

02 Page Layout

Introduction

One formatting aspect you'll need to consider as you create your document is whether to make adjustments to the **layout of the page**. The page layout affects how content appears and includes the page's **orientation, margins, and size**.

Play the video by clicking the link below:

[Page Layout](#)

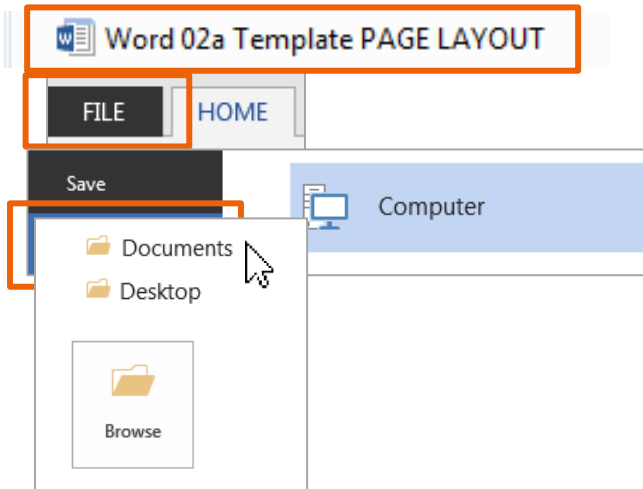


Finished samples of Word exercises 2 thru 22 are available to use as reference when working on your exercises. Samples are included with your assignments.

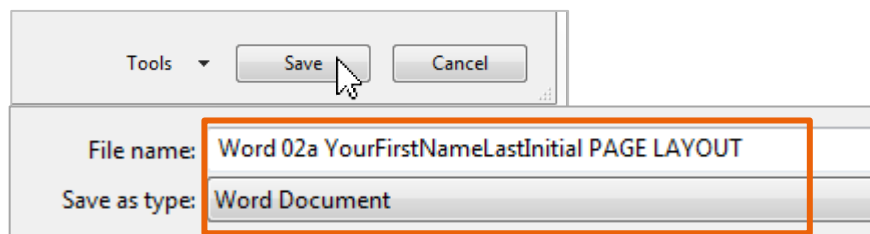
Exercise 02a

Using the sample as a guide, follow the directions below to complete the exercise.

- Open the attached document **Word 02a Template PAGE LAYOUT**.
- Save a copy of the document by clicking the **File Tab**.
- Click Save As.**



- Save the document in your **Documents folder**. Click to open it.
- Name your file:
Word 02a YourFirstNameLastInitial PAGE LAYOUT
Save as type: *Word Document*
- Click **Save**.

