



Microsoft[®]
Word 2019

Lab4

Format the Page

Adjust Margins

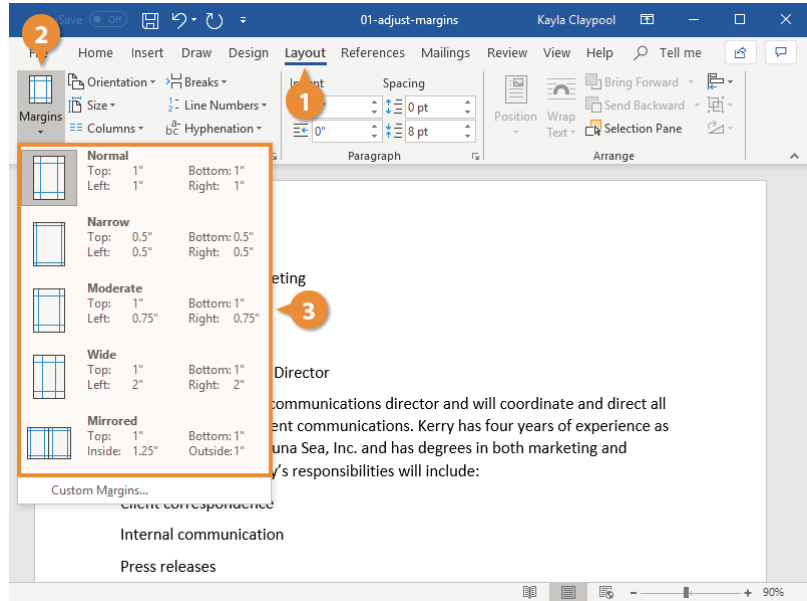
A margin is the empty space between a document's contents and the edges of the page. Word's default margins are 1 inch on each side of the page, but you can change the margins to accommodate the needs of your document.

Choose a Margin Size

Word includes several built-in margin settings that you can choose from.

- 1 Click the **Layout** tab.
- 2 Click the **Margins** button.
- 3 Select a new margin setting.

Word adjusts the size of the margins and automatically redistributes your content to fit.



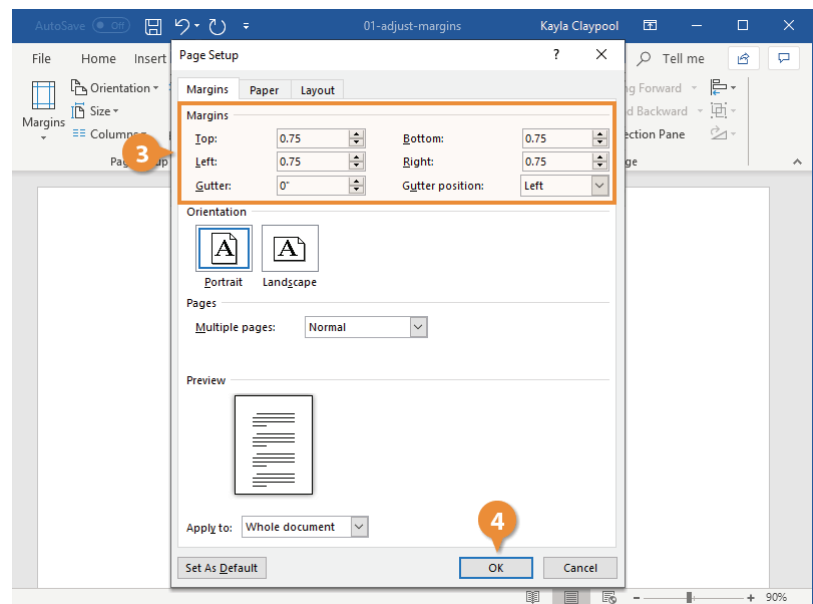
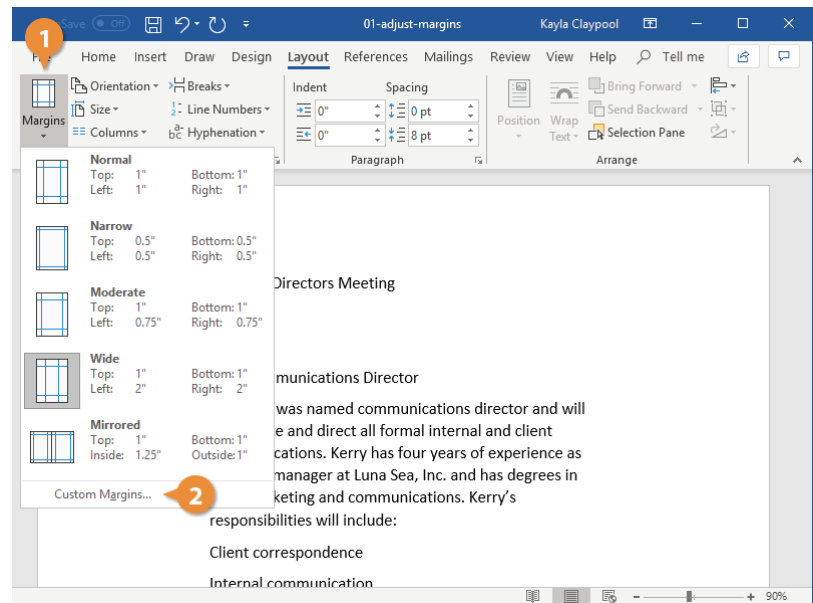
Set Custom Margins

If the common margin settings don't meet your needs, you can create custom ones.

- 1 Click the **Margins** button on the Layout tab.
- 2 Select **Custom Margins**.
- 3 Adjust your margin settings in the dialog box.
- 4 Click **OK**.

Tip: Another way to adjust margins is to click and drag the **Left Margin**, **Right Margin**, **Top Margin**, or **Bottom Margin** line on the Ruler.

Tip: If you intend to bind a document and require extra space for the bindings, use the Gutter setting on the Margins tab in the Page Setup dialog box.



Page Size and Orientation

The page size and orientation are two of the most noticeable page layout properties of a document.

