

Page Orientation, Setting Page Margins in MS Word

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Microsoft Word

Module 20 - Page Orientation, Setting Page Margins in MS Word

Margins in MS Word

In Microsoft Word, margins are the blank spaces around the edges of the page. These spaces are important because they determine how much content can fit on a page. The margins help keep your text from touching the edges of the paper. You can adjust the margins to make more space for text or to make sure there's a nice border around your document.

Usually, margins are set to a standard size (like 1 inch) but you can change them based on your needs, such as when you're creating a formal document or need to fit more text on a page.

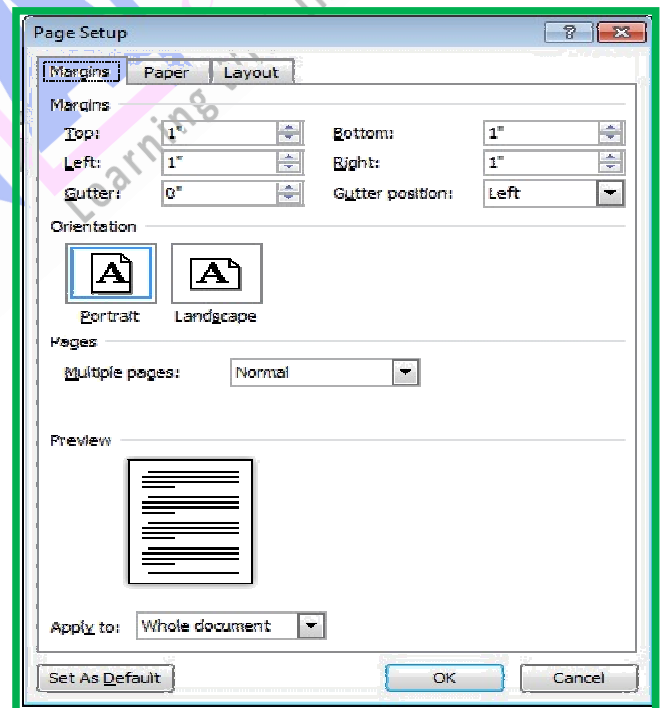
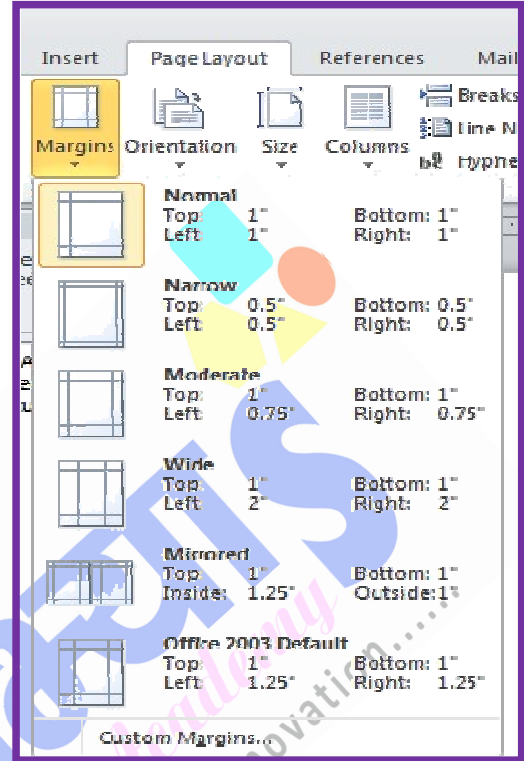
Custom Margin

A custom margin in Microsoft Word means that you can set your own specific measurements for the blank spaces (margins) around the edges of the page, instead of using the default settings.

For example, the default margins might be 1 inch on all sides, but if you want to change it to 0.5 inches on the left and right, and 1.5 inches on the top and bottom, you can create custom margins.

Paper Size in MS Word

various types of documents, depending on where you're located or the purpose of the document. In Microsoft Word, you can choose different paper sizes depending on what you need. Some common paper sizes are:



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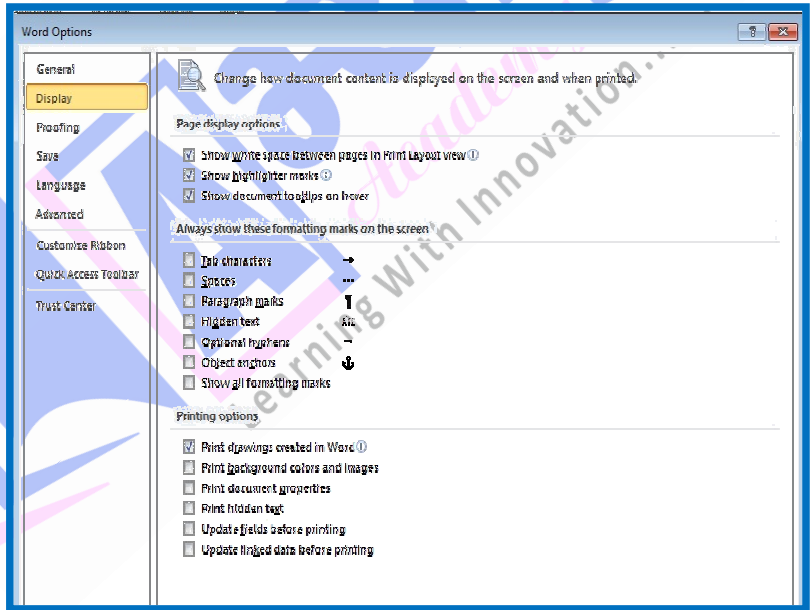
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- **Letter Size (8.5 x 11 inches)** - This is the most common paper size in the United States.
- **A4 Size (210 x 297 mm or 8.27 x 11.69 inches)** - This is the standard paper size used in most countries around the world.
- **Legal Size (8.5 x 14 inches)** - This size is often used for legal documents in the U.S.
- **Tabloid Size (11 x 17 inches)** - Often used for large documents like newsletters or posters.

