Microsoft Word 2010 – Level 1

9 – Page layout

CORPORATE **LEARNING & DEVELOPMENT**

PAGE LAYOUT

Page layout refers to the overall layout and appearance of your document such as how much text you will include on each page, the size of the paper on which you will print your document, and so on.

In this booklet you will:

- ✓ learn how to change page margins
- ✓ learn how to apply custom margins to a document
- ✓ learn how to change page orientation
- ✓ learn how to change the size of the pages in a document
- ✓ learn how to insert page breaks
- ✓ learn how to insert page numbers
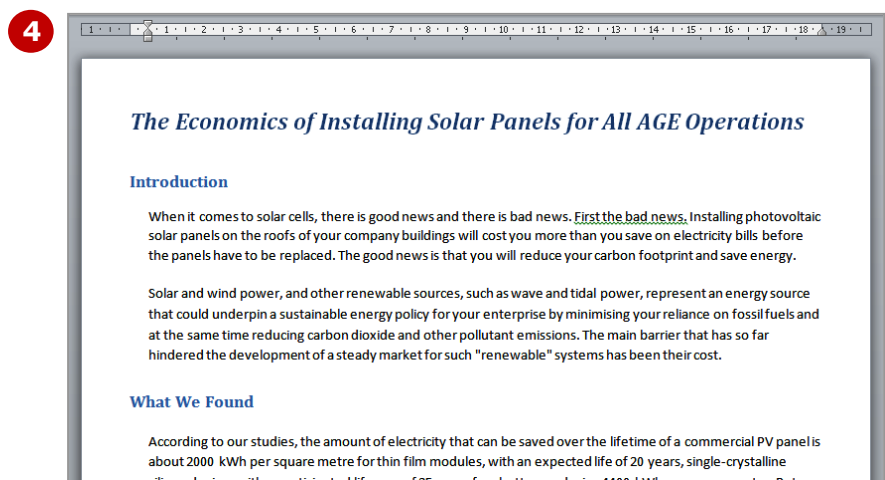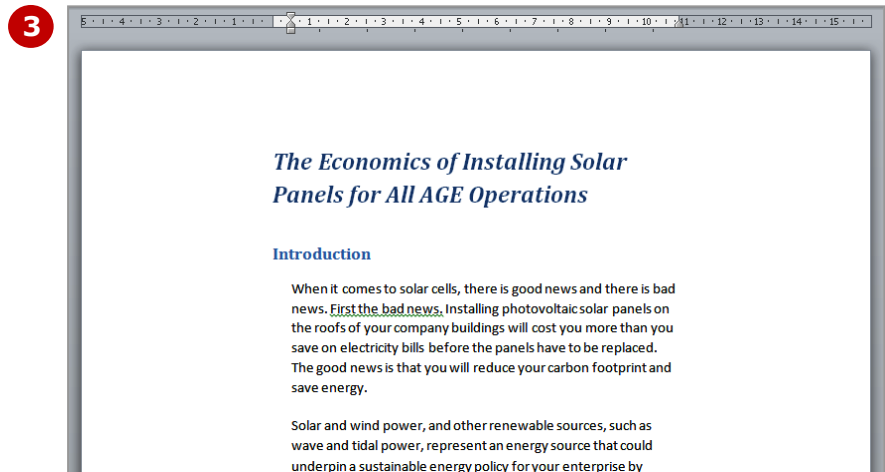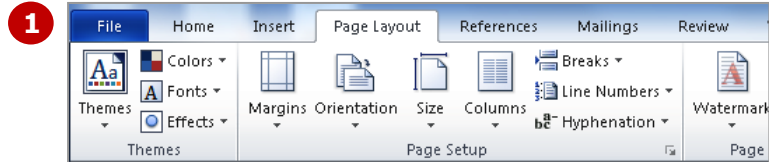
CHANGING PAGE MARGINS

The **margin** is the white space around the sides, top and bottom of a page. By default, Word sets this to 2.5 cm (or 1 inch) for each margin, but there will be occasions when you will want to alter this default setting. For example, you may want to change the page margins just to adjust the look of a document or perhaps to force a stray paragraph back to the previous page.

Try This Yourself:

Before starting this exercise open W815 Page Layout_1.docx...

1 Click on the **Page Layout** tab on the ribbon

2 Click on **Margins** in the **Page Setup** group to open the Margins gallery

3 Click on **Wide** to increase the **Left** and **Right** margins

4 Repeat steps **2** and **3** to change the margins to **Narrow**

Notice how the width of the text has increased significantly to what it was previously...