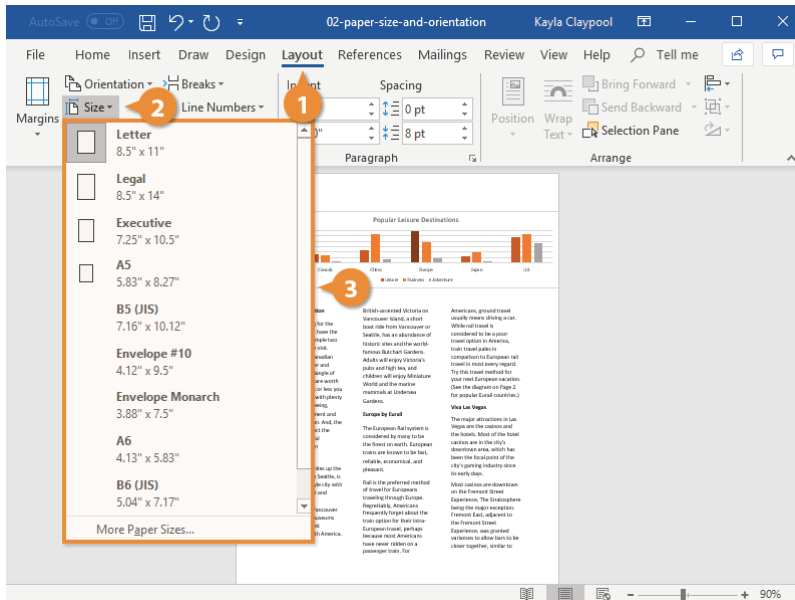
Change Page Size

Word can lay out the page for any paper size that your computer's printer supports. This means that you can use Word not only to print letters, but also legal documents, postcards, tickets, flyers, and any other documents that use a non-standard paper size.

- 1 Click the **Layout** tab.
- 2 Click the **Size** button.
A list of common page sizes appears.
- 3 Select the size you want to use.

The document preview on the screen adjusts to use the selected paper size.

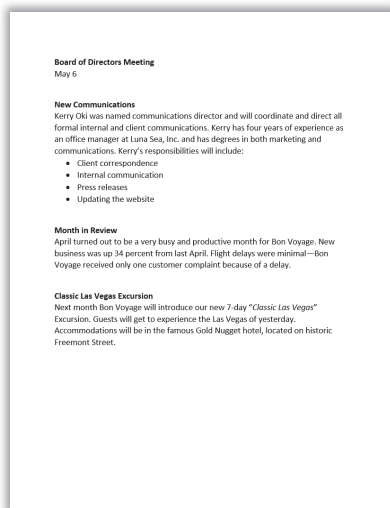
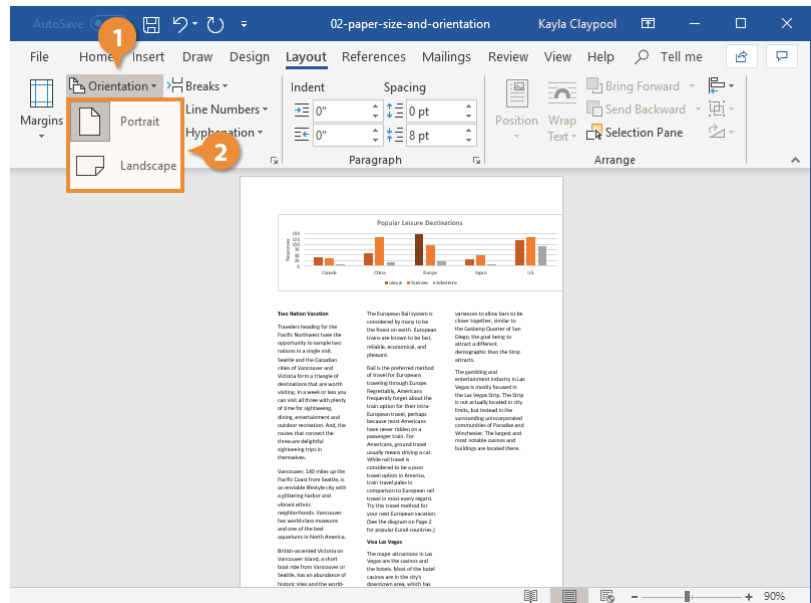
Tip: If the size you want to use doesn't appear in the list, select **More Paper Sizes**. The Paper tab of the Page Setup dialog box appears, where you can enter a custom paper size.



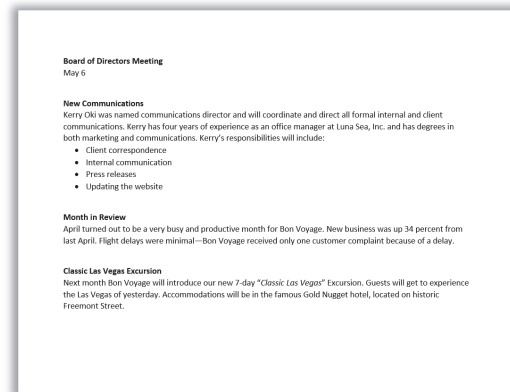
Change Page Orientation

Every document uses one of two different types of page orientations: Portrait and Landscape.

- 1 From the Layout tab, click **Orientation**.
- 2 Select a page orientation:
 - **Portrait:** The paper is taller than it is wide—like a portrait painting. This is the default orientation setting.
 - **Landscape:** The paper is wider than it is tall—like a landscape painting.



Portrait



Landscape

Headers and Footers

Documents with several pages often have information—such as the page number, the document’s title, or the date—located at the top or bottom of every page. Text that appears at the top of every page in a document is called a header, while text appearing at the bottom of every page is called a footer.

Use a Header or Footer

- 1 Click the **Insert** tab.
- 2 Click the **Header** or **Footer** button.

A list of built-in header or footer designs appears. Each option will include one or more placeholders for information such as document title, date, or page number.

