

Page Layout tab

Introduction

You may find that the default page layout settings in Word are not sufficient for the document you wish to create, in which case you will want to modify those settings. For example, if you are printing on a different paper size, you'll want to change the document page size to match the paper. In addition, you may want to change the page formatting depending on the type of document you are creating.

Page Layout and Formatting

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 wish your document to appear.

Themes

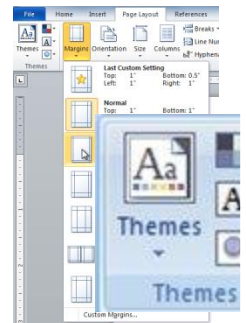
The first section of the Page Layout tab is themes. Themes is a great feature if you are typing an elaborate document and want to use a variety of fonts and colors and then duplicating those fonts and colors on another document or throughout a long document. A document theme is a set of formatting choices that include a set of **theme colors**, a **set of theme fonts** that you can specify a heading and body text font, and a set of theme effects you can choose lines and fill effects.

Click the down arrow under themes. You will get a list of pre-designed themes you can apply to your document. Each theme will include **font colors, font styles, font sizes and effects** including lines, fill effects and colors.

If you already selected a theme for your document and no longer want to use it click on the **Reset to Theme from Template option**. If you don't like any of the built-in themes you can click **More Themes on Microsoft Office Online** and there will be many more to choose from.

Format Page Margins:

1. Select the **Page Layout** tab.
2. Click the **Margins** command. A menu of options appears. Normal is selected by default.
3. Click the predefined margin size you desire.

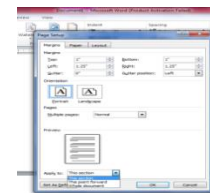
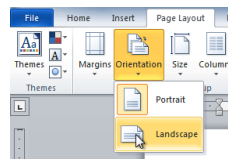


To Use Custom Margins:

1. From the **Page Layout** tab, click Margins.
2. Select **Custom Margins**. This will take you to the **Page Setup dialog box**.
3. Adjust the margin sizes for each side of the page and click **OK**.

Change Page Orientation:

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



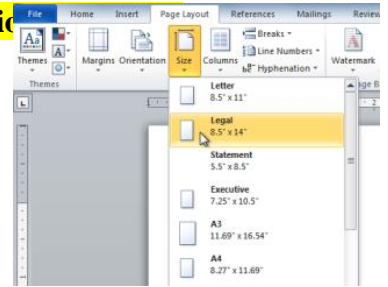
Landscape format means that the page is oriented horizontally, and portrait format is oriented vertically.

Note: In the same document you can make the pages with two types Portrait and Landscape

By choose section break from Break found in page layout then select this section

Change the Paper Size:

1. Select the **Page Layout** tab.
2. Left-click the **Size** command and a drop-down menu will appear.
3. The current paper size is highlighted.
4. Left-click a size option to select it. The page size of the document changes



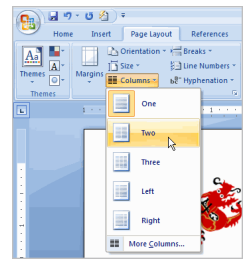
Introduction

The useful formatting feature in Word is the **columns**. **Columns** are used in many types of documents, but are most commonly used in **newspapers, magazines, academic journals, and newsletters**.

Inserting Columns

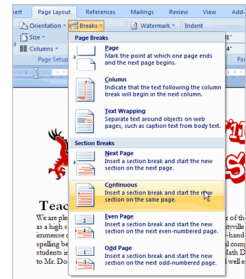
To Add Columns to a Document:

1. Select the text you want to format.
2. Select the **Page Layout** tab.
3. Left-click the **Columns** command.
4. Select the number of columns you would like to insert.



To Insert a Break:

1. Place your **insertion point** where you want the **break** to appear.
2. Select the **Page Layout** tab.
3. Click the **Breaks** command. A menu appears.
4. Left-click a **break option** to select it. The break will appear in the document.



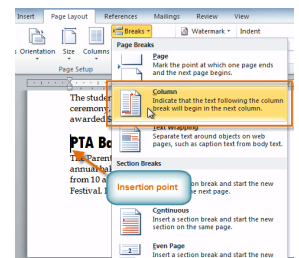
Why would you need to use a break? Each **type of break** serves a different purpose and will affect the document in different ways. **Page breaks** move text to a new page before reaching the end of a page, while **section breaks** create a barrier between parts of the document for formatting purposes. **Column breaks** split text in columns at a specific point. Practice using the various break styles to see how they affect the document.

Adding Column Breaks

Once you've created columns, the text will automatically flow from one column to the next. Sometimes, though, you might want to control exactly where each column begins. You can do this by creating column breaks.

To Add Column Breaks:

1. Place the insertion point where you would like to add the break.
2. Click the **Page Layout** tab.
3. Click the **Breaks** command in the **Page Setup** group. A drop-down menu will appear.
4. Select **Column** from the list of break types.



