



Introduction to Page Layout In Microsoft Word

In this lesson we're going to create a basic document in Microsoft word and edit the page set-up.

You will learn about how to change the document's orientation, margins, the size (format) borders and colour of the paper.

If you haven't already, please read "Introduction to the Ribbon" guide as this gives you an idea as to how to use the toolbars at the top of the screen.

Lesson 1: Margins and Page Orientation

Page margins are the blank space around the edges of the page. The wider the left and right margins, the narrower the page. The wider the top and bottom margins, the shorter the page. In general, you insert text and graphics in the printable area between the margins. However, you can position some items in the margins — for example, headers, footers, and page numbers.

1. Create a **new blank document**.
2. Type in the passage below :

Is global warming bad?

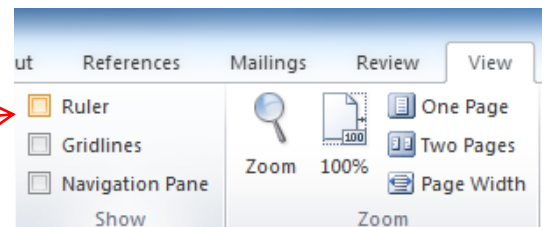
The earth is naturally warmed by rays (or radiation) from the sun which pass through the earth's atmosphere and are reflected back out to space again.

The atmosphere's made up of layers of gases, some of which are called 'greenhouse gases'. They're mostly natural and make up a kind of thermal blanket over the earth.

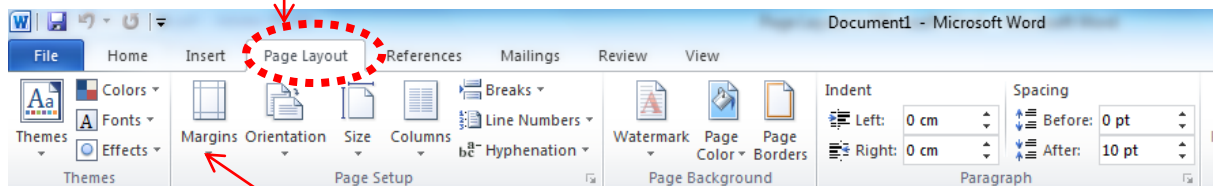
This lets some of the rays back out of the atmosphere, keeping the earth at the right temperature for animals, plants and humans to survive (60°F/16°C).

So some global warming is good. But if extra greenhouse gases are made, the thermal blanket gets thicker and too much heat is kept in the earth's atmosphere. That's when global warming's bad.

3. Click on the **“View”** tab at the top of the ribbon and select **Ruler**.



4. Click on the **“Page Layout”** tab at the top of the ribbon.

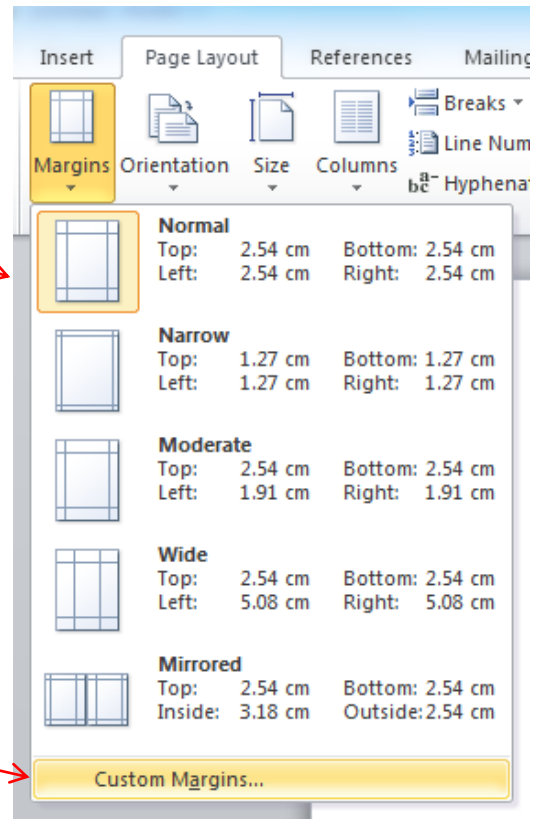


5. Click on the arrow underneath **“Margins”** and a list of margins will be displayed.

6. Change the margins to Narrow.
Notice how the text spreads and the white area on the Ruler is narrowed!

7. Change the margins to Wide.
Notice how the text shrinks and the white area on the Ruler is widened!

8. Select Custom Margins if you want to define them yourself. Clicking Custom Margins at the bottom of the menu will open the Page Setup menu.



