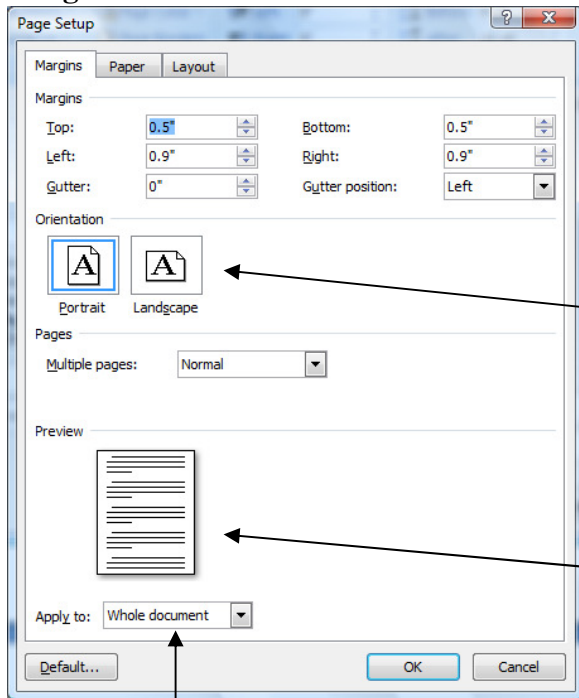


### Page Layout

Contains all the changes that affect the entire document like margins. Clicking margins give you preset choices but to get more choose **customize**.

### Margins Tab



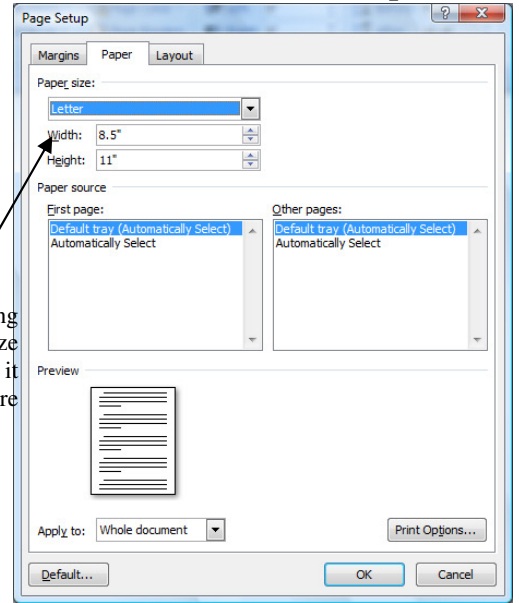
**Margins**-used to adjust spacing  
**Gutter**- Allows space for binding

**Orientation** - used to change direction of paper

**Preview** - Watch it as you make changes

To make different setting for different parts of the document use the **Apply To**

### Paper Tab



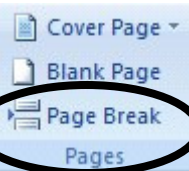
If you are using different size paper, adjust it here

### Page

### Layout Tab

#### Vertical alignment:

Changes how the page will be aligned up and down not right to left. If you are making a poster, center align it



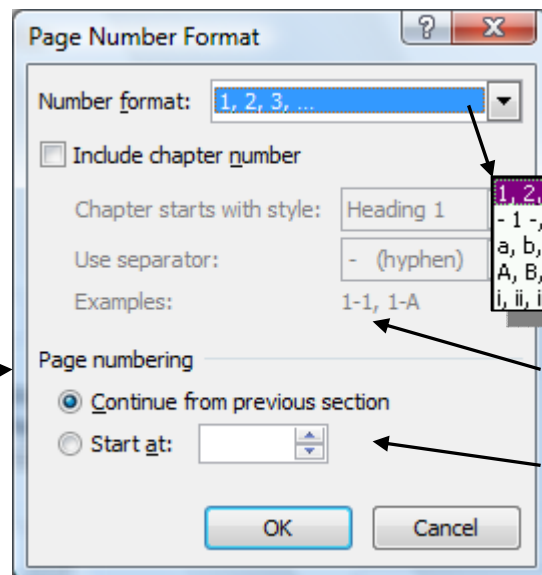
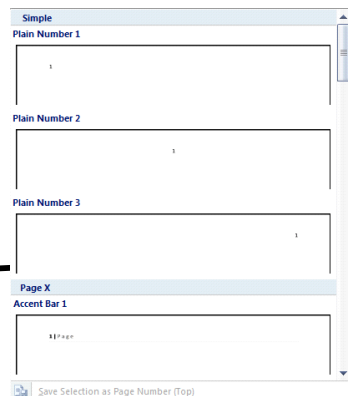
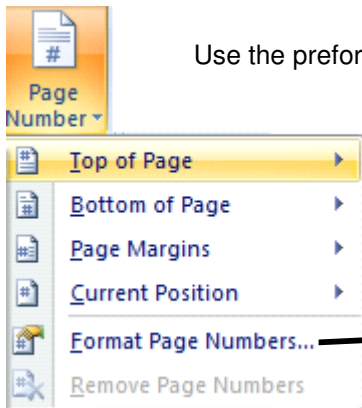
### Page break

Found on the insert ribbon. Allows you to break the page where your cursor is located and start working on the next page

### Page Number

Page number is used to add page numbers to a document

Use the preformatted setups to choose placement



Change look

Add chapters

Change the starting page number

To Change the look click the *format page numbers*

## Inserting a Table - great for organizing

Click the **insert ribbon** and choose **insert** then **Table**. Choose the number of columns and rows by moving around the grid  
Or  
Click **insert table** to use fill in boxes

**To enter data**  
Point and Click in each individual cell and type information. Use the Tab button to move from one cell to another

## Designing a better table

Once the table is created you will be in design mode. If you lose the options for design and layout simply click in your table

### Design

Change colors and looks

Make changes to setup and line thickness

### Layout

Use the Layout ribbon to alter things like alignment, direction of text and adding to the table like inserting rows and columns

### Example of a basic table

Date	First	Last	Phone
2/13/04	Fred	Flintstone	555-6565
1/18/02	Barney	Rubble	548-6265
2/18/04	Marsha	Brady	555-8796

### Examples of changed tables

Date	First	Last	Phone
2/13/04	Fred	Flintstone	555-6565
1/18/02	Barney	Rubble	548-6265
2/18/04	Marsha	Brady	555-8796

It is completely your choice and design

Date	First	Last	Phone
2/13/04	Fred	Flintstone	555-6565
1/18/02	Barney	Rubble	548-6265
2/18/04	Marsha	Brady	555-8796

Date	First	Last	Phone
2/13/04	Fred	Flintstone	555-6565
1/18/02	Barney	Rubble	548-6265
2/18/04	Marsha	Brady	555-8796