

AL- MUSTAQBAL UNIVERSITY COLLEGE



Microsoft Word

By:

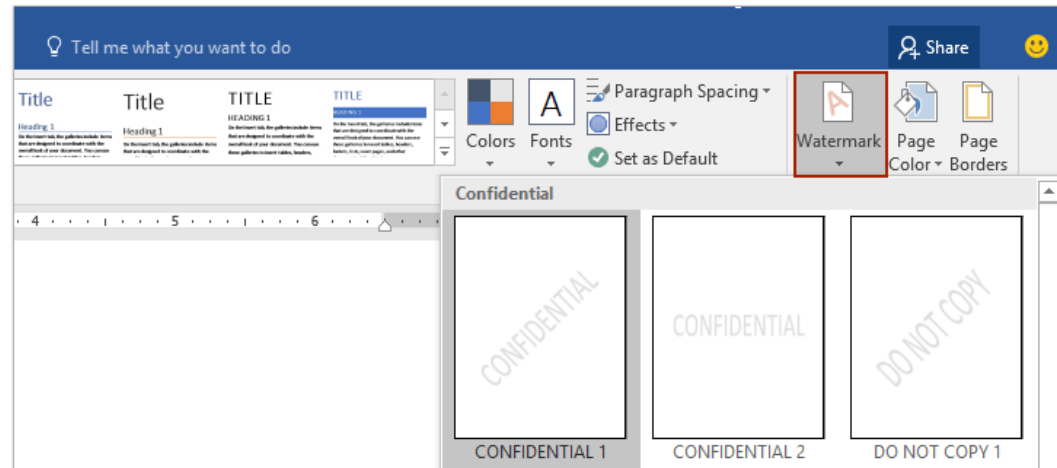
Buthania Al-khafaji

**Lecture 5
2021-2020**

watermark

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

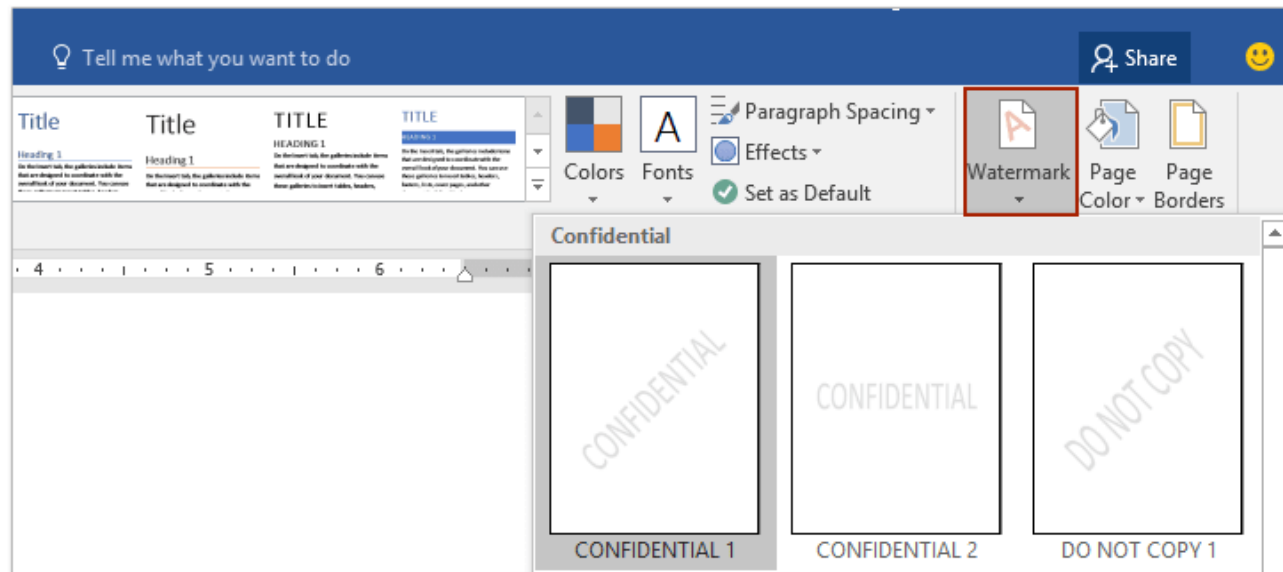
-



WATERMARK

you can add image watermark or text watermark in documents

