

Table of Contents, Page Themes and Color, Inserting Watermark in MS Word

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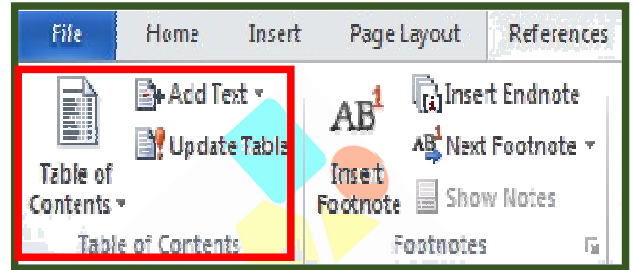
Microsoft Word

Module 19 - Table of Contents, Page Themes and Color, Inserting Watermarks in MS Word

Table of Content (Reference Menu)

A Table of Contents (TOC) in MS Word is like a map for your document. It shows you a list of all the main sections or headings in the document, so you can quickly find the part you want to read.

Using Table of Content:



- **Headings:** You first create headings in your document (like titles for different chapters or sections).
- **Automatic List:** After that, you can insert a Table of Contents, and Word will automatically make a list of those headings with page numbers, so you know exactly where each section starts.
- **Clickable Links:** In newer versions of Word, the Table of Contents is clickable. You can click on a heading in the TOC, and Word will take you directly to that section in the document.

Update Table of Content

• **"Update Table of Contents"** in MS Word means refreshing or refreshing the Table of Contents (TOC) to reflect any changes you've made in the document, such as adding or removing headings, or changing page numbers.

• **New headings:** If you add new sections or chapters, the TOC needs to be updated to include these.

• **Changes to headings:** If you change the text of a heading (for example, from "Introduction" to "Chapter 1: Introduction"), the TOC will update to show the new text.

• **Page numbers:** As you add or remove content, the page numbers might change, and updating the TOC ensures that the correct page numbers are shown.

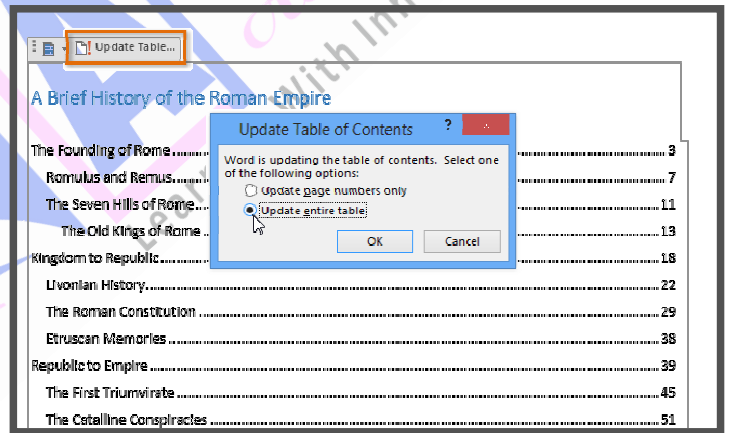


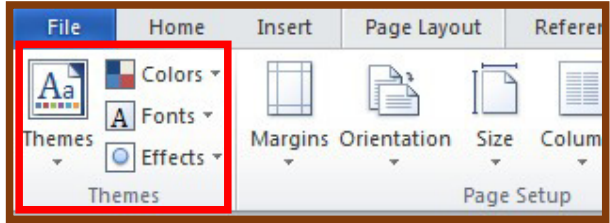
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Themes (Page Layout)

A theme in MS Word refers to a set of design elements that work together to create a consistent, professional look throughout your document. It includes:

- **Colors:** A predefined set of colors for text, headings, and other parts of the document (such as titles or links).
- **Fonts:** A combination of fonts used for different parts of the document (like headings, subheadings, and body text). These fonts are chosen to work well together.
- **Effects:** Special visual styles for elements like shapes, tables, charts, and SmartArt. For example, some themes may include shadow effects, gradients, or outlines.
- **Backgrounds:** The general background style or color, including any patterns or designs behind the text.



Importance of using Theme










Using a theme helps to make your document visually appealing without having to manually adjust every part of the document. It ensures that the colors, fonts, and overall style are consistent across the entire document. For example, if you're making a report, applying a theme could quickly give it a formal and professional look.

Page Background

In Microsoft Word, the Page Background group, located under the Page Layout tab, allows you to customize the background of your document. This feature can be used to add visual elements such as colors, borders, and watermarks, helping to enhance the appearance of your document or make it more engaging for readers.



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Page Color

In MS Word, Page Color refers to the background color of the entire page in your document. By default, the page color is white, but you can change it to any color you like to make your document visually appealing or fit a certain theme.

Modify Page Color

To modify page color means to change or adjust the background color of a page in your document. By default, Microsoft Word has a white background, but you can customize it by selecting a different color to suit the style or theme of your document.

What Does "Modify Page Color" Include?

- **Changing the Background:** You can select any color for the entire page, including solid colors, gradients, or even patterns.
- **Adjusting the Document's Look:** Modifying the page color is typically used to give your document a more vibrant, creative, or formal appearance.

Watermark

A watermark in MS Word is a faint image, text, or pattern that appears in the background of a document. It's typically used to indicate the status or classification of the document (e.g., "Confidential," "Draft," etc.) or to add a subtle branding element, like a logo or company name.

