

Chapter 5: Working with Page Layout

DACC (D4) & HDRM (D4)

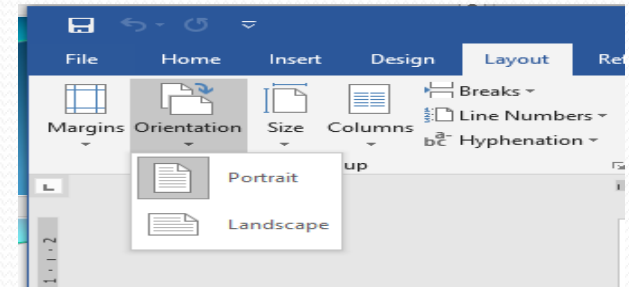
Chapter 5: Working with Page Layout

Learning Objectives

- By end of today's session, students will be able to:
 - **Differentiate Page orientation**
 - **Adjust margins for different types of documents**
 - **Insert and modify headers and footers**
 - **Add page numbers to the document**
 - **Insert Page break and section breaks.**

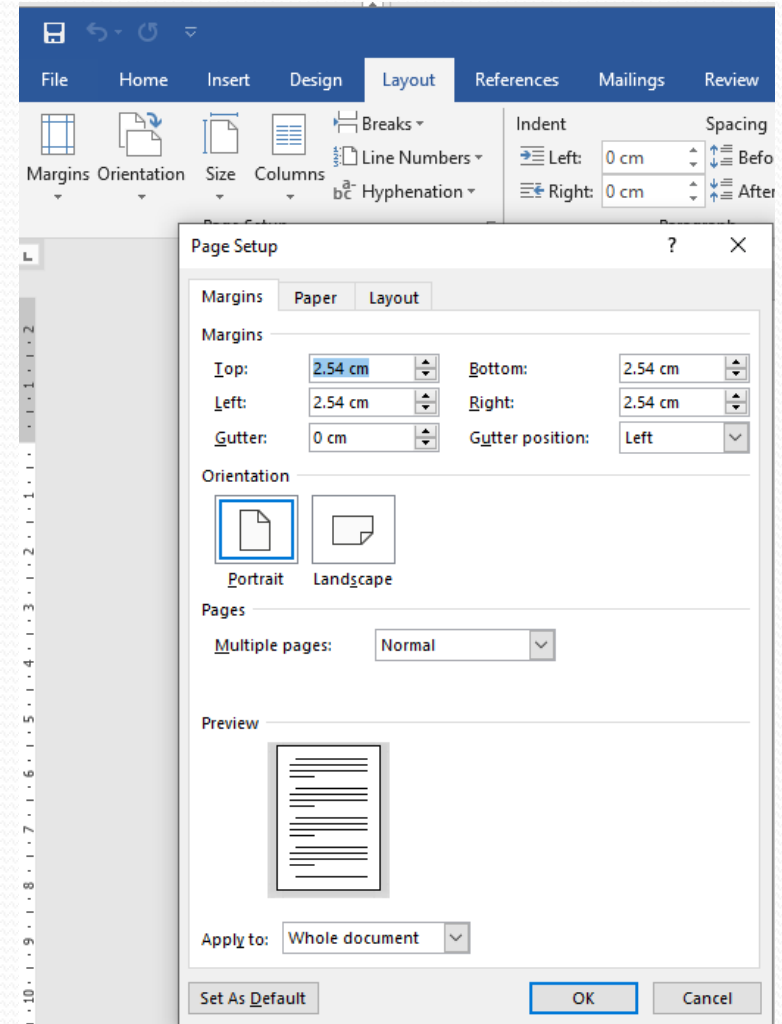
Page Orientation

- **Orientation** affects how your document is displayed and printed.
- **Portrait orientation** is the default page where the height of the page is taller than the width.
 - Suitable for:
 - Reports
 - Essays, Business letters etc.
- **Landscape orientation** the width of the page is taller than the height.
 - Suitable for:
 - Brochures, flyers, invitations etc.



