

# Chapter 6

## Formatting Pages

### Learning Objectives

After completing this chapter, you should be able to:

- adjust margins;
- change page orientation;
- add page numbers to a document;
- apply page border;
- put some header and footer;
- generate table of contents; and
- create columns in a document.

# Adjusting Margins

Page margins are the blank space around the edges of the page. MS Word offers page margin options, it allows you to adjust the right, left, top and bottom margins of your document. When you adjust margins, Word sets the margins for the entire document. By default, Word sets all margins — left, right top, and bottom — to 1 inch.

## Adjust Margins

1 Click anywhere in the document or section where you want to change margins.

2 Click the Page Layout tab.

3 Click Margins.

The Margins Gallery will appear.

- If the margins that you want to use appear in the Margins Gallery, click them and skip the rest of these steps; otherwise, proceed to Steps 4 to 8.

4 Click Custom Margins.

The Page Setup dialog box appears, displaying the Margins tab.

The current margin settings will appear.

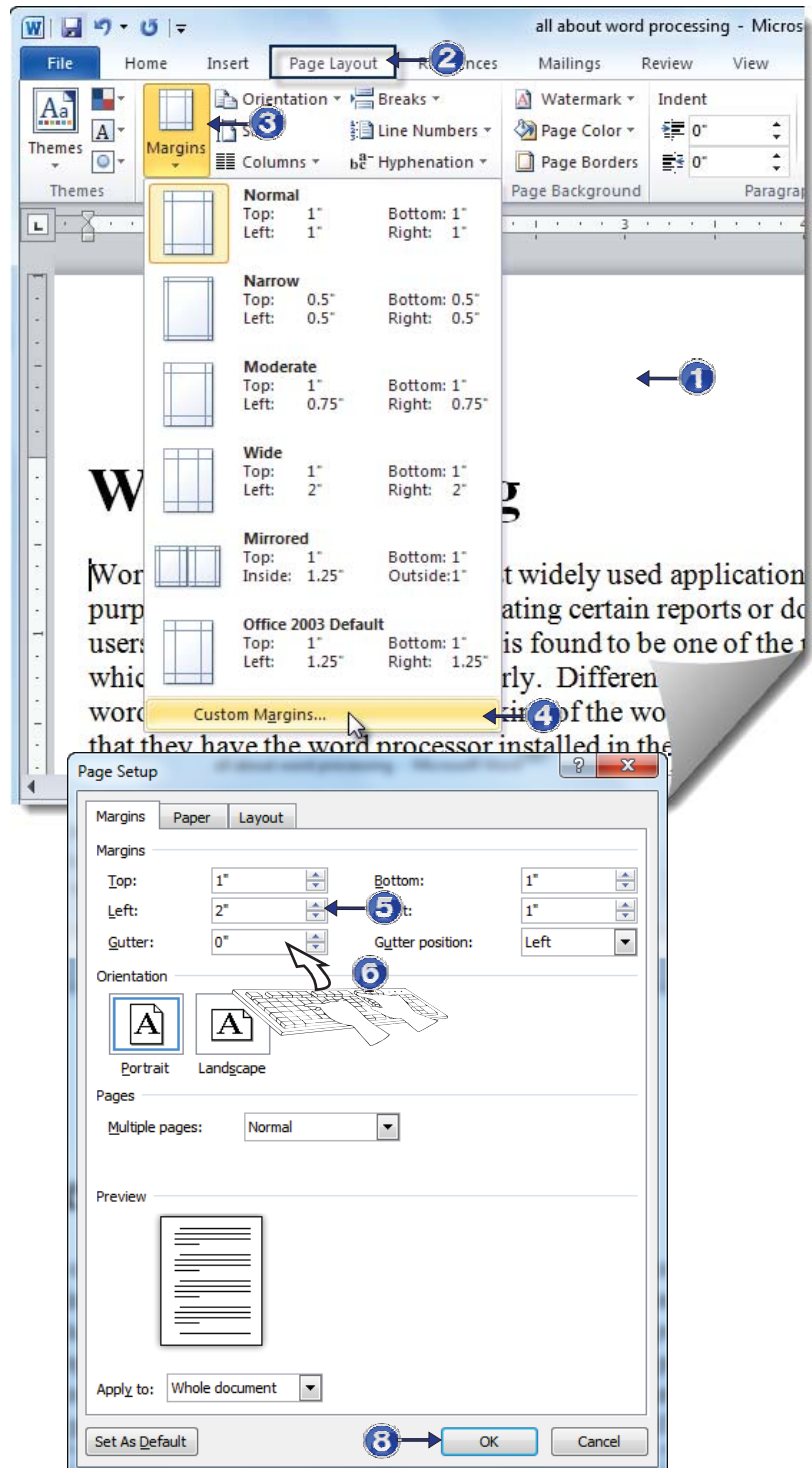
5 Drag the mouse pointer over any margin.