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



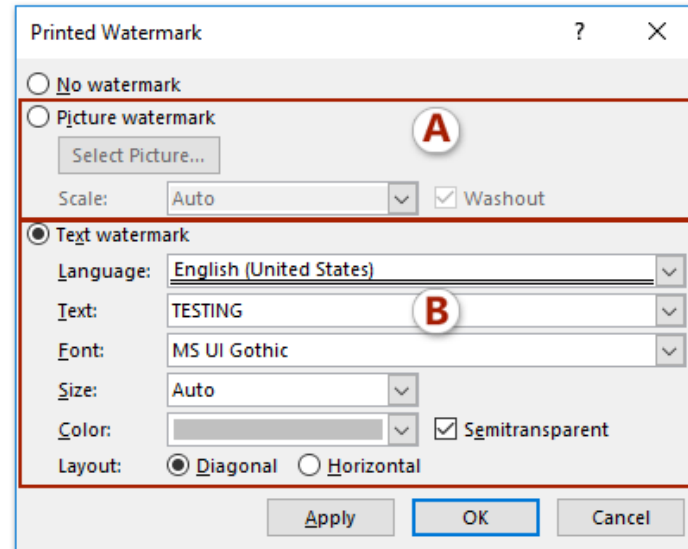
WATERMARK

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

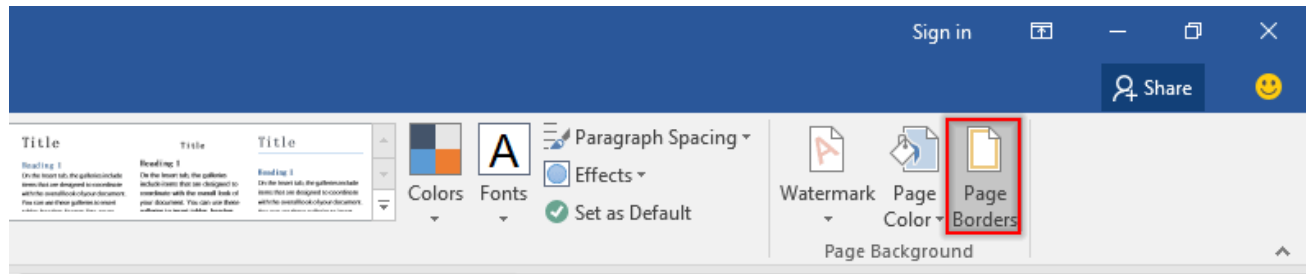
-To remove the watermark,
click Design > Watermark >
Remove Watermark.



