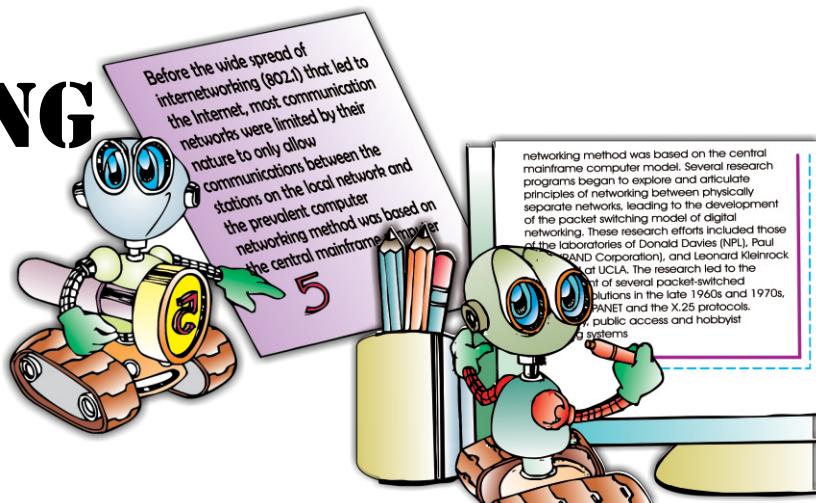


Chapter 6

Word Watch

- Page Margins
- Page Orientation
- Page Layout
- Print Layout
- Page Border
- Header
- Footer

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 spaces 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

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

- Click the Page Layout tab.

- 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.

- Click Custom Margins.

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

The current margin settings will appear.

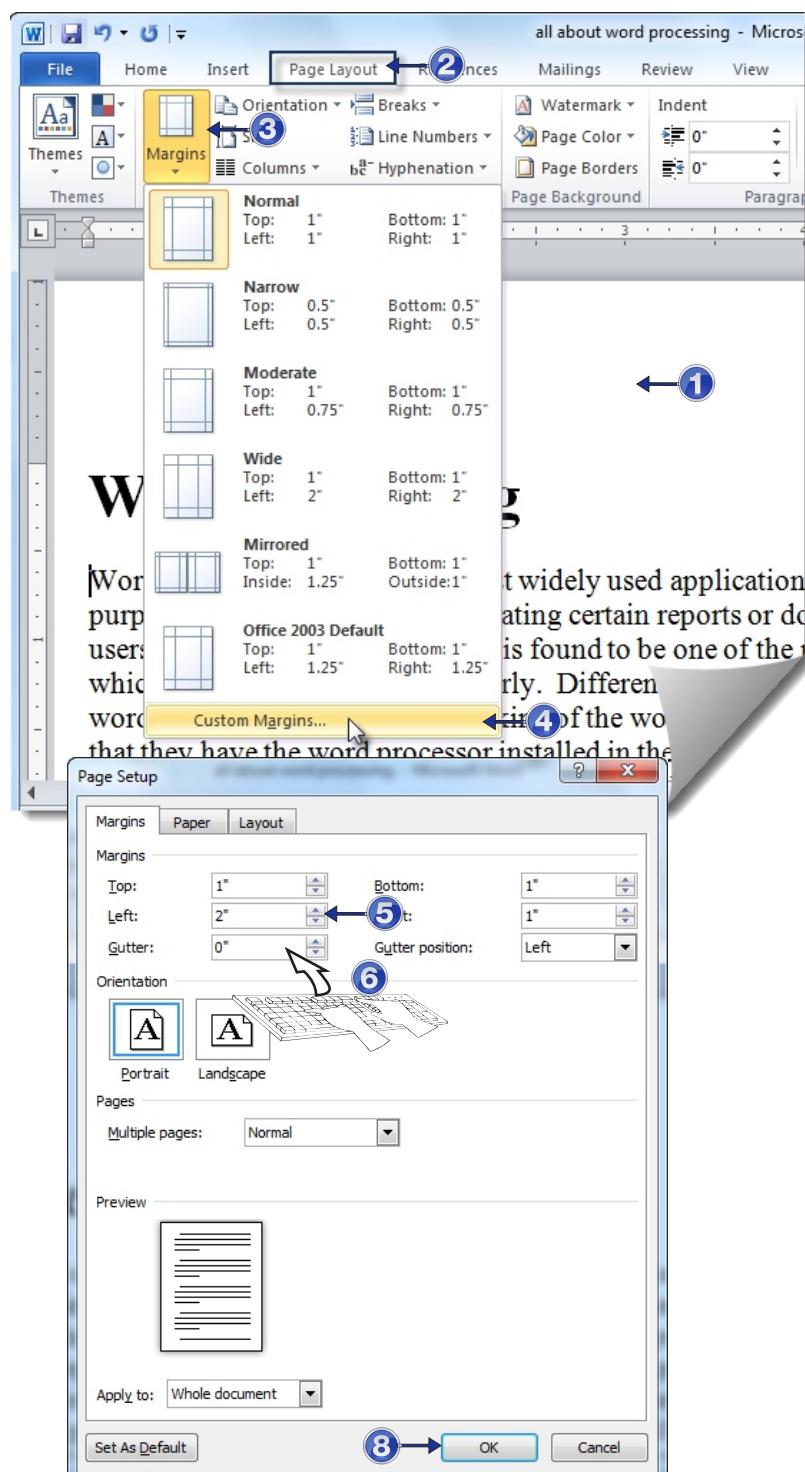
- Drag the mouse pointer over any margin.