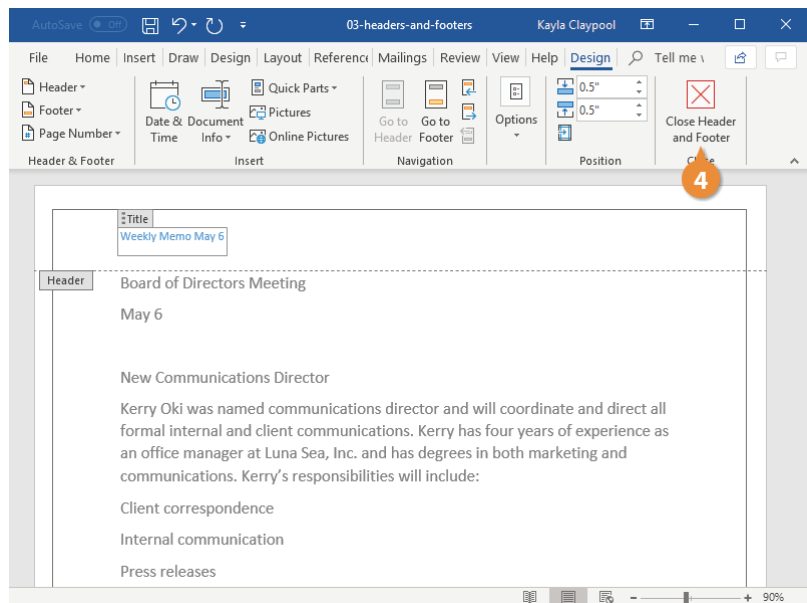
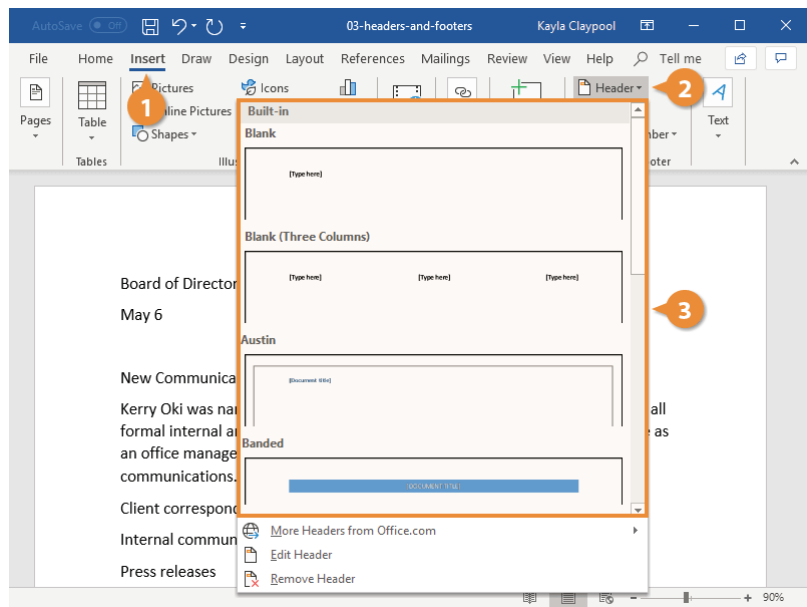
Hover over a built-in header or footer option to view its attributes and a description of how it might be used best.

- 3 Select a built-in header or footer design.

A new header or footer is inserted, and the **Header and Footer Design** tab also appears on the ribbon.

- 4 Click the **Close Header and Footer** button when you’re done.

The Header and Footer Design tab closes, and the header and footer are set.

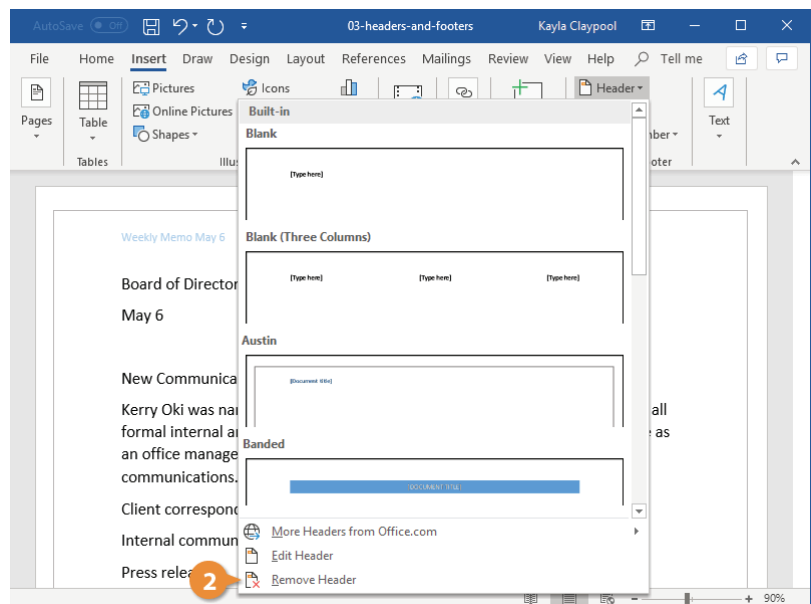
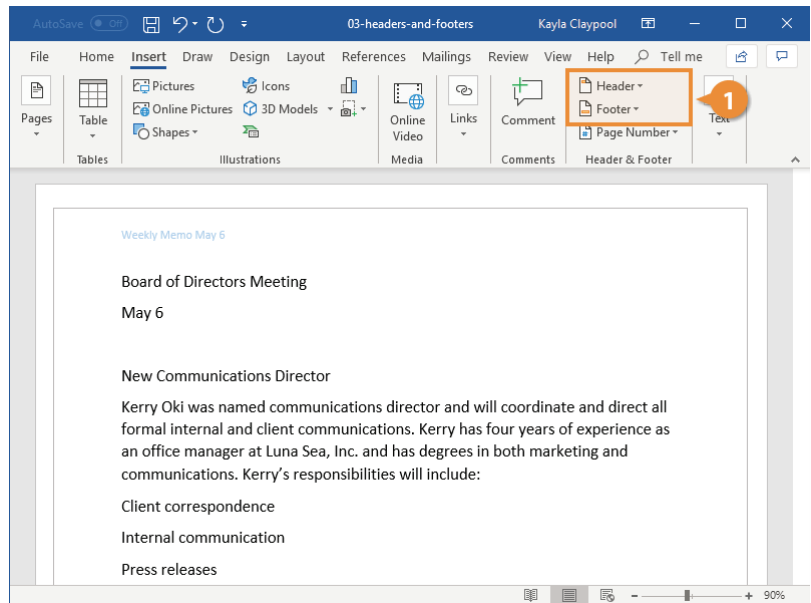


Remove a Header or Footer

Once you've added a header or footer, you can easily remove it if you find that it isn't what you want.

- 1 Click the **Header** or **Footer** button on the Insert tab.
- 2 Select **Remove Header** or **Remove Footer**.

The header or footer is removed.