9. Change the Top margins to 5.2 cm. Change the Bottom margins to 0.6.

10. Change the Left margins to 4 cm. Change the Right margin to 5 cm.

11. Click on "OK" to view the changes.

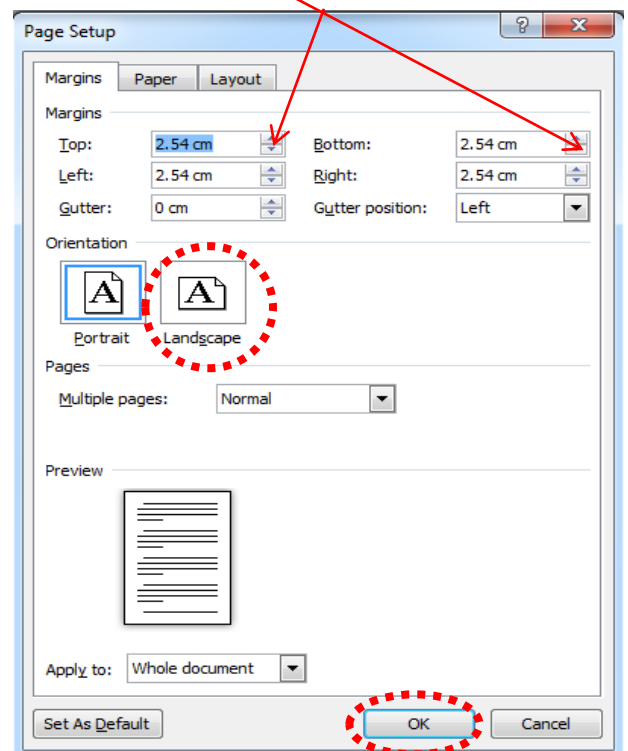
12. Repeat steps from 4 to 8.

13. Change the margins back to "Normal" on Top, Bottom, Left and Right (2.54cm).

14. Change the orientation to landscape.

15. Click on OK to view the changes.

16. Close the current document as there is no need to save it.



Lesson 2: Indents and Spacing

Paragraph spacing determines the amount of space above or below a paragraph. When you press ENTER to start a new paragraph, the spacing is carried over to the next paragraph, but you can change the settings for each paragraph.

To set or change the paragraph spacing, do the following:

1. Create a new blank document.
2. Type in the following passage:

Music Therapy

Anyone who has blasted Arcade Fire before a party can attest to music’s transformative powers. But music isn’t just a mood-booster: Music therapists use pitch, rhythm, melody and lyrics in specific ways, with the explicit intent of affecting cognition or emotion in the person who is hearing them.

Music therapy became a clinical profession in the 1940s, after doctors and nurses noticed that war veterans suffering emotional and physical trauma responded well to musicians who gave volunteer performances in hospitals. Nevertheless, the profession spent decades on the fringes of medical science, until the early 1990s when advances in neuro-imaging technologies confirmed that musical activities had profound effects on the brain.

3. Click at the end of second line on the first paragraph.
4. Click on the “Home” tab at the top of the ribbon. You can access Paragraph from both “Home” and “Page Layout” tabs.
5. In the “Paragraph” group, click Paragraph Dialog Box.
6. In the spacing area, change the **Before** box to **18** and the **After** box to **6**.

Spacing

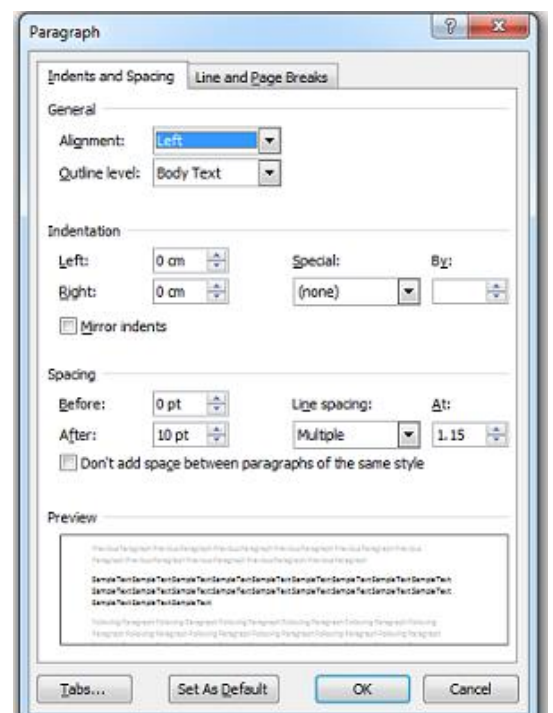
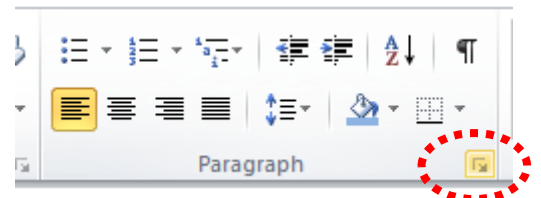
Before: 0 pt