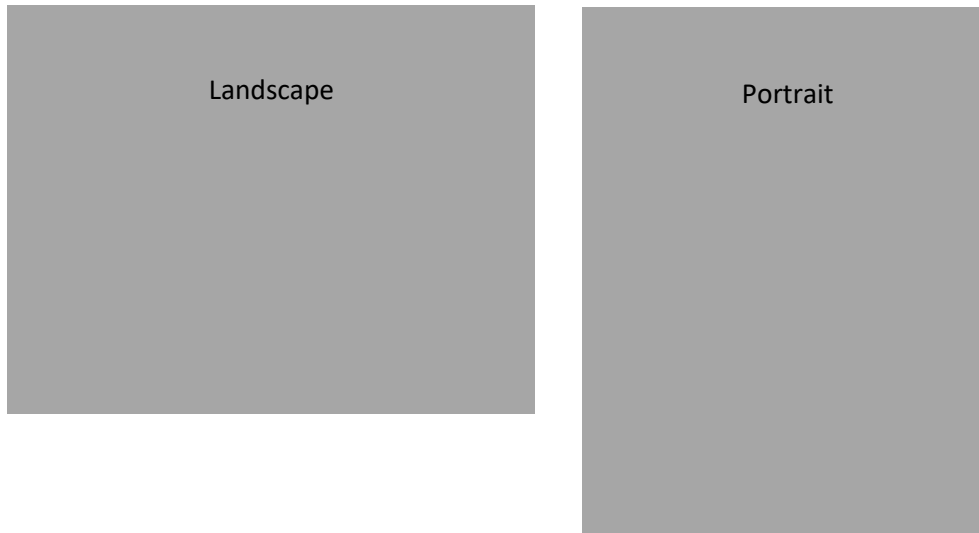


Page Orientation

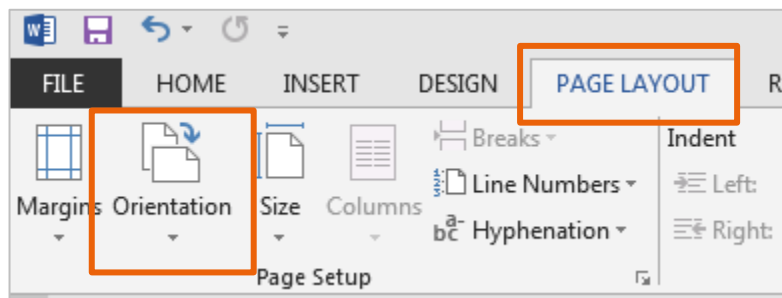
Word offers two page orientation options: **Landscape** and **portrait**.

Landscape means the page is oriented horizontally, while portrait means the page is oriented vertically.

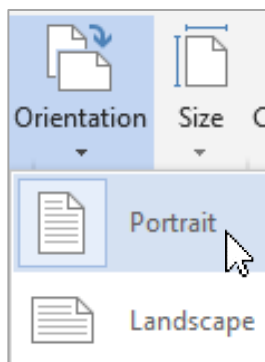
Example:



- Select the **Page Layout Tab**. Click the **Orientation** command.



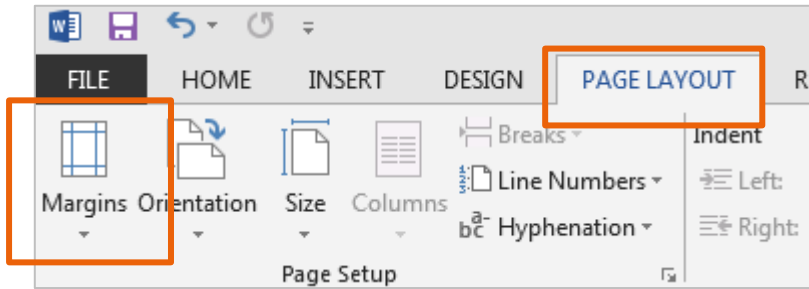
- Click **Portrait** from the drop down menu.



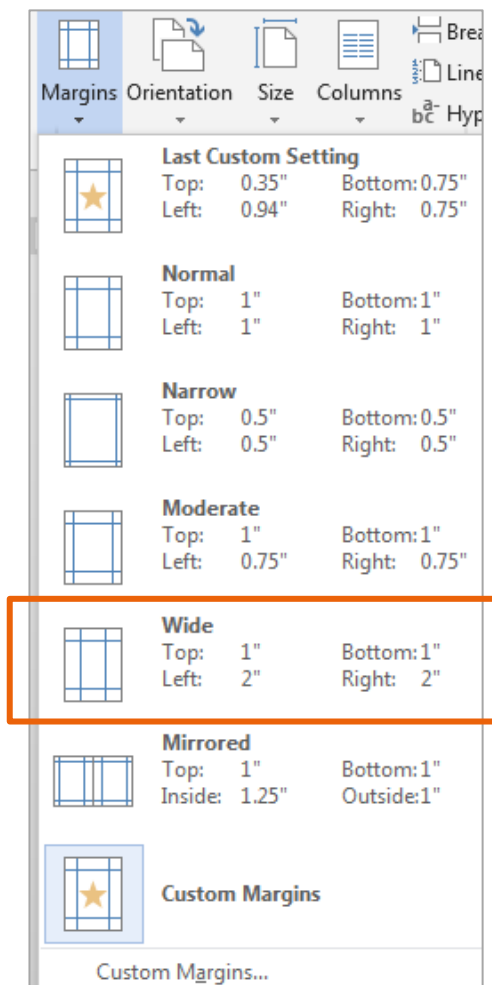
Page Margins

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 one-inch space between the text and the edge of the page. Depending on your needs, Word allows you to change your document's margin size.