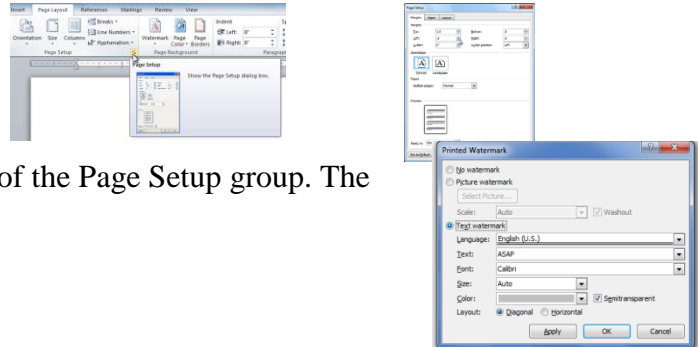
5. The text will shift to reflect the column break.

The Page Setup Dialog Box

Previously, we showed how to open the Page Setup dialog box from the Margins drop-down menu. As you become more familiar with Word, you may find that you want to use the Page Setup dialog box more often to fine-tune the page margins and adjust other settings. To get there more quickly, you may want to use a shortcut that's conveniently located on the Page Layout tab.

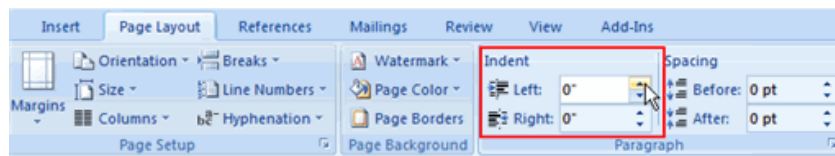
To Open the Page Setup Dialog Box:

1. Click the **Page Layout** tab.
2. Click the **small arrow in the bottom-right corner** of the Page Setup group. The Page Setup dialog box will appear.



To Modify the Default Indent Settings:

- Select the **Page Layout** tab.
- Select the text you would like to modify.
- Use the arrows or enter text in the fields to modify the Left and Right Indents.



How to create watermarks

Watermarking in Microsoft Word 2010 is an incredibly useful feature for communicating the nature and constraints of a document. The most common examples are to indelibly mark a document as confidential, private or draft. As Word 2010 also allows you to use pictures as a watermark, you can use a company logo or signature picture to help readers know the originator and owner of a document. Here's how to place a watermark on every page in a document.

Once you have opened your document:-

1. Click on the **Page Layout** tab
2. In the ribbon, click on **Watermark**. A vertical scroll list of six watermarks will appear (**Confidential, Do Not Copy, Draft, Sample, ASAP and Urgent**)
3. Select the **watermark** that you wish to use.

The standard textual watermarks provided by Microsoft Word 2010 are good for the majority of occasions. However, you may wish to use the watermark for other purposes such as to brand every page using special text, with an emblem, or company logo picture. Microsoft Word 2010, enables you to insert customized texts and pictures for watermarks. Here's how:

To create a watermark using a picture or customized text

1. Click on **Page Layout** tab
2. In the ribbon, click on **Watermark**. A vertical scroll list of six watermarks will appear with a set of menu options below.

- From the menu options, select **Custom Watermark**. The **Printed Watermark** dialogue box will appear asking you whether you would like to use a **picture** or **customize** the text.

In the **Printed Watermark** dialogue box, we will use the customized text option.

- Select the Text drop down to see if the customized text already exists in the library. If not, type your own text.
- Experiment with the **font, font size, color, layout** and transparency to see what looks best for your document.

This is often used to indicate that a document is to be treated specially such as Confidential or Urgent.

How to Color the Pages of a Word 2010

Word 2010 allows you to apply color to the pages of a document. After you color your Word document's pages, you need to tell the printer you want to print that background color.

- Click the **Page Color** command button on the **Page Layout** tab's Page Background group. A menu full of colors opens, some based on the document theme and some based on standard colors.
- Choose a color from the **Page Color** menu.

While you move the mouse over the various colors on the Page Color menu, your document's page color is updated to reflect that new color (but only in Page Layout view). The text color may change, as well (for example, from black to white), to remain visible. To remove page coloring, choose the No Color command. The color you choose is produced by your printer, but you must direct the printer to print the page color.