ADDING A BORDER PAGE

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

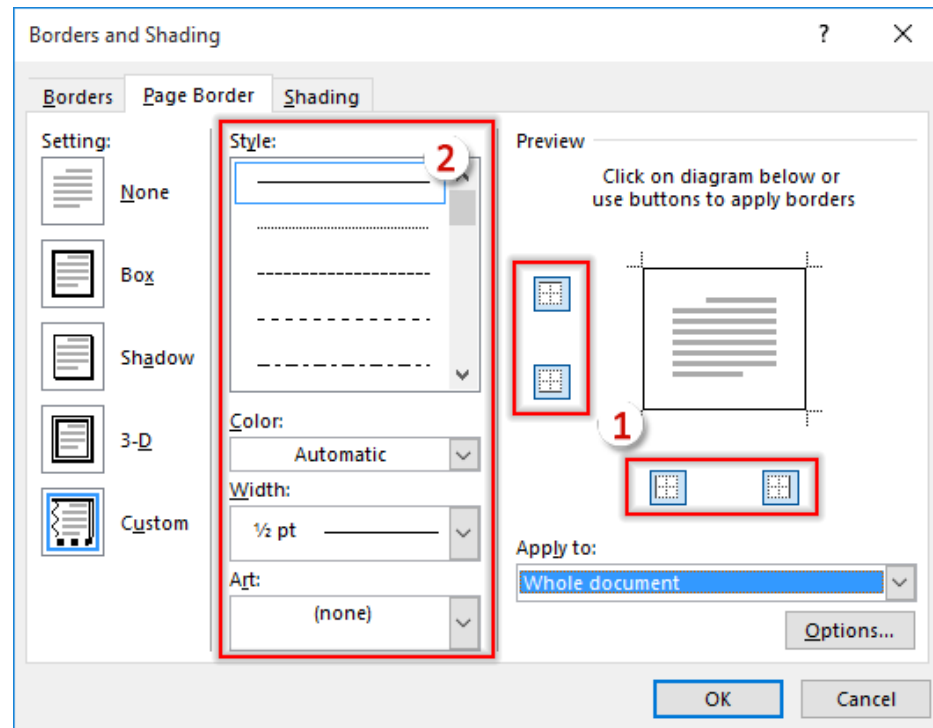
- Go to Design > click Page Borders button



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

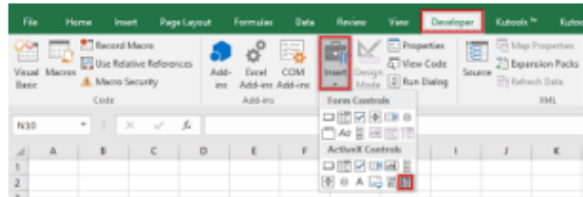
Do you know how to create QR code based on specific cell value in Excel? This article will show you methods to achieve it in details.

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

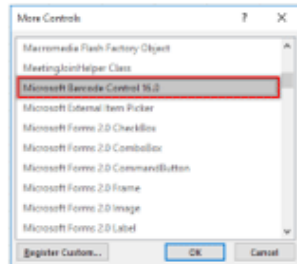
Create QR code based on cell value with Barcode Control and VBA code

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**.



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Alias: excel create qr code

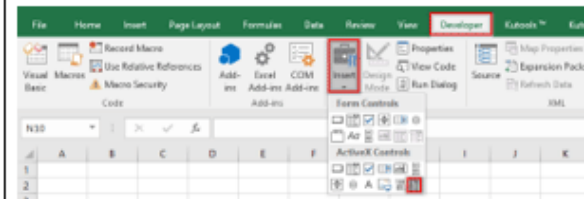
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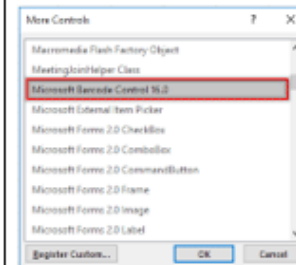
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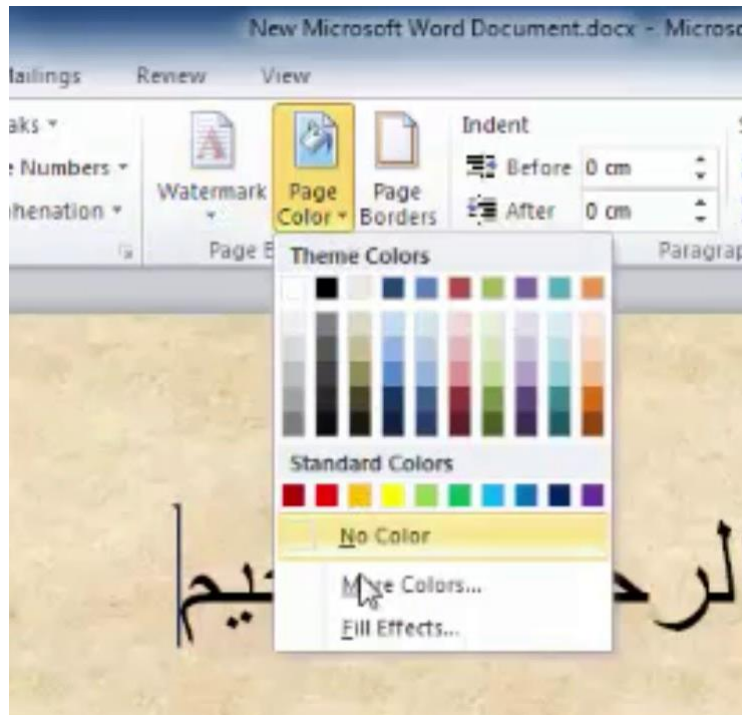