6 Type a new margin setting.

7 Repeat steps 5 to 6 for each margin setting.

8 Click OK.

Word saves your changes.

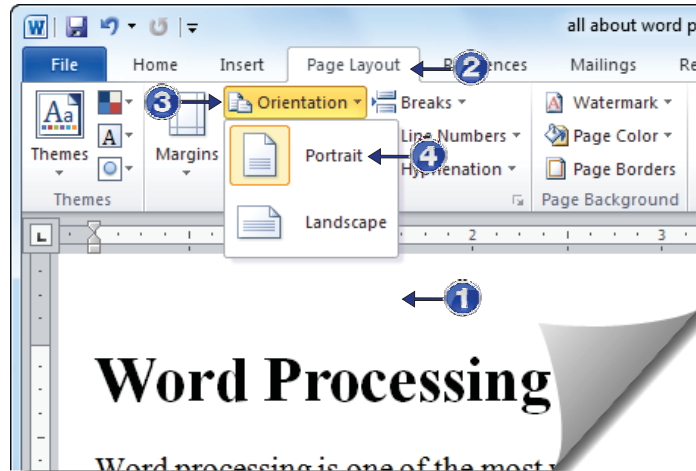


## Changing Page Orientation

Page orientation is about how a page is set for normal viewing. The default page orientation in Word is Portrait mode, an orientation of 8 ½ inches x 11 inches. But you can change the direction that the text prints from the default orientation to Landscape mode, an orientation of 11 inches x 8 ½ inches.

### Change Page Orientation

- 1 Click anywhere in the document.  
Note: The document in this example appears zoomed out to show orientation changes more clearly.
- 2 Click the Page Layout tab.
- 3 Click Orientation.  
The current orientation will appear highlighted.
- 4 Click an option.  
Word changes the orientation.