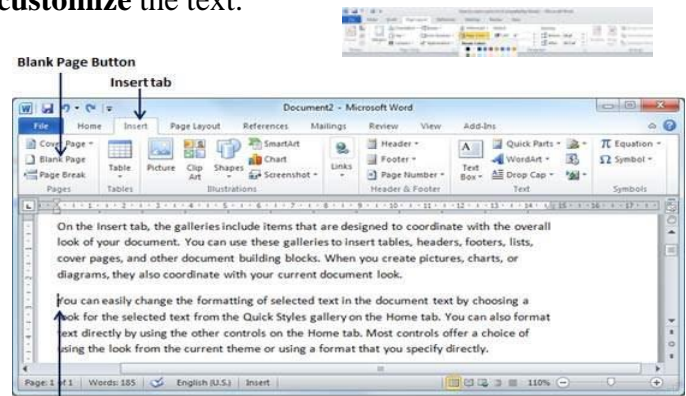
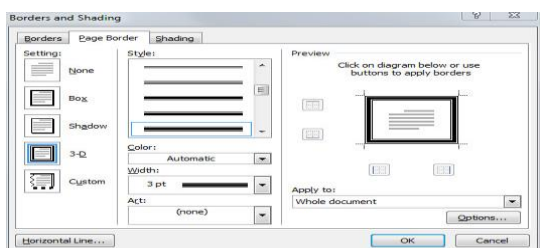
- Click the **File** tab and choose **Options**. The Word Options window opens.
- Select **Display** from the left side of the Word Options window.

In the Printing Options area, put a check mark by the item labeled **Print Background Colors and Images**, and then click **OK**. You can now print the background color.

Page borders:

Word 2010 brings page borders in different shapes and styles, you can fully customize page borders by changing the color, width, thickness, and insert different arts in it. This post will put a light on how to insert it into your document. To insert page borders, navigate to Page Layout and click page Borders.

This will open up Page Borders and Shading dialog. Under Setting, select a border type, from Style & Color, you can select desired style & color respectively. Click OK to show it in a document.



Inserting command

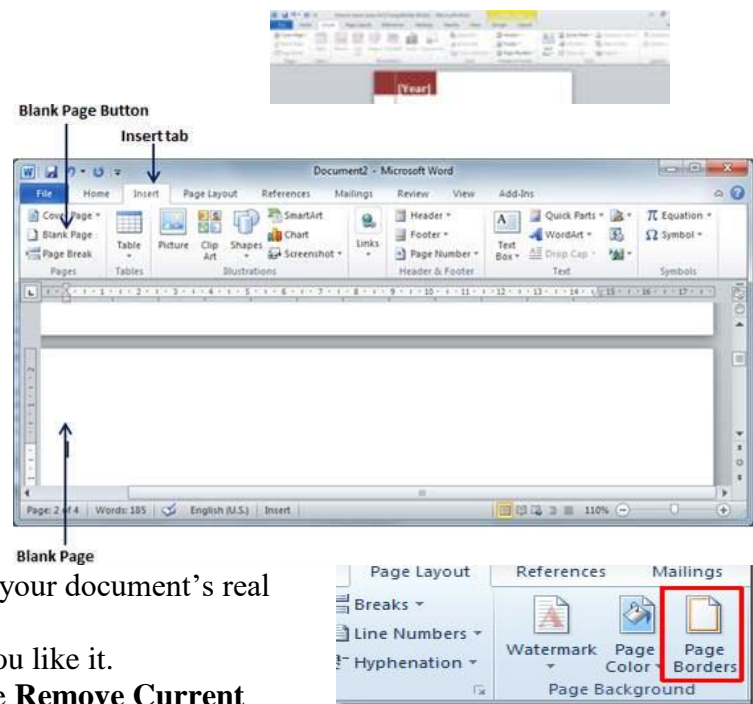
Cover Page

You can create a cover page for your Word document without having to fuss with removing headers and footers from that one page

- 1- Click the **Insert** tab and, in the **Pages** group, click the **Cover Page** button. A fat, fun menu full of various cover-page layouts appears.
- 2- Select a cover-page layout that titillates you. That cover page is immediately inserted as the first page in your document. Then Word displays it onscreen for further editing.
- 3- Click the bracketed text on the cover page and type the required replacement text.

For example, click [Type the Document Title]. Then type your document's real title. The text you type replaces the bracketed text.

- 4- Repeat Step 4 until the cover page looks the way you like it.
- 5- To remove a cover page you've inserted, choose the **Remove Current Cover Page** command from the Cover Page menu.
- 6- To replace a cover page you've removed, choose a new one from the Cover Page



Blank Page

Here we discuss how to insert blank pages and how to delete a blank page from your Microsoft Word document. A blank page is a page which does not have any text or any other content over it.

Following are the simple steps to insert blank page in a word document.

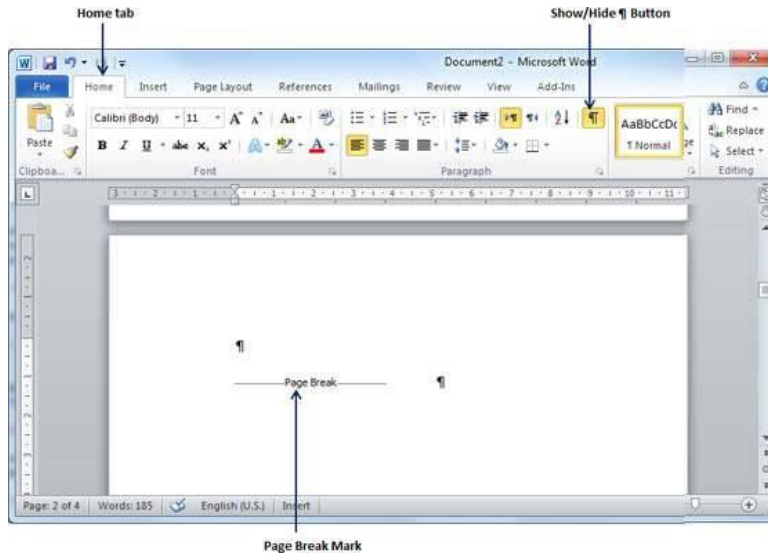
Step 1 – Bring your insertion point immediately before the text where you want to insert a blank page.

