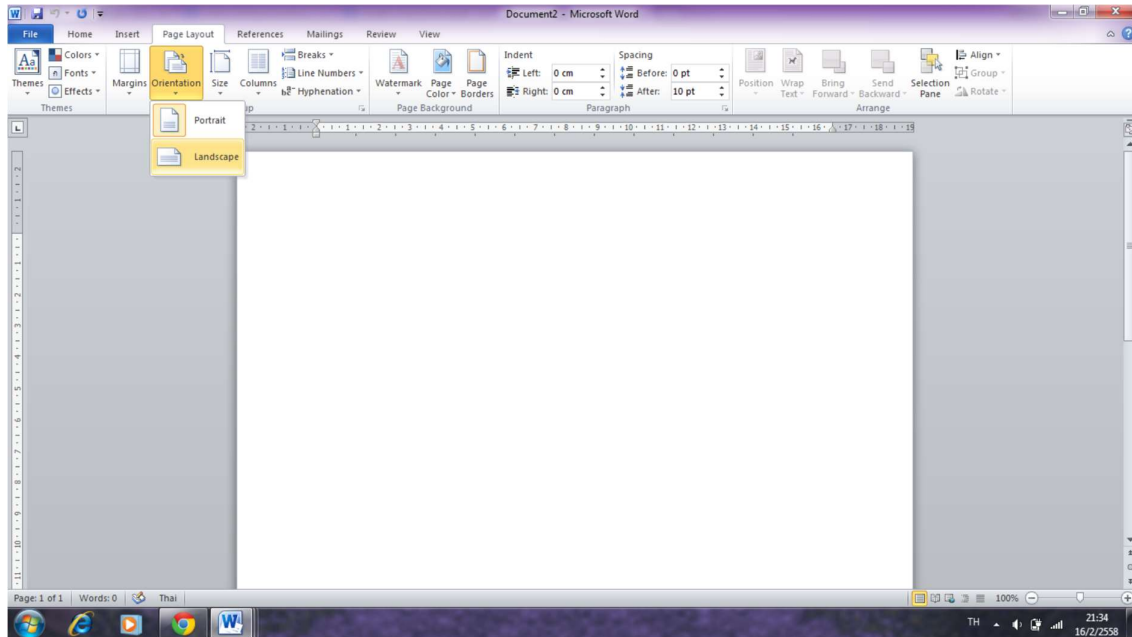


## Microsoft Word 2010 Program Usage Document

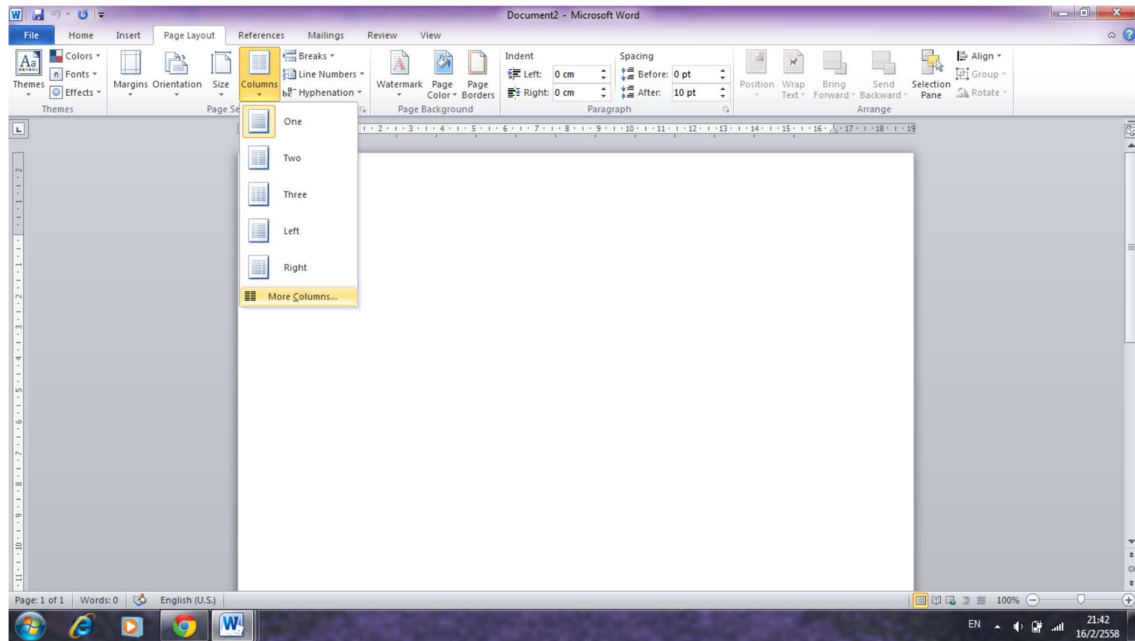
Creating a brochure A brochure is a form of printed media that prints text on a single sheet of paper, but is folded to divide the content according to the number of folds. The size of the information and the importance between the pages should be taken into account. It can be folded three or four times.