After: 0 pt

7. Also change the line spacing to “Double” and click OK

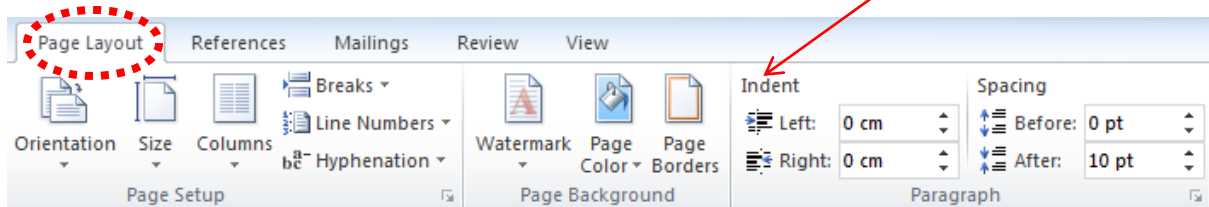
Line spacing: At:

1.5 lines

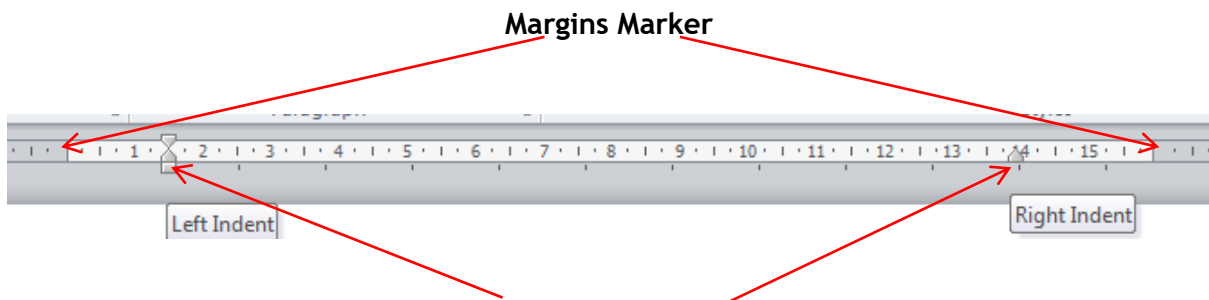
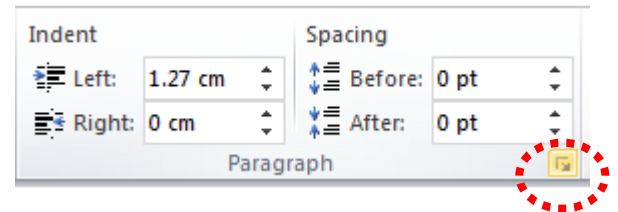


Indentation determines the distance of the paragraph from either the left or the right margin. Within the margins, you can increase or decrease the indentation of a paragraph or group of paragraphs.

8. To change the Indent click on “ Page Layout “ tab, change left indent to 1.5 cm and change right indent to 2 cm.

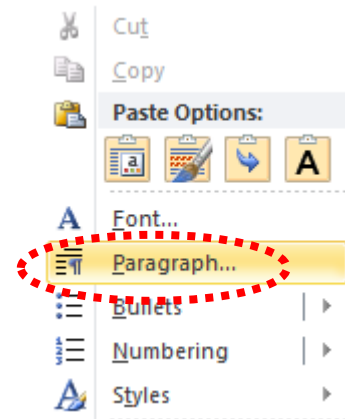


9. To change the paragraph spacing, click the “Page Layout” tab and at the “Paragraph” group, click the Dialog Box.



Indent Markers

10. You can change the “Indent” manually by placing the mouse pointer at indent end on the “Ruler”, click and hold then drag it left or right for desired indent point.
11. Alternatively, to get to the Paragraph Dialog Box **right click** anywhere on the text you have typed, and from the menu that appears to the right, select “Paragraph”.
12. Save the document onto the desktop. Call it “Music Therapy”.
13. Close the document.
14. Exit Word.

