**7**



**SELF-LEARNING PACKAGE IN**

# ICT 7

Quarter 2| Week 2

**Page Layout**

## Learning Competency:

Modify page orientation, margins and size of a document

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**WRITERS**

## Ready to Launch!

Word offers a variety of page layout and formatting options that affect how content appears on the page. You can customize the page orientation, paper size, and page margins depending on how you want your document to appear.

## Aim at the Target!

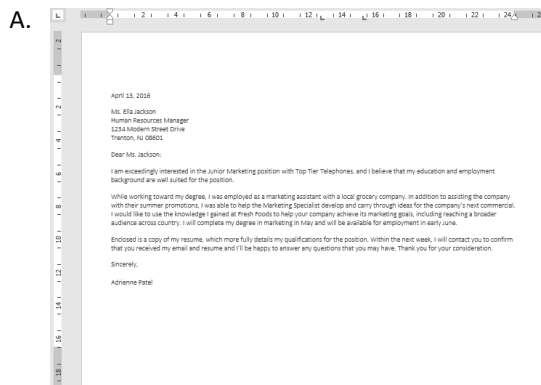*At the end of this module you are expected to:*

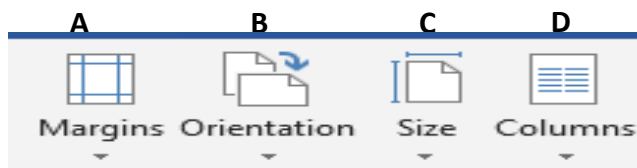*1.Modify page orientation, margins, and size of a document.*

## Try This!

**Gear Up! Let's see if you have ideas regarding this topic.**

Multiple Choice.  Select the letter of your choice.

A.



B.



1.   Which one of the pictures above  is an example of  a Landscape orientation?
2. Which one of the pictures above  is an example of  a Portrait  orientation?



From the group of commands given above, which one is used for the following tasks:

3. Gives your pages portrait or landscape layout

4. Chose paper sizes for your document.

5. Set the margin sizes for the entire document or the current section.

**Activity 1. Finding what's in a document and its settings.**

April 13, 2016

Ms. Ella Jackson
Human Resources Manager
1234 Modern Street Drive
Trenton, NJ 08601

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.
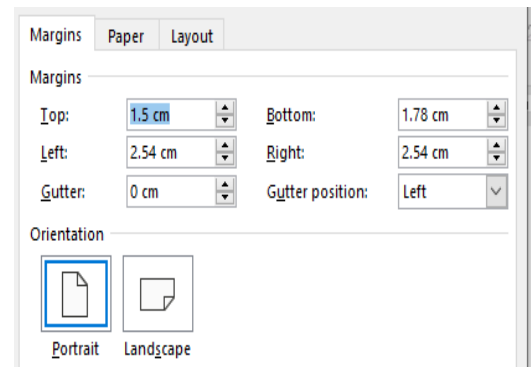
Sincerely,
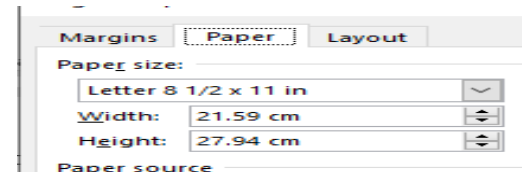
Adrienne Patel

**Figure 1**

**Figure 2**

**Figure 3**

## Analysis.

Answer the following questions below based on the figures above.
1. What do you think is the purpose of the document in figure 1?
2. How will you describe what's in figures 2 and 3?

## Abstraction and Generalization

### Page orientation

Word offers two page orientation options: **landscape** and **portrait**. Landscape means the page is oriented **horizontally** while Portrait means the page is oriented vertically.

### To change page orientation:
1. Select the **Layout** tab.
2. Click the **Orientation** command in the Page Setup group.
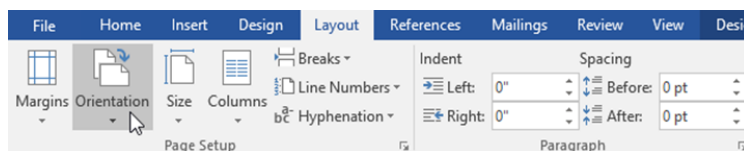
3. A drop-down menu will appear. Click either **Portrait** or **Landscape** to change the page orientation.
4. The page orientation of the document will be changed.
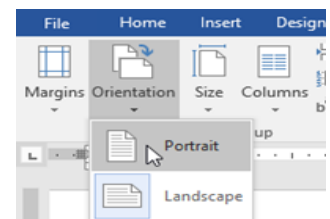
## Page size

