

Practical no.7 Document Page Layout

Actual procedure followed: Given procedure is followed by inserting page layout elements ,working with column layouts and section breaks ,and printing a document.

Resources Used:- Microsoft word document and printer

Precautions Followed:- Handling of computer system and printer with care.
Appropriate use of watermark and page border

Result: - On a document we applied different page layouts ,column layout and sections and printing a document.

Interpretation of result: We are able to apply different page layouts ,column layout and sections and printing a document in a word document.

Conclusion:-In this way we learn to apply different page layouts ,column layout and sections and printing a document in a word document.

Practical Related Questions:

1. Explain the importance of section break in document

Ans:- Section breaks are needed in a **document** when page formatting changes within the same **document**, or your **document** includes more than one type of column formatting.

2.Can we make portrait and landscape pages in the same document.

Ans:-Yes

Select the **pages** or paragraphs whose **orientation** you want to change.

Click **PAGE LAYOUT** -> **Page Setup** dialog box launcher. In the **Page Setup** box, under **Orientation**, click **Portrait** or **Landscape**. Click the Apply to box, and click Selected text.

Exercise

1.Write steps to split a document in two windows

Ans:- Open your document....Click on the 'View' toolbar....And then click on the 'Split' button...

2.Create a document and make one paragraph as Two Columnar view.

Ans:-Choose Page layout menu and click on Columns and choose two

3.Create a document and write your name as "Watermark text"

And:-choose Page layout menu and click on watermark and select custom watermark and enter the name in text i.e. "Watermark Text".