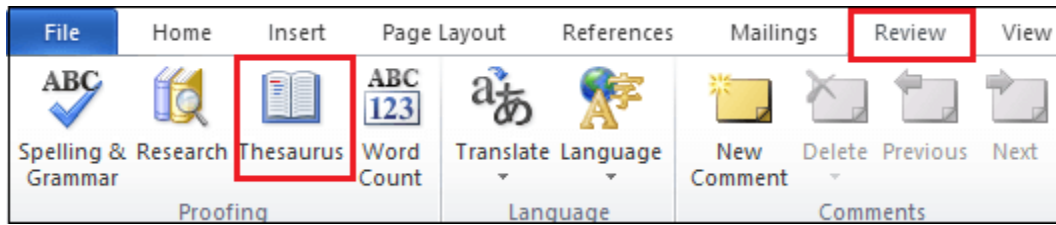
There are the following steps to use Thesaurus using the Review tab -

Step 1: Open the new Word document or an existing Word document.

Step 2: Type the word in the document that you want to look up (Thesaurus)

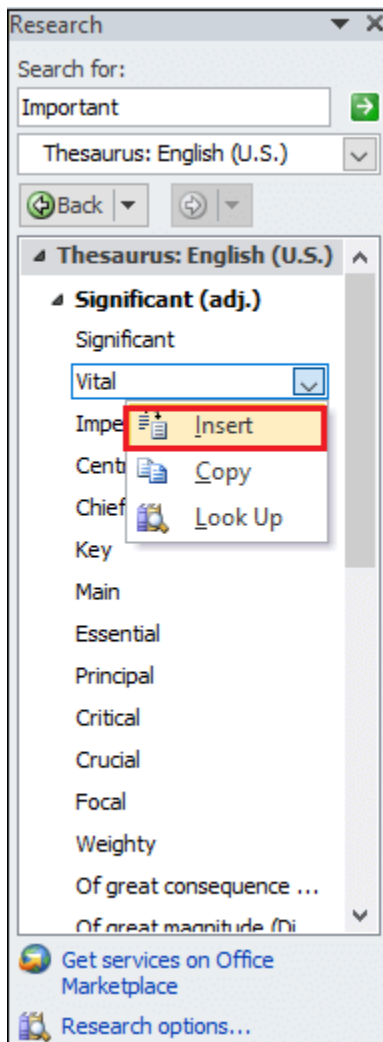
Important

Step 3: Go to the **Review** tab on the Ribbon and click on the **Thesaurus** option in the **Proofing** section or you can simply press **shortcut key Shift + F7**.



Step 4: The following screen appears at the right corner of the Word document in which do the following:

- Select the word.
- Click on the drop-down icon associate with the selected word.
- A small drop-down menu appears, click on the Insert.



How to insert a Watermark in Word

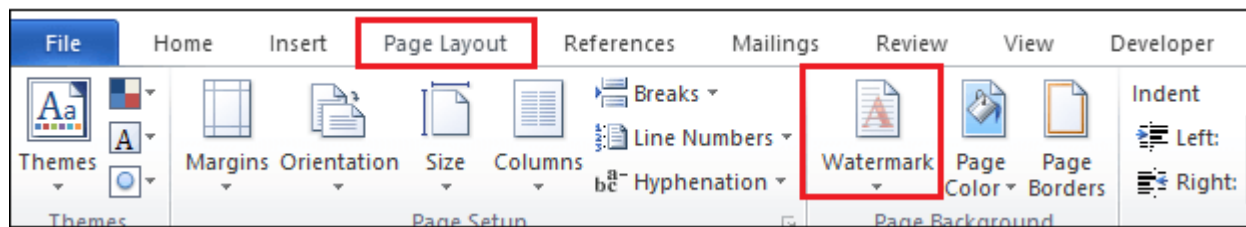
Watermark is a **background image** that displays behind the text in the Word document. Watermark helps us to **identify the manufacturer or brand** through which the particular documents relate.

The defaults, Microsoft Watermark are: **Confidential** (both horizontal and diagonal) **Do Not Copy** (both Horizontal and Diagonal), **Urgent**, and **ASAP**.