CHANGE PAGE COLOR

Click Design >Page Color

Shows a list of colors

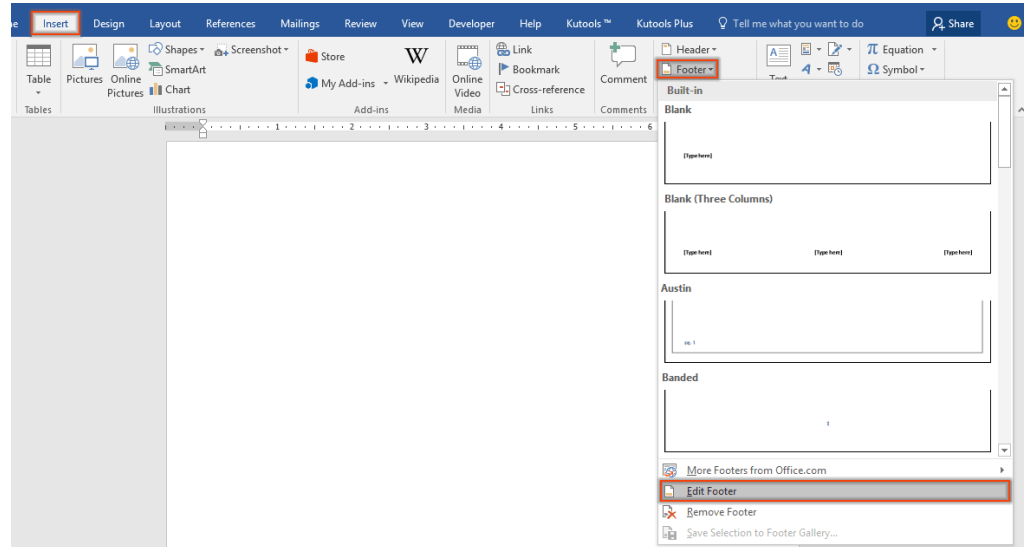
Select the color and automatically changes the background color