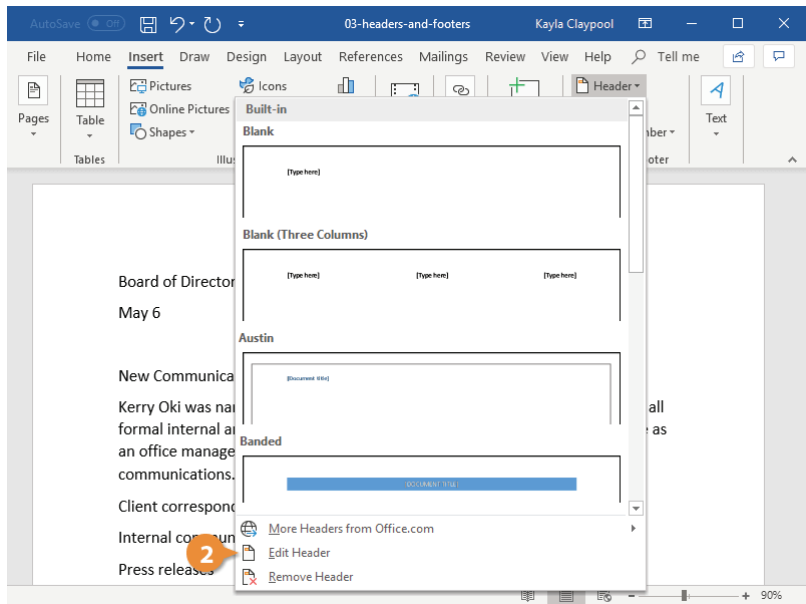
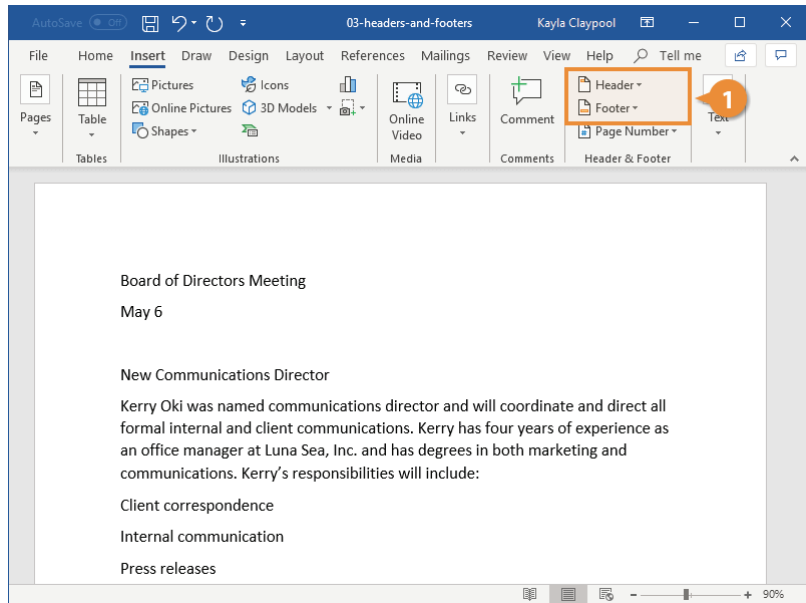
Create a Custom Header or Footer

Once you've added a header or footer, you can use the Header and Footer Design tab to customize its appearance. Or, if you'd prefer to start from scratch, you can customize the header or footer without using one of the built-in presets.

- 1 Click the **Header** or **Footer** button on the Insert tab.
- 2 Select **Edit Header** or **Edit Footer**.

The Header and Footer Design tab appears, and you can now add text, graphics, and placeholders to the header or footer.

Tip: You can also display the Header and Footer Design tab and edit the header or footer by double-clicking in the top or bottom margins of the document, or by right-clicking in the top or bottom margins and selecting **Edit Header** or **Edit Footer**.



3

Make selections using the Header and Footer Design tab tools on the ribbon.

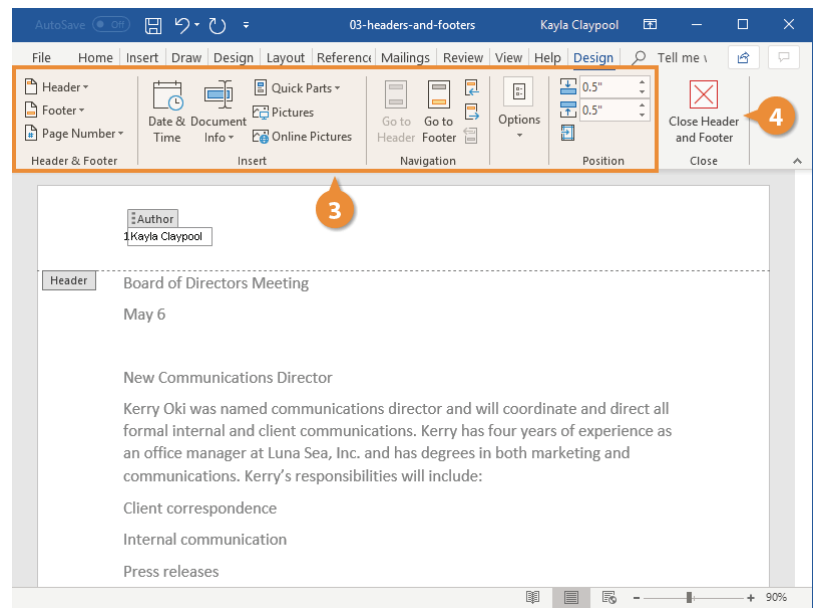
The Insert group contains options for inserting document info placeholders, which are fields that automatically fill in information, such as page number, the current date, the file name and path, or the author's name.

In the Options group, you can also choose to use a different header or footer on the first page of a document, or to use different headers or footers on odd and even pages.

4

Click **Close Header and Footer** when you're done.

The custom header or footer is applied.



Page Numbers

Add Page Numbers

If you have a longer document, you can add automatic page numbering to make it easier to know your place in the document.

- 1 Click the **Insert** tab.
- 2 Click the **Page Number** button.