- Type a new margin setting.

- Repeat steps 5 to 6 for each margin setting.

- 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 1/2 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 1/2 inches.

Change Page Orientation

- Click anywhere in the document.

Note: The document in this example appears zoomed out to show orientation changes more clearly.

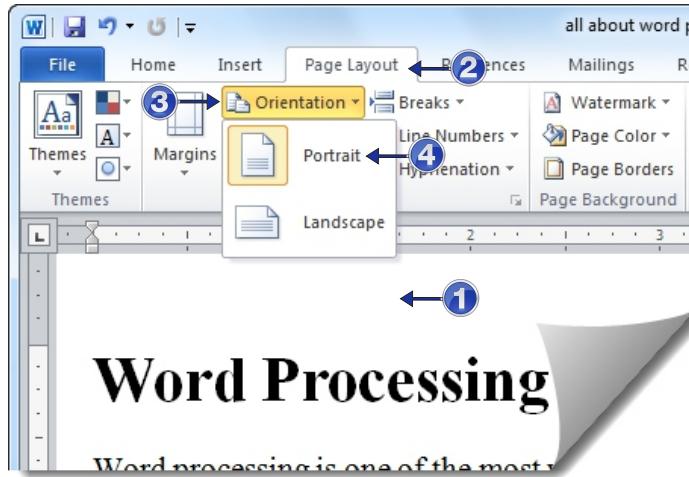
- Click the Page Layout tab.

- Click Orientation.

The current orientation will appear highlighted.

- 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

- Click the Insert tab.

- Click Page Numbers.

Page number placement options will appear.

- Click a placement option.

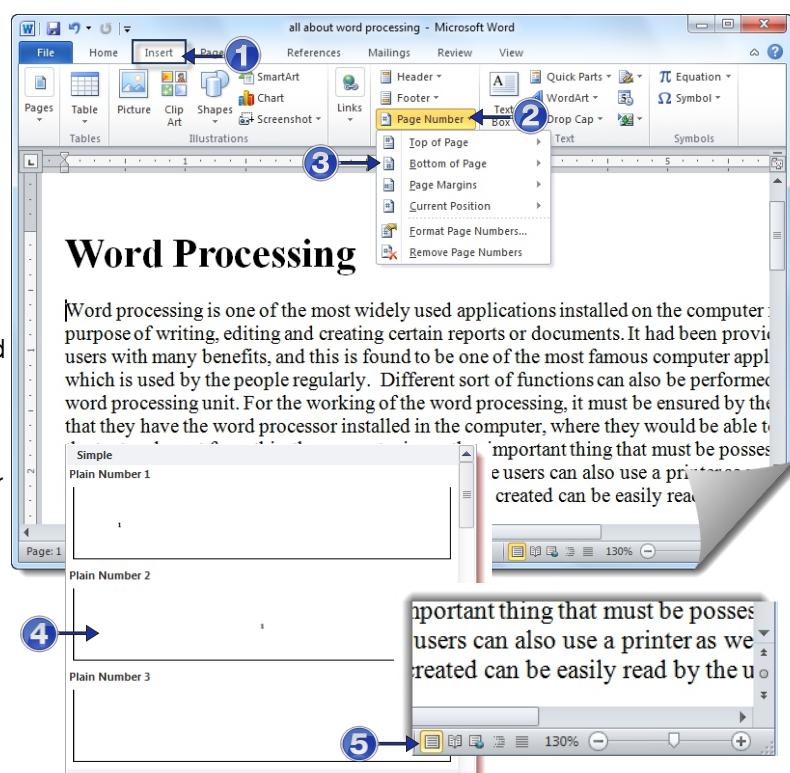
A gallery of page number alignment and formatting options appears.

