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Self-Made Assignment - MS Word

Page Break, Page Number, Date and Time, Line Break in MS Word

Digital Communication: An Overview

Digital communication refers to the exchange of information through electronic means. It involves the use of devices such as computers, smartphones, and tablets to send and receive messages.

Digital communication has revolutionized the way people interact in personal and professional settings. Key features include instant messaging, video conferencing, and email. These tools make communication faster, more reliable, and accessible from anywhere in the world.

However, digital communication also has challenges, including maintaining privacy, avoiding misinformation, and managing screen time effectively. Addressing these challenges requires a combination of technology, awareness, and responsible usage.

Tasks:

1. Insert Page Breaks:

- Create a document with the above content.
- After the paragraph ending with "accessible from anywhere in the world," insert a **Page Break** to start the next section on a new page.
- Add the text: "Digital communication has changed the world significantly." to the second page.

2. Add Page Numbers:

- Insert **Page Numbers** at the bottom-center of all pages.

3. Insert Date and Time:

- At the top of the first page, insert the **current date and time** using the **Insert > Date & Time** option.

4. Use Line Breaks:

- In the paragraph starting with "Digital communication has revolutionized the way," insert a **Line Break** after the phrase "personal and professional settings" so the rest of the sentence starts on the next line.

Submission Guidelines:

- Save the file with the name: **Digital\_Communication\_YourName.docx.**