The steps to create a brochure are as follows:

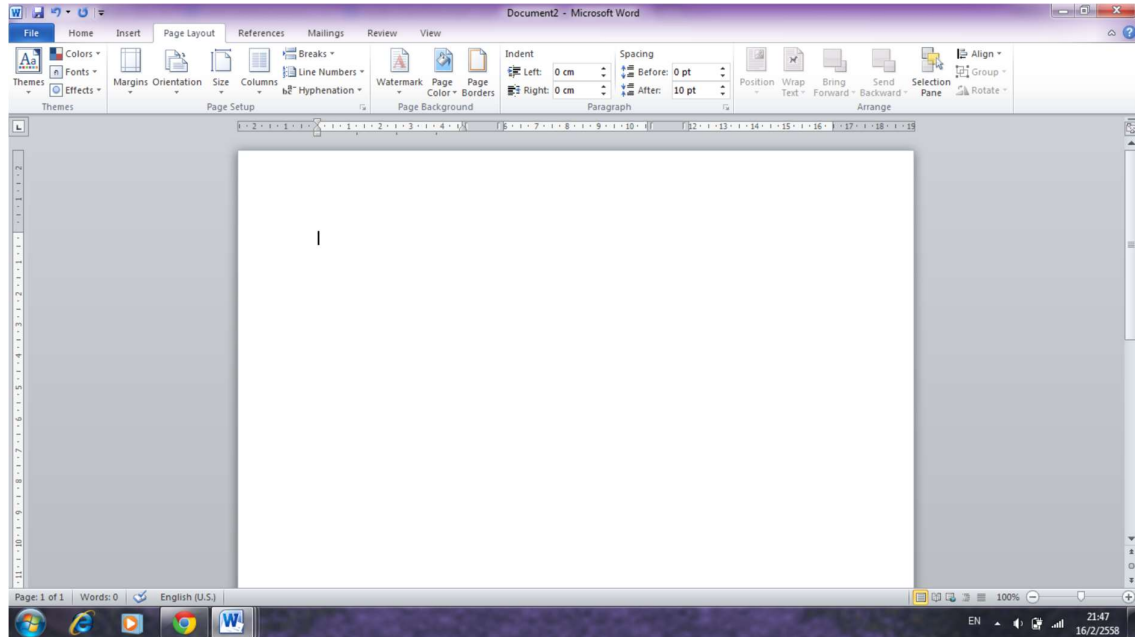
1. Enter Microsoft Word 2010
2. Set the paper to landscape orientation. Click on the Page Layout tab > Orientation > Select Landscape to get a landscape paper.