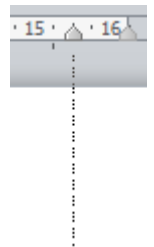


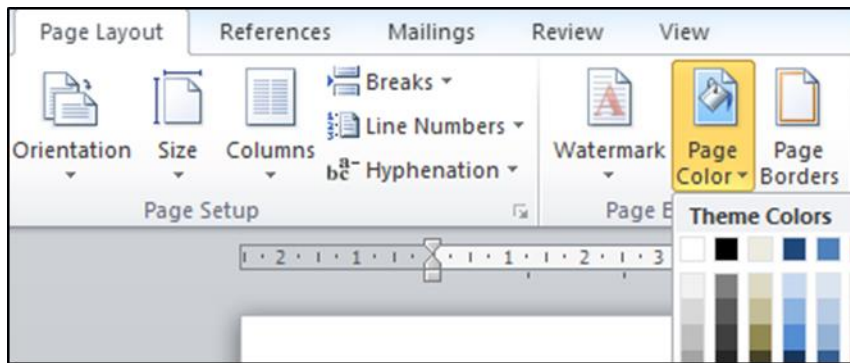
Lesson 3: Page Background

In this Lesson you learn how to change background colour and borders to the whole document, sections and paragraphs.

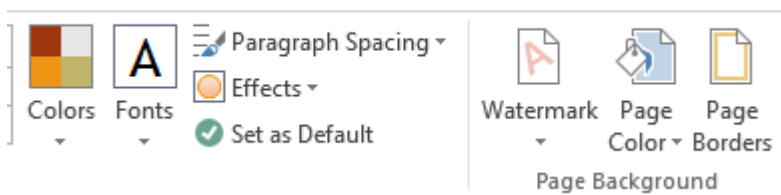
Changing Page Background

1. Click on the “Start” menu, open Microsoft Word.
2. On “File” tab choose “Open” and select “Desktop”.
3. Double click on the document called “Music Therapy” you have saved in Lesson 2.
4. For Word 2010 Click on the “Page Layout” tab and click on the arrow beside “Page Color”.





