

- All Computer Courses
  - English Language Courses
  - Brand Marketing & Custom Software Solution
  - Academic Tuition (All Subjects)
- Website: <https://learninghubshahabad.in>

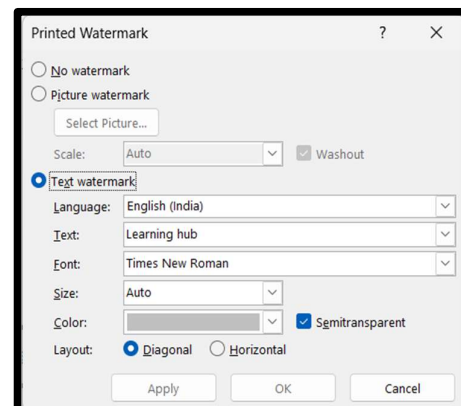
# DESIGN MENU



- **Themes** – Changes the overall look of the document (colors, fonts, effects).
- **Colors** – Selects a color combination for the entire document.
- **Fonts** – Changes heading and body font styles together.
- **Effects** – Applies visual effects like shadows and lines to shapes and objects.
- **Style Set / Document Formatting** – Provides pre-designed text styles for headings and paragraphs.
- **Paragraph Spacing** – Adjusts space before and after paragraphs.
- **Set as Default** – Saves current design settings as default for new documents.
- **Watermark** – Adds faint background text like “Draft” or “Confidential”.
- **Page Color** – Changes the background color of the page.
- **Page Borders** – Adds borders around the page.

## Steps to Add Custom Watermark

1. Go to the Design tab
2. Click on Watermark (in Page Background group)
3. Select Custom Watermark...
4. A dialog box will open → choose one option:



- All Computer Courses
  - English Language Courses
  - Brand Marketing & Custom Software Solution
  - Academic Tuition (All Subjects)
- Website: <https://learninghubshahabad.in>

## How to apply two page color in MS Word

### Direct Method

- Design → Page Color → You can select only two color
- Now option for two colors in one page

## Fill Effects

Fill Effects is a feature in MS Word that lets you apply special background styles like gradients, textures, patterns, or pictures instead of a plain color.

### Steps to Apply Art Border

1. Go to Design tab
2. Click on Page Borders (in Page Background group)
3. A Borders and Shading dialog box will open
4. Go to Page Border tab
5. In the Art dropdown, choose a design (stars, flowers, etc.)
6. Select Width (border thickness)
7. Choose Color (optional)
8. In Apply to, select:
  - Whole document / This section
9. Click OK