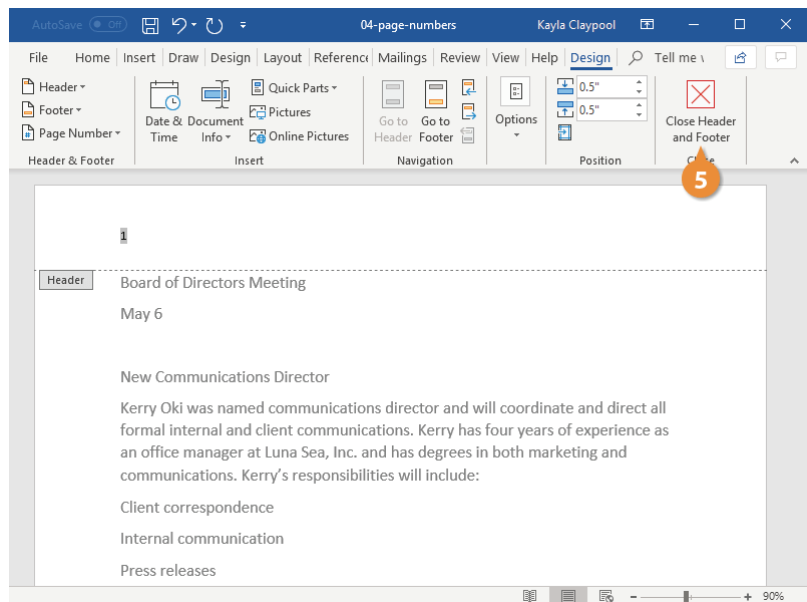
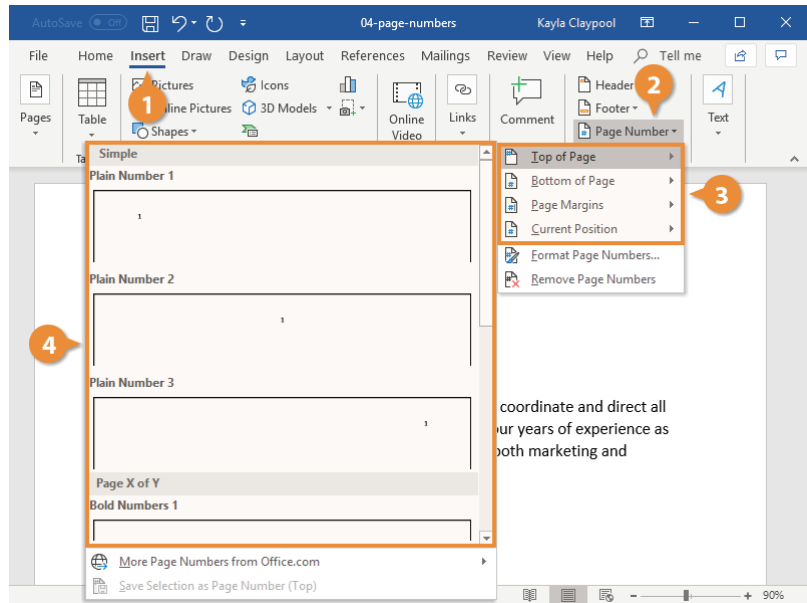
Next, choose where you want the page number to appear. You can choose either the header or footer, in the side margins, or where the text cursor is currently placed.

- 3 Select a part of the page.
There are plenty of built-in designs available, from plain numbers to more stylized numbers and shapes.
- 4 Select a page number style.

The page number is added as a new page header or footer. The page number will increment automatically for each page, while the other text and decoration will stay the same.

- 5 Click the **Close Header and Footer** button.

The page number is added.



Format Page Numbers

Once you've added page numbers, you can customize the number format, enable chapter numbers, and adjust how the numbering starts.

- 1 Click the **Insert** tab.
- 2 Click the **Page Number** button.
- 3 Select **Format Page Numbers**.

The Page Number Format dialog box opens, with a few ways to customize how page numbers appear.

- 4 (Optional) Choose a number format.

In addition to numbers, you could also use letters or roman numerals.

- 5 (Optional) Include chapter numbers.

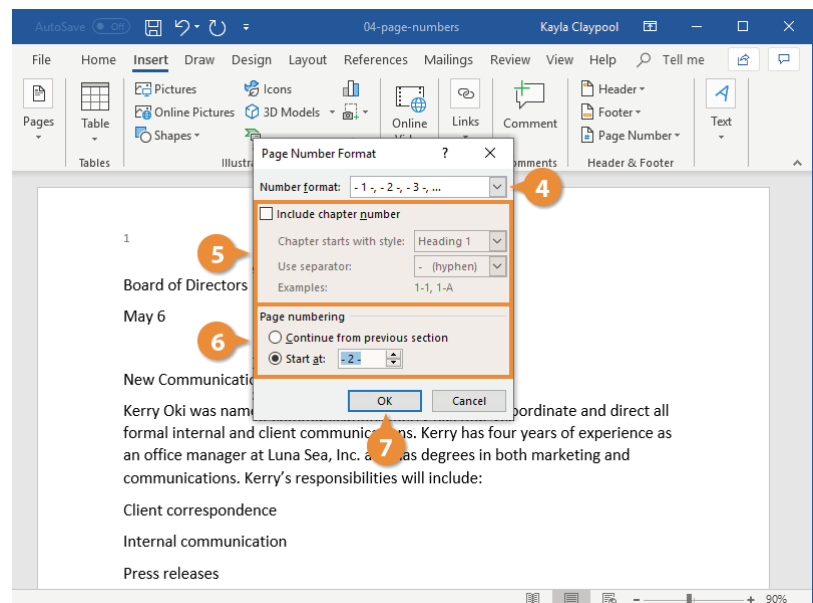
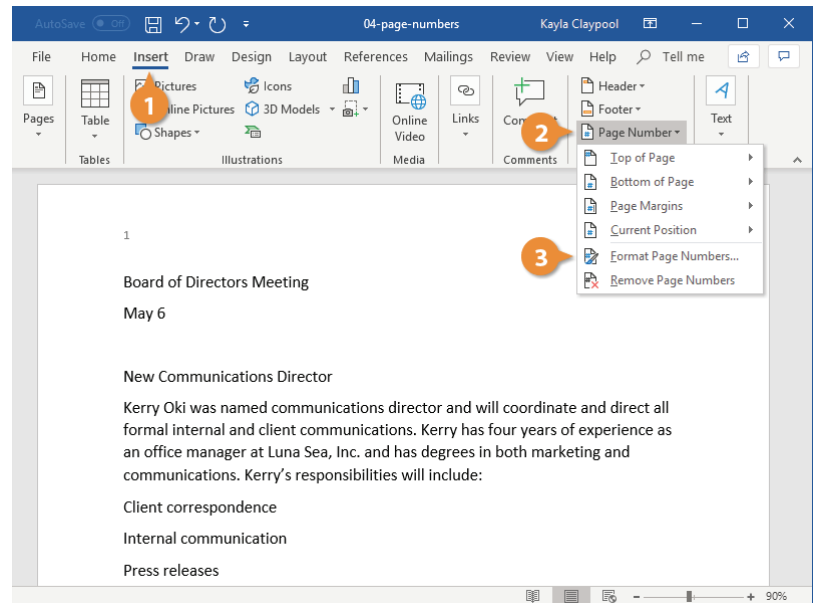
If your document is set up with chapter numbers, you can have those appear with the page numbers.