- Click an option.

The page number appears in the header or footer.

- 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.

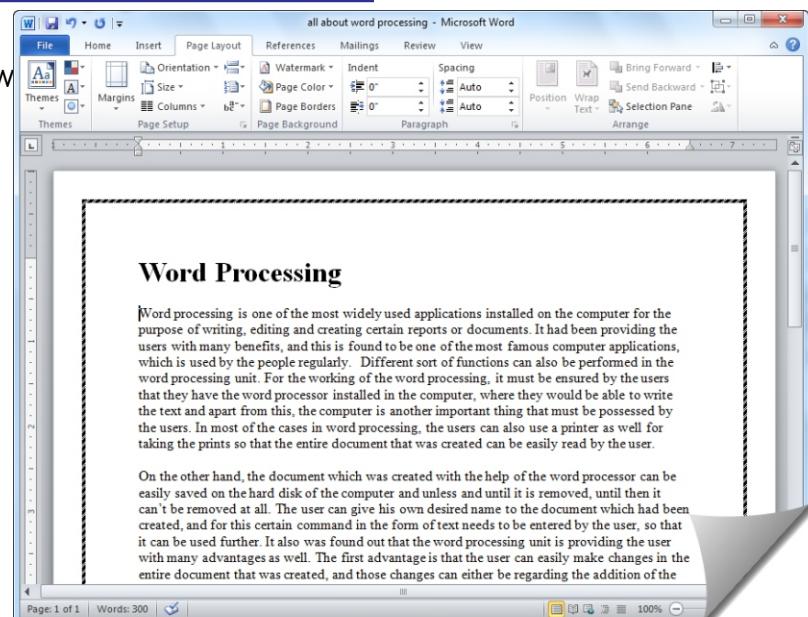
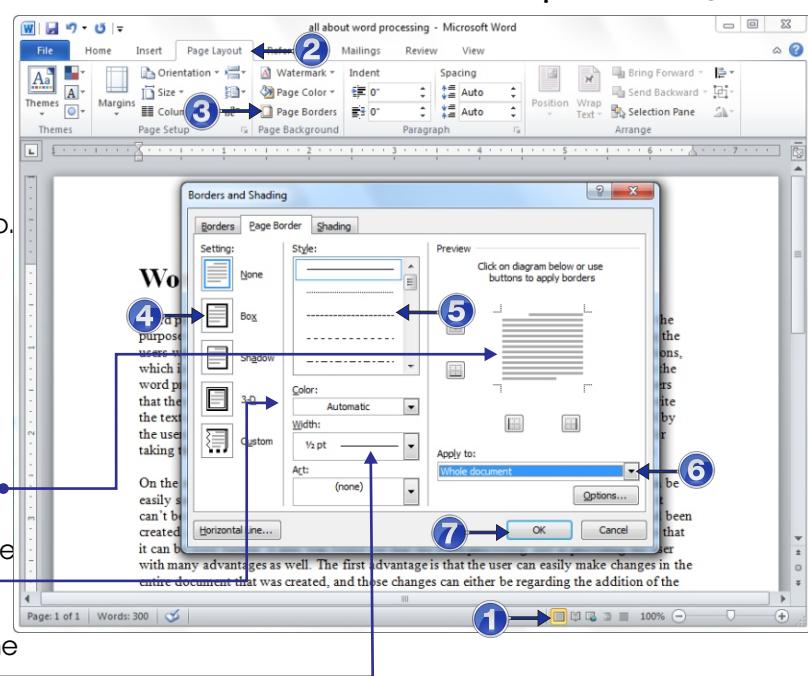
You can click here to select a color for the border.

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.