- In the **Page Layout Tab**. Click the **Margin** command.



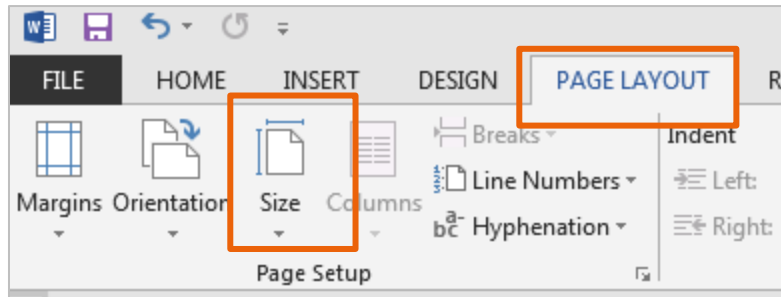
- In the drop-down menu there are several **predefined** margins to choose from. We want a lot of white space around the text therefore we will choose wide margins. Click **Wide Margins**.



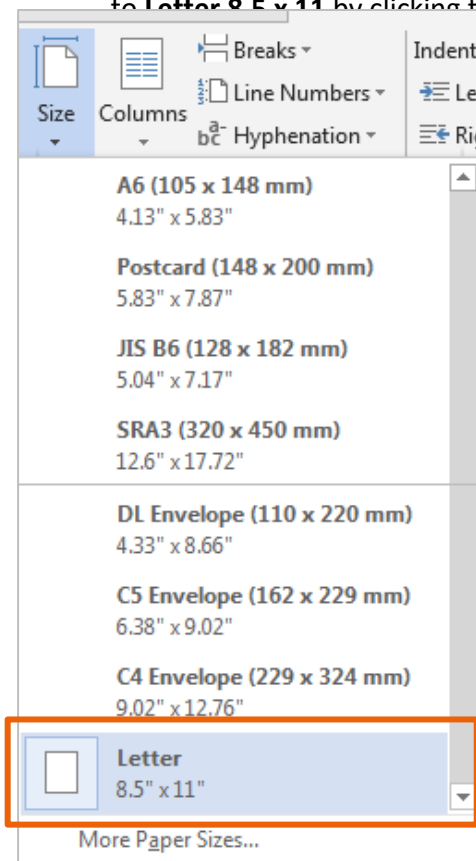
Page Size

By default, the **page size** of a new document is 8.5 x 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.

- In the **Page Layout Tab**. Click the **Size** command.



- In the drop-down menu there are several **predefined** page sizes to choose from. The document is currently is **8.5 x 14 inches**. Change the page size to **Letter 8.5 x 11** by clicking the setting.



Save the changes.

- There are 3 ways to **SAVE** the changes you've made to your document:

Click the **File Tab** then click **Save**

OR

Hold down the **Ctrl key** and press the **S key**.

OR

Click the **purple disc icon** located on the **Quick Access Toolbar** at the top of the document window.



The difference between **SAVE** and **SAVE AS**

Word offers two ways to save a file: **SAVE** and **SAVE AS**

These options work in similar ways, with a few important differences.

SAVE AS: You'll use this command to **create a copy** of a document while keeping the original. When you use **Save As**, you'll need to choose a different name and/or location for the copied version.

SAVE: When you edit a document, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the **Save** command to save it with the same name and location.