Step 2 – Click the **Insert** tab, and click the **Blank Page** button available in the Pages group. Word inserts a new blank page and moves all the text after the page break onto a new page.

The following steps will help you delete blank page from a Word document.

Step 1 – Click the **Home** tab, and click the **Show/Hide ¶** paragraph marks button available in the Paragraph group. This will display all the page breaks.

Step 2 – Bring your cursor immediately before the **Page Break** mark available on the blank page and press the **Delete Key**. This will delete the blank page and again you can click the **Show/Hide ¶** paragraph marks button to hide all the paragraph marks.



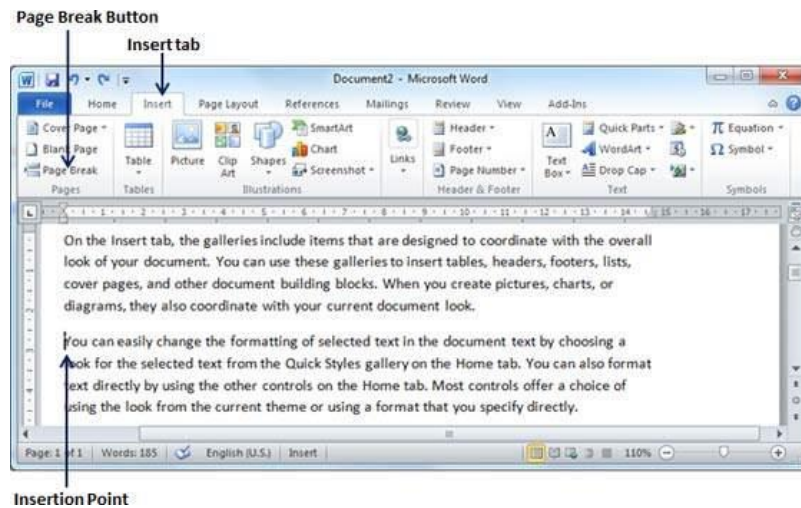
Page Break

Now we discuss how to insert page breaks. Microsoft Word automatically starts a new page when the current page fills with text but you can insert a page break to force Word to start text on a new page. You can insert a page break using either the mouse or the keyboard.

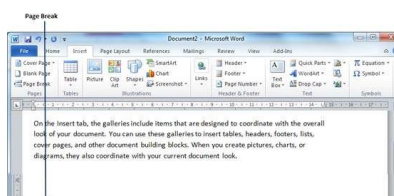
The following steps will help you insert page breaks in a Word document.

Step 1 – Bring your insertion point immediately before the text that has to appear on a new page.

Step 2 – Click the **Insert tab**, and click the **Page Break** button available in the Pages group. Start the next at the current position



Word inserts a page break and moves all text after the page break onto a new page.



Following for Deleting a Page Break

Just put the insertion point on the previous page of the page break that needs to be deleted. Press the **Delete** key multiple times until both the pages get merged.

Inserting and Modifying Tables

Introduction

A table is a grid of cells arranged in rows and columns. Tables can be customized and are useful for various tasks such as presenting text information and numerical data. Here you will learn how to convert text to a table, apply table styles, format tables, and create blank tables

Insert a Blank Table:

- Place your insertion point in the document where you want the table to appear.
- Select the **Insert** tab.
- Click the **Table** command.
- Drag your mouse over the diagram squares to select the number of columns and rows in the table.
- Left-click your mouse and the table appears in the document.
- Enter text into the table.

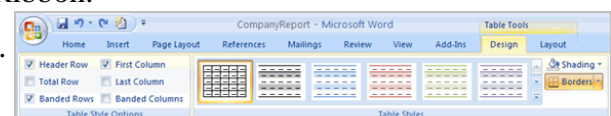
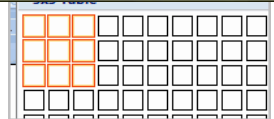
To insert table

- Select the **Insert** tab.
- Click the **Table** command.
- Choose number of rows and columns.
- Table tools become visible with two commands **Design** and **Layout**.

The next selection is **Draw Table**. Click on the **Draw table option** and you will be given a pencil cursor click and drag the cursor across the page and you can draw each individual cell and place it where you want. Cells can all be different lengths and widths. When you are finished drawing your table cells either click inside the cell to type your text or click the draw table option again to complete.

