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# LEC6

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## Page Layout Tab

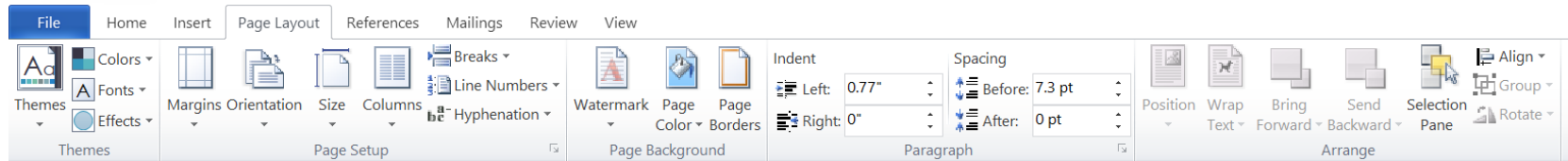


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**M.Sc. Noor Mohammed**

## The Page layout Tab

The Page Layout Tab holds all the options that allow you to arrange your document pages just the way you want them. You can set margins, apply themes, control of page orientation and size, add sections and line breaks, display line numbers, and set paragraph indentation and lines.



### 1. Themes Group


- On the Page Layout Tab, in the Themes Group, click the Themes button. A gallery opens.
- Hover your mouse pointer over the many themes in the Themes gallery. Word enables you to preview the themes in your document via the Live Preview feature. To make the change permanent, click the theme you want to see.

## 2. Page Setup Group

### ➤ Page orientation

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

#### 1. Landscape means the page is oriented **horizontally**.

EMPLOYMENT APPLICATION							
<b>APPLICANT INFORMATION</b>							
Last Name		First Name		M.I.		Date	
Street Address				Apartment/Unit #			
City		State		ZIP			
Phone		E-mail Address					
Date Available		Social Security No.		Desired Salary			
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain.			
<b>PREVIOUS EMPLOYMENT</b>							
Company				Phone			
Address				Supervisor			
Job Title		Starting Salary \$		Ending Salary \$			
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Company				Phone			
Address				Supervisor			
Job Title		Starting Salary \$		Ending Salary \$			
Responsibilities							
From		To		Reason for Leaving			

2. Portrait means the page is oriented **vertically**.

## EMPLOYMENT APPLICATION





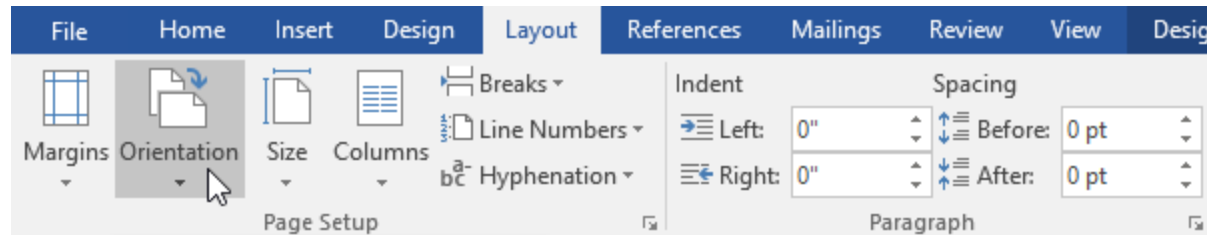
APPLICANT INFORMATION					
Last Name	First Name	H.I.	Date		
Street Address			Apartment/Unit #		
City	State		ZIP		
Phone		E-mail Address			
Date Available	Social Security No.		Desired Salary		
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain.	

