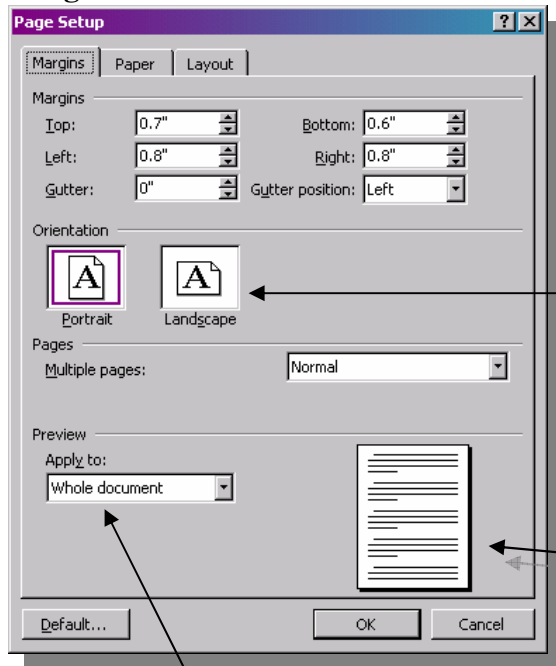


Page Setup

1. Click the File Menu and choose Page Setup
2. Choose from the tabs at the top to see different choices

Margins Tab



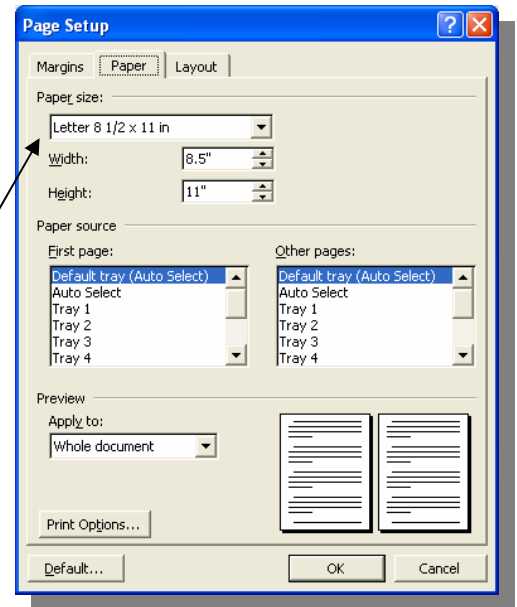
Margins-used to adjust spacing
Gutter- Allows space for binding

Orientation - used to change direction of paper

Preview – Watch it as you make changes

To make different setting for different parts of the document use the **Apply To**

Paper Tab



If you are using different size paper, adjust it here

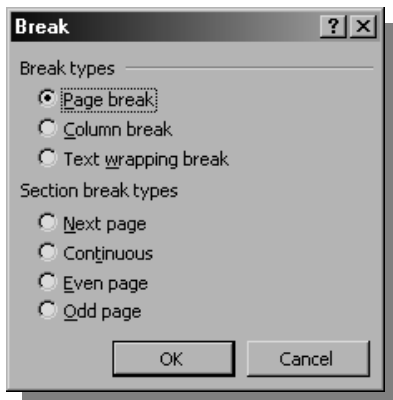
Layout Tab

Page



Vertical Alignment-

Changes how the page will be aligned up and down not right to left. If you are making a poster, center align it