- 6 (Optional) Modify page numbering.

If the document you're working on is a continuation of another document, you can also specify a number that the page numbers will start at.

- 7 Click **OK**.

The number format has changed.



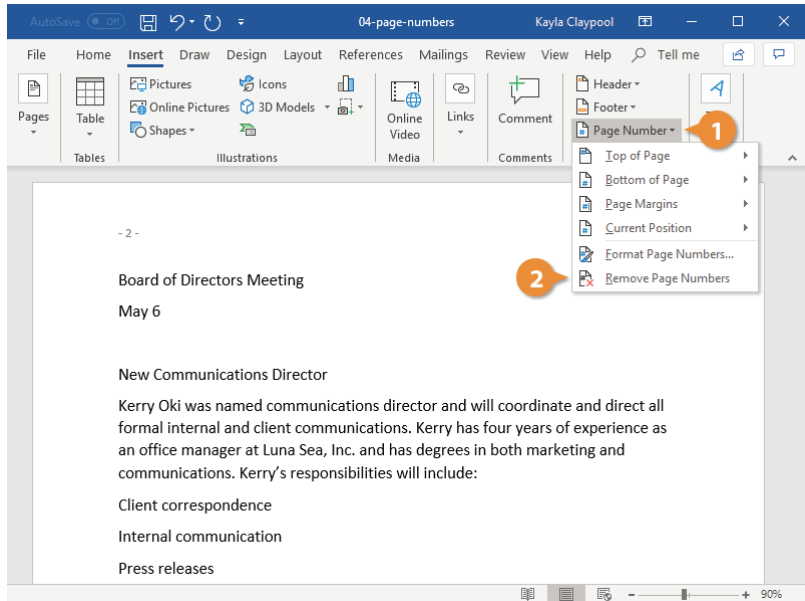
Remove Page Numbers

If your document no longer needs page numbers, they're easy to remove.

- 1 Click the **Page Number** button.
- 2 Select **Remove Page Numbers**.

The page numbers are removed.

Tip: You can also remove page numbers manually by editing the header or footer to remove the page number placeholders.



Columns

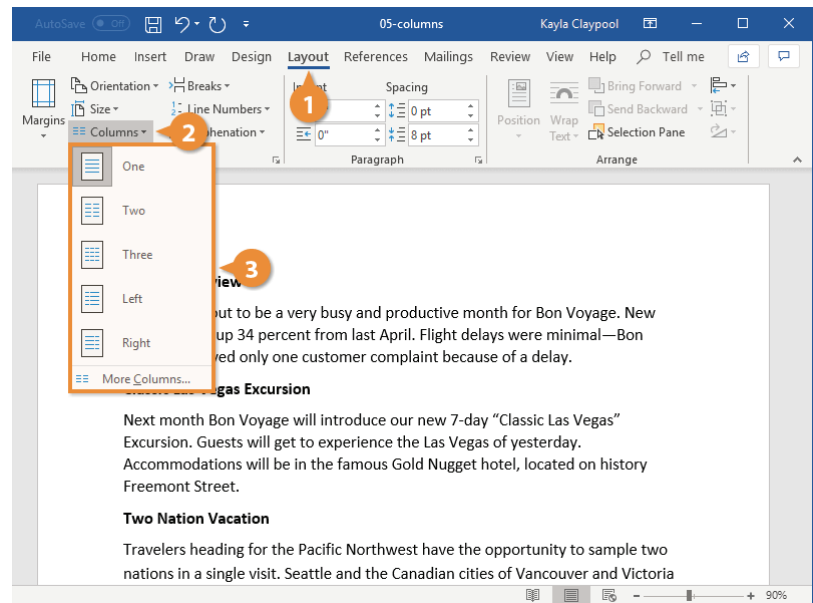
If you have a document that is pretty text-heavy, like a newsletter or magazine, you can format it in columns to make it a little easier to read. When using columns, you can also control where a new column begins using column breaks.

Format Columns

- 1 Click the **Layout** tab.
- 2 Click the **Columns** button.
A short list of a few column options appears. You can select one, two, or three columns, or a special two-column layout with either the left or right column narrower than the other.
- 3 Select a column option.

The column layout is applied.

Tip: Select **More Columns** to manually configure your column layout from the Columns dialog box.

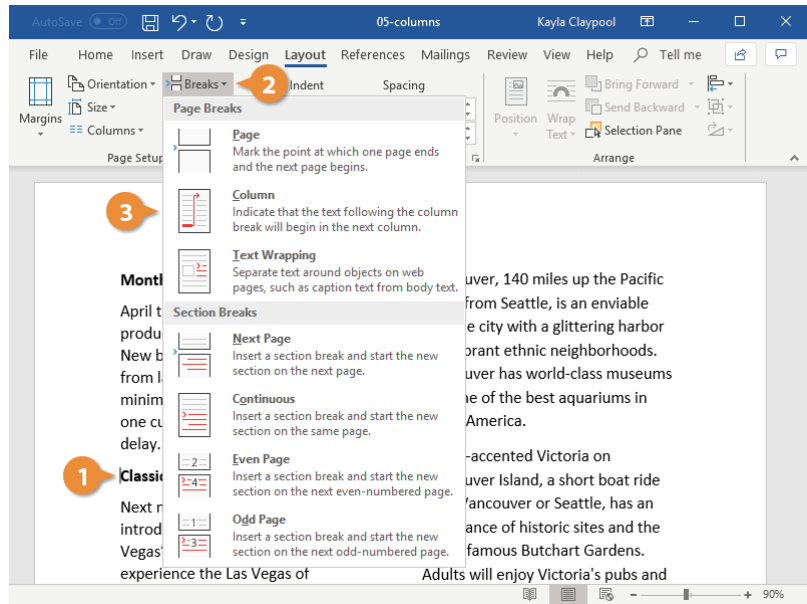


Use a Column Break

Inserting a column break ends the current column, moving the text cursor and any text after it to the top of the next column.

