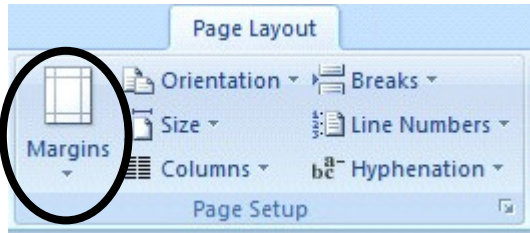


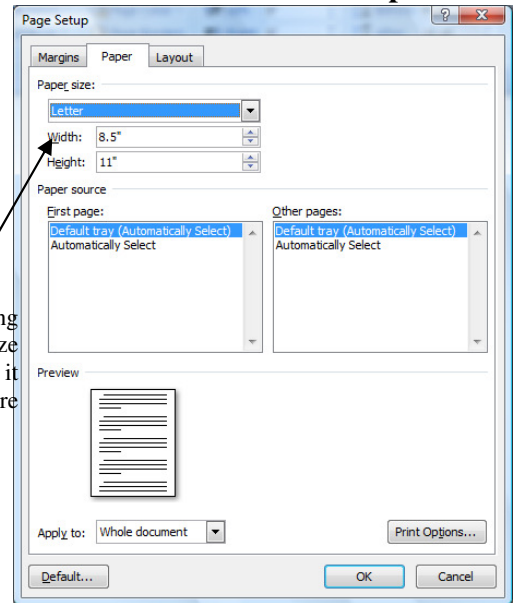
Microsoft Word 2: Page Setup

www.provlib.org → Classes and Events → Technology & Computer Classes



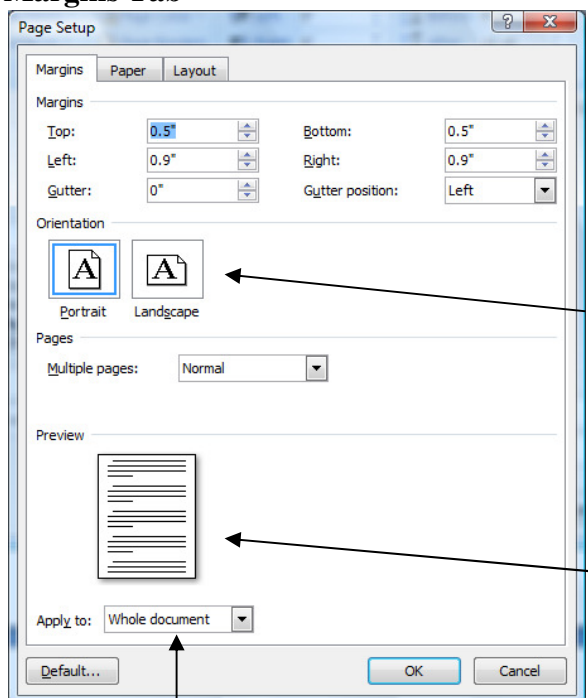
Page Layout
Contains all the changes that affect the entire document like margins.
Clicking margins give you preset choices but to get more choose **customize**.

Paper Tab



If you are using different size paper, adjust it here

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

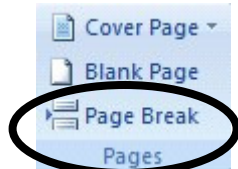
Page

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



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



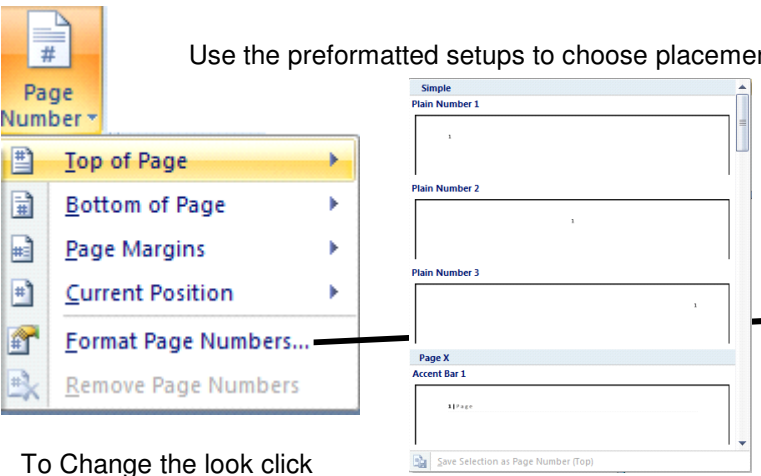
Page break

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

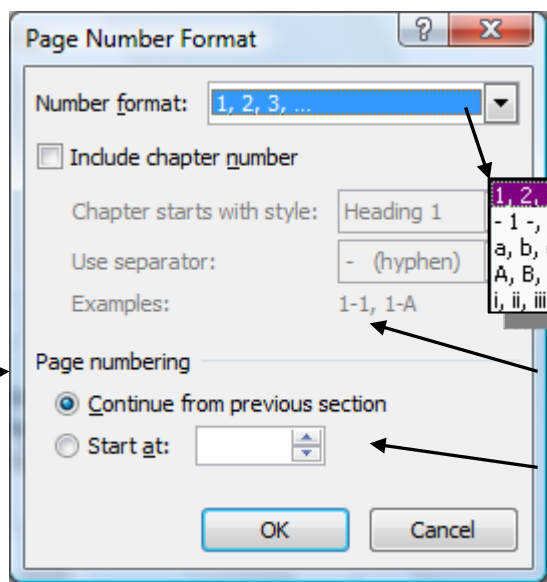
Page Number

Page number is used to add page numbers to a document

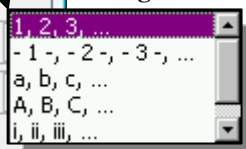
Use the preformatted setups to choose placement



To Change the look click the **format page numbers**



Change look



Add chapters

Change the starting page number

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

3x3 Table

Insert Table

Table size

Number of columns: 5

Number of rows: 2

AutoFit behavior

Fixed column width: Auto

AutoFit to contents

AutoFit to window

Remember dimensions for new tables

OK Cancel

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

Header Row First Column

Total Row Last Column

Banded Rows Banded Columns

Table Style Options

Shading

Borders

1/2 pt

Pen Color

Draw Table

Eraser

Draw Borders

Make changes to setup and line thickness

Layout

Text Direction Margins

Alignment

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

Delete

Insert Above

Insert Below

Insert Left

Insert Right

Rows & 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

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

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