By default, the **page size** of a new document is **8.5 inches by 11 inches**. Depending on your project, you may need to adjust your document's page size. It's important to note that before modifying the default page size, you should check to see which page sizes your printer can accommodate.
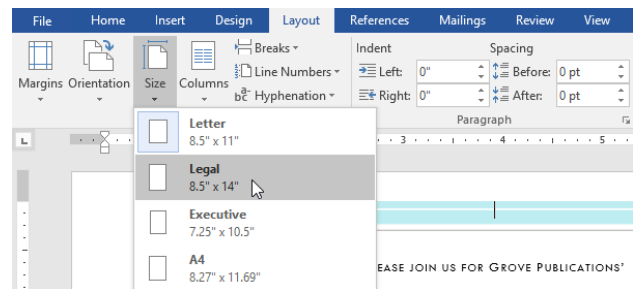
### To change the page size:

Word has a variety of **predefined page sizes** to choose from.

1. Select the **Layout** tab, then click the **Size** command.
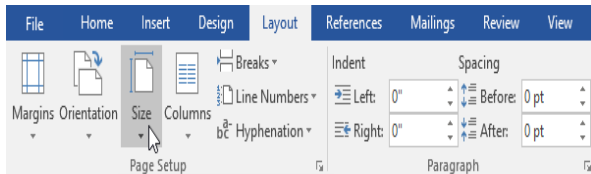


2. A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**
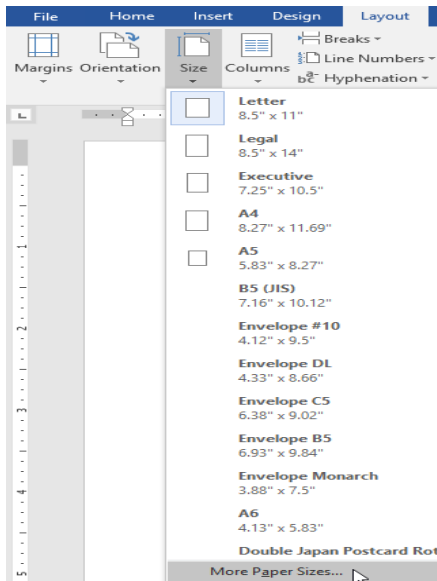


3. The page size of the document will be changed.
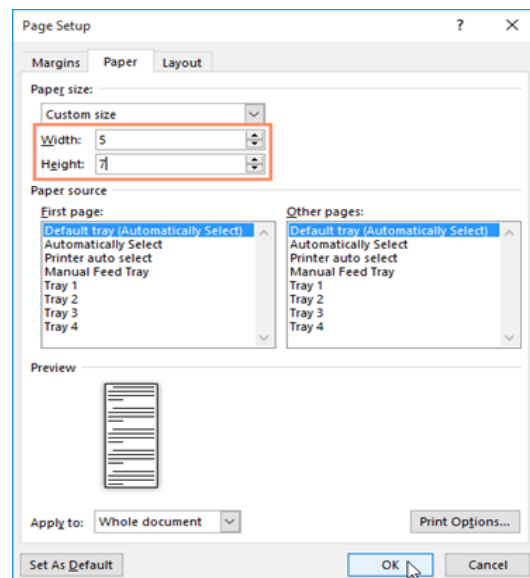
### To use a custom page size:

Word also allows you to customize the page size in the **Page Setup** dialog box.

1. From the **Layout** tab, click **Size**. Select **More Paper Sizes** from the drop-down menu.



2.The **Page Setup** dialog box will appear.

3. Adjust the values for **Width** and **Height**, then click **OK**.



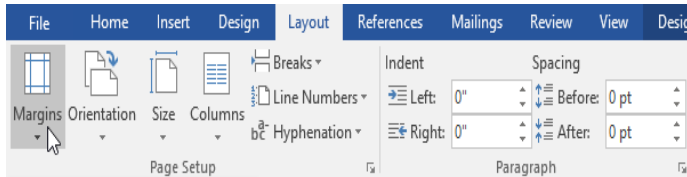4. The page size of the document will be changed.

## Page margins

A **margin** is the **space** between the text and the edge of your document. By default, a new document's margins are set to **Normal**, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.
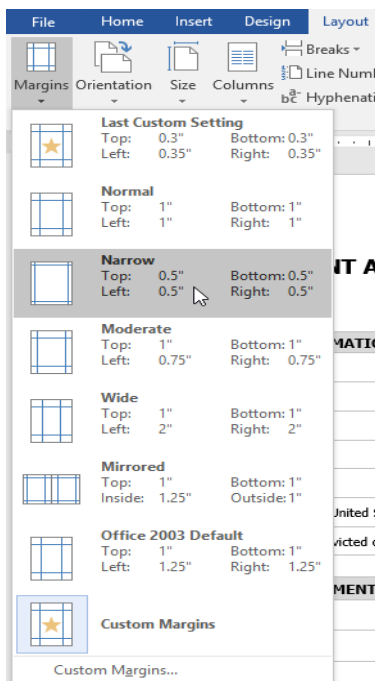
### To format page margins:

Word has a variety of **predefined margin sizes** to choose from.
1. Select the **Layout** tab, then click the **Margins** command.