- 1 Click where you want to insert the column break.
- 2 Click the **Breaks** button on the Layout tab.
- 3 Select **Column**.

The column break is inserted, and the cursor moves to the beginning of the next column.



Page Breaks

While Word automatically manages when text flows to a new page in a document, you can also manually choose where a new page starts.

Insert Page Breaks

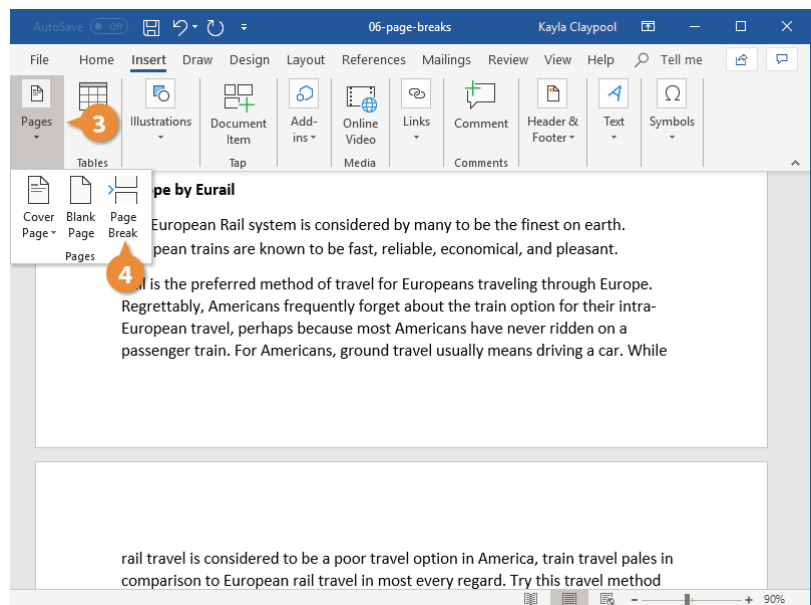
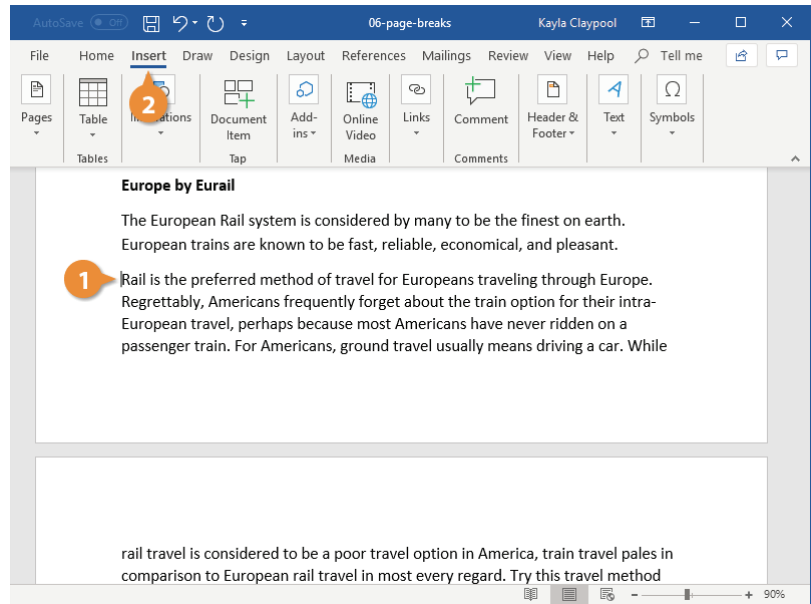
A page break is a special marker that will end the current page and start a new one.

- 1 Click to place your cursor where you want to start a new page.
- 2 Click the **Insert** tab.
- 3 If necessary, expand the **Pages** group by clicking it.
- 4 Click the **Page Break** button.

A page break is inserted, and any text after that point is moved to a new page.

Shortcut: You can also insert a page break by pressing **Ctrl + Enter**.

Tip: If you'd rather insert an entire blank page at the break, select **Blank Page** in the Pages group.



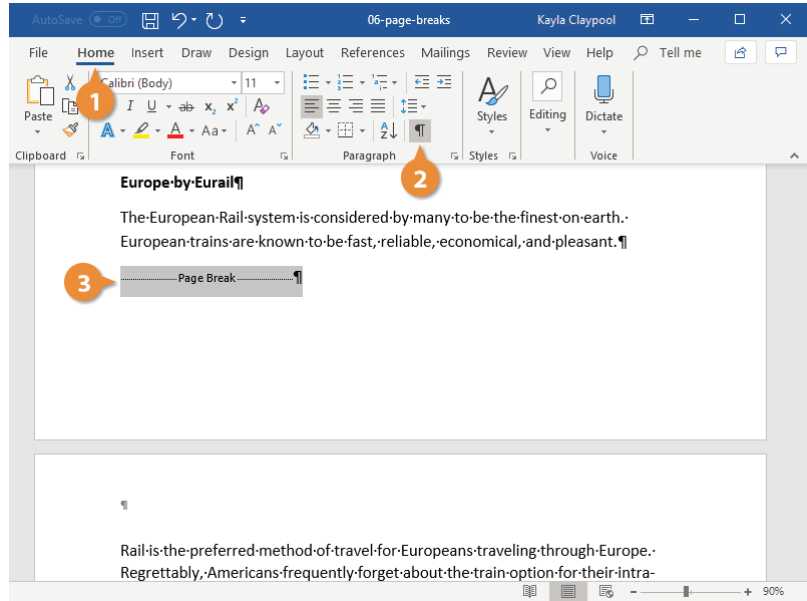
Remove a Page Break

If you decide later that you don't want the page break where you inserted it, you can remove it.

Page breaks are inserted as special hidden formatting marks, so to easily find and remove them, first show formatting marks.

- 1 Click the **Home** tab.
- 2 Click the **Show/Hide ¶** button.
This displays special punctuation characters in your document, such as spaces, paragraph markers, and most importantly for this lesson, page and section breaks.
- 3 Double-click the page break to select it.
- 4 Press **Delete**.

The page break is deleted.