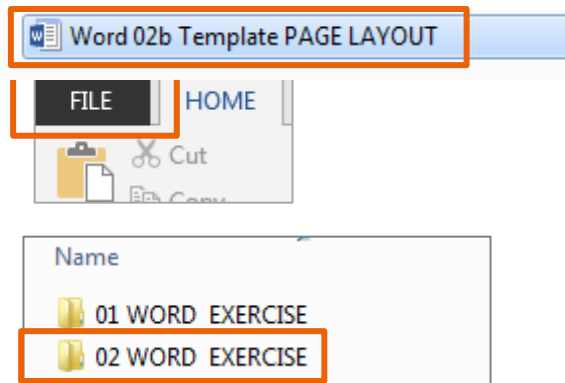
When you finish a document, before printing, SAVE one last time.

- Close** the document.
- IMPORTANT:** While you are working in a document, it is good practice to save often. For example, after every couple of minutes.

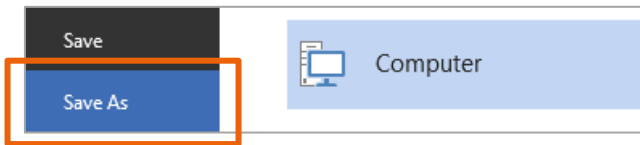
Exercise 02b

Using the sample as a guide, follow the directions below to complete the exercise.

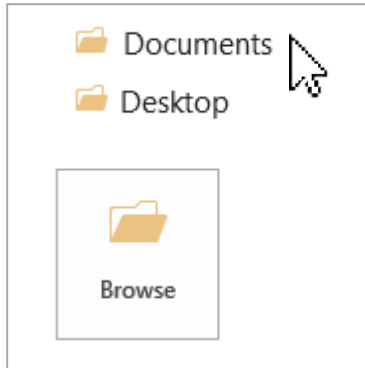
- Open the attached Word document **Word 02b Template PAGE LAYOUT**.
- Save the document by clicking File.



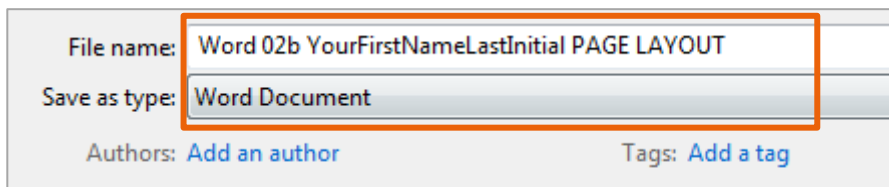
- Click **Save As**.



- Save the document in your **Documents folder**. Click to open it.