There are the following steps to insert a Watermark in Word document -

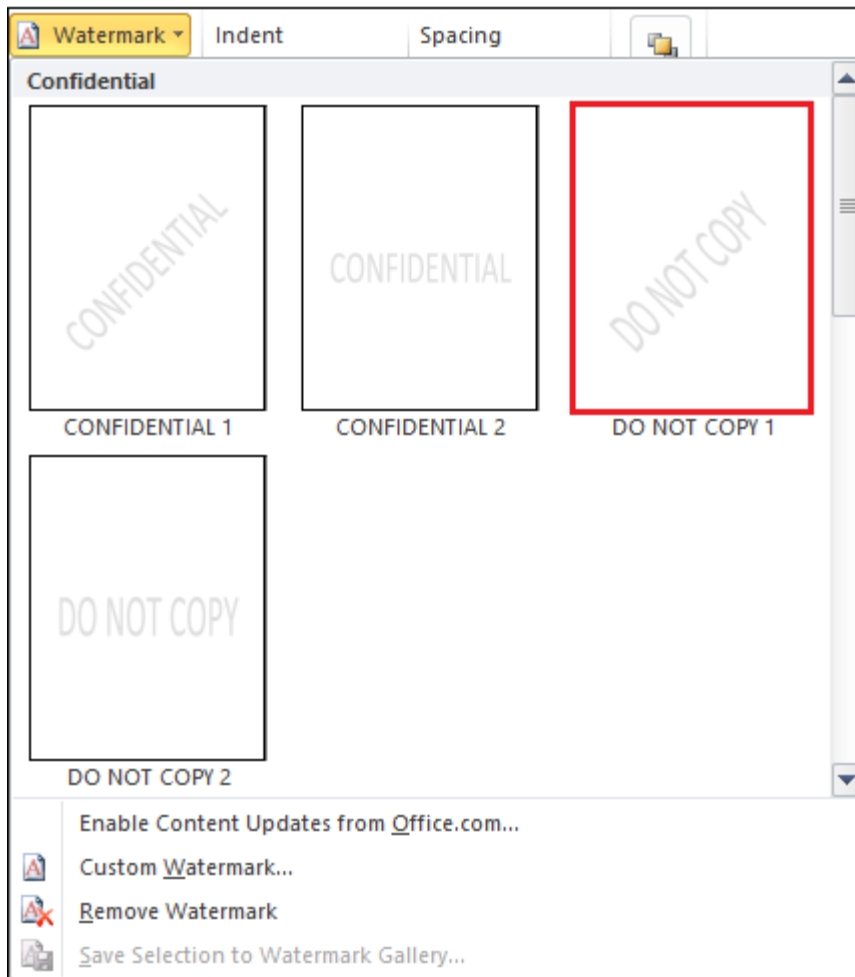
Step 1: Open or Create a new Word document in which you want to insert a Watermark.

Step 2: Go to the **Page Layout** tab on the Ribbon and click on the **Watermark** option in the **Page Background** section.

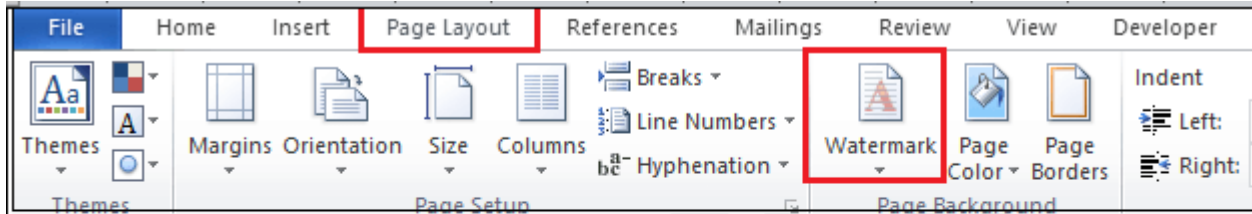


Note: To insert Watermark in Word 2013, 2016, 2019, and Office 365, click on the Design tab on the Ribbon and then go to Watermark under the background section.

Step 3: The following window will appear on the screen. Select the Watermark that you want to insert in the Word document.



The screenshot below shows that a Watermark is inserted in the Word document.



Step 3: The following window will appear on the screen. Select the Watermark that you want to insert in the Word document.

Custom Watermark

Microsoft Word allows you to create and insert custom watermarks behind the text.