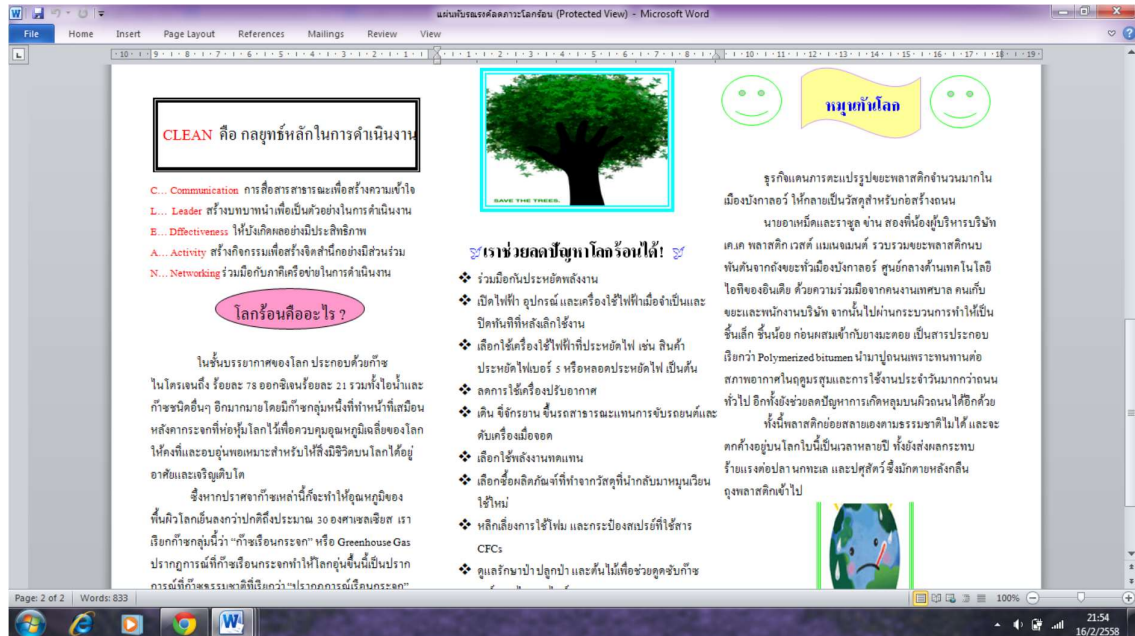
3. Then divide the page into columns. You can divide it into as many columns as you want, but here we will divide it into 3 columns by clicking on Page Layout > Columns > More Columns > Click on Three > OK.



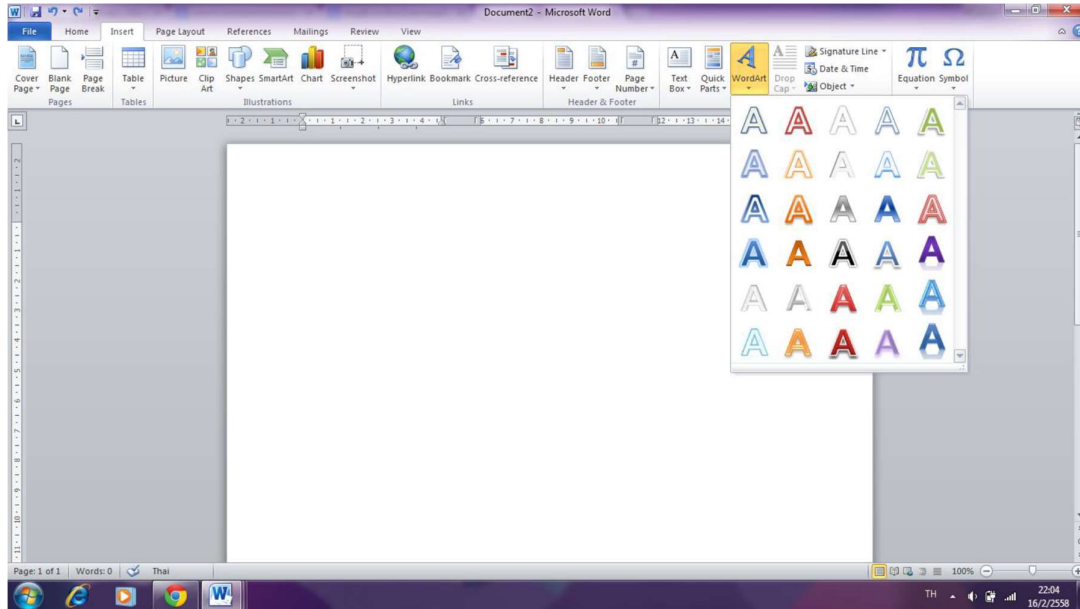
4. You will get a page divided into three columns.



5. Then type or paste data into the page as desired, starting with data in columns 1, 2, and 3 respectively. If you want to add another page, press the enter button to add another page.

