

# AL- MUSTAQBAL UNIVERSITY COLLEGE



**Microsoft Word**

**By:**

Noor Razaq Obaied

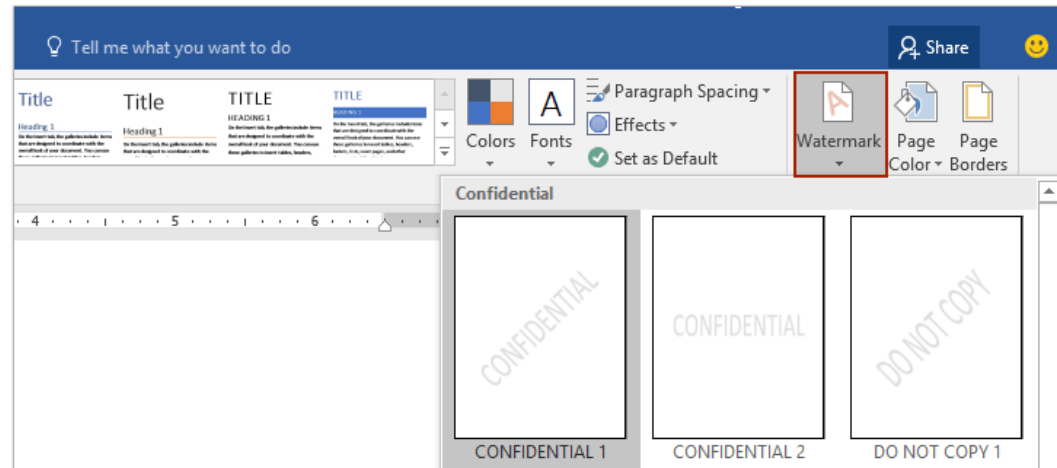
**Lecture 5  
2022-2021**

# watermark

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While using Microsoft Word,  
you can add image watermark or text watermark in  
documents

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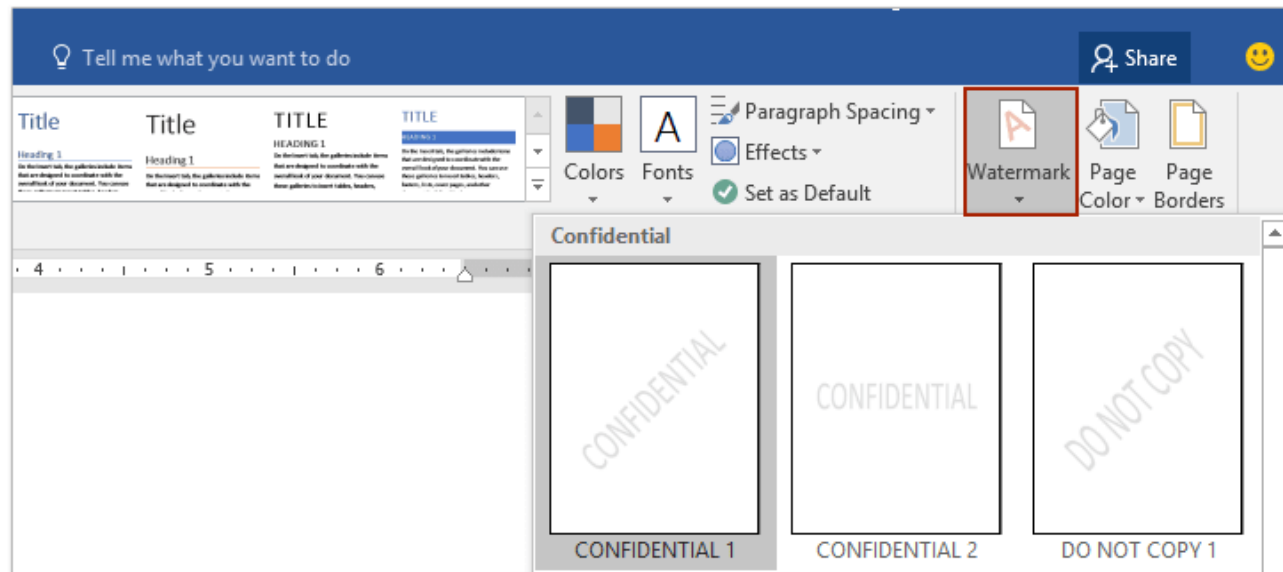