Print Option in MS Word

The Print option in Microsoft Word allows you to prepare your document for printing. It provides different settings that let you customize how your document will appear when printed.

- **Show White Space Between Pages** -The "Show White Space Between Pages" option in Print Layout view in Word displays the blank space (like margins) between pages, making it easier to see the document layout as it will appear when printed.
- **Show Highlighter Marks**- The "Show Highlighter Marks" option in Microsoft Word allows you to view the highlighted text in your document. This is useful if you've highlighted important sections, and you want to ensure the highlights are visible while editing or reviewing.
- **Show document tooltips on hover**- The "Show Document Tooltips on Hover" option in Microsoft Word displays helpful tips or information about a tool or feature when you hover your mouse over it. This can be useful for understanding what a button or option does without clicking on it.



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Always Show these Formatting marks on the screen

<u>Option</u>	<u>Explanation</u>
Tab Spaces	Show mark for tab spaces to indicate where the tab key has been used
Paragraph Mark	Displays the paragraph symbol (¶) to show where a new paragraph begins.
Hidden Text	Shows hidden text in the document, often used for notes or comments that are not printed.
Optional Hyphens	Displays optional hyphens (-) that Word inserts for automatic word break
Object Anchor	Shows the anchor symbol (◆) for objects like images or text boxes, indicating their position.
Show All Formatting Marks	Displays all formatting marks like spaces (·), tabs (▸), paragraph marks (¶), etc.


Printing Option


<u>Option</u>	<u>Explanation</u>
Print Drawings Created in Word	Includes any drawings, shapes, or graphics created directly within Word when printing the document.
Print Background Colors and Images	Prints the background color and any images in the document, such as page color or watermarks.
Print Document Properties	Includes document properties (like title, author, and subject) when printing the document.
Print Hidden Text	Prints any text that has been marked as hidden in the document, which is normally not visible.
Update Fields Before Printing	Updates fields (like dates, page numbers, and references) to ensure they are accurate before printing.
Update Linked Data Before Printing	Ensures that any linked data (such as from Excel or other sources) is updated before printing.


Layout in MS Word


In Microsoft Word, Layout refers to the arrangement of elements on a page, such as margins, orientation, paper size, columns, and spacing. It helps control how your document looks and how content is positioned.


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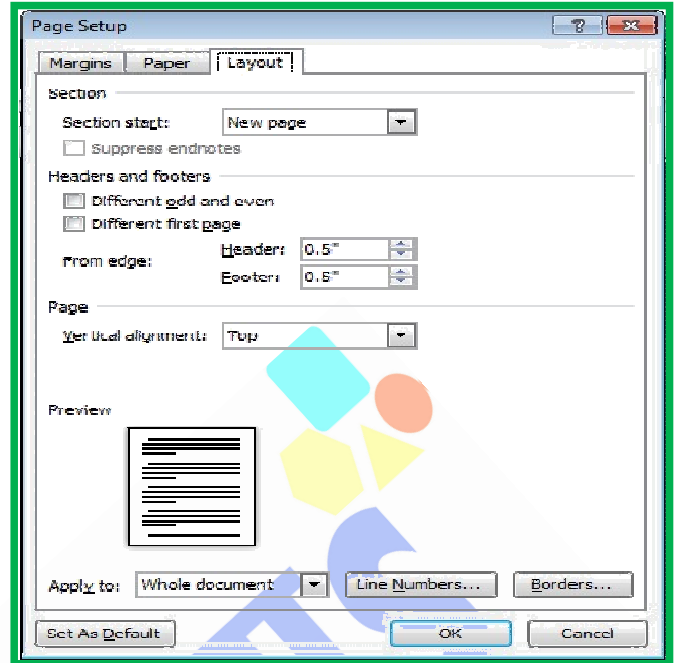
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You can access the Layout tab in Word to adjust these settings, making your document more organized and visually appealing.

Orientation in MS Word

Orientation in Microsoft Word refers to the direction in which the document is printed on the page. There are two main types:

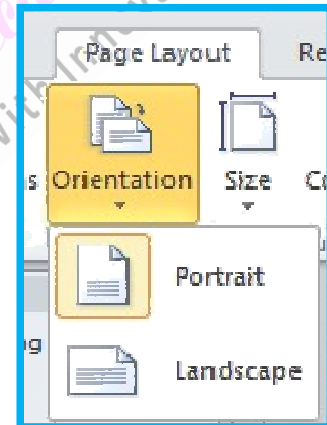
- **Portrait Orientation:** The page is taller than it is wide (the default setting, typically used for most documents).
- **Landscape Orientation:** The page is wider than it is tall, often used for spreadsheets, charts, or wide tables.



Use of Orientation Option in MS Word

We use orientation in Microsoft Word to control the direction of the page layout, based on the type of content in the document. Here's why orientation is useful:

- **Fit Content Better:** Certain documents like tables, graphs, or wide images fit better in landscape orientation (horizontal) because they need more horizontal space.
- **Standard Documents:** Most text-based documents (like essays, letters, and reports) are better suited for portrait orientation (vertical), as they are easier to read in a narrow column.
- **Print Layout:** Adjusting orientation helps when preparing documents for printing, ensuring that the content fits neatly on the paper without cutting off important information.



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Make this Certificate in MS Word

- You have To Choose Landscape Orientation.



- You have To Choose Margin Narrow.

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