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Lab 1 Activity 4 - Page Layout and Margins

Objective - Set up page layout options, such as margins, orientation, and size.

1. Change page orientation (portrait, landscape).
2. Adjust page margins using predefined and custom margin settings.
3. Set the page size (A4, Letter, etc.).
4. Add page breaks and section breaks

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Solutions:

Task 1:

- Go to "Layout" tab.
- Select "Orientation"
- Select your orientation.

This page is portrait.

Task 2:

- Go to "Layout" tab.
- Select "Margins"
- Select your margins.

I set the margins to "narrow".

Task 3:

- Go to "Layout" tab.
- Select "Size"
- Select your size.

I set the size to "A4".

Task 4:

Page Break

- Go to "Layout" tab.
- Select "Breaks"
- Select page break.

Section Break

- Go to "Layout" tab.
- Select "Breaks"
- Select section break.