المحاضرة الخامسة

Customizing bullets:

To increase or decrease an indent level:

You can make adjustments to the organization of a multilevel list by increasing or decreasing the indent levels. There are several ways to change the indent level.

- To increase the indent by more than one level, place the insertion point at the beginning of the line, then press the Tab key until the desired level is reached.

Figure 1 : lists multilevel level increase

- To decrease the indent level, place the insertion point at the beginning of the line, then hold the Shift key and press the Tab key.

Figure 2 : lists multilevel level decrease

- You can also increase or decrease the levels of text by placing theinsertion point anywhere in the line and clicking the Increase Indent or Decrease Indent commands.

Figure 3 : lists multilevel level commands

Page orientation:

Word offers two-page orientation options: landscape and portrait.Compare our example below to see how orientation can affect theappearance and spacing of text and images.

- Landscape means the page is oriented horizontally.
- Portrait means the page is oriented vertically.
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To change page orientation:

1. Select the Layout tab.
2. Click the Orientation command in the Page Setup group.
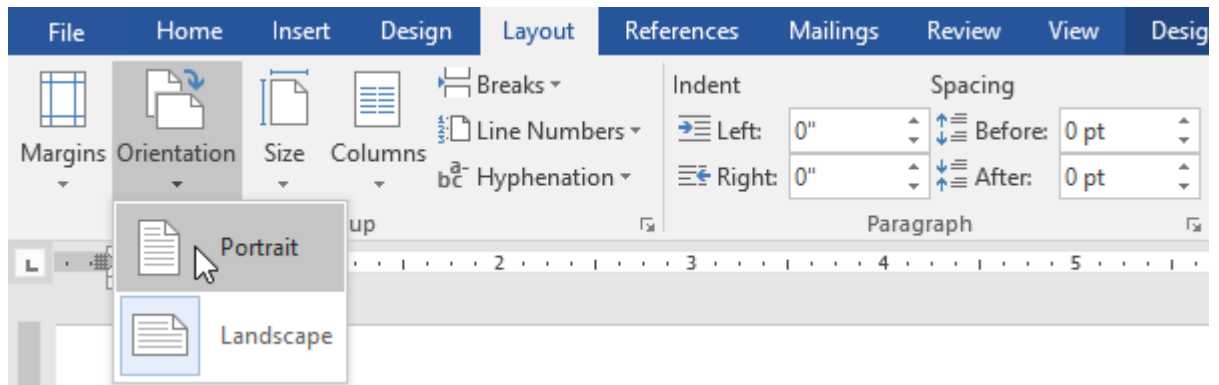3. A drop-down menu will appear. Click either Portrait or Landscapeto change the page orientation.

Figure 4 : layout orientation menu

4. The page orientation of the document will be changed.

Page size:

By default, the page size of a new document is 8.5 inches by 11 inches. Depending on your project, you may need to adjust your document's

page size. It's important to note that before modifying the default page size, you should check to see which page sizes your printer can accommodate.

To change the page size:

1. Select the Layout tab, then click the Size command.
2. A drop-down menu will appear. The current page size is highlighted. Click the desired predefined page size.
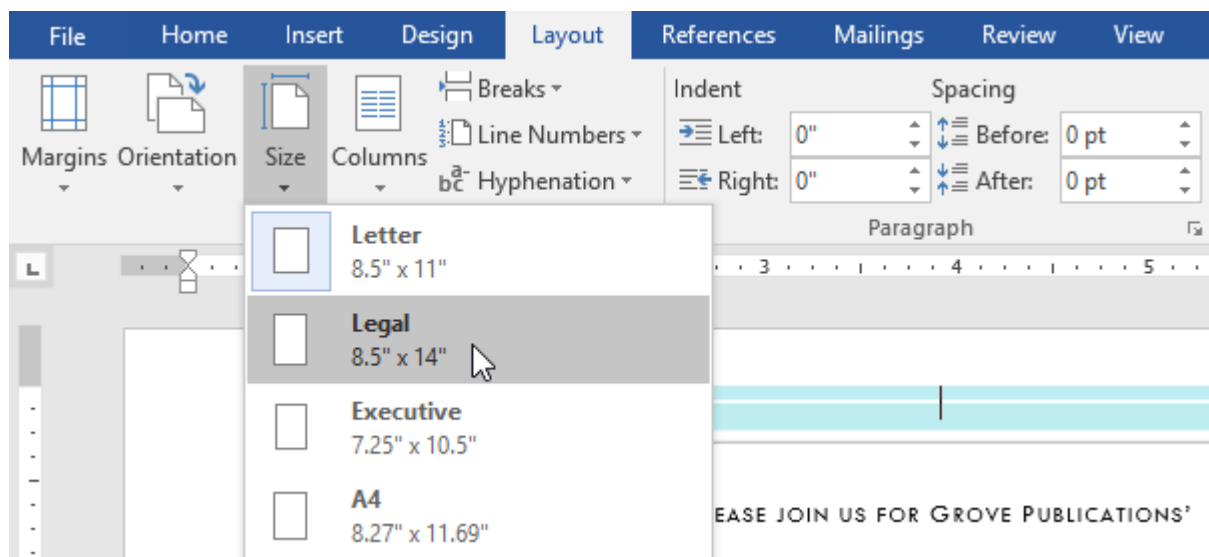

Figure 5 : layout size menu

3. The page size of the document will be changed.

To use a custom page size:

Word also allows you to customize the page size in the Page Setup dialog box.

1. From the Layout tab, click Size. Select More Paper Sizes from the drop-down menu.
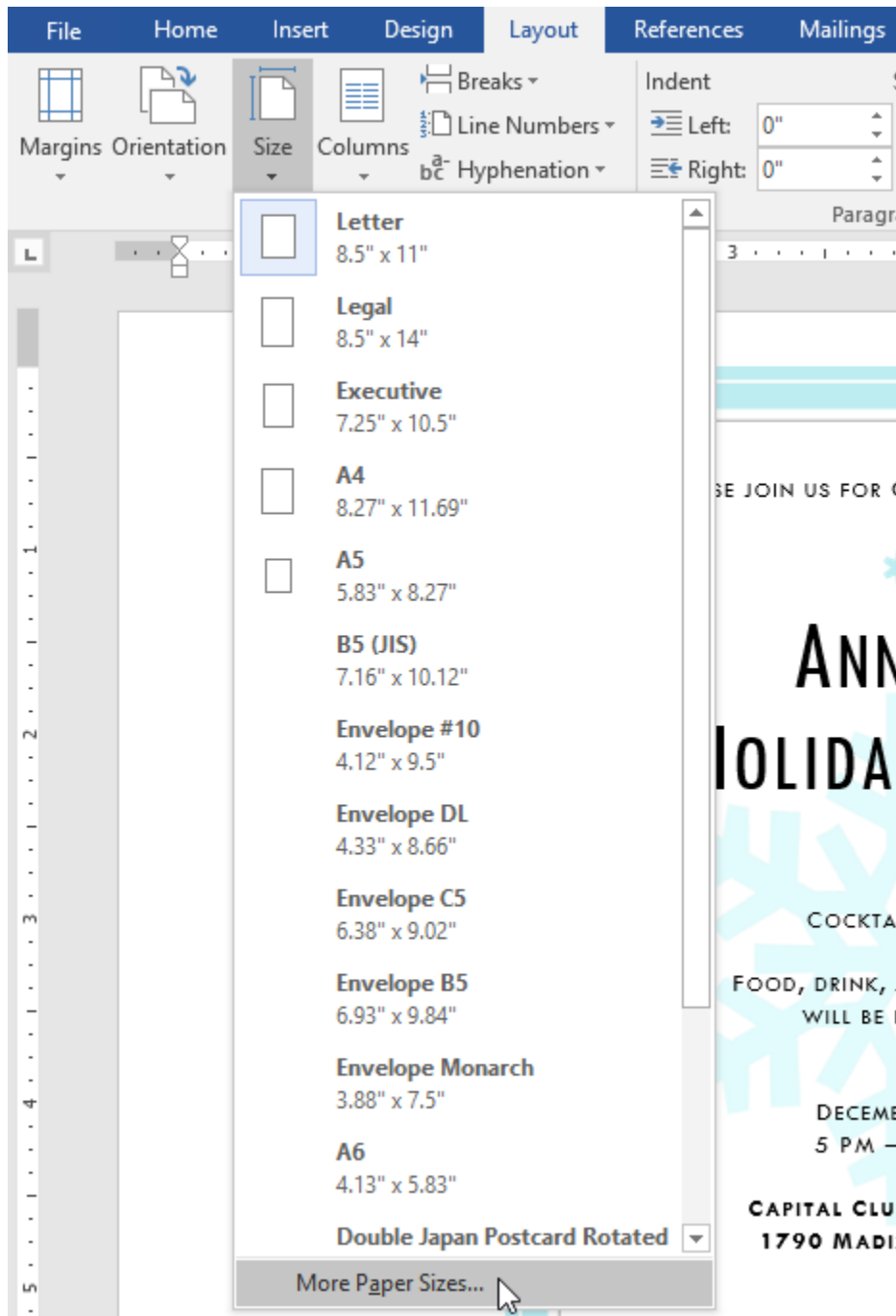
2. The Page Setup dialog box will appear.