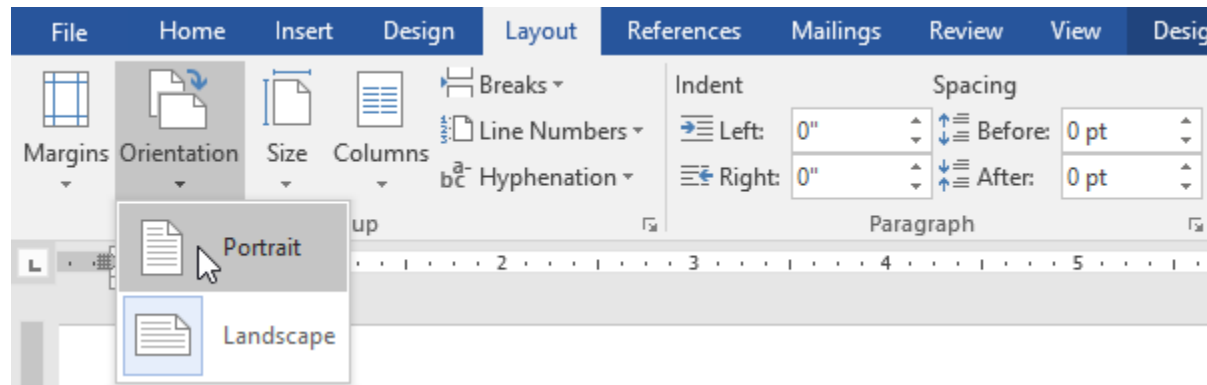
PREVIOUS EMPLOYMENT					
Company			Phone		
Address			Supervisor		
Job Title		Starting Salary \$	Ending Salary \$		
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Company			Phone		
Address			Supervisor		
Job Title		Starting Salary \$	Ending Salary \$		
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Company			Phone		
Address			Supervisor		
Job Title		Starting Salary \$	Ending Salary \$		
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					

## 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 **Landscape** to change the page orientation.



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

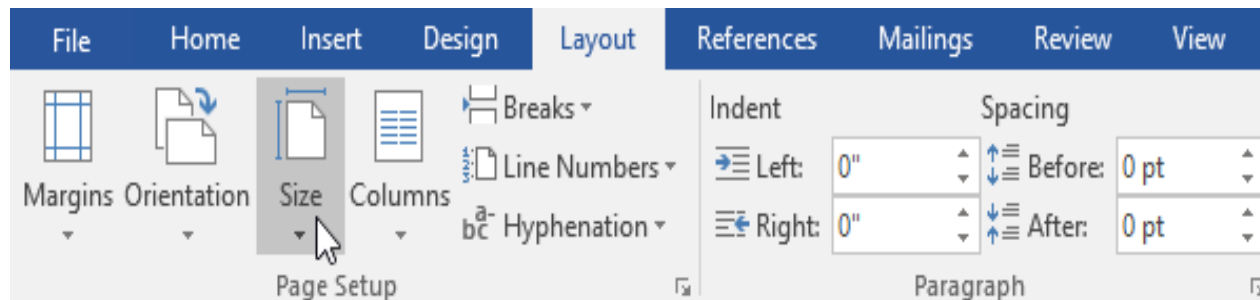
## ➤ Page Size

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.

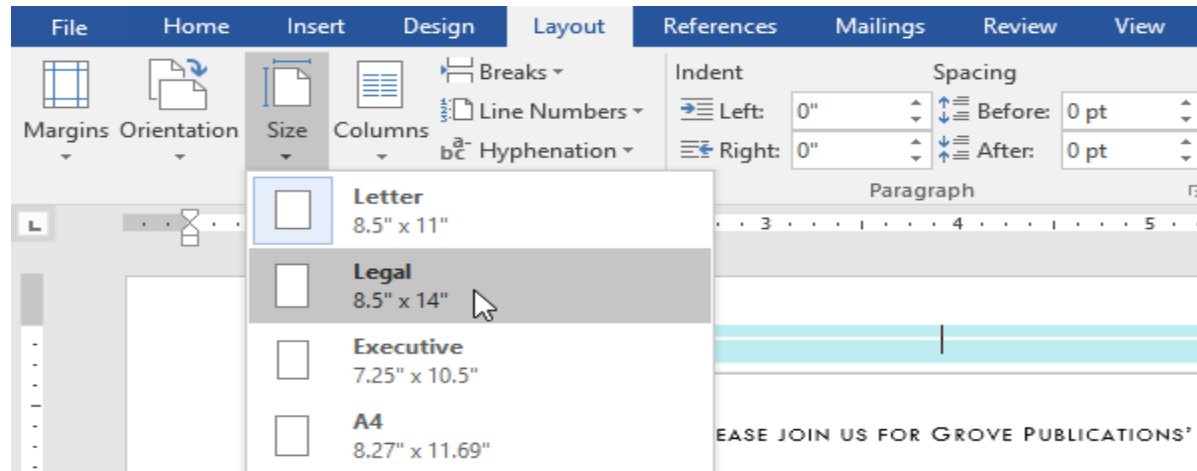
### To change the page size:

Word has a variety of **predefined page sizes** to choose from.