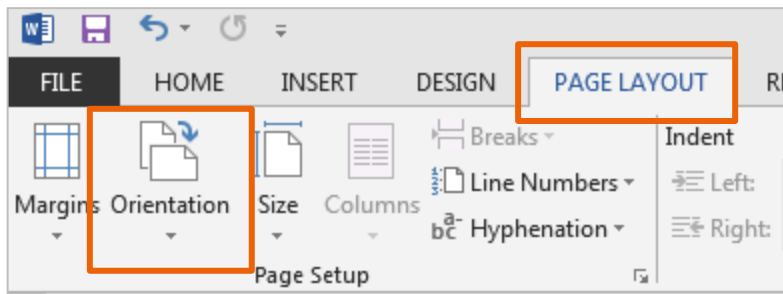


- Name your file:
Word 02b YourFirstNameLastInitial PAGE LAYOUT

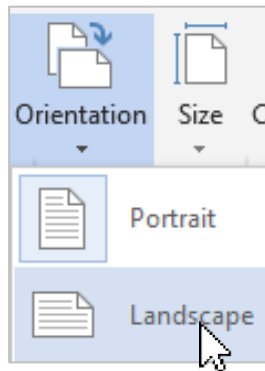


Save as type: *Word Document*

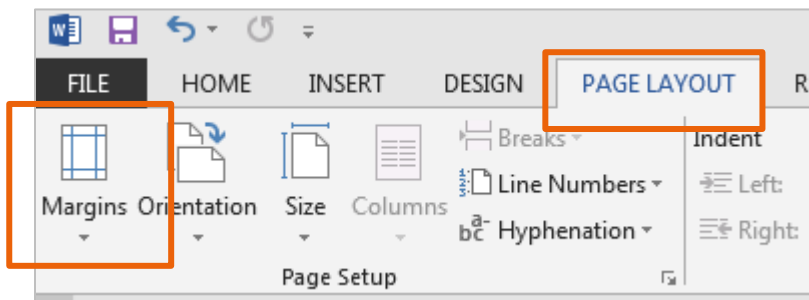
- Click **Save**.
- Select the **Page Layout Tab**. Click the **Orientation** command.



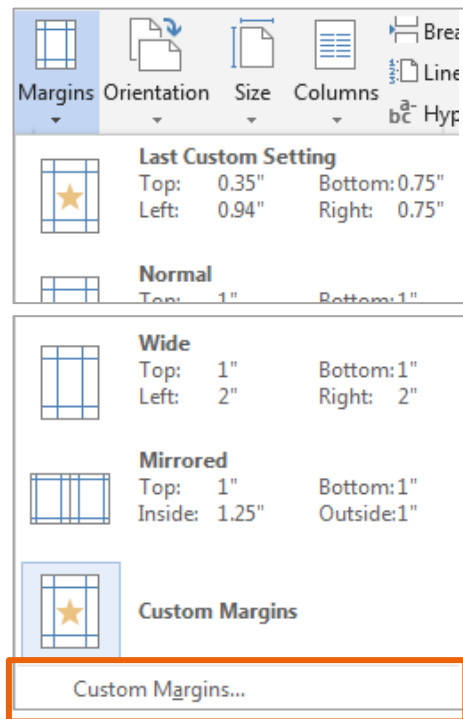
- Click **Landscape** from the drop down menu.



- In the **Page Layout Tab**. Click the **Margin** command..