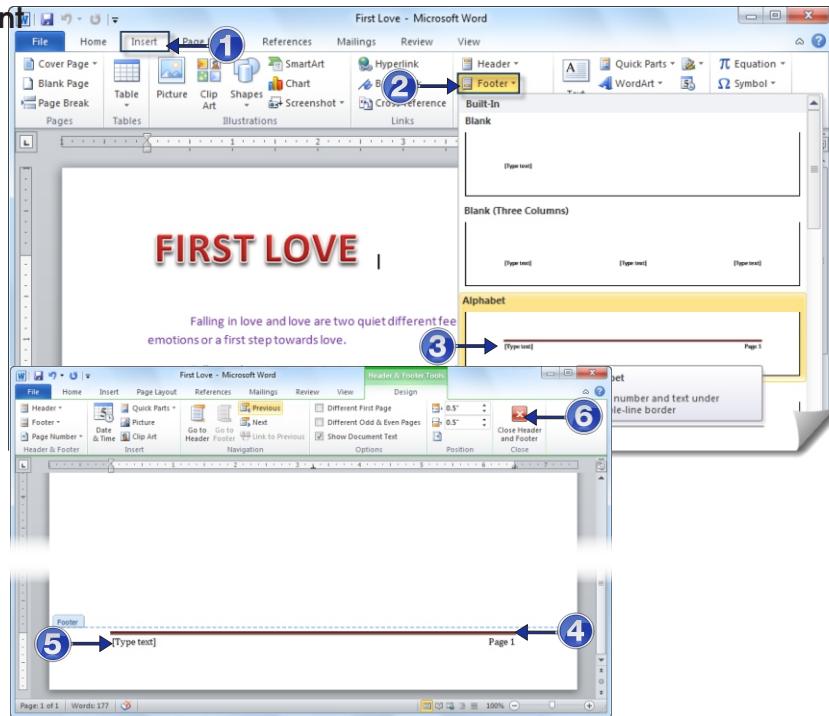


Adding Header and Footer to a Document

Headers and footers are texts 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 redisperses your document text.
 - You can zoom out to view the footer on multiple pages of your document.



Generating Table of Contents

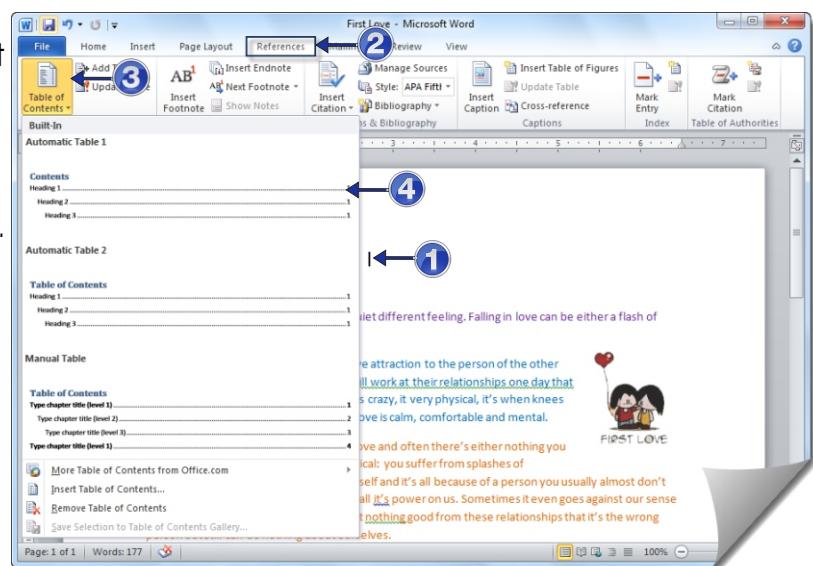
You can automatically create a table of contents that updates as you update your document. Table of contents entries can come from text styled as Heading 1, Heading 2, and Heading 3 or from text you mark to appear in the table of contents. You can now save yourself from frustration brought about by creating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

- Click the Print Layout icon

(□) to display your document in Print Layout view.

- Click the Page Layout tab.

- Click Columns.

The Columns gallery will appear.

- Click More Columns.

The Columns dialog box will appear.