5 Repeat steps **2** and **3** to return the margins to **Normal**

For Your Reference...

To **change page margins**:
1. Activate the **Page Layout** tab
2. Click on **Margins** in the **Page Setup** group
3. Click on the desired setting in the gallery

Handy to Know...

- Margins can help to improve a document's readability by limiting the width of the text that your users have to read. If the lines of text are too wide, your readers' eyes will tend to get 'lost' as they read along the lines of text, making the text harder and slower to read.

SETTING CUSTOM MARGINS

Although Microsoft Word offers you several choices for setting the margins of your document in the Margins gallery, you can also specify your own custom settings. For example, if you want to bind your document you will need to set a larger left margin than the right margin to allow space for the binding. This additional margin will help to ensure that the text isn't obscured by the binding.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W815 Page Layout_1.docx...

1. Ensure that the **Page Layout** tab is open, then click on **Margins** in the **Page Setup** group to open the Margins gallery

2. Select **Custom Margins** to open the **Margins** tab of the **Page Setup** dialog box

3. Ensure that the value in **Top** is selected, then type **4**

4. Press `Tab` to move to **Bottom** and type **4**

5. Press `Tab` to move to **Left** and type **3.5**

6. Press `Tab` to move to **Right** and type **3.5**

7. Click on **[OK]**

   The margins around the page will have enlarged...

8. Re-open the Margins gallery – notice that your custom setting has been added to the gallery – then click outside the gallery to close it again

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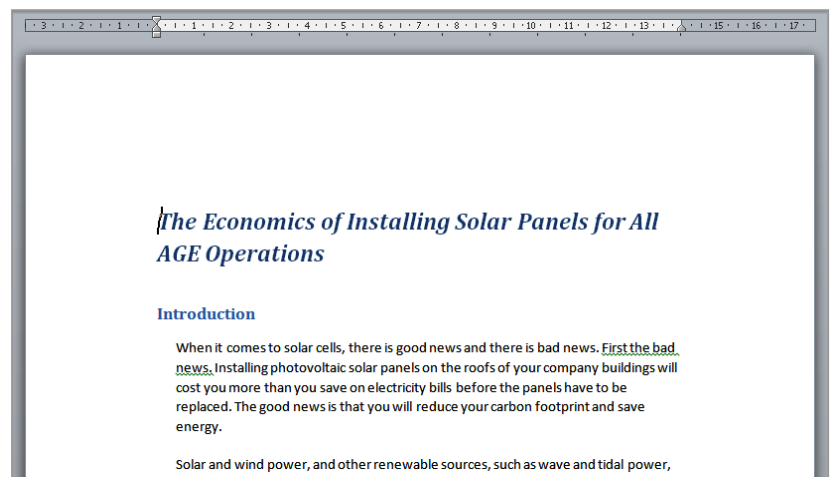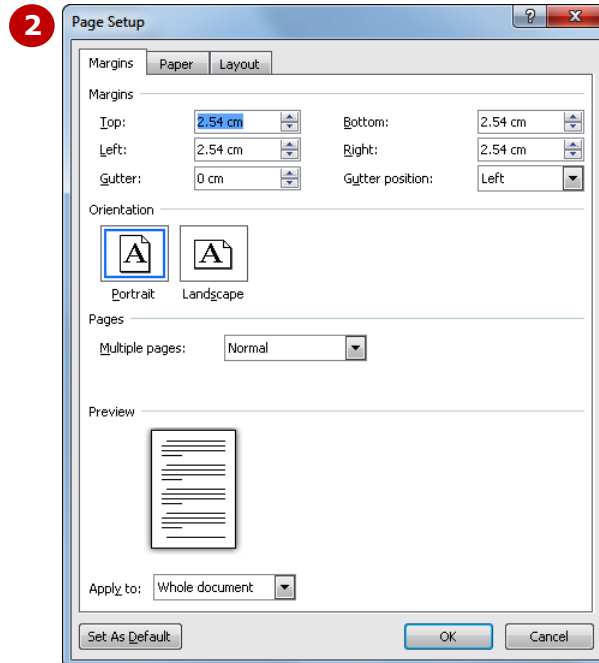
For Your Reference...