# WATERMARK

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you can add image watermark or text watermark in documents

Click Design > Watermark, then select Watermark from the drop-down list



# WATERMARK

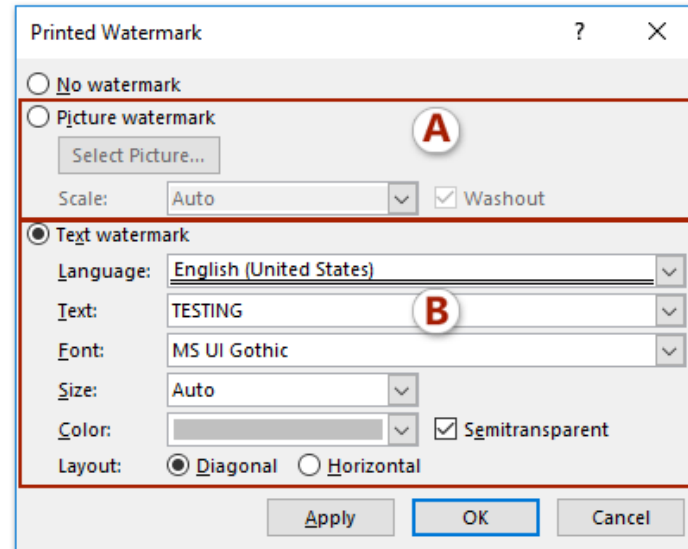
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and then: design > watermark > custom watermark,

-(A) check the image watermark option and select the image as you need,or

- (B) check the text watermark option and configure the selected text and its formatting style

-To remove the watermark,  
click Design > Watermark >  
Remove Watermark.

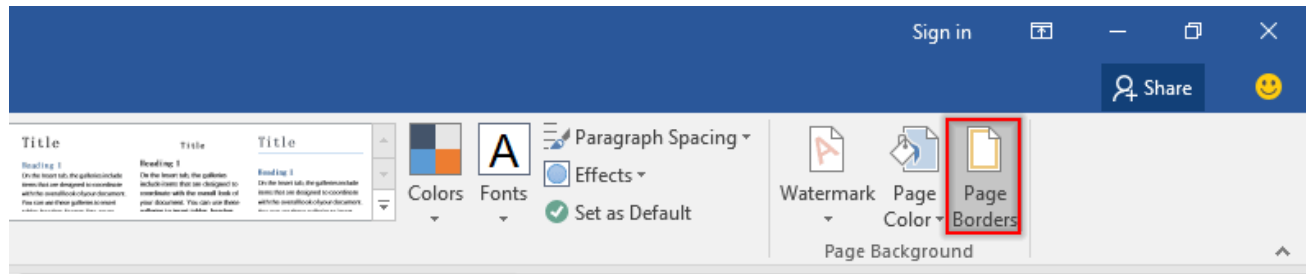


# ADDING A BORDER PAGE

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Adding a border to the pages of a Word document can make it neat in the printout

