**Office Help function**

Use the Office help function to research the questions or problems given in the left column. Enter your findings in the right column.

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| **Question/Problem** | **Answer** |
| 1. *Word* can automatically count the lines in a document and display the appropriate number beside each line of text.  In what situation/s would this be useful?  Use the search phrase *line numbers* to look up the information. Copy the information and paste it in the space provided. |  |
| 2. On which tab, in *Word*, do we find the command to insert line numbers in a document? |  |
| 3. Find out how to add a watermark to a single page in a *Word* document.  Copy the information (steps needed) and paste this as a numbered list in the space provided. |  |
| 4. Find out how to customise the ScreenTip that appears when you rest the pointer over a hyperlink. |  |