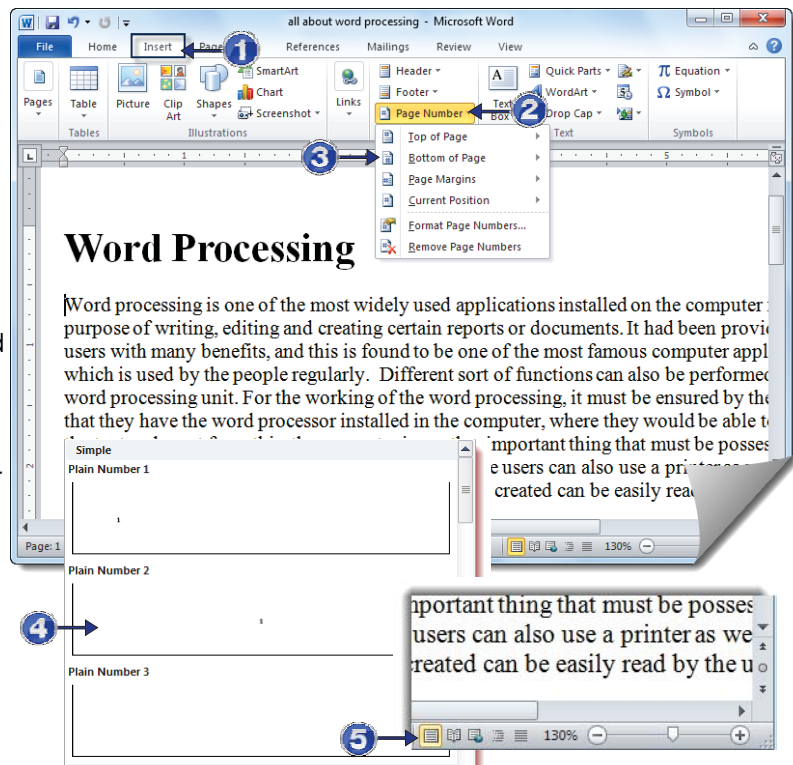
## Adding Page Numbers to a Document

Using page numbers comes in handy when your document consists of many pages. You can have Word automatically print page numbers on the pages of your document. As you edit, if your document add or remove text, Word adjusts the document and the page numbers accordingly.

Page numbers appear on-screen only in Print Layout view.

### Add Page Numbers to a Document


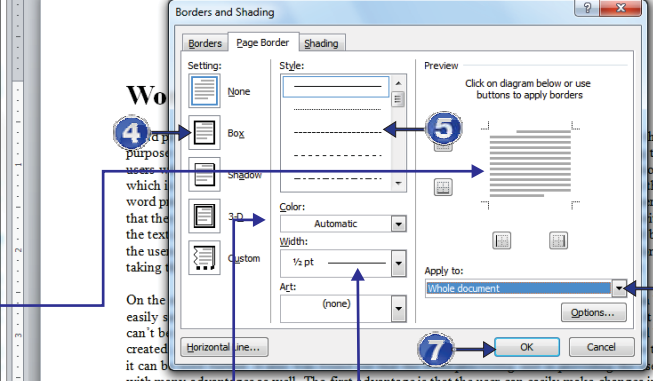
- 1 Click the Insert tab.
- 2 Click Page Numbers.  
Page number placement options will appear.
- 3 Click a placement option.  
A gallery of page number alignment and formatting options appears.
- 4 Click an option.  
The page number appears in the header or footer.
- 5 Click the Print Layout icon (🖨️) to display the document in Print Layout view and continue working on the document.  
The page number appears in the location and formatting that you have selected.



## Adding Page Border

You can add a border around each page of your document to add interest to the document. If used properly, borders can help you learn how to separate and emphasize ideas. They also make way for a balanced and attractive layout.

### Add Page Border

- 1 Click (  ) to display your document in Print Layout view.
- 2 Click the Page Layout tab.
- 3 Click Page Borders. The Borders and Shading dialog box will appear , displaying the Page Border tab.

- 4 Click the type of border you want to add to your document.
- 5 Click a style for the border line.