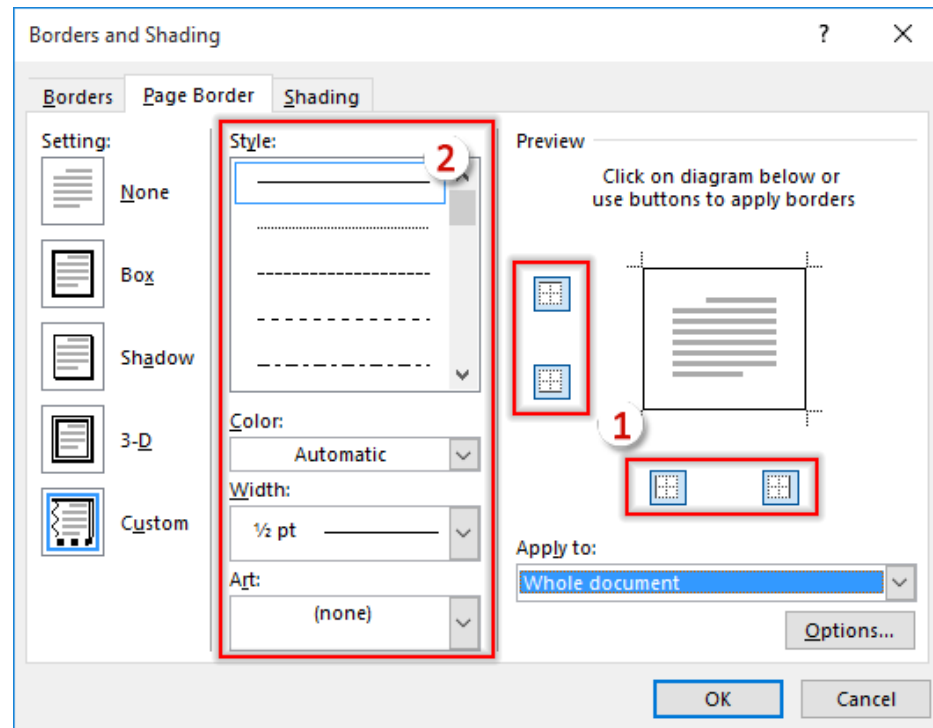
- Go to Design > click Page Borders button



# ADDING A BORDER PAGE

In the Page Border

click the Top, Bottom, Left and Right Border buttons in Preview, then select the border style you want, then click the OK button



## How to create qr code based on cell value in Excel?

Alias: excel create qr code

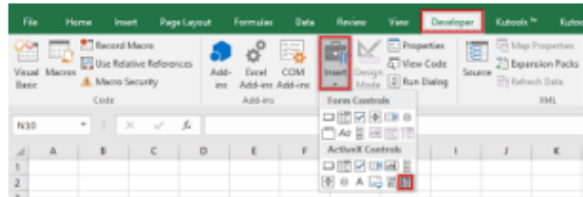
Do you know how to create QR code based on specific cell value in Excel? This article will show you methods to achieve it in details.

### Create QR code based on cell value with Barcode Control and VBA code

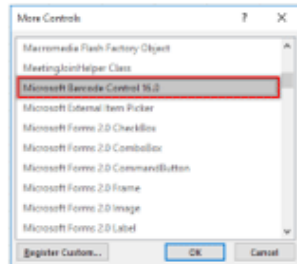
#### Create QR code based on cell value with Barcode Control and VBA code

The Barcode Control can help you quickly create QR code based on cell value in Excel. Please do as follows.

1. Open the worksheet contains the cell value you will create QR Code based on.
2. Click **Developer > Insert > More Control**. See screenshot:



3. In the **More Controls** window, check for the **Microsoft Barcode Control 16.0** or **Microsoft Barcode Control 15.0**.



## How to create qr code based on cell value in Excel?

Alias: excel create qr code

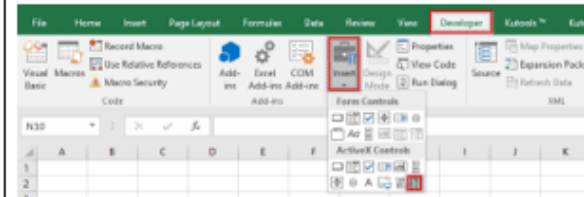
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### Create QR code based on cell value with Barcode Control and VBA code

