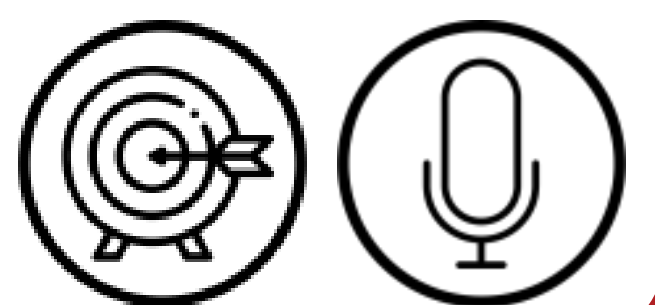




Page layout

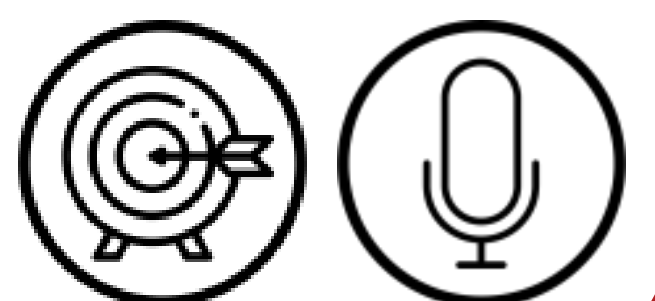




Page margin

✓ Create a new document and set your page

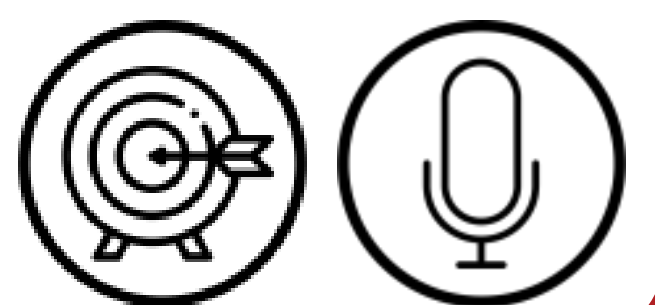
margin as **narrow**





Page size

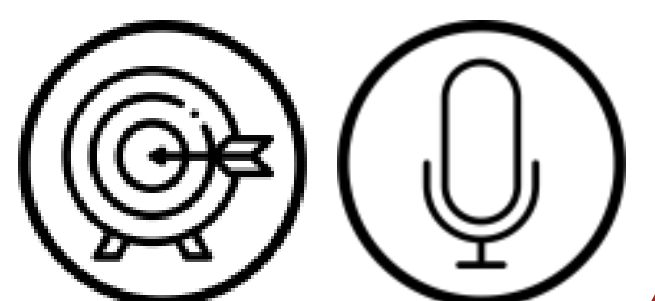
- ✓ Create a new document with **A4 page size**





Page background

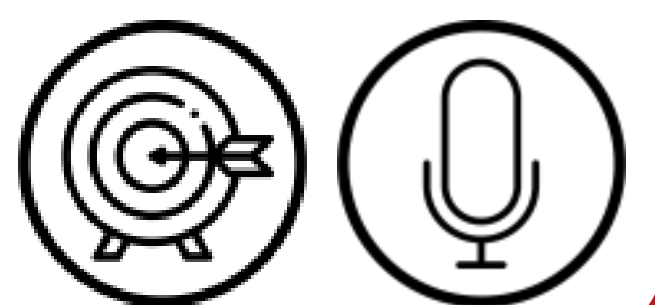
- ✓ Create a new document and apply **gray color** to page and add dashed border.





Page column

- ✓ Create a new document and enter your friends name in two columns using page column & page break option.





Watermark

- ✓ Apply 'Confidential' watermark in your word document