Page Break -

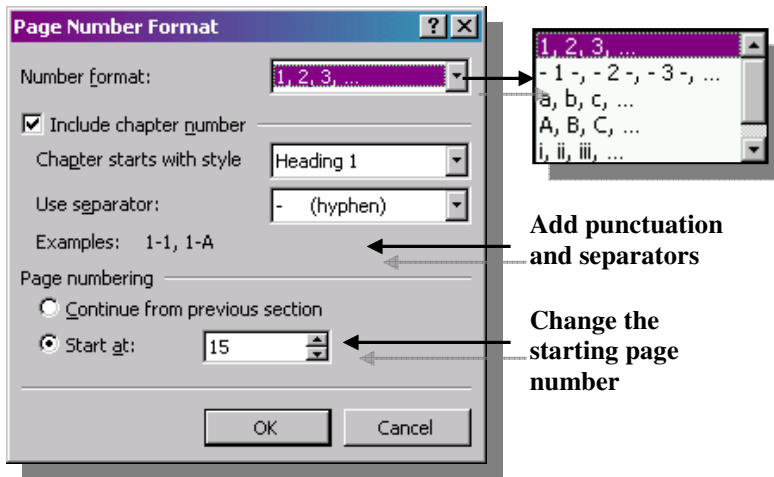
Used to stop the page and begin a new one

1. Click in the document where you want the next page to start
2. Click the insert menu and choose break
3. Choose page break
4. Press the OK button

Page Number

Page number is used to add page numbers to a document

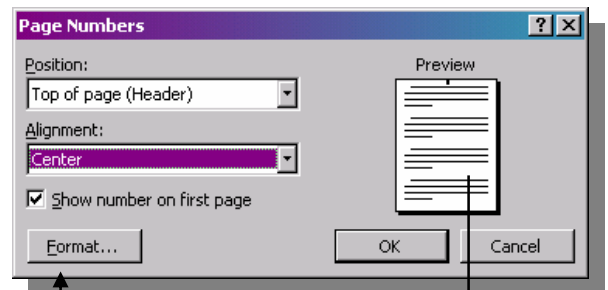
1. Click the insert menu and choose Page Numbers
2. Choose the position of the page numbers and the alignment
3. Press the OK button



Add punctuation and separators

Change the starting page number

Page numbers window



As you make changes pay attention to the preview

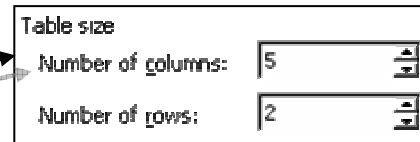
To Change the look

1. Click on the format button
2. Change the number format



Inserting a Table - great for organizing information

1. Click the **Table** menu and choose **insert** and then **Table**
2. Choose the number of columns and rows, press OK
3. Point and Click in each individual cell and type information
4. Use the Tab button to move from one cell to another

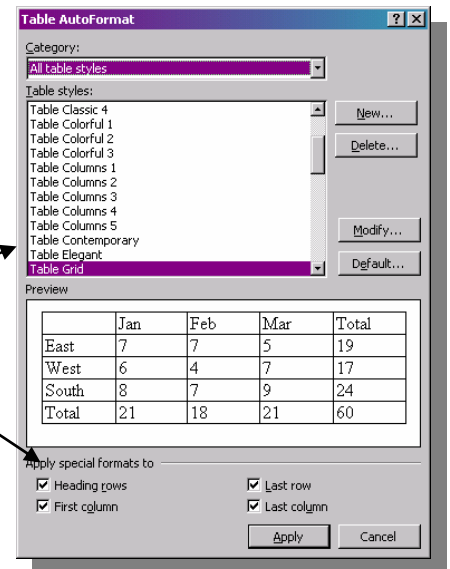


Date	First	Last	Phone
2/13/04	Fred	Flintstone	555-6565
1/18/02	Barney	Rubble	548-6265
2/18/04	Marsha	Brady	555-8796

Example of a table

Change the Look

1. Click the **Table** menu and **Table AutoFormat**
2. Click on the styles to preview them
3. Click the checkboxes at the bottom to adjust the look
4. When ready click Apply



Date	First	Last	Phone
2/13/04	Fred	Flintstone	555-6565
1/18/02	Barney	Rubble	548-6265
2/18/04	Marsha	Brady	555-8796

Examples of tables changed by AutoFormat

Date	First	Last	Phone
2/13/04	Fred	Flintstone	555-6565
1/18/02	Barney	Rubble	548-6265
2/18/04	Marsha	Brady	555-8796

Date	First	Last	Phone
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