To **set custom margins**:
1. Click on the **Page Layout** tab
2. Click on **Margins** in the **Page Setup** group, then select **Custom Margins**
3. Change the settings as desired
4. Click on **[OK]**

Handy to Know...

- Most printers require a minimum width for margin settings because they cannot print all the way to the edge of the border. This minimum margin setting will depend on your printer, printer driver and paper size. Look for 'Borderless' in your printer settings.

CHANGING PAGE ORIENTATION

Word gives you two ways to orient a page: portrait and landscape. In *portrait* orientation your text runs down a page that is longer than it is wide. In *landscape* orien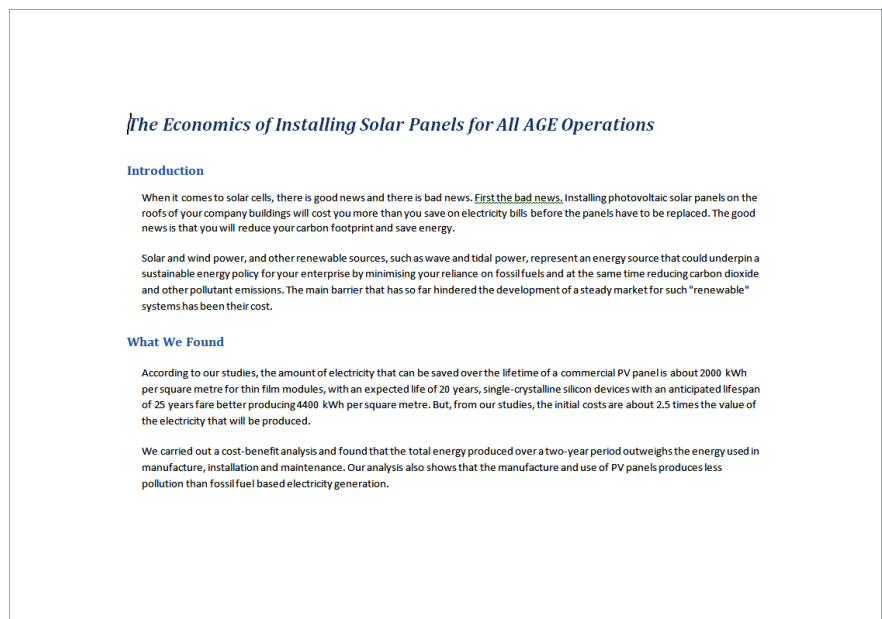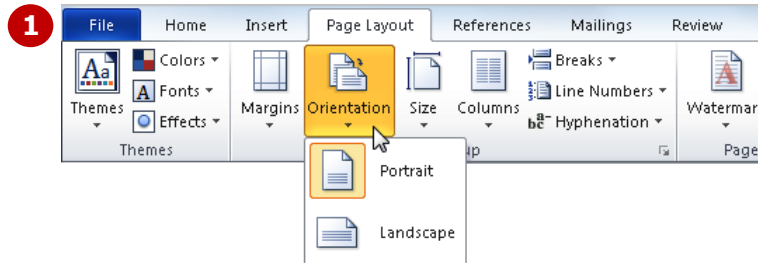tation the page is turned sideways and your text runs down a page that is wider than it is long. Portrait mode is ideal for most written documents, like letters and reports, and landscape is good for figures and diagrams.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W815 Page Layout_2.docx...

1 Ensure that the **Page Layout** tab is open, then click on **Orientation** in the **Page Setup** group to open a drop-down menu

2 Select **Landscape**

The page orientation will change to landscape. Now, let's return the document to the default portrait orientation...

3 Click on **Page Orientation** in the **Page Setup** group, then select **Portrait**

1

2

The Economics of Installing Solar Panels for All AGE Operations

Introduction

When it comes to solar cells, there is good news and there is bad news. First the bad news. Installing photovoltaic solar panels on the roofs of your company buildings will cost you more than you save on electricity bills before the panels have to be replaced. The good news is that you will reduce your carbon footprint and save energy.

Solar and wind power, and other renewable sources, such as wave and tidal power, represent an energy source that could underpin a sustainable energy policy for your enterprise by minimising your reliance on fossil fuels and at the same time reducing carbon dioxide and other pollutant emissions. The main barrier that has so far hindered the development of a steady market for such "renewable" systems has been their cost.