To Apply a Table Style:

- Select the table. A **Table Tools Design tab** now appears on the Ribbon.
- Select the **Design** tab to access all the **Table Styles and Options**.
- Click through the various styles in the **Table Styles** section.



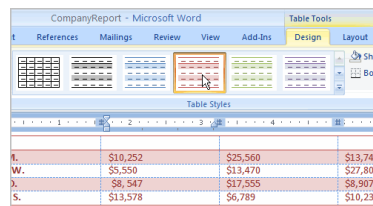
- Left-click a style to select it. The table style will appear in the document.

You can modify which table styles are displayed.

In the **Table Styles Options** you can select and deselect various table options. For example, you can select Banded Rows and only tables with banded rows will appear in the Tables Styles section.

Want to have a little more creative freedom when it comes to formatting your tables?

You can change the table border or shading, change line weight, or erase part of the table.



To Add a Row Above or below an Existing Row:

By using commands in Layout tab found in table tools you can adding or deleting row and column, also **you can add or delete column and row by:**

- Place the insertion point in a row below the location you wish to add a row.
- Right-click the mouse. A menu appears.
- Select **Insert → Insert Rows Above**.

A new row appears **above** the insertion point.

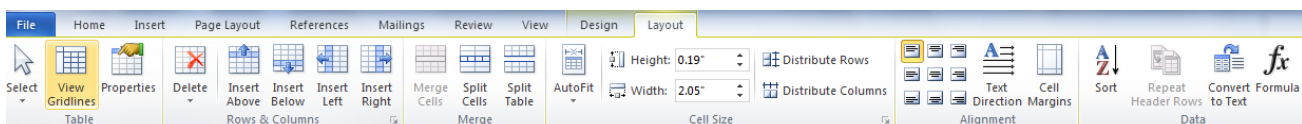
You can also **add rows below** the insertion point. Follow the same steps, but select Insert Rows Below from the menu.

To Add a Column:

- Place the **insertion point** in a **column adjacent** to the location you wish the new column to appear.
- Right-click the mouse. A menu appears.
- Select **Insert → Insert Columns to the Left** or **Insert Columns to the Right**. A new column appears.

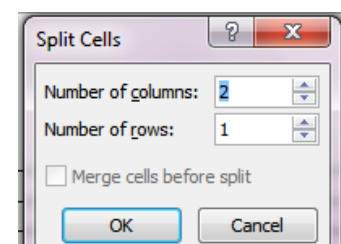
To Delete a Row or Column:

- Select the row or column.
- Right-click your mouse and a menu appears.
- Select **Delete Columns** or **Delete Rows**.



Split cell and table

Used for dividing select cell to more than one cell by select the cell then choose split cell menu appear choose number of rows and columns.



For dividing the table put the insertion point in the row you want to split from then choose split table

Merge cells

If we want to combine more than one cell into one cell we used merge cell command on layout tab after we select the cells we want to merge.

Repeat Header Rows

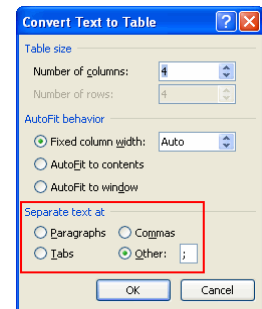
Used for repeat header rows to every page in document by select the header of the table then click on repeat header rows the title appear in the first row of the next page and so on.

Convert to Text

If we want to convert table to text select the table then click on convert to text found on the layout tab

To Convert Existing Text to a Table:

- Select the text you wish to convert.
- Select the **Insert** tab.
- Click the **Table** command.
- Select **Convert Text to Table** from the menu. A dialog box appears.
- Choose one of the options in the **Separate text at** .This is how Word knows what text to put in each column.
- Click **OK**. The text appears in a table.



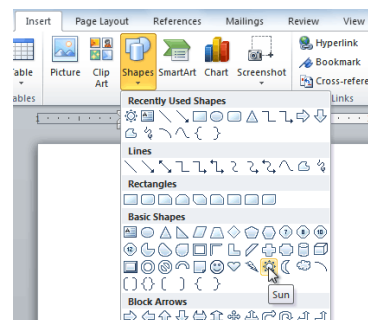
Introduction

You can add a **variety of shapes** to your document including **arrows, callouts, squares, stars, flowchart shapes** and more. Want to set your name and address apart from the rest of your resume? Use a line. Need to create a diagram showing a timeline or process? Use the flowchart shapes.

Hear you will learn how to **insert a shape** and format it by changing its **fill color, outline color, shape style, and shadow effects**. Additionally, you will learn how to apply 3-D effects to shapes.

To Insert a Shape:

1. Select the Insert tab.
2. Click the Shapes command.
3. Select a shape from the drop-down menu.
4. Click and drag the mouse until the shape is the desired size.
5. Release the mouse button.
6. Drawing tools becomes visible with some command



To Change the Order of Shapes:

If one shape overlaps another, you may need to change the **ordering** so that the correct shape appears in front. You can bring a shape to the **front** or **send it to the back**. If you have multiple images, you can use **Bring Forward** or **Send Backward** to fine-tune the ordering. You can also move a shape **in front of** or **behind text**.

