

Lab 2 Activity 5 - Inserting Setting Up Pages Effectively

Objective - Understand and apply effective page setup techniques to organize documents professionally.

1. Open a new document and adjust the page layout by setting the margins to 1 inch on all sides.
2. Change the page orientation to landscape and back to portrait to see the difference.
3. Set up a custom page size for a unique report requirement (e.g., 8.5 x 14 inches).
4. Apply different page colors and borders, experimenting with design variations.
5. Divide the document into multiple sections and apply different margin settings for each section.

Solutions:

Task 1:

- Open a new document in Microsoft Word 2016.
- Go to the Layout tab in the top menu. In the Page Setup group, click on Margins.
- From the dropdown menu, select Normal. This will set the margins to 1 inch on all sides (top, bottom, left, and right).

Task 2:

- Go to the Layout tab. In the Page Setup group, click on Orientation.
- Choose Landscape. This will change the page orientation to landscape mode.
- To switch back to Portrait mode, go to the Orientation dropdown again and select Portrait.

You'll notice that in Landscape orientation, the page becomes wider (horizontal), and in Portrait, it's taller (vertical).

Task 3:

- Go to the Layout tab. In the Page Setup group, click on Size.
- Select More Paper Sizes at the bottom of the list.
- In the Page Setup window, under the Paper tab, enter 8.5 inches for the Width and 14 inches for the Height.
- Click OK to apply the custom page size.

Task 4:

Page Color:

- Go to the Design tab. In the Page Background group, click on Page Color.
- Choose a color from the theme colors, or click on More Colors to select a custom color.

Page Borders:

- Stay in the Design tab. In the Page Background group, click on Page Borders.
- In the Borders and Shading window, select the Borders tab.
- Under Setting, choose Box to apply a border around the page.
- You can adjust the style, color, and width of the border to match your design preferences. Click OK to apply the border.

Task 5:

- Place your cursor where you want the new section to begin (for example, at the end of a paragraph or page).
- Go to the Layout tab. In the Page Setup group, click Breaks and select Next Page under the Section Breaks options. This creates a new section on the next page.

Now, to apply different margins for each section:

- Click anywhere in the new section.
- Go to the Layout tab. In the Page Setup group, click on Margins.
- Select a different margin option (e.g., Narrow or Custom Margins). You can also manually set different values for the top, bottom, left, and right margins.

Repeat these steps to add more sections and apply different margin settings for each one.