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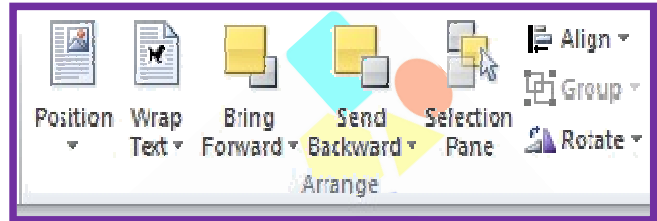
Word Wrap, Page Border, Cover Pages in MS Word

Microsoft Word

Module 18 - Word Wrap, Page Border, Cover Pages in MS Word

Arrange Group (Page Layout)

In Microsoft Word, the Arrange group is found under the Page Layout (or Layout in some versions) tab. This group provides tools for adjusting the positioning and alignment of objects within your document, such as images, text boxes, shapes, and other elements. The Arrange group makes it easier to organize and format these objects on the page, allowing for better control over the layout.



Summary of the Arrange Group Options:

- **Position:** Position objects on the page relative to other elements.
- **Wrap Text:** Controls how text interacts with an object.
- **Bring Forward / Send Backward:** Adjust the layering order of objects.
- **Align:** Align multiple objects relative to each other or to the page.
- **Group:** Combine multiple objects into one for easier manipulation.
- **Rotate:** Rotate or flip objects for precise orientation.

Word Wrap

Word Wrap is a feature in word processing software (like Microsoft Word) that automatically moves words to the next line when they reach the right margin or the edge of the page. This feature ensures that text is neatly aligned and continues smoothly from one line to the next without breaking words in the middle.

How Word Wrap Works:

- As you type, word wrap automatically adjusts the position of the text to prevent words from going off the edge of the page.
- When the cursor reaches the end of a line, Word Wrap moves the text to the next line without the user needing to press the Enter key (unless starting a new paragraph).
- It ensures that words are not split awkwardly between lines, and spaces are adjusted properly.

Key Points about Word Wrap:

- **Automatic Text Adjustment:** Word Wrap makes sure your text fits within the set margins, moving to the next line automatically when needed.

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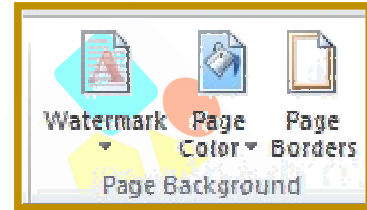
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- **No Manual Line Breaks:** You don't need to press "Enter" to move to the next line—Word Wrap does it for you.
- **Keeps Words Together:** It ensures that words don't break in the middle. If a word doesn't fit on a line, it moves entirely to the next line for better readability.
- **Useful for Documents:** This feature helps in writing essays, reports, and other documents by keeping the text neat and properly formatted without extra effort.

Page Background Group (Page Layout)

In Microsoft Word, the Page Layout tab contains options that allow you to customize the appearance of your document's pages, including setting the Page Background.



The Page Background group offers various options for changing the look and feel of the background of your document, such as adding color, borders, and watermarks. This can be especially useful when you want your document to stand out or need a specific background for branding or design purposes.

Summary of Page Background Options:

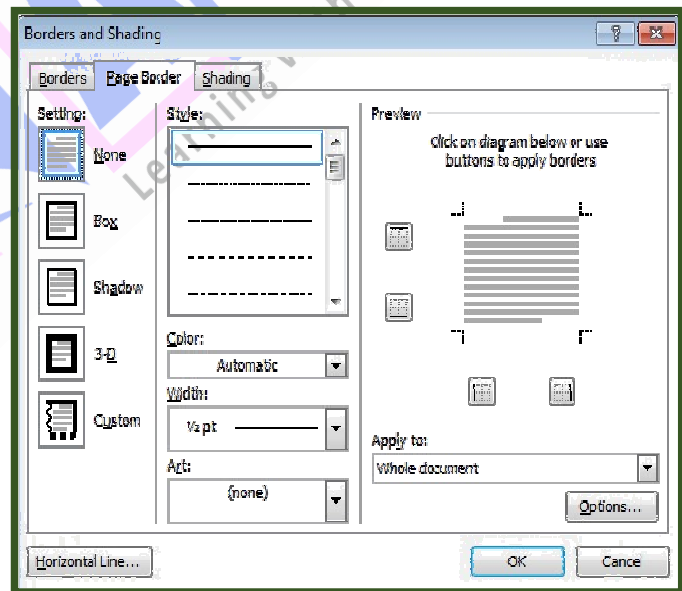
- **Page Color:** Change the background color of your document pages.
- **Page Border:** Add decorative or formal borders around the edges of the page.
- **Watermark:** Add a background image or text to mark the document's status or for design purposes.

Page Border

A Page Border in Microsoft Word is a decorative frame or line that can be added to the edges of a document's page. It is used to enhance the appearance of a document, create a formal or professional look, or simply to highlight the content. Page borders can be customized in terms of style, color, width, and distance from the page's edges.