What We Found

According to our studies, the amount of electricity that can be saved over the lifetime of a commercial PV panel is about 2000 kWh per square metre for thin film modules, with an expected life of 20 years, single-crystalline silicon devices with an anticipated lifespan of 25 years fare better producing 4400 kWh per square metre. But, from our studies, the initial costs are about 2.5 times the value of the electricity that will be produced.

We carried out a cost-benefit analysis and found that the total energy produced over a two-year period outweighs the energy used in manufacture, installation and maintenance. Our analysis also shows that the manufacture and use of PV panels produces less pollution than fossil fuel based electricity generation.

For Your Reference...

To *change page orientation*:
1. Click on the **Page Layout** tab
2. Click on **Orientation** in the **Page Setup** group
3. Select either **Landscape** or **Portrait**

Handy to Know...

- If you have trouble remembering the difference between *portrait* and *landscape* orientation, just think of an art gallery. Imagine the way a portrait is hung and then think of the way in which a landscape painting is presented.

CHANGING PAPER SIZING

Creating a document entails more than just typing the text. At some stage you will need to give some consideration as to how you are going to print your document and determine the size of the paper that you are going to use. The Page Size gallery lets you set up your document for a variety of paper sizes.

Try This Yourself:

Same File

*Continue using the previous file with this exercise, or open the file W815 Page Layout_3.docx...*

1 Ensure that the **Page Layout** tab is open, then click on **Size** 🗗 in the **Page Setup** group to open the Page Size gallery

The page dimensions are listed for each page size, plus a thumbnail representing some of the more common page sizes, is included in the gallery...

2 Select **Executive** to change the page size to **18.41 cm x 26.67 cm**

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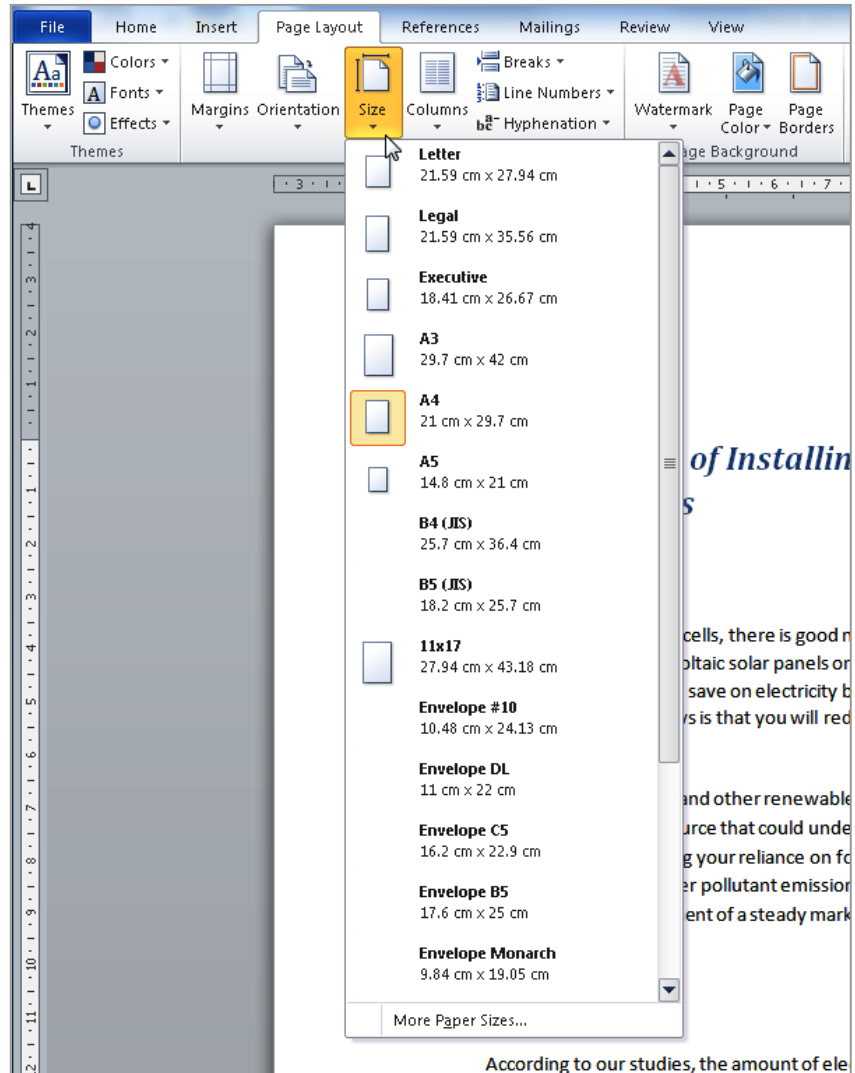
For Your Reference...