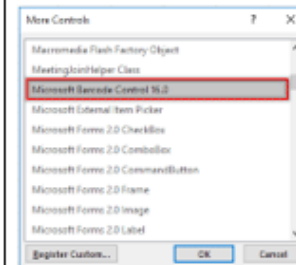
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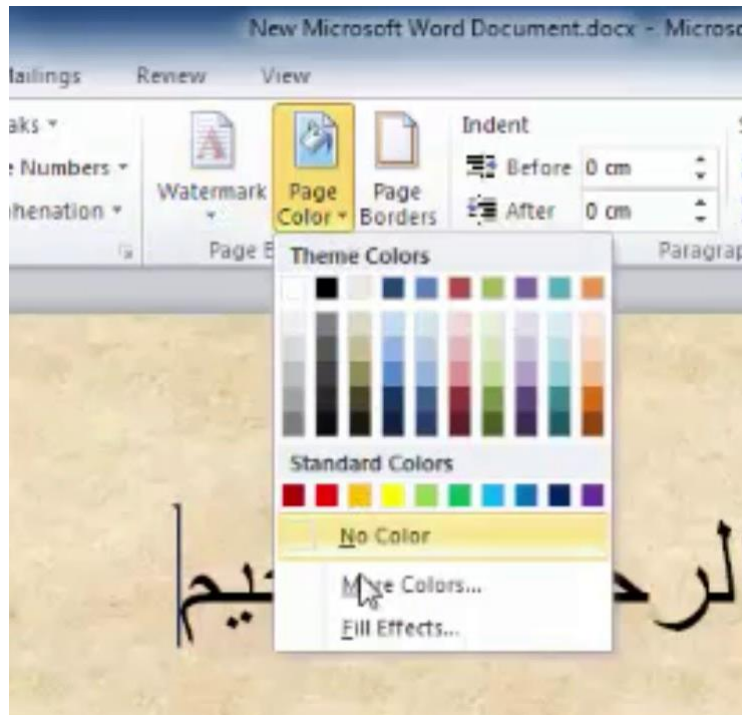
# CHANGE PAGE COLOR

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Click Design >Page Color

Shows a list of colors

Select the color and automatically changes the background color



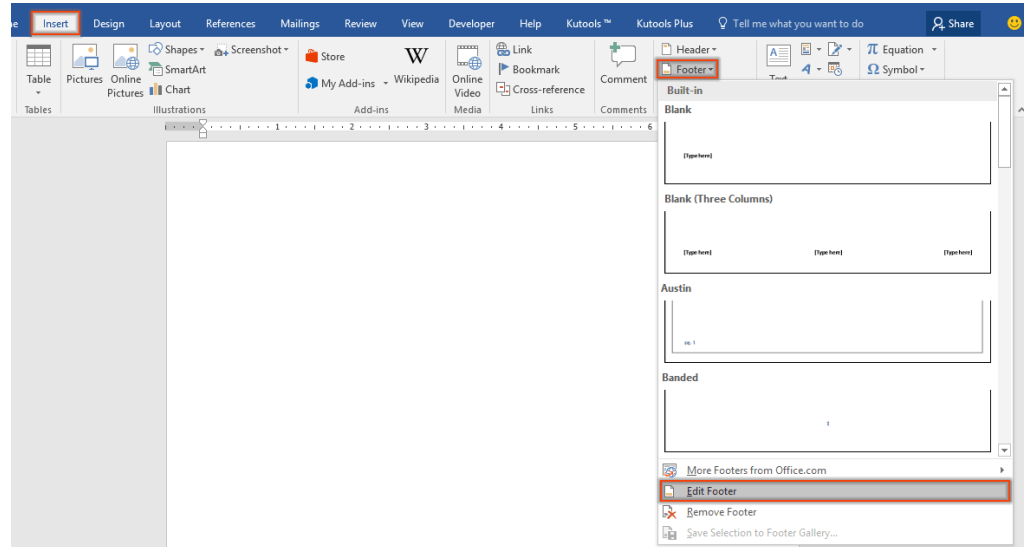


# ADD FOOTER AND DATE

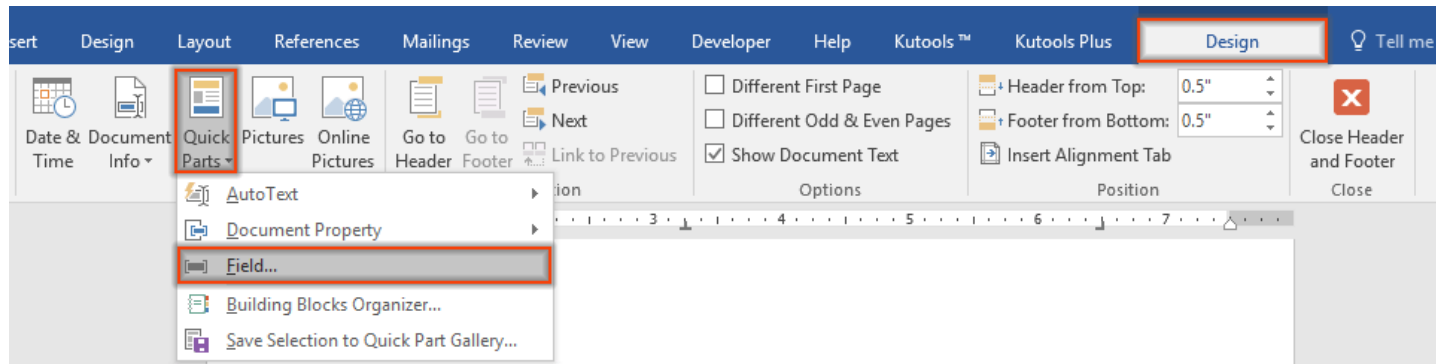
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To add footer and date