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**.



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

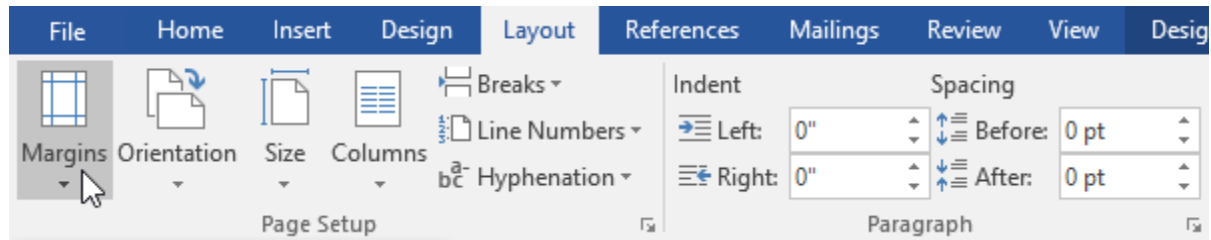
## ➤ Page Margins

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.

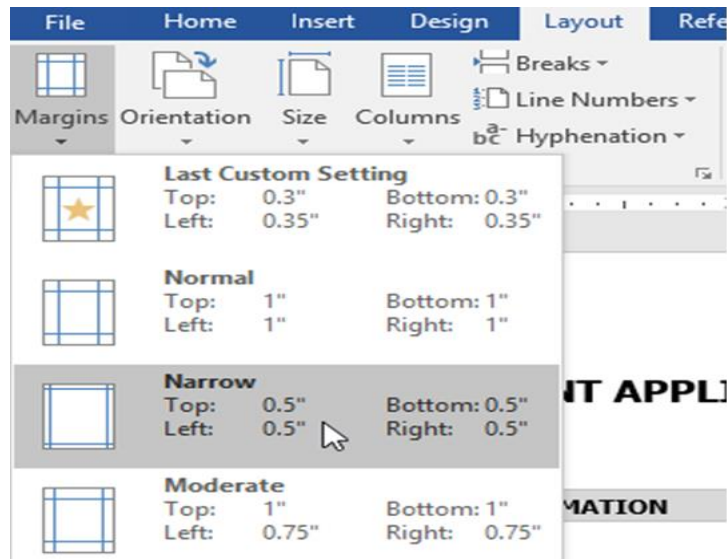
### To format page margins:

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

1. Select the **Layout** tab and then click the **Margins** command.



2. A drop-down menu will appear. Click the **predefined margin size** you want.



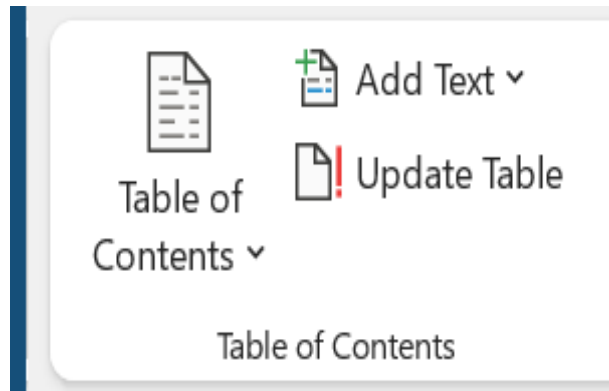
3. The margins of the document will be changed.



## The References Tab

This tab gives you access to all the commands for creating references within your documents.