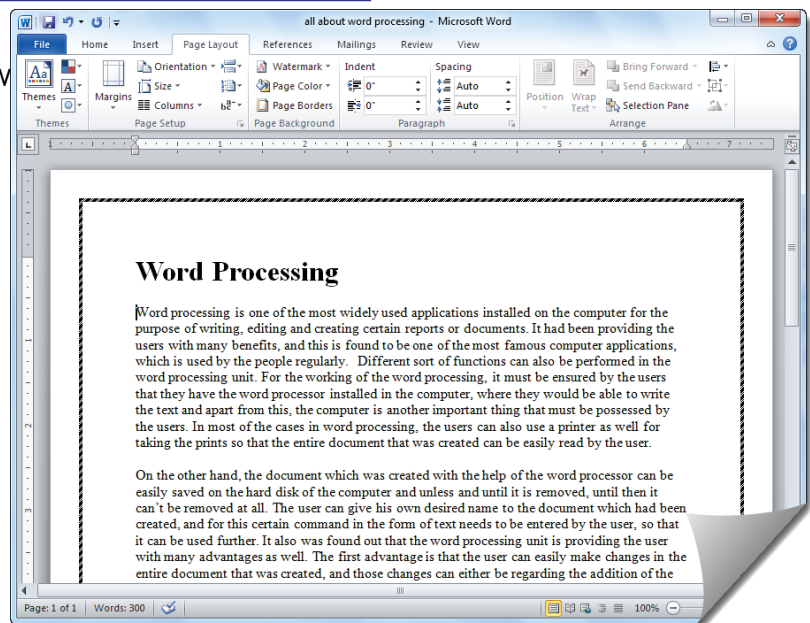
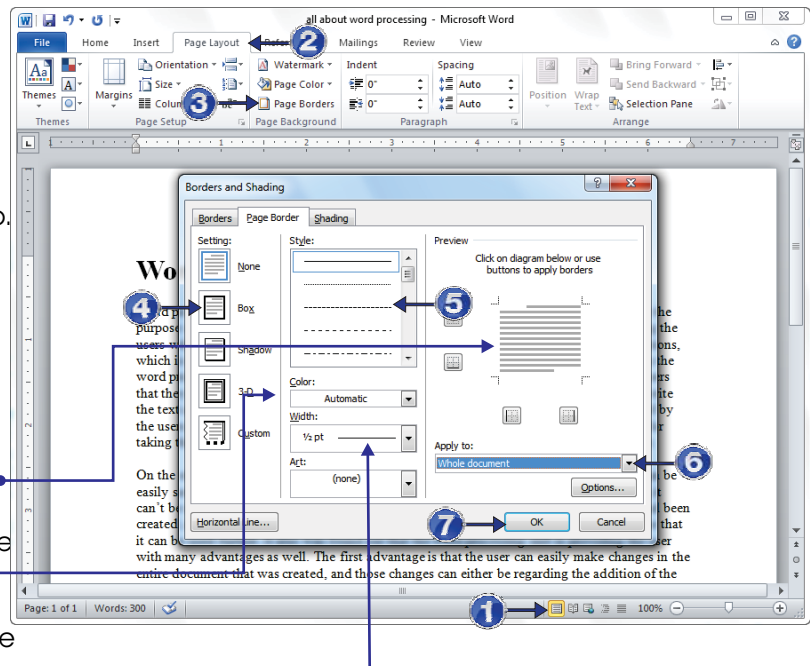
This area shows a preview of the border.

You can click here to select a color for the border.

You can click here to select a width for the border.

- 6 Click the Apply to: pull-down arrow to specify the pages on which the border should appear.
- 7 Click OK.  
Word applies the border you specified.

WorkFile: all about processing.docx



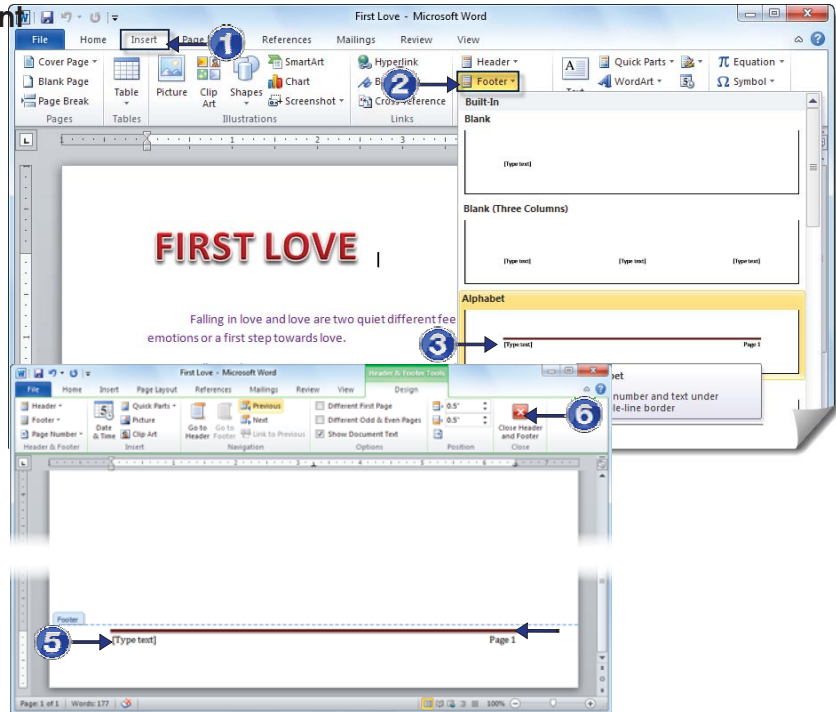


## Adding Header and Footer to a Document

Headers and footers are text or graphics printed at the top or bottom of every page in a document. Their very purpose is to add information that you want to appear on each page of your document. This section shows how to add a footer, but you can use the steps in this section to add a header by substituting “header” everywhere that “footer” appears.