In Microsoft Word, two types of custom watermarks are available -

- Text watermark
- Picture watermark

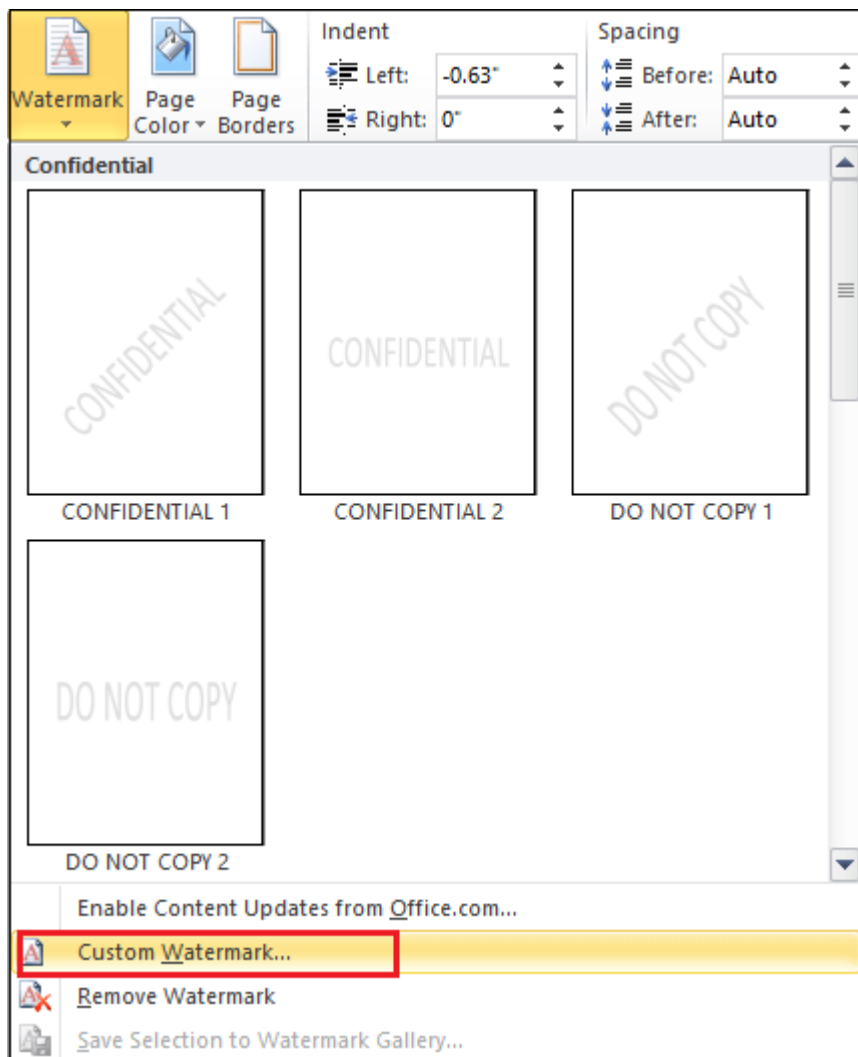
Insert a Text watermark in Word

To insert a text watermark, follow the below-mentioned steps.

Step 1: Open the Word document.

Step 2: Go the **Insert** tab on the ribbon and click on the **Watermark** option in the **Page Background** section.

Step 3: The following window will appear on the screen. Click on the **Custom Watermark** option.



Step 4: A **Printed watermark** dialog box will appear on the screen. Click on the **Text watermark** radio button and do the following:

Click on the Language: Select the language from the drop-down menu for the Watermark.

Text: Type the text that you want to insert in the document as a watermark.

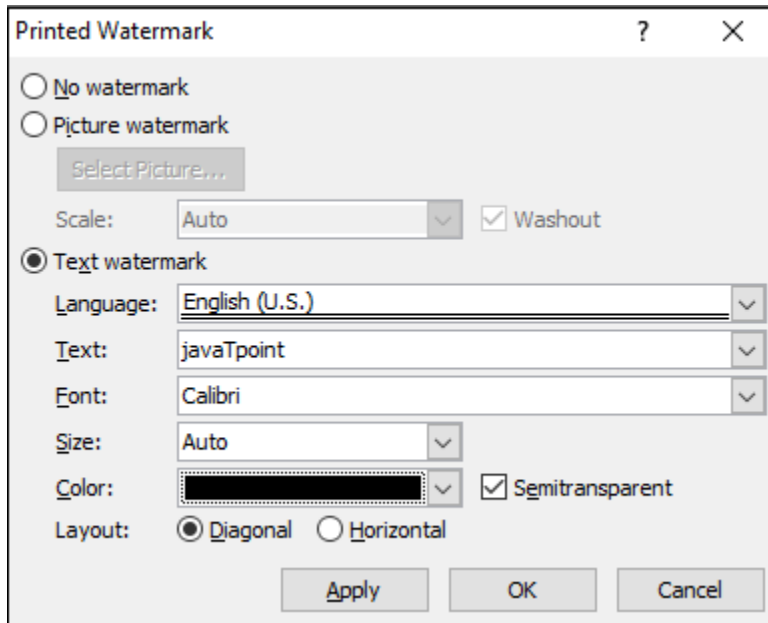
Font: Click on the drop-down menu associated with the font to select the font that you want to add Watermark.

