



# Elements of page layout

## ✓ Page background

In Microsoft Word, you can have a page border, which gives you a border around the page. Click on the Page Layout tab. In the Page Background group, click the Page Borders option. You can change the page color Using Page color tab

## ✓ Page column

Microsoft Word columns help to create a better looking document when that document is text heavy. Page breaks move text to a new page before reaching the end of a page.

## ✓ Watermark

Watermark is simply that image or text that appears mainly behind the main document. Its purpose is to make it more difficult for the original image to be copied or used without permission.