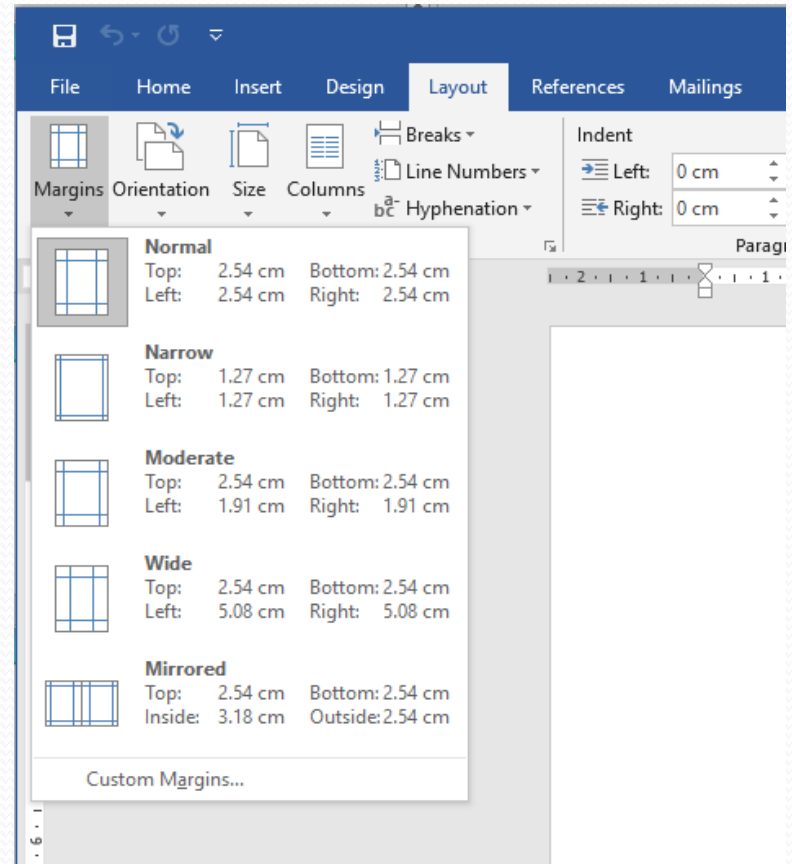
Steps to Insert Orientation

- Layout tab,
 - Page setup group
 - Select Portrait or landscape.
- Page orientation can be also accessed by clicking *dialog box launcher* / *quick launcher bar* on the page setup group.



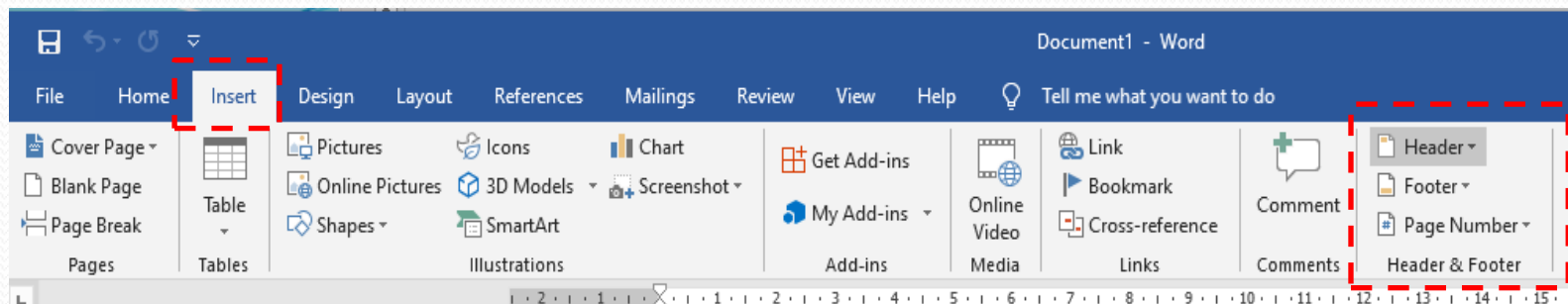
Setting Margins

- Margins are essential part of page layout in any document.
- Why Margin Matter:
 - Readability
 - Professional Appearance
 - Content Fitting.
- Types of Margins:
 - Normal
 - Narrow
 - Wide
 - Custom Margins.