2. A drop-down menu will appear. Click the **predefined margin size** you want.



3.The margins of the document will be changed.

### To use custom margins:

Word also allows you to customize the size of your margins in the **Page Setup** dialog box.

1. From the **Layout** tab, click **Margins**. Select **Custom Margins** from the drop-down menu.
2. The **Page Setup** dialog box will appear.
3. Adjust the values for each margin, then click **OK**.
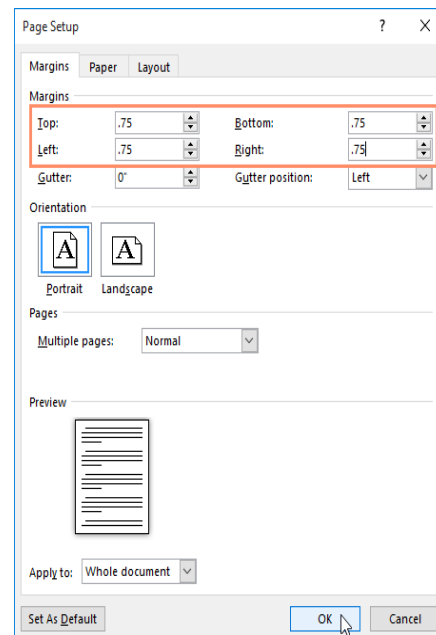


4. The margins of the document will be changed.

Alternatively, you can open the Page Setup dialog box by navigating to the Layout tab and clicking the small **arrow** in the bottom-right corner of
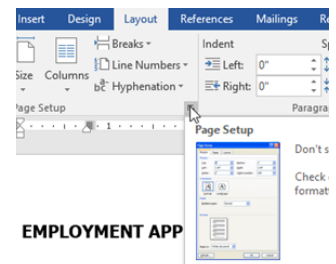
## Application.

1. Open our **practice document**.
2. Change the **page orientation** to **Portrait**.
3. Change the **page size** to **Legal**. If Legal size is not available, you can choose another size such as **A5**.
4. Change the **margins** to the **Narrow** setting.

### Reflect

**Complete the statements below.**

I understand _____

I don't understand _____

### Reinforcement & Enrichment

Direction:   Answer question  and demonstrate  the tasks below.

**Activity 2.  Picture reflection**



Question:  How will you describe the picture above?   ( **Provide at least 10 sentences**.)

Task to do:
1. Open a new document, **copy and paste** the picture and place it at the **center  top side**  of the  document.
2. Encode  your answer  at the **lower part** of the picture.
3. Indicate write **your name**,  **grade** and **section** at the **lower left side** of your answer.
4.  Change the **page orientation** to **Portrait**.
5. Change the **page size** to **A5**.
6. Change the **margins** to the **Wide** setting.
7. Save the document as PT7_***(  where *** is your family name)

Multiple Choice. Select the letter of your choice.

1. In MS Word, the default orientation is?

   a. Landscape          b. Legal          c. Letter          d. Portrait

2. Paper size refers to landscape and portrait orientation.

   a. True          b. False

3. Which one of the following  is the standard  page size of a document?

   a.     8.5 inches by 14  inches        c. 8-1/4  inches by  11-3/4 inches

   B.     8.5 inches by 11 inches          d. 5-7/8 inches by  8-1/4 inches

4. which one of the following command  is use to access print pane?

   a. Ctrl + X          b. Ctrl + P          c.  Ctrl + A          d. Ctrl + N

5. Word allows you to specify exactly which pages you'd like to print.

   A. True          b. False

6. By default, a new document's margins are set to _____.

   a.  Narrow          b. Normal          c. Moderate          d. Wide

7. The space between the text and the edge of your document is called?

   A. Margin          b. Orientation          c. Size          d. Letter

8. Which one of the following is use to separate  each entry of pages  when printing?

   a. Comma          b.  Semi-colon          c. Period          d.  Colon

9. What tab is use   to format page sizes?

   a.  Orientation          b. Size          c. Layout          d. Insert

10. What do you adjust  when you customized page size?

## References & Photo Credits

https://edu.gcfglobal.org/en/word2016/getting-started-with-word/1/
https://quizizz.com/admin/quiz/5b96b65be0eda100190222ce
BEACH AND SUNSET. http://www.sardinianbeaches.com/best-sunset-beaches-sardinia/