Use Cases for Page Borders:

- **Professional Documents:** For creating official or formal documents like certificates, invitations, resumes, and letters.



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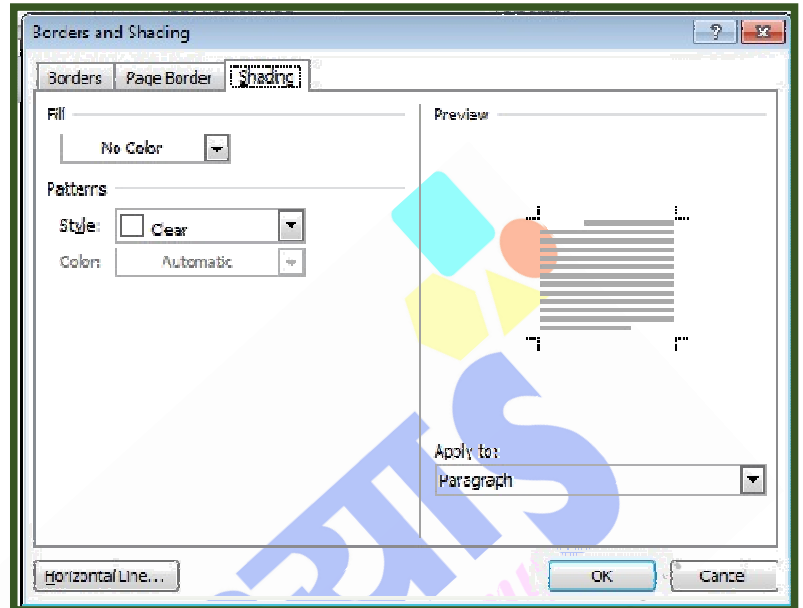
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- **Designing Reports:** Helps make a report look neat and organized.
- **Creative Projects:** Used for making visually appealing pages, such as scrapbooking, event invitations, or personal letterheads.

Shading

In page layout design, **shading** refers to the use of varying levels of darkness or lightness applied to specific areas of a page or elements within the layout, typically to create visual contrast, depth, or emphasis.

Shading can be applied to text, background areas, boxes, borders, and other elements to enhance readability.



Here are a few ways shading can be used in page layout:

- **Text Highlighting:** Adding a background color behind text makes it stand out, often used for titles, quotes, or key points.
- **Backgrounds:** A shaded or gradient background helps separate different sections of content.
- **Boxes and Containers:** Shaded boxes highlight important content like sidebars, notes, or menus.
- **Borders and Dividers:** Shading can make borders or lines look more distinct and slightly 3D.
- **Depth and Dimension:** Effects like shadows or gradients make elements look raised or layered, adding depth to the page.

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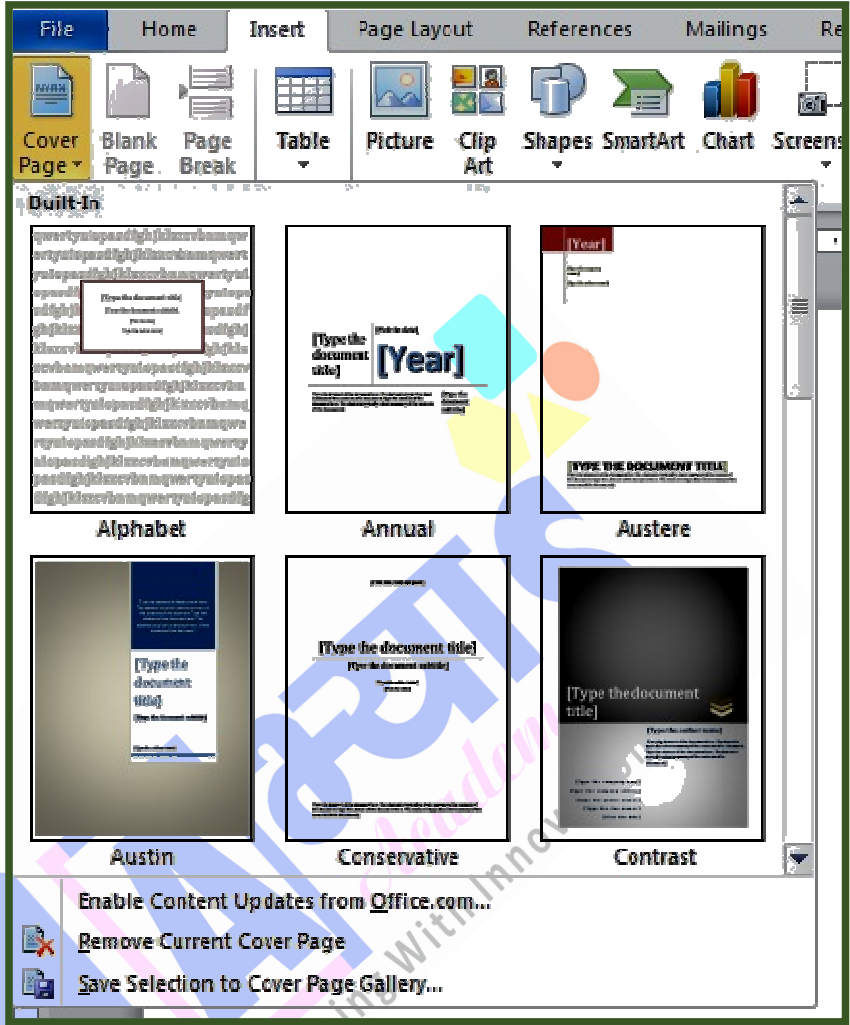
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Pages Group
In most word processing or page layout software (such as Microsoft Word), the Pages group in the Insert menu typically contains tools that help you manage the layout and organization of pages within a document. The specific options available in the Pages group may vary depending on the software version, but here are some common features you might find:

- **Blank Page:** This option allows you to insert a completely new, blank page into your document, usually at the current cursor position.
- **Cover Page:** This allows you to insert a pre-designed cover page with various templates to choose from. Cover pages are often used for the first page of a document, like reports, proposals, or books.
- **Page Break:** A page break forces the content after the cursor to begin on a new page. It's useful for dividing sections of a document or ensuring that certain content starts at the top of a new page.
- **Section Break:** A section break divides the document into sections, which can have different formatting (such as different page orientations, headers, footers, etc.). This is useful for creating sections that require separate formatting from the rest of the document.



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Cover Pages

A Cover Page in a document is the first page, typically used to provide key information and make a strong visual impression. It's often used in professional, academic, and creative documents like reports, proposals, dissertations, or books.

In most word processing software, like Microsoft Word, Cover Pages are available as templates that can be quickly inserted, and they often include placeholders for the following:

Key Elements on a Cover Page:

- **Title:** The name of the document or project.
- **Subtitle:** An optional secondary title or brief description of the content.
- **Author Name:** The name of the person or organization responsible for the content.
- **Date:** The date the document is being prepared or submitted.
- **Logo or Image:** Sometimes, a logo or image related to the subject or company is included for branding.
- **Other Information:** Depending on the document, additional information like the document version, company name, or contact details can be added.

Cover Page Gallery

The Cover Page Gallery is a feature in word processing software like Microsoft Word that provides a collection of pre-designed cover page templates. These templates are specifically designed for the first page of your document, typically used for professional, academic, or creative documents such as reports, proposals, theses, or books.

Blank Page

A Blank Page is a feature in word processing software (like Microsoft Word) that allows you to insert a completely empty page into your document. This page does not contain any content, formatting, or design elements by default, providing you with a clean slate to add whatever you need.

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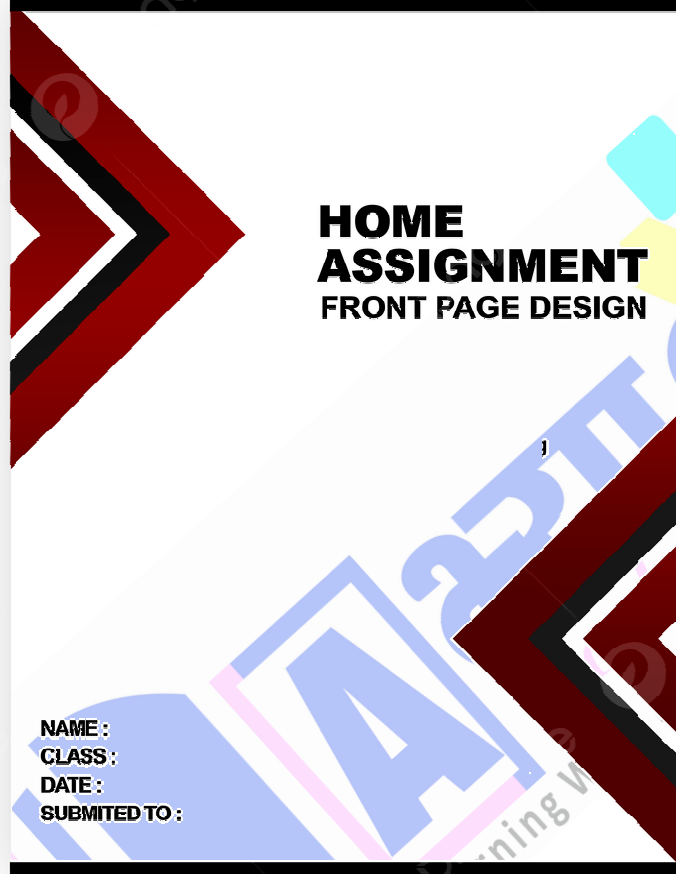
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Design the Cover Page as Assignment

Assignment front page Design



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