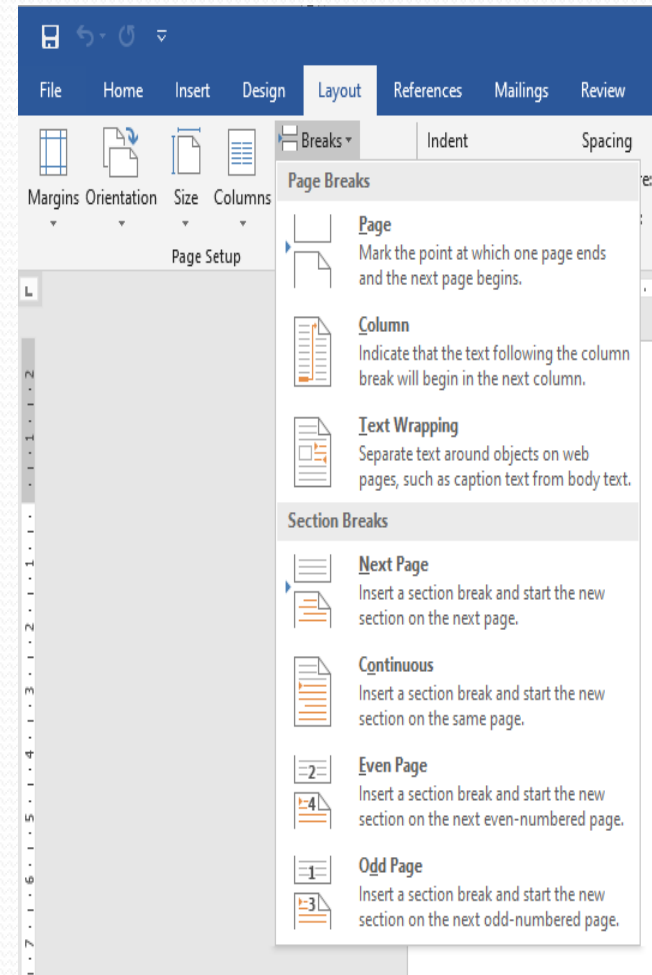
Headers and Footers

- **Header:** text repeated at the top of each page such as titles, chapter name, dates, etc.
- **Footer:** text repeated at the bottom of each page such as page number, chapter name, dates, etc.
- **Inserting Page Numbers:**
- Inserting page numbers in your document is a crucial step when working longer documents such as reports, essays, or research papers.
- Steps:
- Insert tab > Header & footer group > Insert Page Number.



Page Breaks and Section Breaks

- **Page breaks** and **section breaks** in Word document gives you more control over the structure and layout of your document.
- **Page break** forces Word to begin a new page at the current cursor position, even if the previous page isn't full.
- Useful for starting a new chapter or sections on afresh page without needing to hit Enter key repeatedly.



Section Breaks

- **Section breaks** allows you to divide your document into different sections, each of which can have its own formatting such as headers and footers, margins, page orientation ,etc.
- Four (4) types of section breaks:
 - **Next Page:** Starts a new section on the next page
 - **Continuous:** Starts a new section on the same page, allowing different formatting within the same page.
 - **Even Page:** Starts a new section on the next even-numbered page.
 - **Odd Page:** Starts a new section on the next odd-numbered page

Review Exercises:

- **Do Review Questions on page 97 – 98**

1. **What is the difference between portrait and landscape orientation? When would you use each?**
2. **How do margins affect the layout for a document? Describe how to adjust margins in Word.**
3. **What is the purpose of header and footers? Provide an example of how you might use each in a report.**
4. **Explain the steps to insert page numbers into a document. How can you customize page numbers to start from a specific number?**
5. **What is the difference between a page break and a section break? Provide an example of when you would use each in a document.**
6. **Why might you use different headers and footers for different sections of a document? How can section breaks help with this?**

Thank
you