1. Right-click the shape you wish to move.
2. In the menu that appears, hover over **Bring to Front** or **Send to Back**. Several ordering options will appear.
3. Select the desired ordering option. The shapes will reorder themselves.

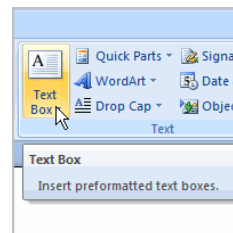
In some cases, the ordering option you select will not affect the ordering of the shapes. If that happens, select the same option again or try a different option.

Introduction

You may want to **insert a text box** into your document to draw attention to specific text or so that you have the ability to easily move text around within a document. Here you will learn how to insert a text box and how to format it in various ways including resizing and moving it, and **changing the text box shape, color, and outline**.

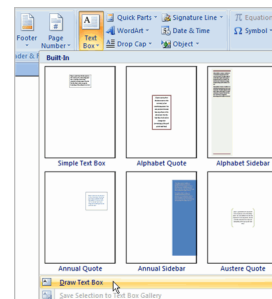
To Insert a Text box:

- Select the **Insert** tab on the Ribbon.
- Click the **Text Box** command in the **Text** group.
- Select a **Built-in text box** or **Draw Text Box** from the menu.
- If you select **Built-in text box**, left-click the text box you wish to use and it will appear in the document.



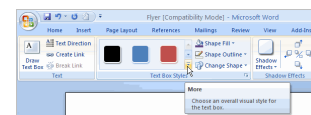
OR

- If you select **Draw Text Box**, a crosshair cursor will appear. Left-click your mouse and while holding it down, drag your mouse until the text box is the desired size.
- Release the mouse button.



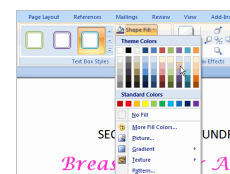
To Change Text Box Style:

- Select the text box. A new **Format** tab appears with Text Box Tools.
- Select the **Format** tab.
- Click the **More drop-down arrow** in the Text Box Style group to display more style options.
- Move your cursor over the styles and Live Preview will preview the style in your document.
- Left-click a style to select it.



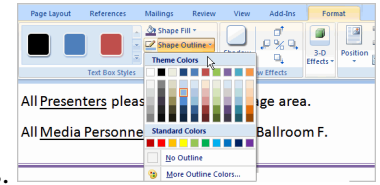
To Change Shape Fill:

- Select the text box. A new **Format** tab appears with Text Box Tools.
- Click the **Shape Fill** command to display a drop-down list.
- Select a color from the list, choose No Fill, or choose one of the other options



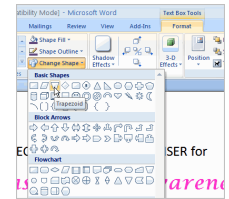
To Change the Shape Outline:

- Select the text box. A new **Format** tab appears with Text Box Tools.
- Click the **Shape Outline** command to display a drop-down list.
- Select a color from the list, choose No Outline, or choose one of the other options.



To Change the Text Box Shape:

- Select the text box. A new **Format** tab appears with Text Box Tools.
- Click the **Change Shape** command to display a drop-down list.
- Select a shape from the list.



To Move a Text Box:

- Left-click the text box. Your cursor becomes a **cross with arrows** on each end.
- While holding the mouse button, **drag** the text box to the desired location on the page.
- Release the mouse button.

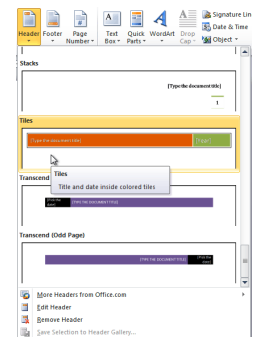
Headers and Footers

Headers and Page Numbers

Headers and footers can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on each page of the document.

Insert a Header or Footer:

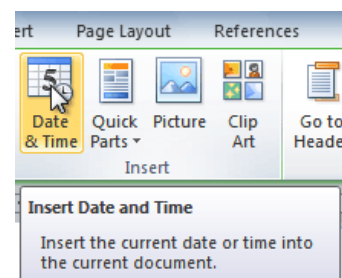
1. Select the **Insert** tab.
2. Click either the **Header** or **Footer** command. A drop-down menu will appear.
3. From the drop-down menu, select **Blank** to insert a blank header or footer, or choose one of the **built-in** options.
4. The **Design** tab will appear on the Ribbon, and the **header** or **footer** will appear in the document.
5. Type the desired information into the header or footer.
6. When you're finished, click **Close Header and Footer** in the **Design** tab, or hit the **Esc** key.