Click **Insert > Footer > Edit Footer** to access the footer edit mode

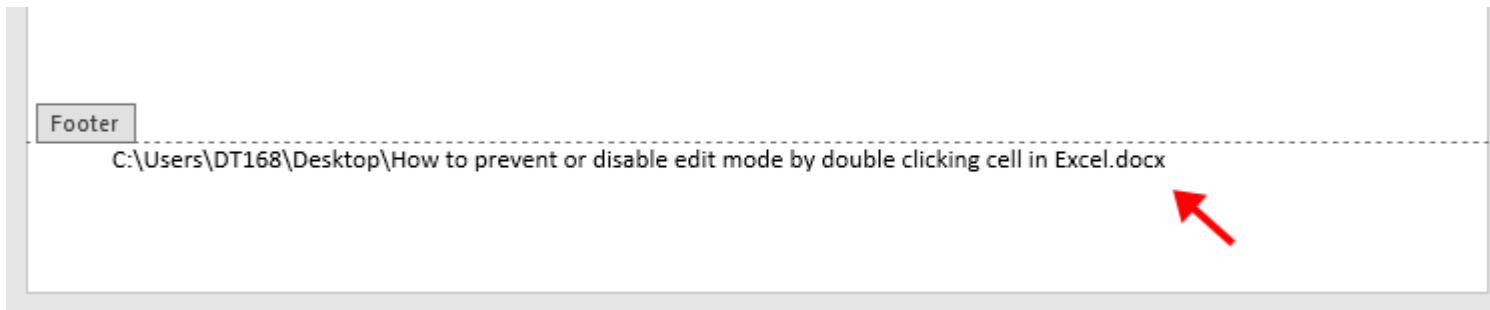
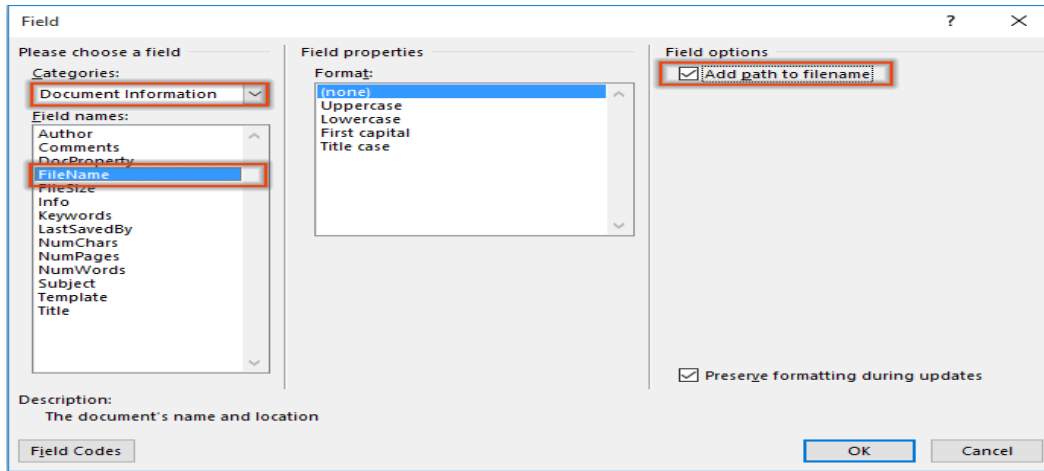


Then click Design > Quick Parts > Field



- In the field window, you need:  
Select Document Information in the drop-down list

Select field type( date )then press> ok



***Any question.....?***