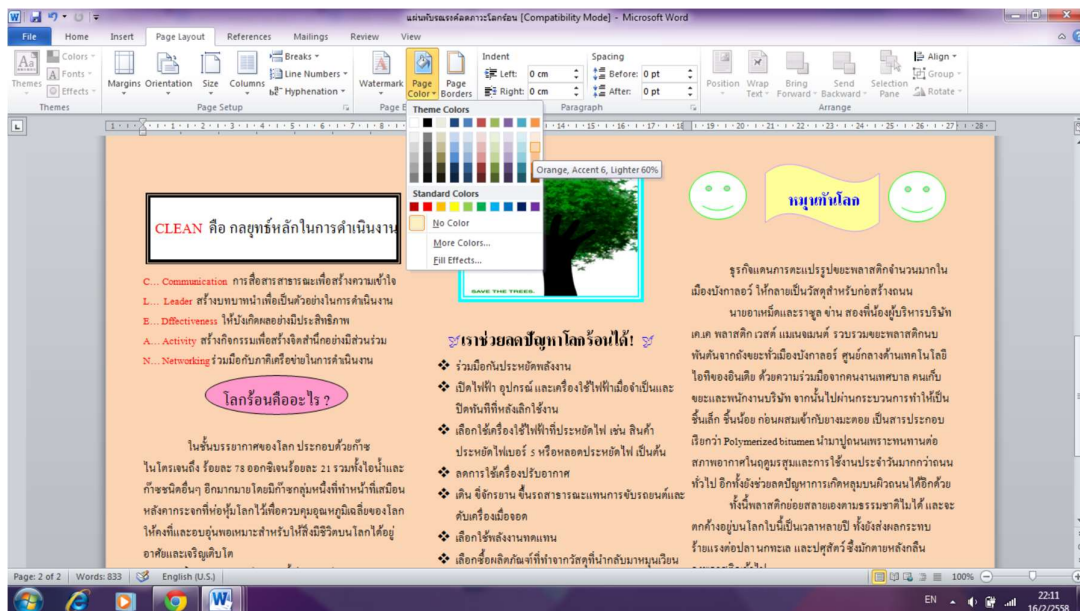


6. Creating WordArt with WordArt. Go to the document where you want to create the WordArt. Click the Insert tab. In the Text group, click the WordArt icon and select the desired WordArt style.



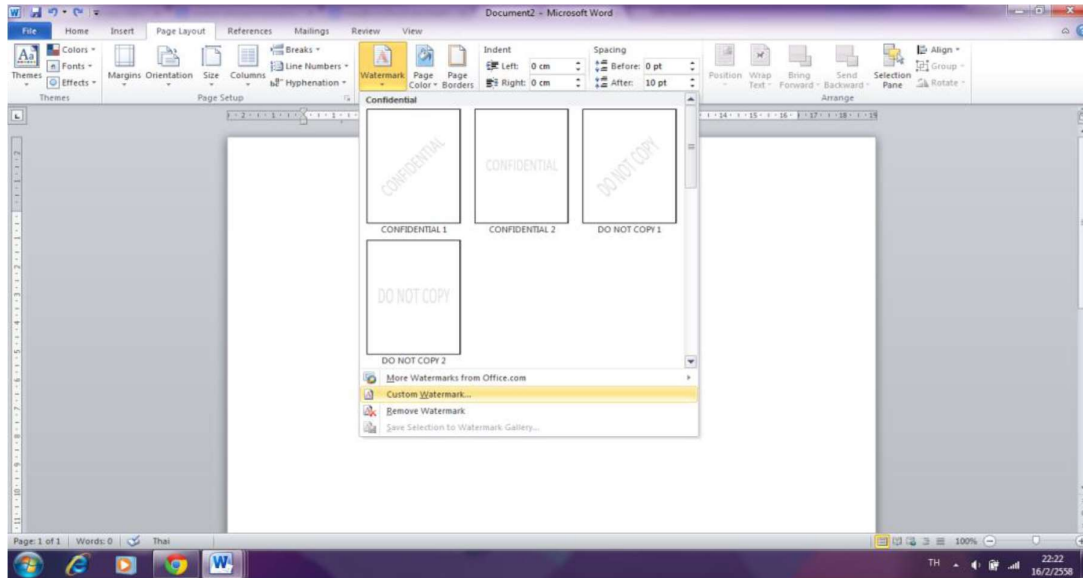
7. Type your text and choose the font, size, and style you want, then click OK. You will get the artistic text as you want.

8. Decorate the background of the document. Click the Page Layout tab. In the Page Background group, click the Page Color icon. Select the color you want.



