W 7.9

**7th Grade Microsoft Word**

**Page Layout Tab**

**Instructions:**

1. Open a new document in Microsoft Word
2. Save as “w 7.9” 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 what you want to do as an adult. Explain careers you are interested in. Do you know anyone with these careers? Why are you interested in these types of careers? Your paragraph should be at least 5 sentences.

7. Change the margins to “narrow”

8. Change the page orientation to landscape

9. Add a custom text watermark to your page that represents a career interest **(on design tab)**

10. Change the columns to “three”

11. Add a shadow page border that is 3 pt. in width **(on design tab)**