To **change page size**:
1. Click on the **Page Layout** tab
2. Click on **Size** 🗗 in the **Page Setup** group
3. Select the desired size

Handy to Know...

- The default page size for some installations of Word is **Letter** – a US paper size. You can change the default page size by opening the **Paper** tab of the **Page Setup** dialog box (click on the **dialog box launcher** 🔲 for the **Page Setup** group), selecting the desired **Paper size** and then clicking on **[Default]**.

INSERTING PAGE BREAKS

When a page fills with text Word will automatically insert a **page break** at the end of the page. A page break is simply a code that tells the computer to display and print the text that follows the code on the next page. Sometimes you may want to override Word and insert your own manual page breaks, such as to ensure an image plus the text that is referring to it, remain together.
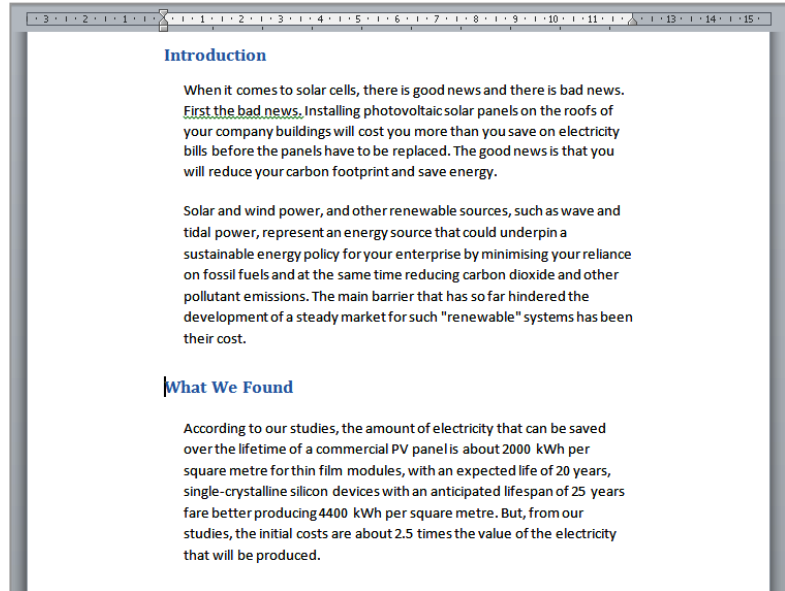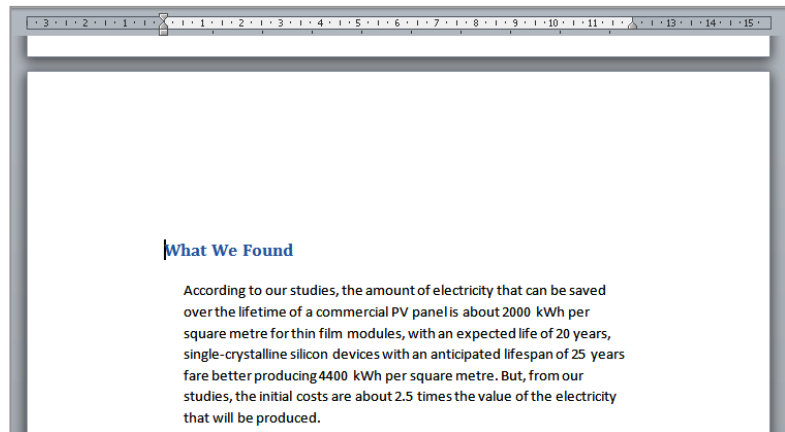
Try This Yourself:

Open File

Before starting this exercise you MUST open the file W815 Page Layout_5.docx...

1 Click to the left of the heading **What We Found**

2 Ensure that the **Page Layout** tab is open, then click on **Breaks** in the **Page Setup** group to open the Breaks gallery

3 Click on **Page** under **Page Breaks** to insert a page break and move the text onto the next page

4 Repeat the above steps to insert a page break to the left of the heading **Conclusions**

1

Introduction

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Solar and wind power, and other renewable sources, such as wave and tidal power, represent an energy source that could underpin a sustainable energy policy for your enterprise by minimising your reliance on fossil fuels and at the same time reducing carbon dioxide and other pollutant emissions. The main barrier that has so far hindered the development of a steady market for such "renewable" systems has been their cost.