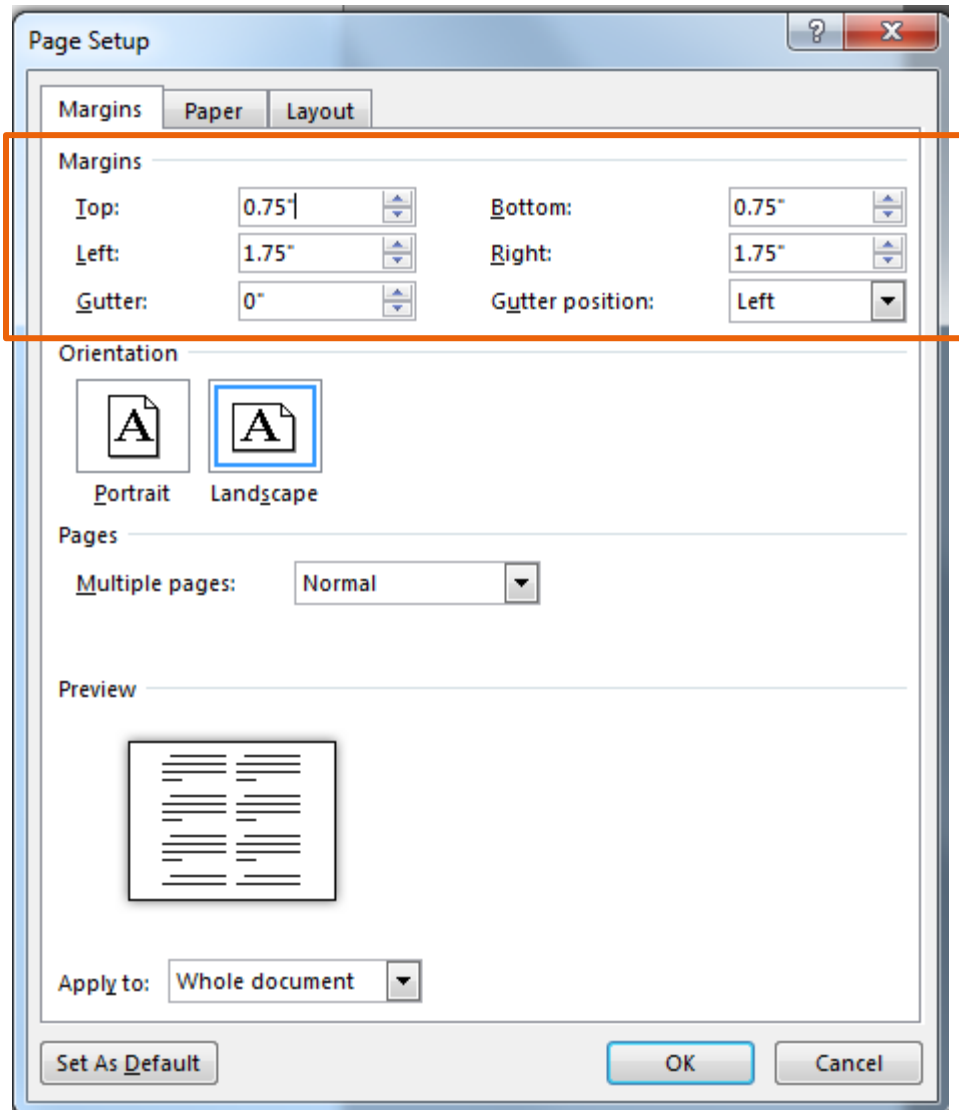


- In the drop-down menu click **Custom Margins** at the bottom of the



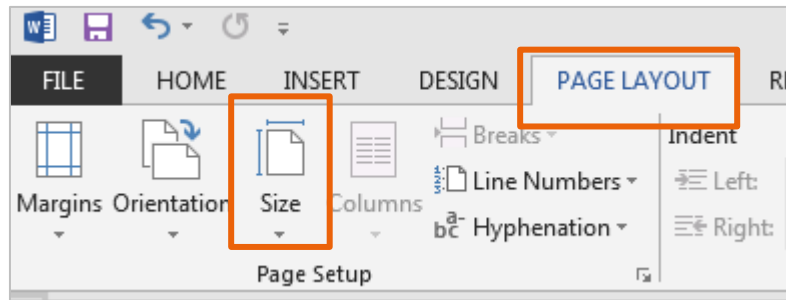
menu.

- Type in the **values** for each margin as shown below.

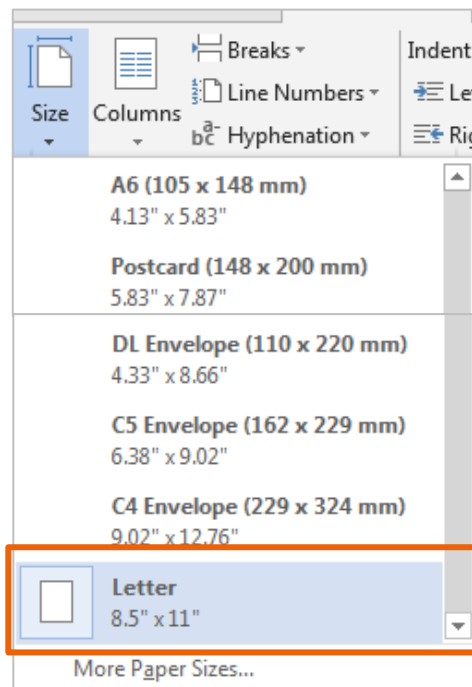


- Click OK

- In the **Page Layout Tab**. Click the **Size** command..



- The document is currently is **11 x 17 inches**.
Change the page size to **Letter 8.5 x 11** by clicking the setting



- Save the changes one of three ways:
Click the **File Tab** then click **Save**
OR
Hold down the **Ctrl key** and press the **S key**.
OR
Click the **purple disc icon** located on the **Quick Access Toolbar**
at the top of the document window
- Close** the document.

In the next exercise, you will see the steps for **printing** the documents.