5. For Word 2013 Click on “Design” tab and click on the arrow beside “Page Color”.

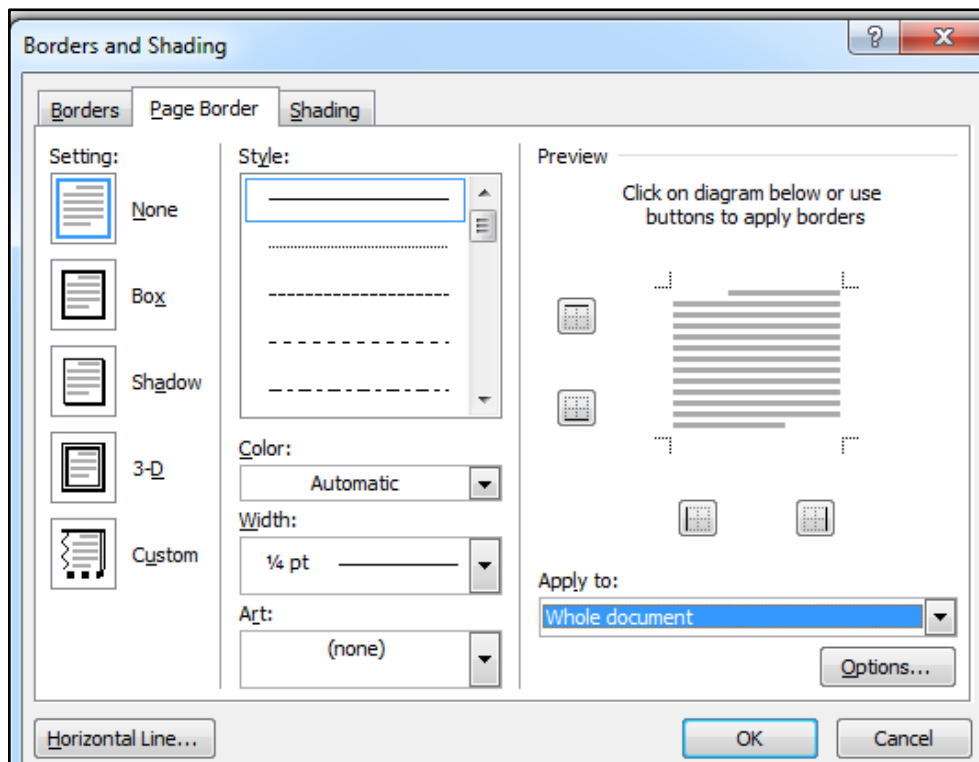


6. Choose any pale pink shade and notice how the background colour changes. Try different colours.

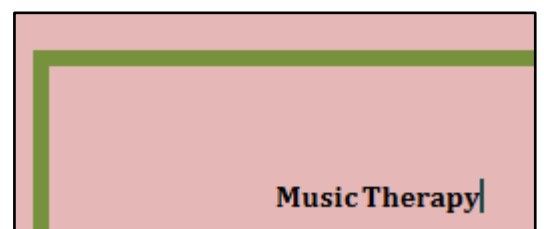
Note that the text automatically turns white on a very dark background.

Changing Page Borders

- 6 Click on the “Page Layout” for Word 2010 or “Design” for Word 2013 and then click on “Page Borders”.

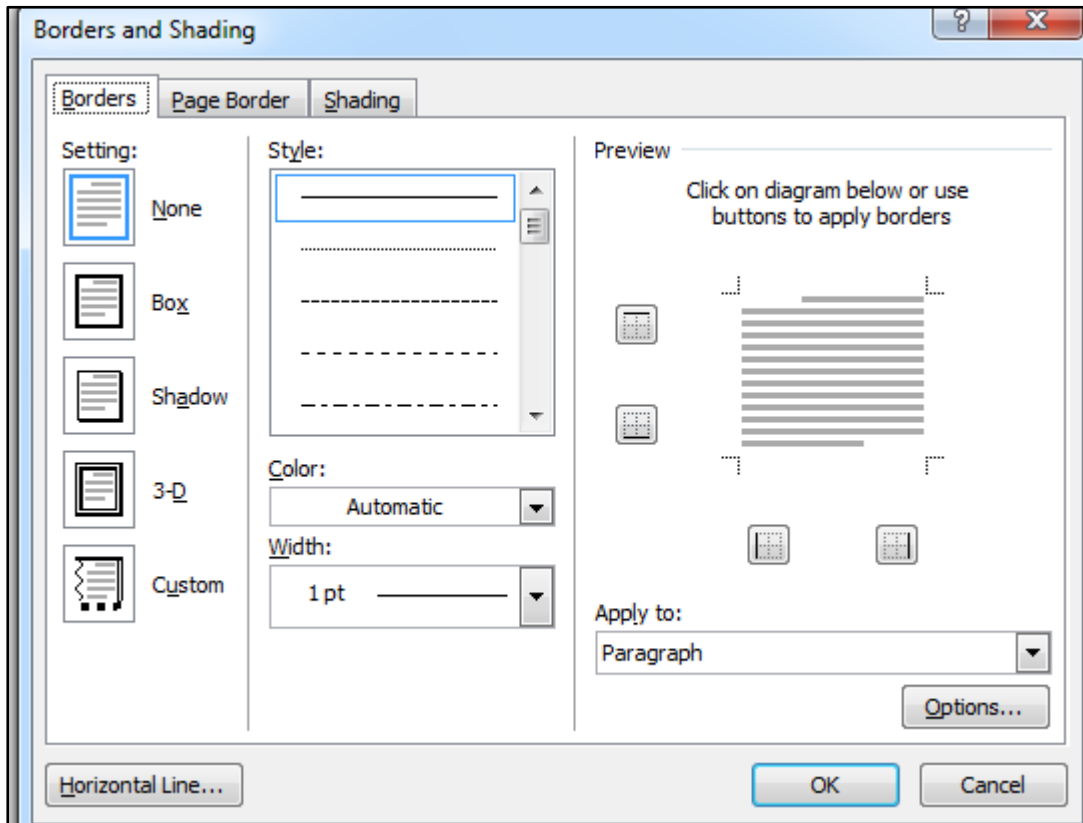


- 7 Choose “Page Border” tab.
- 8 Under “Setting” choose “Box”.
- 9 Under “Style” choose the line _____
- 10 Under “Color” choose any dark green shade.
- 11 Under “Width” choose “6pt”.
- 12 Click “OK”
- 13 Now the document should look similar to this
- 14 Try different settings, colours and styles and notice the changes.