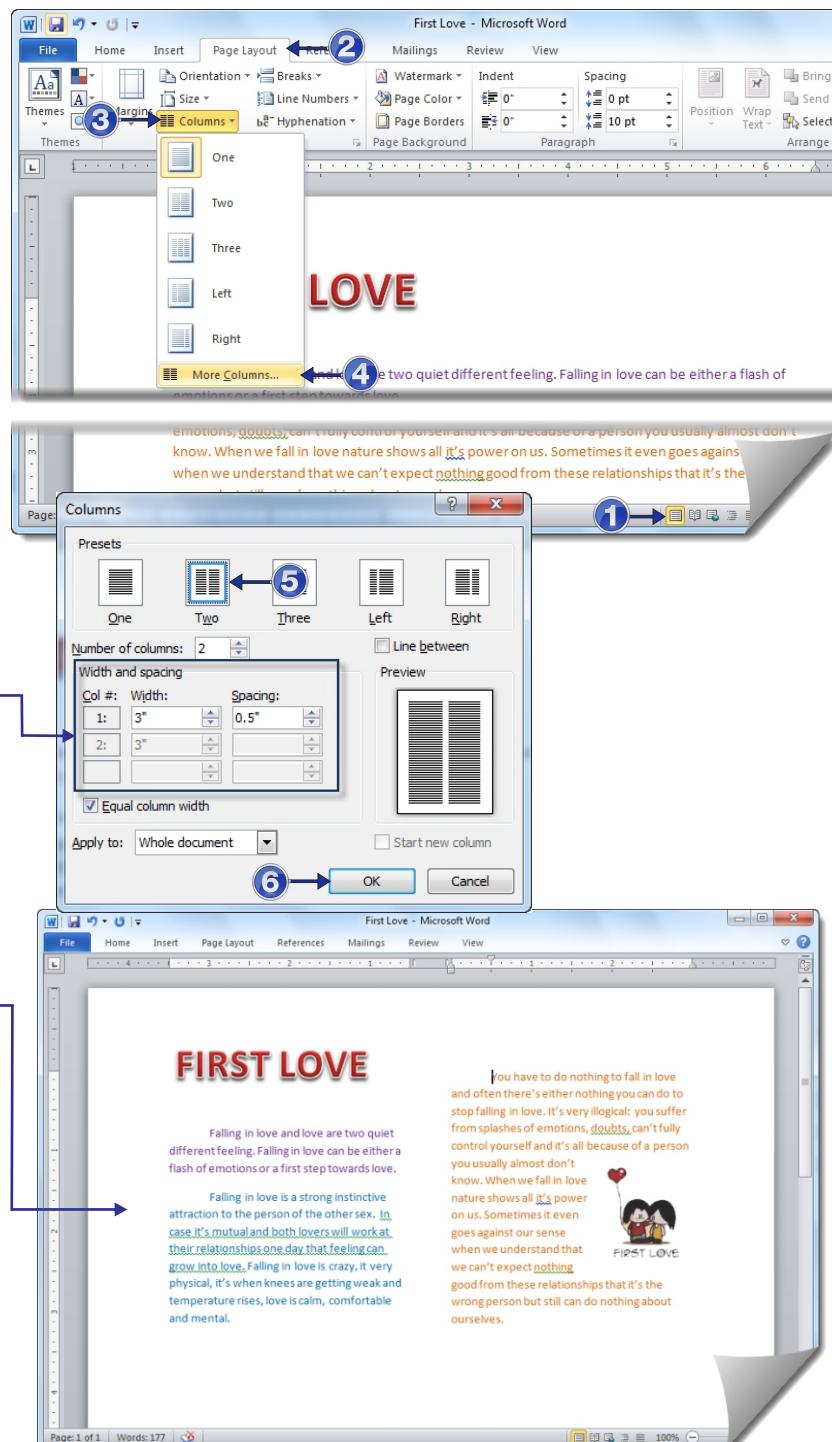
- Click the kind of columns that you want to create.

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.

- Click OK.

Word applies the column settings.



Chapter 5 Working With Tables

Directions:

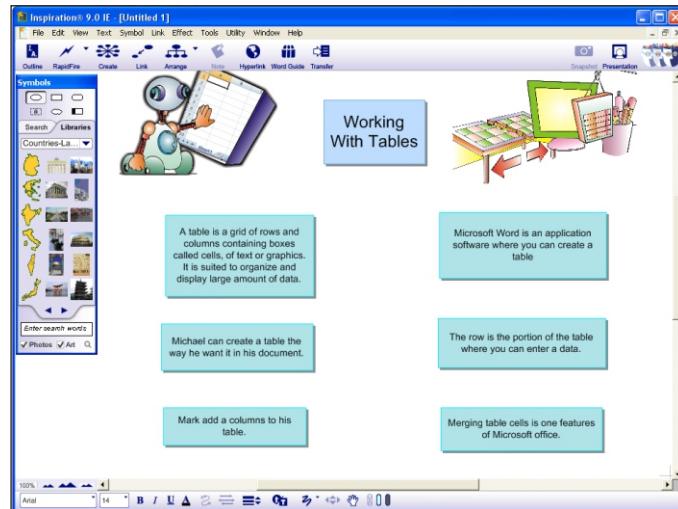
1. Launch **Inspiration**.
2. Open and answer **Working With Tables**.
3. Set to **bold** and *italicize* the noun(s) in each given sentence and insert the landmarks below. Get the pictures from the library and place them as seen in the preview.