Watermarks can be applied to the entire page and are usually transparent or semi-

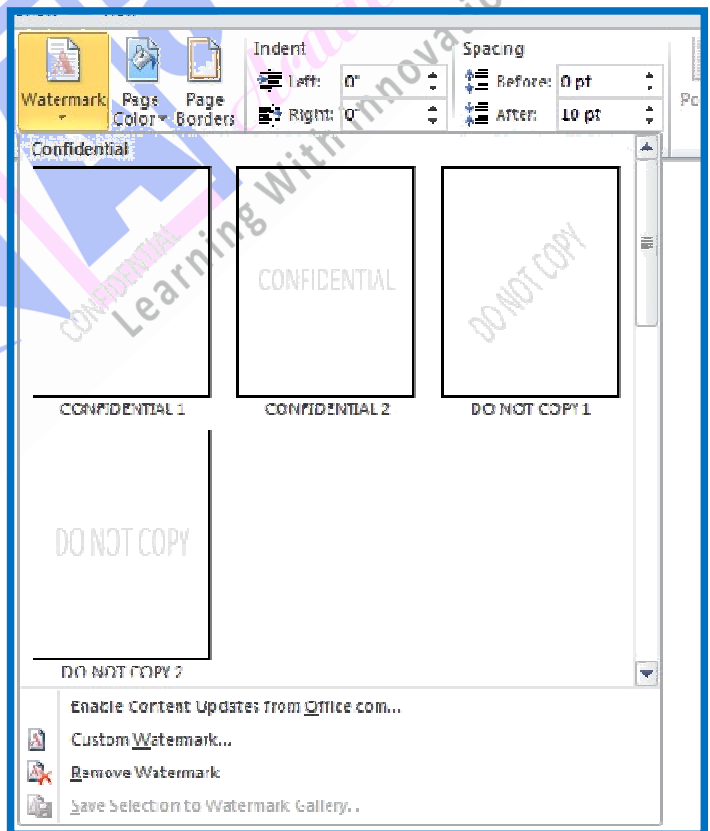
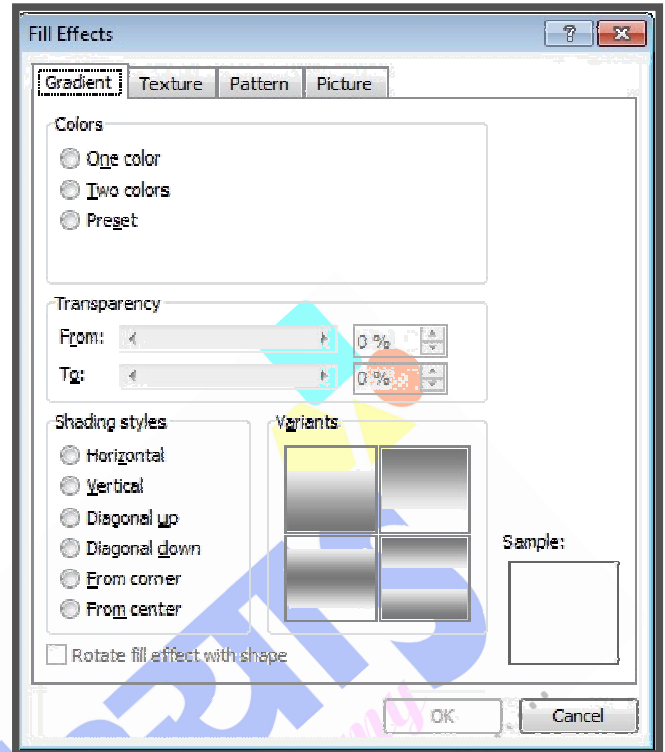











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transparent, so they don't obscure the text. They're often used for:

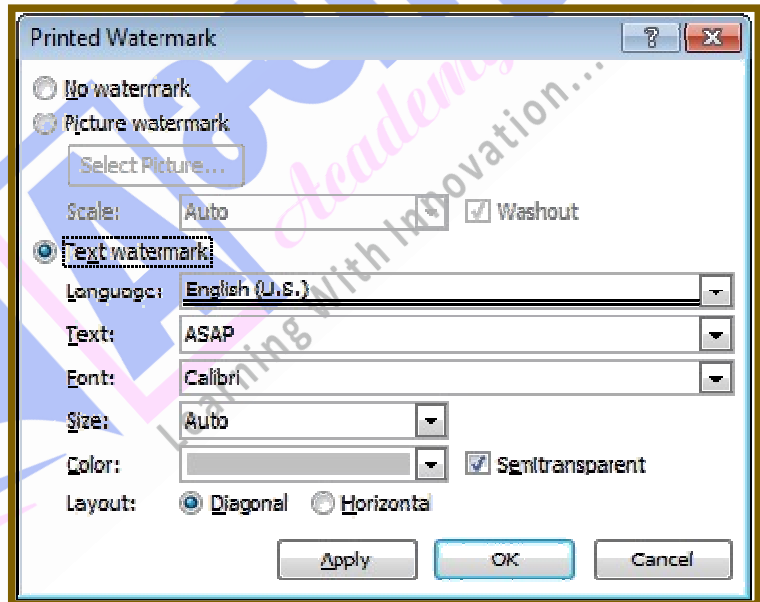
- **Branding:** To display a company logo or name on each page.
- **Security:** To mark the document as confidential, classified, or for restricted use (e.g., "Top Secret," "Confidential").
- **Design:** To make a document look more professional or official.

Custom Watermark

A custom watermark in MS Word is a background image or text that appears faintly behind the main content of your document. It is usually used to display a logo, text (like "Confidential," "Draft," or "Sample"), or any other design element that you want to be visible but not interfere with the document's readability.

Types of Watermarks:

- **Text Watermark:** A text like "Confidential," "Draft," "Urgent," etc., that is placed diagonally or horizontally across the page.
- **Picture Watermark:** A logo or image, like a company logo or a custom graphic, placed behind the text.



Make this Following assignment

Instruction:

1. You have to add "Army School" watermark and add page color pink.
2. Save File with the name "Project 5"



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