After you close the header or footer, it will still be visible, but it will be **locked**. To edit it again, just double-click anywhere on the header or footer, and it will become unlocked

Insert the Date or Time into a Header or Footer:

1. Double-click anywhere on the header or footer to unlock it.
The **Design** tab will appear.
2. From the **Design** tab, click the **Date & Time** command.
3. Select a date format in the dialog box that appears.



- Place a **checkmark** in the **Update Automatically** box if you would like it to always reflect the current date. Otherwise, it will not change when the document is opened at a later date.
- Click **OK**. The date/time now appears in the document.

Other Header and Footer Options

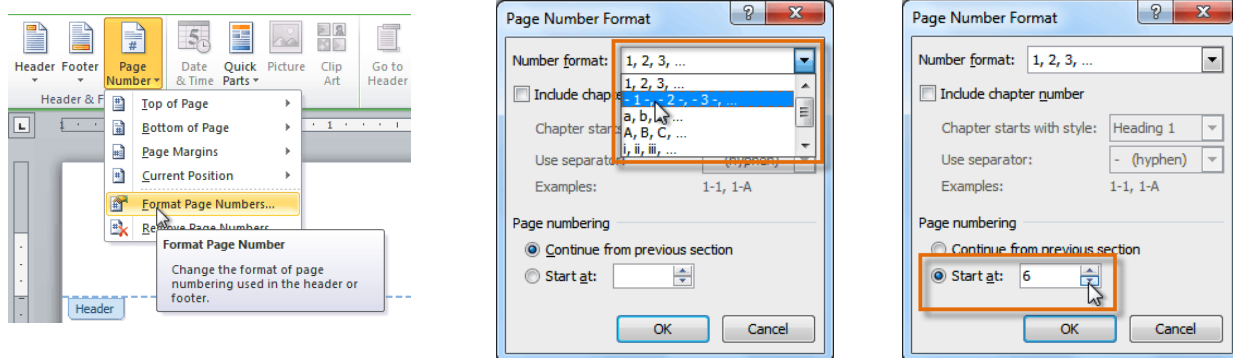
There are many other header and footer options that you can use to design these sections of your document. You can review the Header and Footer Tools Design tab, to view and explore the design options.



Adding Page Numbers

This button will give you a selection of putting your page numbers at the top of page, bottom of page, page margin, or current position each of these options give you the opportunity to select from a list of default styles and locations to place your page numbers

There is also a formatting and removal option in the Page number button. Click the Format Page Number selection. The Page Number Format window will open and give you several options to choose from to make your page numbers look the way you want. The drop down arrow next to Number format lets you choose from number, letters, roman numerals, etc. If you would like to include Chapter numbers check the box and the options for your chapters will no longer be grayed out. Page numbering lets you either continue from a previous section of your document or start at any page number you would like by selecting the radio button next to Start at: and then either typing the page number or using the up and down arrows to enter the page number. To remove all page numbers simply click the Remove page numbers at the bottom of the Page Number selections.



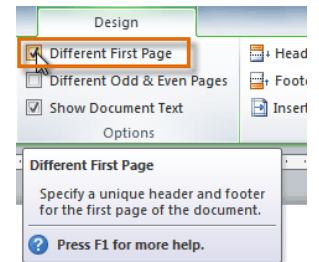
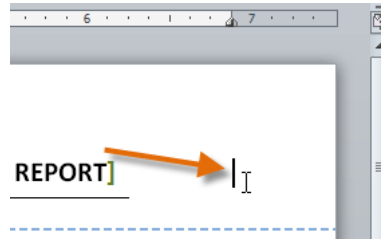
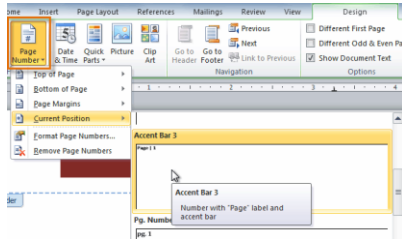
Add Page Numbers to an Existing Header or Footer:

- Select the **header or footer**. The **Design** tab will appear.
- Place the insertion point where you want the page number to be. You can place it anywhere except inside a Content Control field.

3. From the **Design** tab, select the **Page Number** command.

4. Click Current Position and select the desired style. The page number will appear in the document.

If you've already typed information into your **header or footer**, it's important to place the **page number** at the Current Position to avoid losing anything. If you select a page number from **Top of Page** or **Bottom of Page**, it will delete anything that you have already added to the header or footer.



To Hide the Page Number on the First Page:

In some documents, you may not want the first page to show the page number. You can hide the first page number without affecting the rest of the pages.

1. Select the **header or footer** that contains the page number.

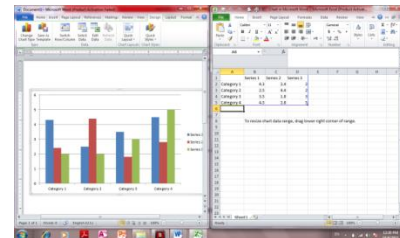
2. From the **Design** tab, place a **checkmark** next to **Different First Page**. The header and footer will disappear from the first page. If you want, you can type something new in the header or footer, and it will only affect the **first page**.