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For Your Reference...

To **insert** a **page break**:
1. Position the insertion point
2. Click on the **Page Layout** tab
3. Click on **Breaks** in the **Page Setup** group
4. Select **Page** under **Page Breaks**

Handy to Know...

- You can also quickly insert a page break before a paragraph using a keyboard shortcut. To do this, click at the start of the paragraph that is to be moved to the next page and press `Ctrl` + `Enter`.

INSERTING PAGE NUMBERS

Page numbers are important so that your readers know where they are – this is crucial for larger documents. Word lets you insert page numbers th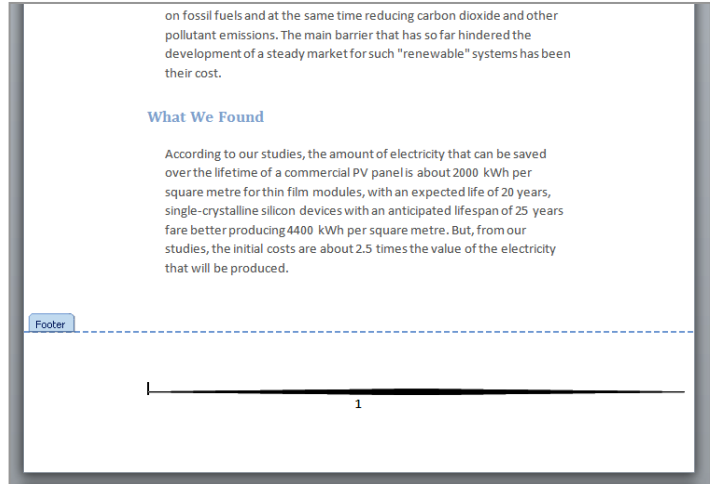at update sequentially in the top, bottom or margins of a document. You simply choose the location, select the desired page numbering design from the gallery, and Word will then insert the page numbers into the header or footer of the document.
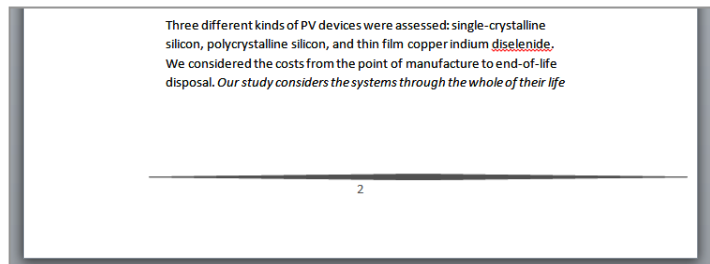
Try This Yourself:

Open File

Before starting this exercise you MUST open the file W815 Page Layout_7.docx...

1 Click on the **Insert** tab on the ribbon

2 Click on **Page Number** 📄▾ in the **Header & Footer** group, point to **Bottom of Page** to open the gallery, then scroll down to see the large number of options that are available

3 Select **Thick Line** (this option is about half way down the gallery)

A page number with a tapered line above it will be added to the Footer. In our case, the number 1 has appeared because page 1 was visible…

4 Click on **Close Header and Footer** ⊠ to close the footer region of the page

5 Scroll through the remainder of the document to see the page numbers at the bottom of pages **2** and **3**

The page numbers will appear dimmed because information in the footer (and header) regions cannot be changed at the same time as information in the body of the document

on fossil fuels at the same time reducing carbon dioxide and other pollutant emissions. The main barrier that has so far hindered the development of a steady market for such "renewable" systems has been their cost.

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Three different kinds of PV devices were assessed: single-crystalline silicon, polycrystalline silicon, and thin film copper indium diselenide. We considered the costs from the point of manufacture to end-of-life disposal. *Our study considers the systems through the whole of their life*

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For Your Reference…

To **insert page numbers**:
1. Click on the **Insert** tab
2. Click on **Page Number** 📄▾ and point to the location for the page number
3. Select the desired page number format
4. Close the footer/header

Handy to Know…

- If you want to insert page numbers into a large document, consider using one of the **Page X of Y** page number formats that are available in the gallery. For example, **Bold Numbers 1**.

- Page numbers located in the margins are associated with the headers.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Page layout** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as listed in the objectives on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**