Figure 6 : layout custom size menu

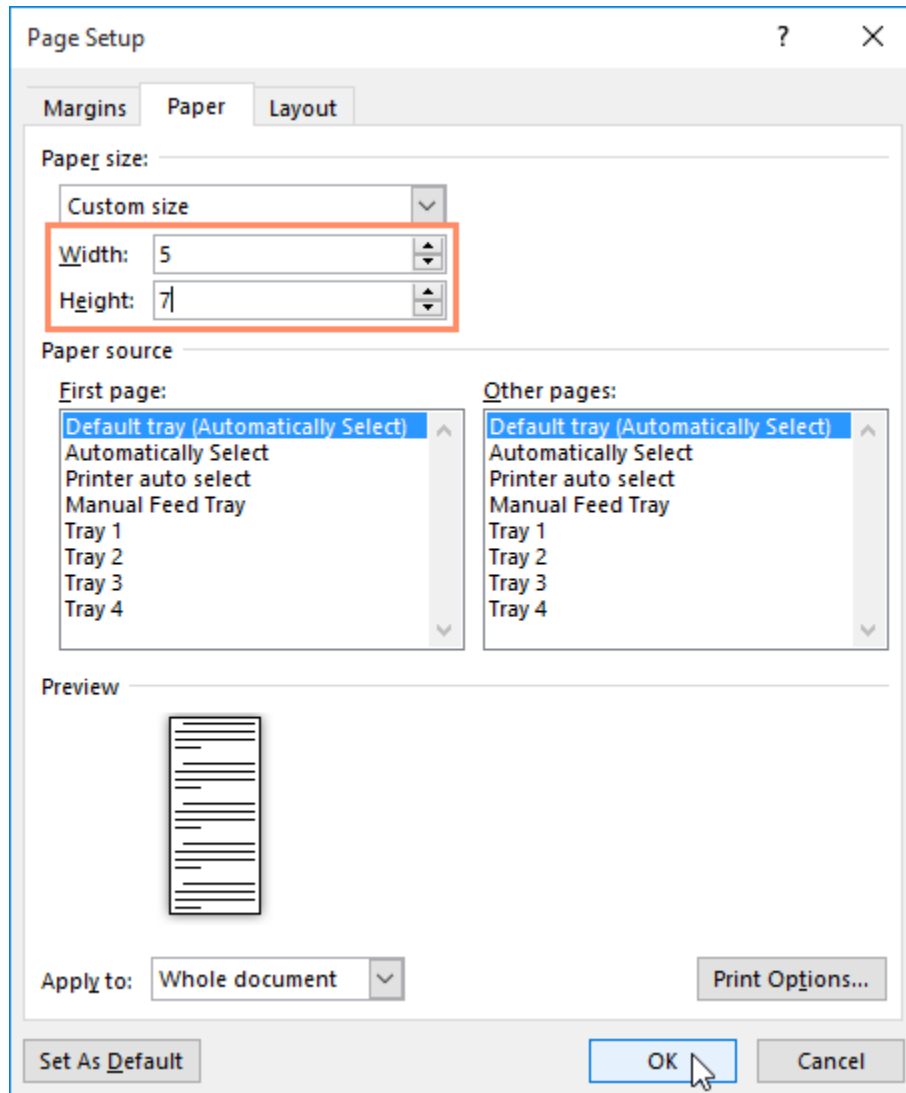3. Adjust the values for Width and Height, then click OK.