If you're unable to select Different First Page, it may be because an object within the header or footer is selected. Click in an empty area within the header or footer to make sure nothing is selected.

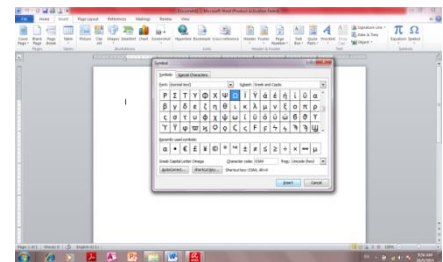
Inserting chart

You can draw chart in Microsoft word by :

- 1- Click insert tab
- 2- Choose chart



Window of word split to two parts the window of the program (**word**) and the other is **Excel** window .Put your data in excel widow then ok.

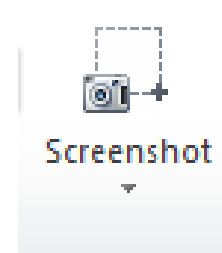


Insert Symbol

- Click on **insert** tab
- Choose **Symbol**
- Menu appears select the symbol you want then click insert

Screenshot

Used for inserting a picture of any program that is not minimized to the taskbar.by click on **screenshot** then **Screen Clipping** to insert picture of any part of screen.



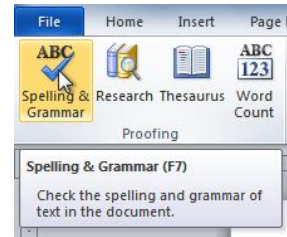
Various Line Colors:

By default, Word automatically checks your document for **spelling and grammar** errors. These errors are indicated by **colored wavy lines**.

- The **red line** indicates a misspelled word.
- The **green line** indicates a grammar error.

To Use the Spelling Check Feature:

- Right-click the **underlined** word. A menu will appear.
- Select the **correct spelling** of the word from the **listed suggestions**.
- Left-click your mouse on the word. It will appear in the document.



You can choose to **Ignore** an underlined word, add it to the **dictionary**, or go to the **Spelling** dialog box.

To Use the Grammar Check Feature:

- Right-click the **underlined** word. A menu will appear.
- Select the **correct word** from the **listed suggestions**.
- Left-click your mouse on the word. It will appear in the document.

You can also choose to **ignore** an underlined word, go to the **Grammar** dialog box, or find out **more information** about the word and its usage.

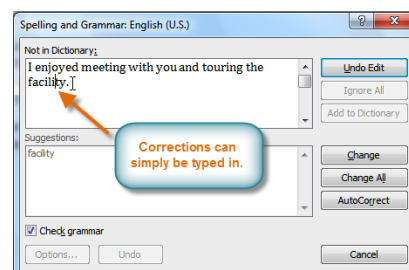
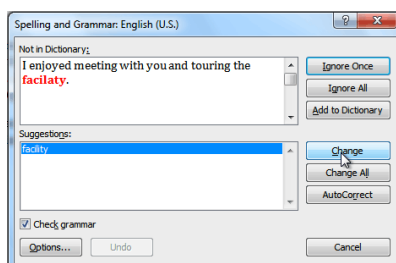
You can also wait and run the spelling and grammar check **after completing the document**. Click the **Spelling & Grammar** command on the Review tab.

Run a Spelling & Grammar Check:

1. Go to the Review tab.
2. Click on the Spelling & Grammar command.

The Spelling and Grammar dialog box will open. For each error in your document, Word will try to offer one or more suggestions. You can select a suggestion and then click Change to correct the error.

4. If no suggestions are given, you can manually type in the correct spelling.
- 5.



For spelling "errors":

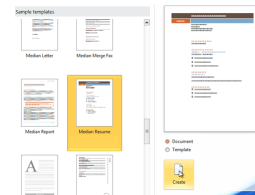
- Ignore Once: This will skip the word without changing it.
- Ignore All: This will skip the word without changing it, and it will also skip all other instances of this word in the document.
- Add to Dictionary: This adds the word to the dictionary so that it will never come up as an error. Make sure that the word is spelled correctly before choosing this option.

Using Templates

Word 2010 allows you to apply built-in templates from a wide selection of popular Word templates, including resumes, agendas, business cards, and faxes.

To Insert a Template:

1. Click the **File** tab to go to Backstage view.
2. Select **New**. The New Document pane appears.
3. Click **Sample templates** to choose a built-in template, or select an Office.com template category to download a template.
4. Select the desired template and click **Create**. A new document will appear using the template you have selected.



Entering Information into a Template

Insert Text into a Template:

Templates include placeholder text that is surrounded by brackets. To personalize your document, you'll need to replace the placeholder text with your own text.

Some templates simply use regular text as the placeholder text, rather than the "traditional" placeholder text with brackets. In those cases, just delete the text and type in your own text.

1. Click on the text you want to replace. The text will appear highlighted and a template tag will appear.
2. Enter some text. It will replace the placeholder text.

