



## Answer the below question

1. Create a page with A4 paper size
2. Find 'Microsoft' and replace Ms instead of Microsoft in following paragraph

Microsoft Office is a collection of office-related applications. Each application serves a unique purpose and offers a specific service to its users. For example, Microsoft Word is used to create documents. Microsoft PowerPoint is used to create presentations.

3. Insert any picture as a watermark
4. Make the following list into two columns using Page columns & Page Break

Daisy  
Ruby  
Reno  
Elza  
Gavin  
Tora

5. Rename and Save the current file in Another Location