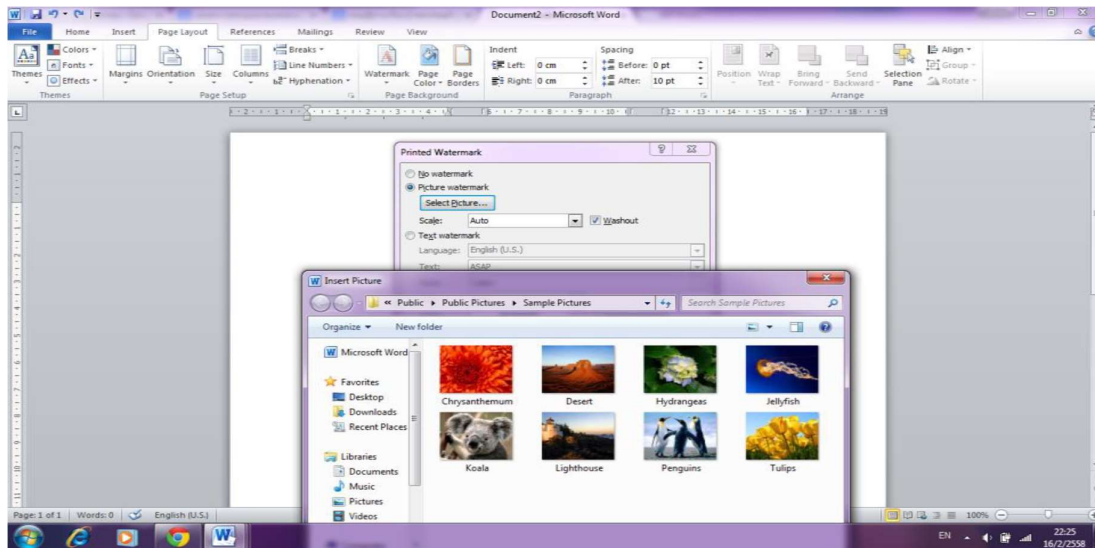
## 9. Adding a Picture Watermark

9.1 Click the Page Layout tab. In the Page Background group, click the icon. Click the Custom Watermark command.

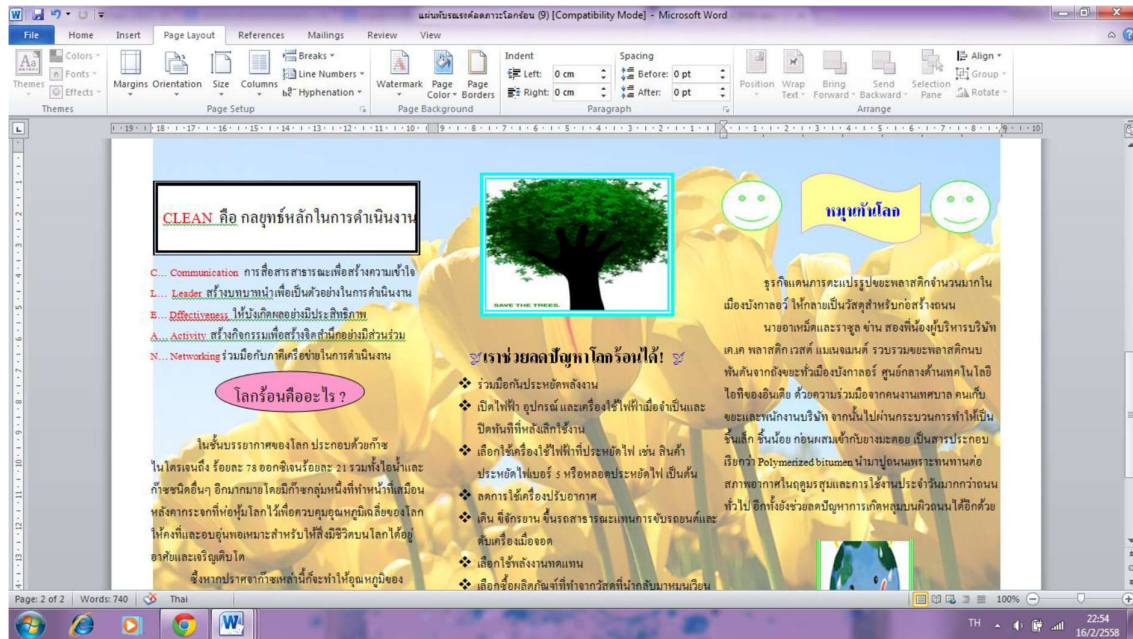


\* If you want to insert a watermark as a picture, select the Picture Watermark topic, then click the Select Picture button, select the desired picture, and click Insert. You will get a watermark as the desired picture.

9.2 Click on the Picture Watermark tab, click on the icon, click on the Select Picture command, and select the desired picture.



10. Once the document background is inserted, you will have a completed one-page brochure.



\* If you want to continue to other pages, do the same as page 1.