### Add Header and Footer to a Document

- 1 Click the Insert tab.
- 2 Click Footer.
- 3 Click a footer style.  
The text in your document appears dimmed, and the insertion point appears in the Footer box.
  - Header & Footer Tools appear on the Ribbon.
  - Some footers contain information prompts.
- 4 Click or select an information prompt.
- 5 Type the footer information.
- 6 Click Close Header and Footer.  
Word saves your footer and redisplay your document text.
  - You can zoom out to view the footer on multiple pages of your document.



## Generating Table of Contents

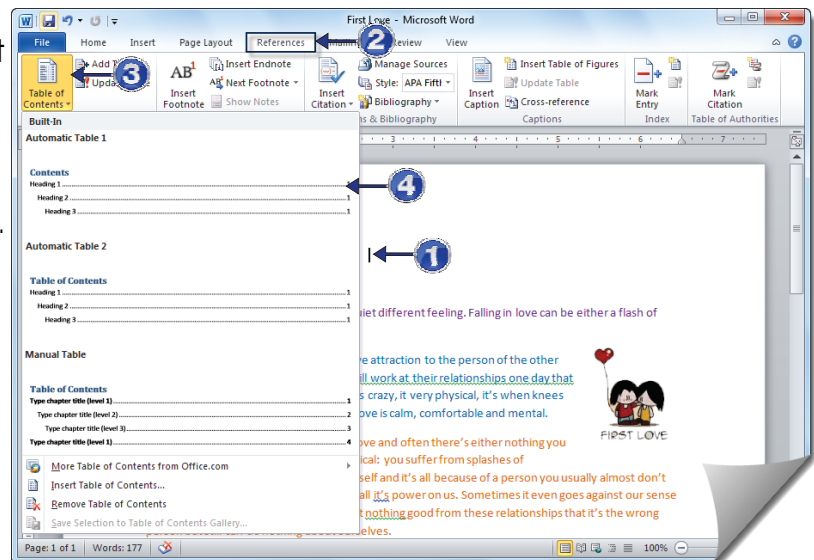
You can automatically create a table of contents that updates as you update your document. Table of contents entries can come from text styled as Heading 1, Heading 2, and Heading 3 or from text you mark to appear in the table of contents. You can now save yourself from frustration brought about by creating a table of contents manually.

### Insert Table Of Contents

- 1 Press + to place the insertion point at the top of your document.
- 2 Click the References tab.
- 3 Click Table of Contents.  
The Table of Contents gallery will appear.
- 4 Click a table of contents layout.

Word inserts a table of contents preceding the location of the insertion point.


- You can click or press + to scroll up and view the table of contents.
- The information in the table of contents comes from text to which Heading styles 1, 2, and 3 were applied.
- You can continue working in your document, adding new text styled with heading styles.



## Creating Columns

You can format text in your document so that it will appear in columns like the text in newspapers. Column formatting is useful when you are creating newsletters or brochures. However, before you begin modifying a document to create columns, it is important to think about how you want them to be formatted.

### Apply Artistic Effects

- 1 Click the Print Layout icon  to display your document in Print Layout view.
- 2 Click the Page Layout tab.
- 3 Click Columns.
- The Columns gallery will appear.
- 4 Click More Columns.
- The Columns dialog box will appear.
- 5 Click the kind of columns that you want to create.
- A Preview appears.
  - You can use these settings to change the width of each column and the spacing between columns.
  - You can click the Line between option (☐ changes to ☒) to add a line between columns.
- 6 Click OK.
- Word applies the column settings.