### ➤ Table of Contents



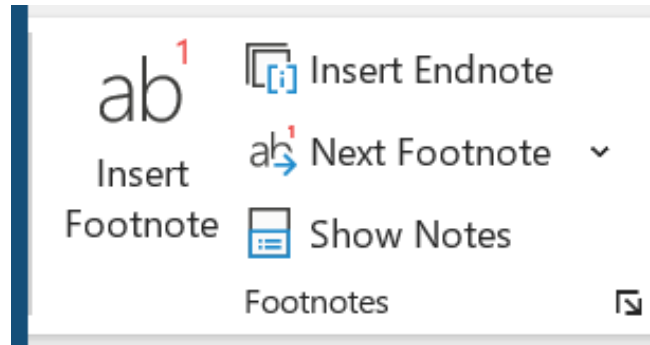
**Table of Contents** - Drop-Down. Provide an overview of your document by adding a table of contents. The drop-down contains the commands: Built-in, Insert Table of Contents and Save Selection to Table of Contents Gallery.

**Add Text** - Drop-Down. The drop-down contains the commands: Do Not Show in Table of Contents, Level 1, Level 2 and Level 3.

**Update Table** - Updates the table of contents so that all the entries refer to the correct page numbers.

## ➤ Footnotes

You can quickly display the "Footnote and Endnote" dialog box by clicking on the dialog box launcher in the bottom right corner of this group.



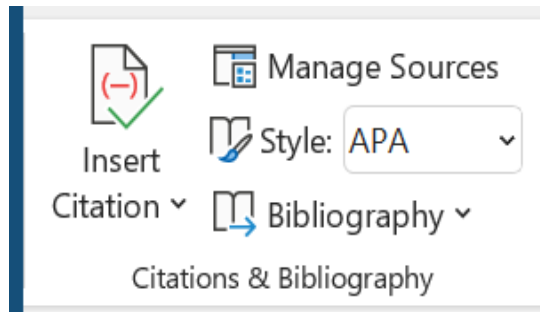
**Insert Footnote** - (Alt + Ctrl + F). Inserts a footnote at the current position. Footnotes are automatically renumbered as you move text around the document.

**Insert Endnote** - (Alt + Ctrl + D). Inserts an endnote at the end of the document. End notes are always placed at the end of a document.

**Next Footnote** - Button with Drop-Down. The button moves to the next footnote. The drop-down provides the commands Next Footnote, Previous Footnote, Next Endnote and Previous Endnote.

**Show Notes** - Shows where footnotes and endnotes are located.

## ➤ Citations & Bibliography



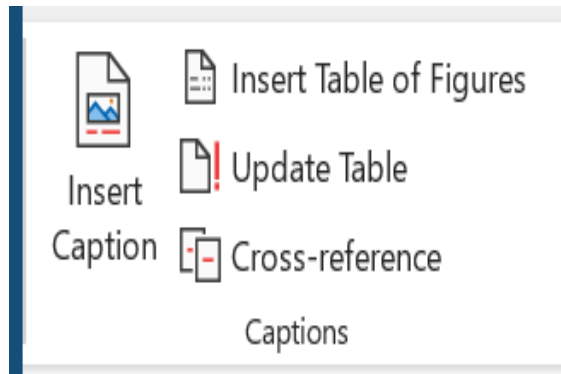
**Insert Citation** - Drop-Down. The drop-down contains the commands: Add New Source, Add New Placeholder and Search Libraries.

**Manage Sources** - Displays a list of all the sources cited in the active document.

**Style** - Choose the style of citation to use in the document.

**Bibliography** - Drop-Down. The drop-down contains the commands: Insert Bibliography and Save Selection to Bibliography Gallery.

## ➤ Captions



**Insert Caption** - Insert a caption below a picture or graphic to provide a short description.

**Insert Table of Figures** - Add a list of captioned objects and their page numbers.

**Update Table** - Updates the table of figures to include all of the entries in the document.

**Cross-reference** - Displays the "Cross-reference" dialog box allowing you to insert cross-referencing into your document, for example: turn to page 3 or please refer to page 12. Cross references are inserted as hyperlinks.