Size: Select the size for the Watermark.

Color: Select the color of the text that you want to add to the Watermark.

Layout: click on either Diagonal or Horizontal layout for the Watermark.

Once you are done click on the **OK** button at the bottom of the screen.



The screenshot below shows that a custom Watermark is inserted in the Word document.

Note: Using the below methods we can insert a PDF into Word 2010, 2013, 2016, 2019, and Office 365.

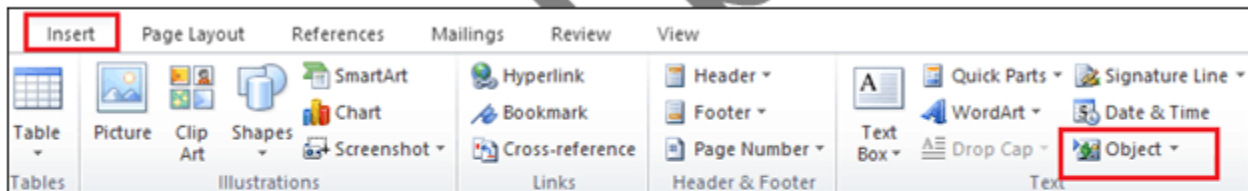
Method 1: Using Insert Object Tool

We can insert a PDF into word by enabling the insert object tool.

Step 1: Go to the Microsoft Word and open the document in which you want to insert a PDF.

Step 2: Place cursor in the document where you want to insert a PDF.

Step 3: Click on the **Insert Tab** and then click on the **Object** from the **text section**.



Step 4: Once you click on the Object a drop-down menu appears with two options: Object and Text from File. Click on the Object.



Insert a Picture Watermark

Microsoft Word not only allows you to insert Watermark inside the text, but you also insert watermark in the form of an image. An image Watermark can be a **logo** of a company or a **simple attractive image**.

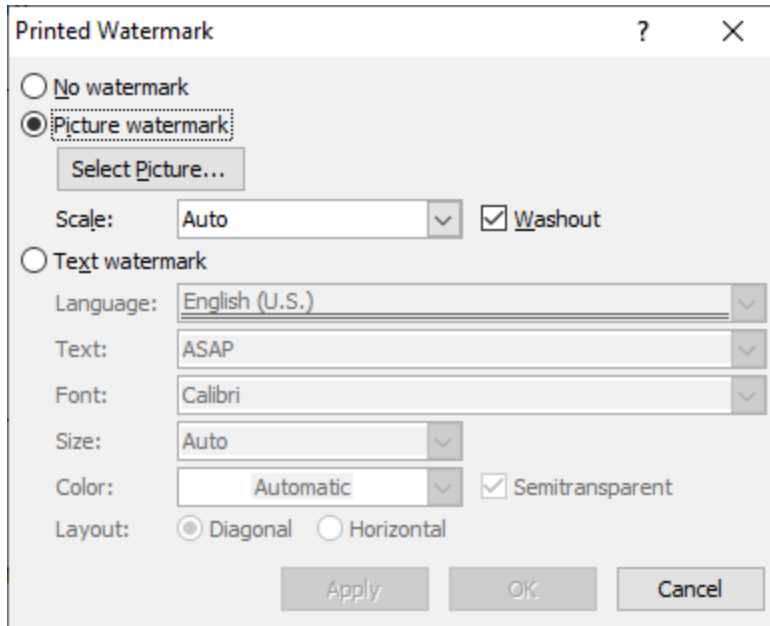
You can use below-mentioned steps to insert a picture watermark:

Step 1: Open the Word document.

Step 2: Go to the **page layout** tab and click on the **Watermark** option.

Step 3: A window appears on the screen in which click on the **Custom Watermark**.

Step 4: A **Printed Watermark** dialog box will appear on the screen. Click on the **Picture watermark** radio button, click on the Select Picture button to browse the image that you want to insert and click on the **OK** button at the bottom of the screen.



The screenshot below shows that picture watermarks in inserted in the Word document.

- Videos
- Controls (a button)

Add a hyperlink in Word document

Adding a hyperlink helps users to easily access the related web pages.

To add a hyperlink in the Word document, you can follow the below methods –

Method 1: Using Keyboard key

It is the simplest and fastest way to insert a hyperlink in Word document.

1. Open the work document where you want to insert a hyperlink.
2. Type the address of the webpage.

Remove a Watermark

There are the following steps to remove a watermark -

Step 1: Open the Word document.

Step 2: Go to the **page layout** tab on the ribbon click on the Watermark option in the Paragraph section.

Step 3: The following window will appear on the screen in which click on the **Remove Watermark** option.

