

# Lesson 6

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## Lesson 6

### Establishing the Look of a Page

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### Learn how to:

- ◆ Set up margins for the entire document
- ◆ Establish paper size and page orientation
- ◆ Create a header and footer that prints on every page
- ◆ Work with alternating headers and footers
- ◆ Specify a unique header and footer for each part of a document
- ◆ Add footnotes to a document

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# Lesson 6

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## Set Document Pages

- ◆ Use File | Page Setup command
- ◆ Can define
  - ✓ Margins: Top, bottom , left and right
  - ✓ Paper size: 8.5” x 11”, 8.5”x14” etc.,
  - ✓ Paper source: manual feed, upper tray, envelope etc.,
  - ✓ Orientation: Portrait, Landscape

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3

## Set Margins

- ◆ Set margins using the File | Page Setup | Margins command
- ◆ Margin is the distance from the edge of the paper to the beginning of the document text
  - ✓ e.g., Top margin is the distance from the top edge of the paper to the top edge of the document

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4

# Lesson 6

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## Changing the Orientation of Pages

- ◆ Two types of page orientation
  - ✓ Portrait (vertical)
  - ✓ Landscape (horizontal)
- ◆ Can specify orientation for the entire document or for each section
  - ✓ Section: a portion of the document
- ◆ To set orientation use
  - ✓ File | Page Setup | Paper Size command

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5

## Creating Headers and Footers

- ◆ Information that appears on every page
  - ✓ Header: appears at the top
  - ✓ Footer: appears at the bottom (eg: page #)
- ◆ Must be in Page Layout View to see
  - ✓ Cannot see in Normal view
- ◆ To setup use View | Header and Footer
  - ✓ Can define different Headers & footers for odd and even pages
  - ✓ Can also be different for first page

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6

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## Numbering Different Parts of a Document

- ◆ Different parts of a document can be numbered differently
  - ✓ Table of contents i, ii, iii, etc.,
  - ✓ Main document 1,2,3, etc.,
  - ✓ Appendix as A-1, A-2, etc.,
- ◆ Need to first use section breaks
- ◆ Then define numbering for each section

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7

## Inserting Footnotes

- ◆ Another kind of text that appears at the bottom of the page
- ◆ Generally, reference to additional information
- ◆ Automatically (re)numbered by Word
- ◆ To define footnotes use Insert | Footnote

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8