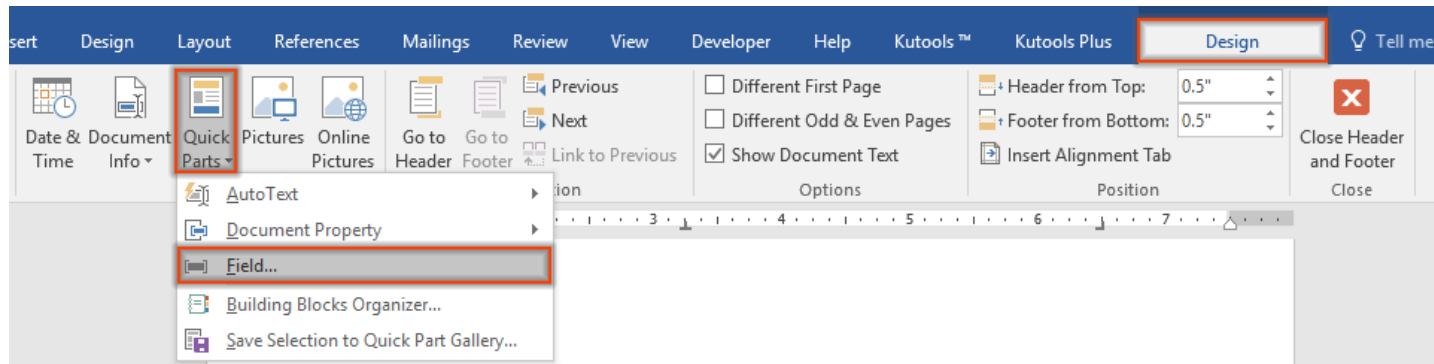
ADD FOOTER AND DATE

To add footer and date

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

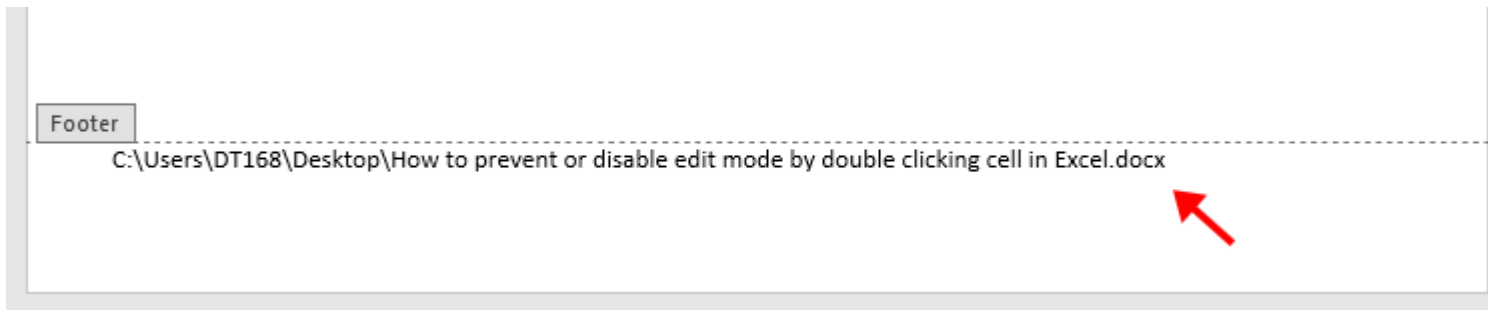
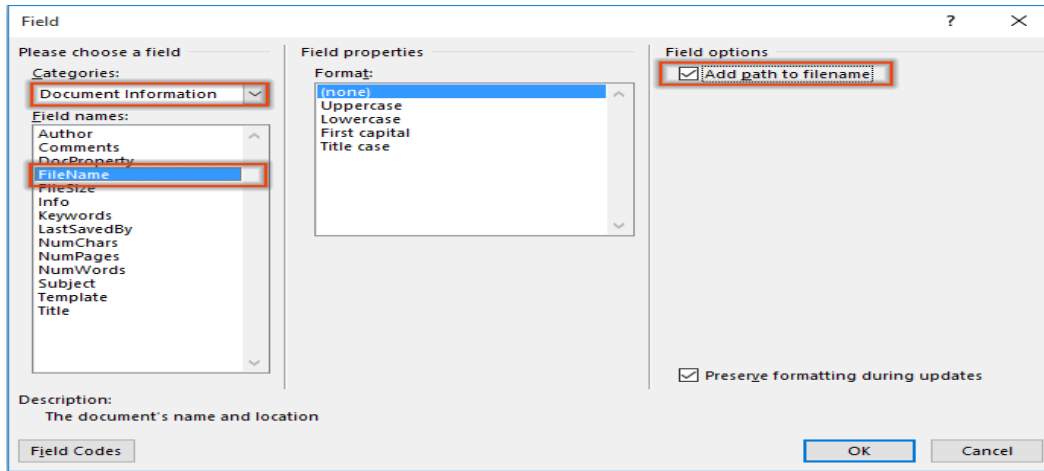


Then click Design > Quick Parts > Field



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

Select field type(date)then press> ok



Any question.....?