A **noun** names a person, place, thing or idea.

4. Save the exercise as its document name and place it to your own folder.

Exercise 32 Landmarks and Tables

Preview:



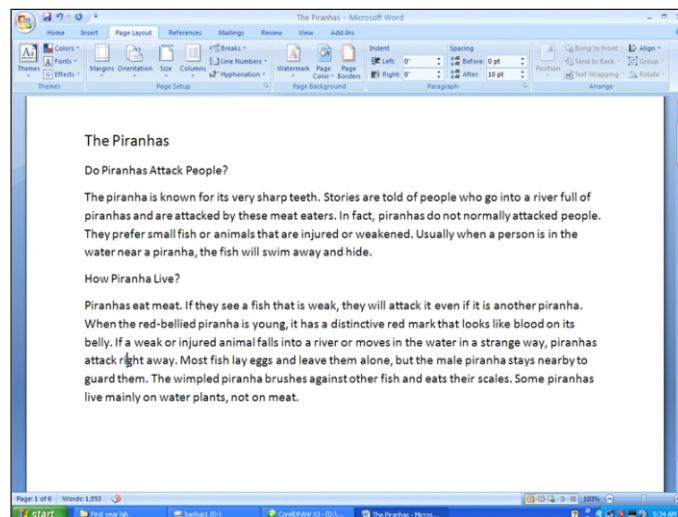
Chapter 6 Formatting Pages

Directions:

1. Launch **Microsoft Word**.
2. Type the informative selection below about piranhas below into the document area.
3. Follow the steps on how to adjust margins and change page orientation.
4. Do the following:
 - a. Adjust the margins and set to **wide**.
 - b. Change the page orientation to landscape.
5. Save the document as **The Piranhas** and place it to your own folder.

Exercise 33 Paging Margins

Preview:



TIPS

Can I change the margins for just one part of my document?

Yes, you can if you divide your document into sections using section breaks. You can set distinct margins for each section of a document.



Can I use the mouse to change margins?

Yes. In Print Layout view, margins appear blue on the ruler. Move the mouse into the ruler area, between the white and blue portions of the ruler. ⌘ changes to ←→ or ↑. Drag ←→ or ↑ to reposition the margin.



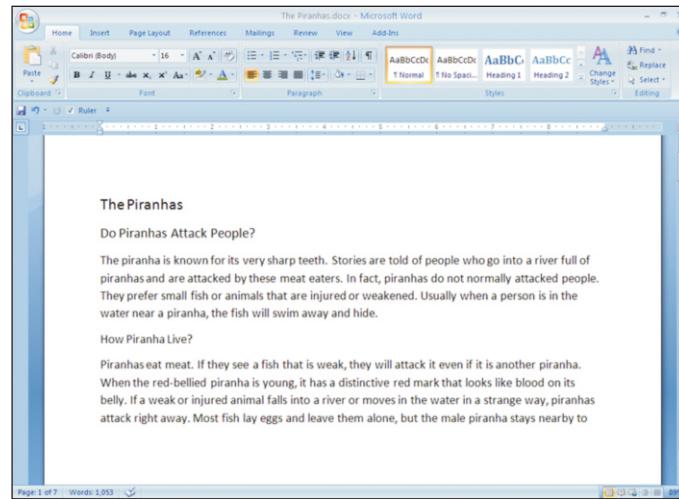
Chapter 6 Formatting Pages

Directions:

1. Launch Microsoft Word.
2. Open the **Piranhas** document.
3. Follow the steps on how to add page number and page border to a document.
4. Do the following:
 - a. Add a page number "Plain number 2" at the bottom of each page.
 - b. Add a page border and set the borders and shading settings to the following:
Choose box Black Color 3 pt. Width
5. Save the document as its document name and place it to your own folder.

