Design Tab

The design tab has different style of page formatting

    A. **Document Formatting**
    B. **Page Background**

Document Formatting Group consists of

Themes: Changes the overall format of the document to the selected theme. A theme is set of Fonts, Colors and Graphic effects which you can apply to your document

Theme color: changes the color themes of the current theme

Theme Fonts: changes the Font themes of the current theme

Paragraph Spacing: set spacing that is spacing between paragraph

Theme Effects: Applies theme effects, graphics effects on objects

Page Background Group consists of

Water Mark : Inserts background image of document. This is mainly used to indicate the document content is CONFIDENTIAL or DRAFT or any Logo to identify the Company. Click the down Arrow the list will be displayed

Page Color: Sets background color of the page

Page Border: Set page border of the page. Page border page of borders and shadings dialog box will be displayed