**HELP FUNCTION (F1)**

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| **PROBLEM** | **SOLUTION** |
| 1. *Word* can automatically count the lines in a document and display the appropriate number beside each line of text.  a. In what situation/s would this be useful?  b. Use the search phrase *line numbers* to find out how to display continuous line numbers. Copy the solution offered by the Help function and paste it in the space provided in the Solution column. |  |
| 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) as text and paste this as a bulleted list in the space provided in the Solution column.  Resize and match the font to match that of this document. |  |
| 4. Find out how to customise the ScreenTip that appears when you rest the pointer over a hyperlink.  Type your answer in the Solution column. |  |