Exercise 34 Pages And More

Preview:



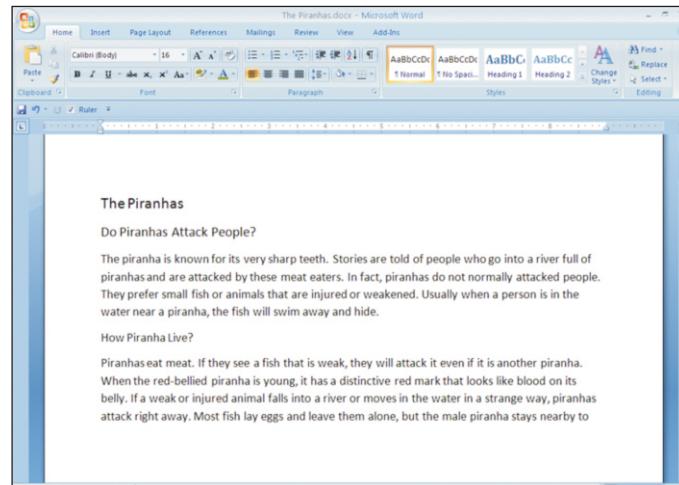
Chapter 6 Formatting Pages

Directions:

1. Launch Microsoft Word.
2. Open the **Piranhas** document.
3. Follow the steps on how to add a header and footer, generate table of contents and create columns.
4. Do the following:
 - a. Add a header and choose mod (even page). Type "Most Frequently Asked Questions About Animals" on each document.
 - b. Add a footer and choose mod (add page). Type "The Library Learning".
 - c. Insert a table of contents to the document and choose "Automatic Table 2".
 - d. Create a column on each document.
5. Save the document as **The Animals** and place it to your own folder.

Exercise 35 Contents And Columns

Preview:



TIP

Can I force text from the left column to the top of the next column?

You can insert a column break.

1. Click at the left edge of the text that you want to appear at the top of the second column.
2. Click the **Page Layout** tab.
3. Click **Breaks**.
4. Click **Column**.

Word forces a column break.



Chapter 6 Formatting Pages

Directions:

1. Launch Inspiration.
2. Open and answer **Formatting Pages**.
3. Color the verbs found in each sentence. Choose any color that you like. Insert the pictures found in the preview from the library.

A **verb** is a word that tells what something does or that something exists.

4. Save the exercise as its document name and place it to your own folder.

Chapter 7 Mass Mail and Printing

Directions:

1. Launch **Microsoft Word**.
2. Create a letter with the paragraph below as the body.

<First Name> <Last Name>
<Position>
<Company Name>
<Address>

Sir/Madam:

My unique mix of previous work experience and my status as a Polytechnic State University business student in my junior year with marketing as major, makes me an ideal candidate for a summer internship.

My experience in sales and costumer relationship management, combined with my course in marketing, have convinced me that I would like to explore hospitality marketing as a career option.

More importantly, an internship would be mutually beneficial. Your company has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your marketing department.

I am sure that it would be worthwhile for us to meet. You may reach me via phone (your cellphone number) or via email (your email address).

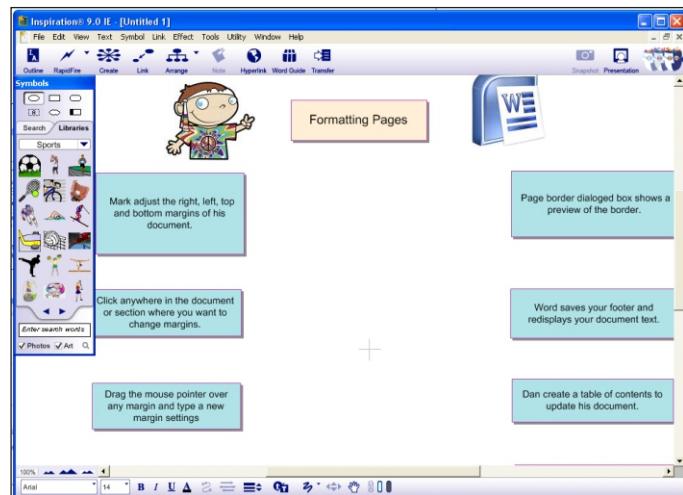
Thank you for your time and consideration.

Sincerely,

<Your Name>

Exercise 36 Action Format

Preview:



Exercise 37 Mail Merge