

Adding a watermark

10 min

✓ **Video:** Add headers and footers
1 min

✓ **Reading:** Exercise: Adding headers and footers
10 min

✓ **Video:** Control page layout
2 min

📖 **Reading:** Exercise: Controlling page layout
10 min

📋 **Practice Assignment:** Knowledge check: Controlling page appearance
15 min

Controlling text flow**Add captions and references to a document****Add hyperlinks, footnotes, and endnotes to a document****Add citations, a bibliography, and a table of contents**

Work Smarter with Microsoft Word > Module 5 > Exercise: Controlling page layout

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Exercise: Controlling page layout

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

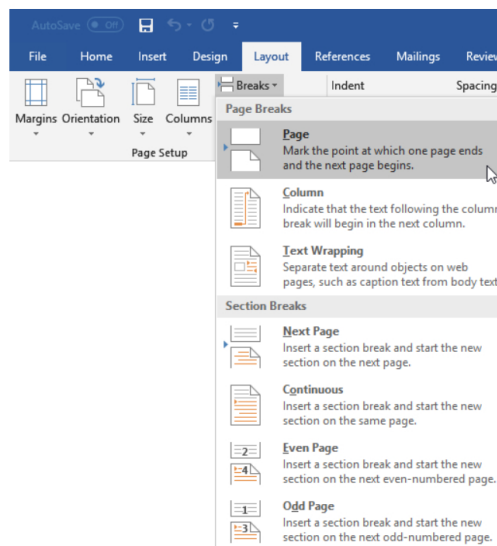
Let's get started!

In this exercise, you will apply some finishing touches to your sample document.

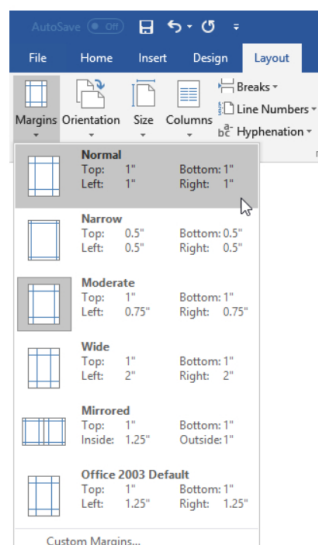
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Controlling Page Layout](#)

2. Let's add a blank page to the document, so we can add a title page later. Ensure your cursor is at the beginning of the document and click Layout → Breaks → Page:

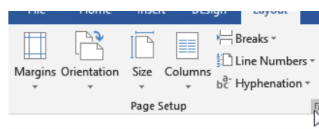


3. Now let's adjust the margins. Click Layout → Margins → Normal:

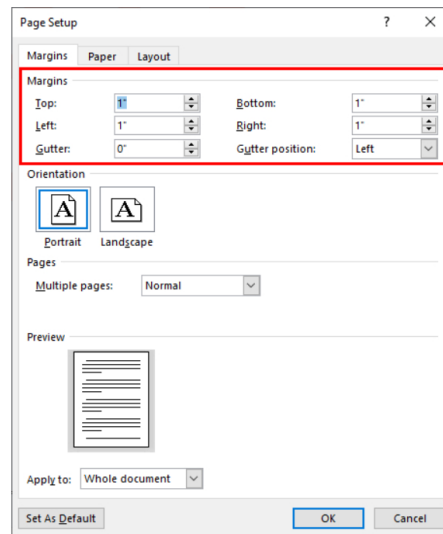


4. Click the option button in the bottom right-hand corner of the Page Setup group on the Layout tab:

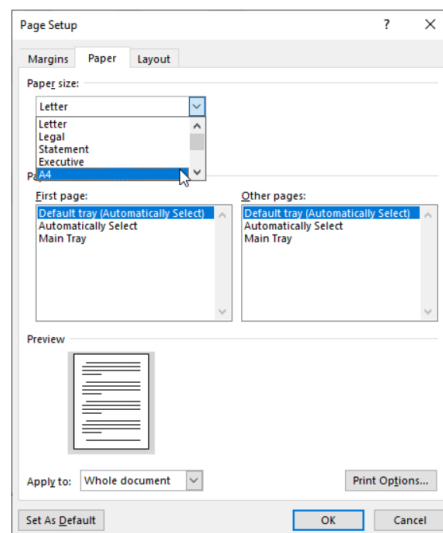




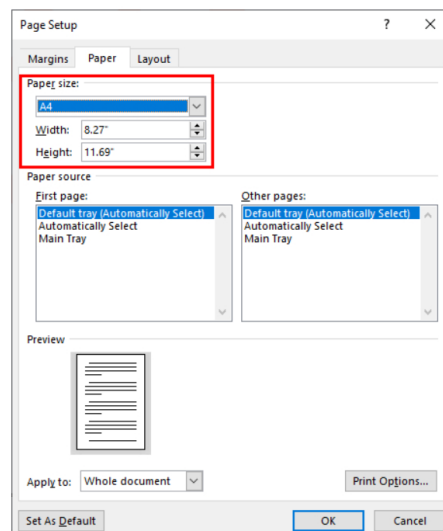
5. On the Margins tab, notice that the settings for the Normal preset are shown:



6. Click the Paper tab. Click the "Paper size" drop-down menu and choose A4:

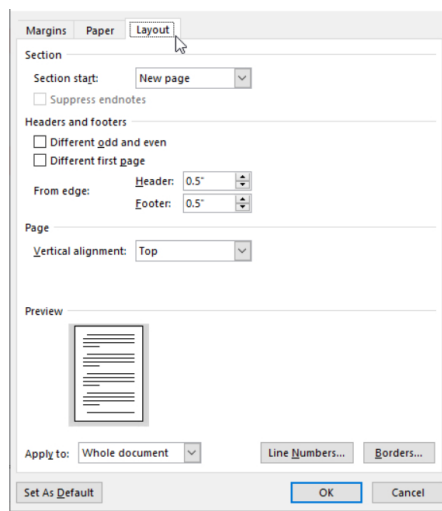


7. Notice how the height and width are automatically updated:

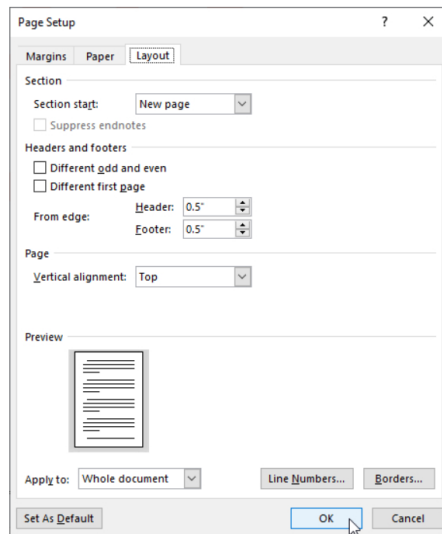


8. Finally, click the Layout tab and review the options shown here:





9. Click “OK” to save your changes and close the Page Setup dialog box:



10. Save your document as Activity 7-4 Complete and close Microsoft Word 365.

11. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Controlling Page Layout](#)

Mark as completed

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