W 6.9

**6th Grade Microsoft Word**

**Page Layout Tab**

**Instructions:**

1. Open a new document in Microsoft Word

2. Save the document as “w 6.9” in your class folder

3. Insert a header

4. Double click below the header

5. Click on margins and make sure the setting is on “Normal” (1” on each side of page)

6. Type one paragraph about a sport or activity you do. Explain when you began, why you like it, and if you want to continue this sport or activity in high school. If you don’t do a sport or activity, explain one you are interested in. Your paragraph should be at least 5 sentences.

7. Change your paragraph to two columns

8. Change the page orientation to landscape

9. Add a custom text watermark to your page that represents your sport or activity

10. Change the page color to a color you like

11. Add a box page border that is 3 pt. in width