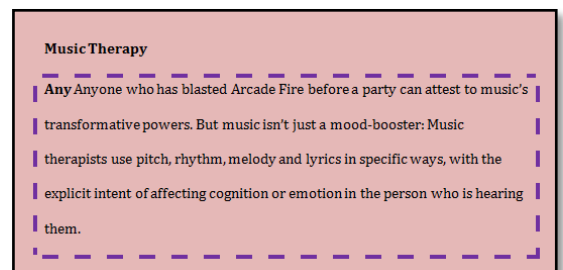


Changing Paragraph Backgrounds and Colours

1. Click anywhere on the first paragraph of the “Music Therapy” document
2. Click on the “Page Layout” for Word 2010 OR “Design” for Word 2013 and then click on “Borders”.



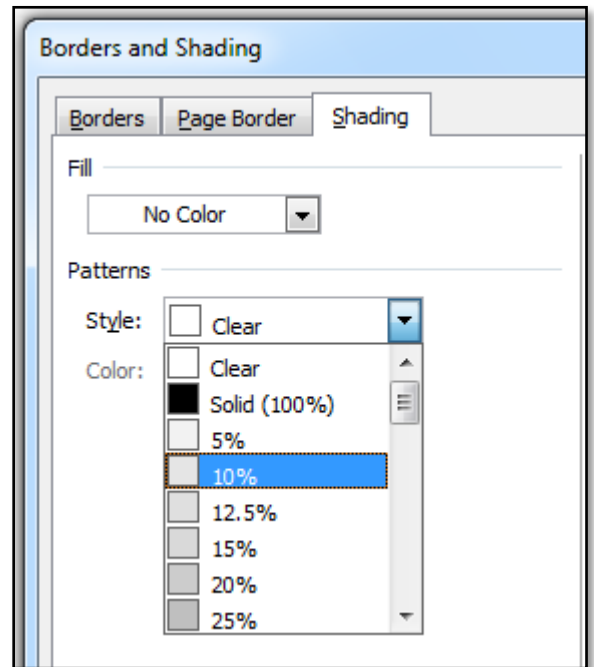
3. Under “Setting” choose “Box”.
4. Under “Style” choose the line -----
5. Under “Color” choose any dark purple shade.
6. Under “Width” choose “3 pt”.
7. Under “Apply to” choose Paragraph.
8. Click “OK”
9. Now the first paragraph should look similar to this



10. Try different settings, colours, width, styles and apply to then notice the changes.

Changing Text Shading

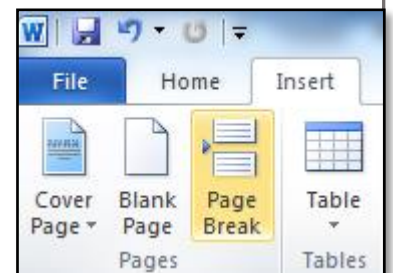
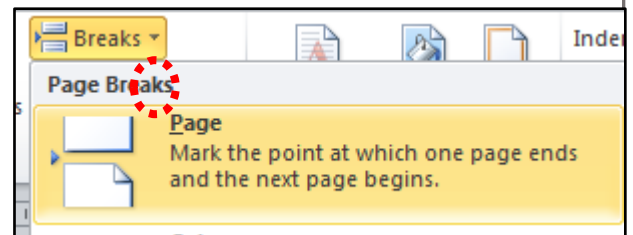
1. Click anywhere on the second paragraph of the “Music Therapy” document
2. Click on the “Page Layout” for Word 2010 or “Design” for Word 2013, Page Borders and then click on “Shading”.
3. Click on the arrow beside “Fill” choose any blue shade.
4. Under “Patterns” - “Style” choose 10%
5. Under “Patterns” - “Color” choose red colour.
6. Click “Ok”
7. Now the second paragraph should look similar to this
8. Try different fills, colours and styles and notice the changes
9. Save the file, and exit Word.



Music therapy became a clinical profession in the 1940s, after doctors and nurses noticed that war veterans suffering emotional and physical trauma responded well to musicians who gave volunteer performances in hospitals. Nevertheless, the profession spent decades on the fringes of medical science, until the early 1990s when advances in neuro-imaging technologies confirmed that musical activities had profound effects on the brain.

Page Break

1. Open “Word” and then open the “Music Therapy”
2. Click at the end of the first paragraph.
3. Click on “Page Layout” and click on the arrow beside “Break”
4. Click on “Page”
5. You can insert a page break from “Insert” tab then “Page Break”



6. You can insert page break using the keyboard by pressing on “Control” and “Enter” keys at the same time.