Figure 7 : layout custom size page setup

4. The page size of the document will be changed.

Page margins:

A margin is the space between the text and the edge of your document. By default, a new document's margins are set to Normal, which means

it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.

To format page margins:

Word has a variety of predefined margin sizes to choose from.

1. Select the Layout tab, then click the Margins command.
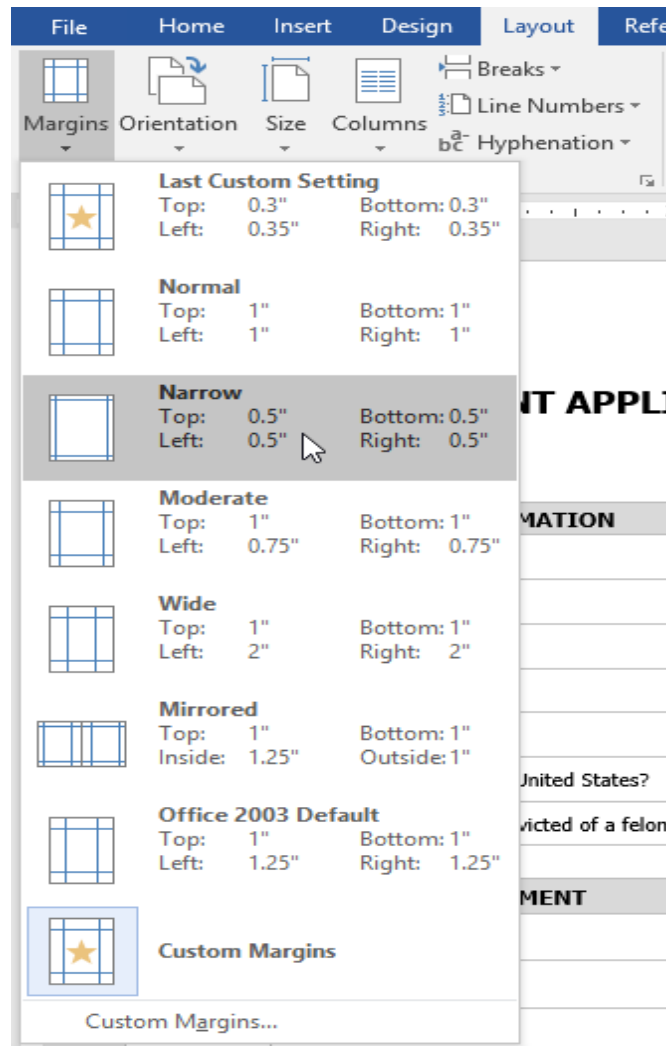2. A drop-down menu will appear. Click the predefined margin size you want.

Figure 8 : layout margins menu

3. The margins of the document will be changed.