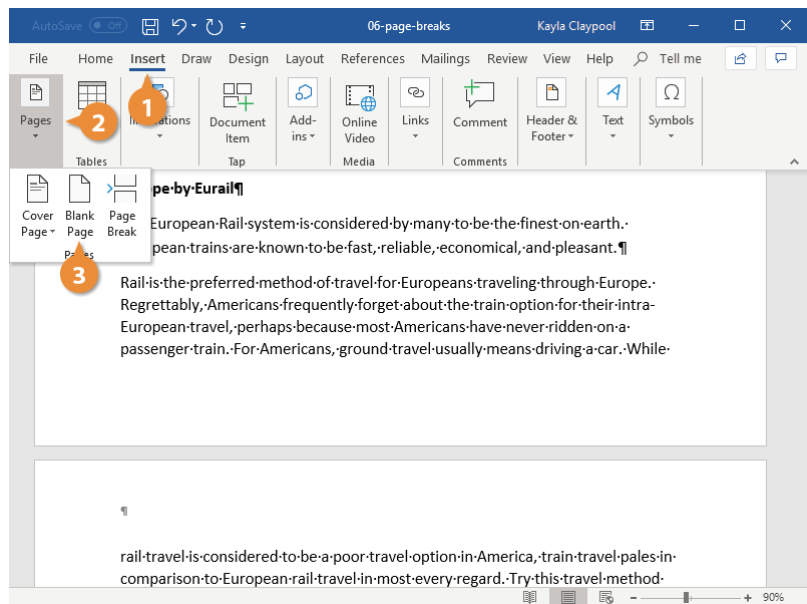


Insert a Blank Page

You can also insert an entire blank page at any point in the text.

- 1 With your insertion point where you want the blank page added, click the **Insert** tab.
- 2 Expand the **Pages** group, if necessary.
- 3 Select **Blank Page**.

Two page-breaks are inserted, creating a full blank page before the text continues.



Page Background Elements

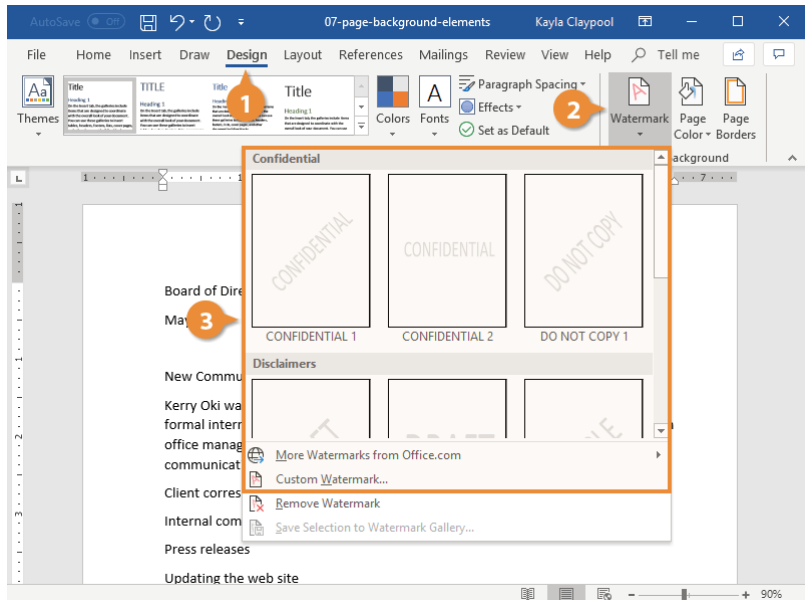
You can dress up pages in a document with page borders and background settings. You can line the margins of your pages with borders to give them finished edges or to make certain pages stand out, and you can even create your own page designs using colors and watermarks.

Add a Watermark

A watermark is a faint message or image that indicates a document should be specially treated. It does not obscure text on the page.

- 1 Click the **Design** tab.
- 2 Click the **Watermark** button.
You can choose a built-in watermark from a category such as Confidential, Disclaimers, or Urgent, or you can create a custom watermark.
- 3 Select a watermark.

It's applied to every page in the document, set behind the text.

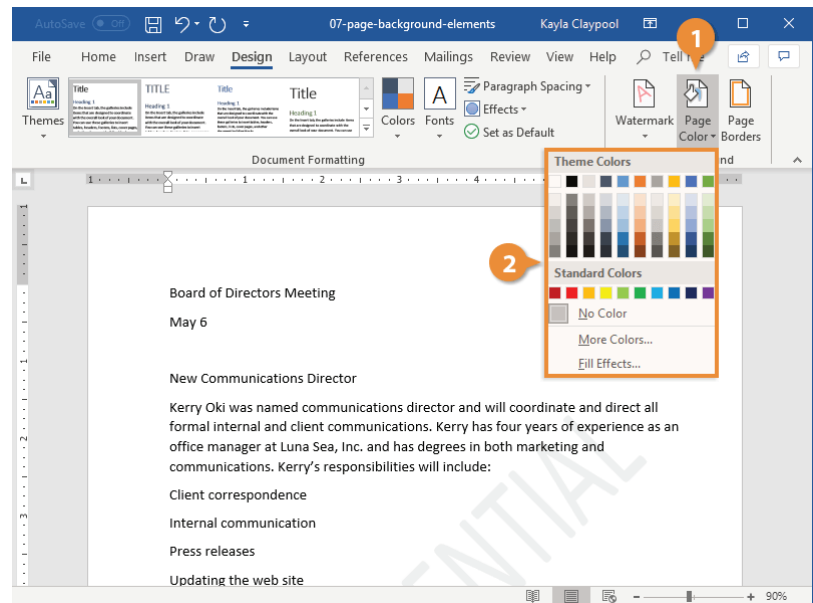


Add Page Color

You can also add a background color to your document. This color will only appear in digital copies of the document—Word will not print the page color.

- 1 On the Design tab, click the **Page Color** button.
- 2 Select a color.

Page color won't be printed; it will only appear when viewed digitally—as a Word document, PDF, or web page.



Add Page Borders

Finally, you can add page borders along the margins to give it a finished look.

- 1 On the Design tab, click the **Page Borders** button.

Using the Borders and Shading dialog box, customize how you want the border to look.

- 2 Select a border style from the Style list.

You can choose from a variety of solid lines, dotted and dashed lines, and patterns.

- 3 Select a border color.

- 4 Select a border width.

- 5 Choose which sides of the page will have a border by clicking the top, bottom, and/or sides of the preview.

- 6 Choose which sections of the document will have the border.

You can choose the whole document, just this section, just the first page in this section, or every page in the section but the first page.

- 7 Click **OK**.

The border is added to the selected pages.

