Computer science

Lec 3

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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.

Agenda

Call to order

New member introduction

Treasurer's report

News and events

O Announcement of Chair's retirement

Farewell dinner

O Oak Park Dedication

o International Arborists Association

Communications

New TTI Facebook Page

Community Service

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.
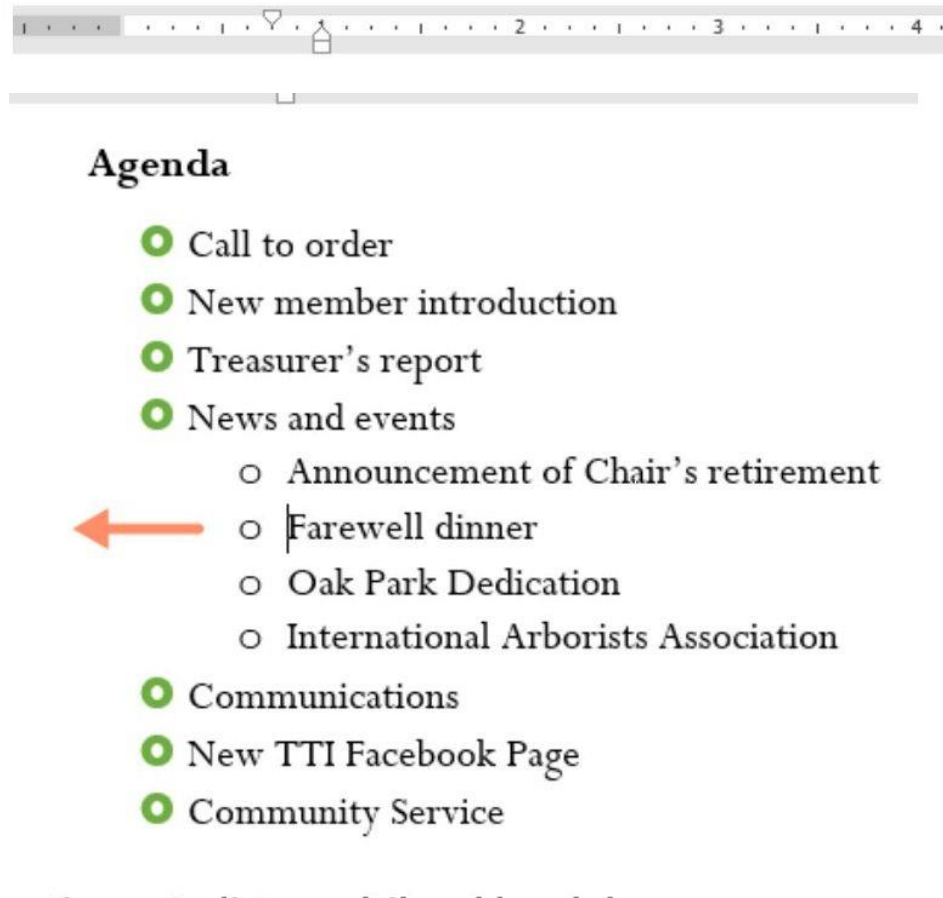

Figure 2:lists multilevel level decrease

·   You can also increase or decrease the levels of text by placing the insertion 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 the appearance and spacing of text and images.

· Landscape means the page is oriented horizontally.

· Portrait means the page is oriented vertically.

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.
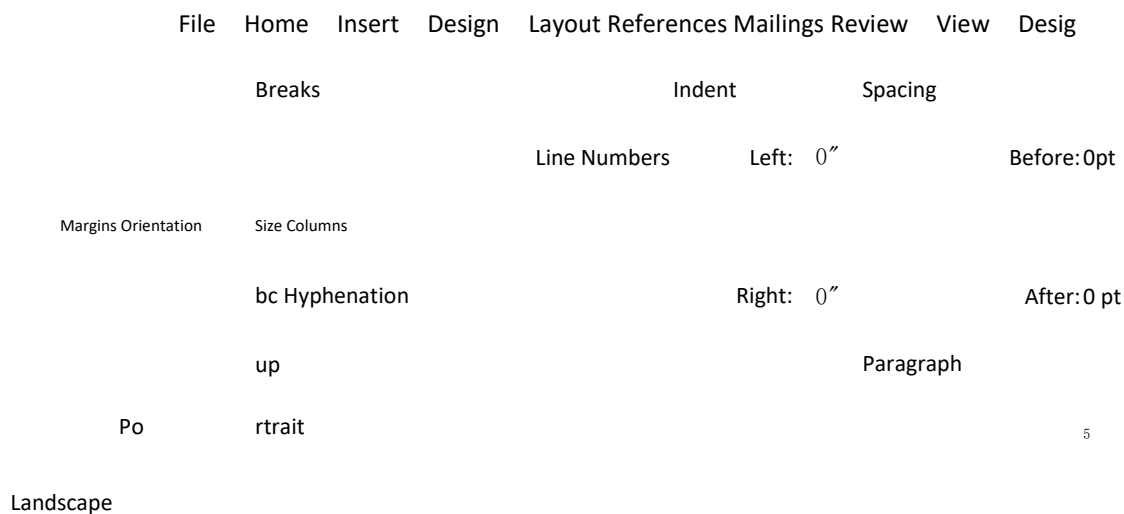
File   Home   Insert   Design   Layout References Mailings Review   View   Desig

Breaks   Indent   Spacing

Line Numbers   Left: 0″   Before:0pt

Margins Orientation   Size Columns

bc Hyphenation   Right: 0″   After:0 pt

up   Paragraph

Po   rtrait   5

Landscape

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 pagesize is highlighted. Click the desired predefined page size.
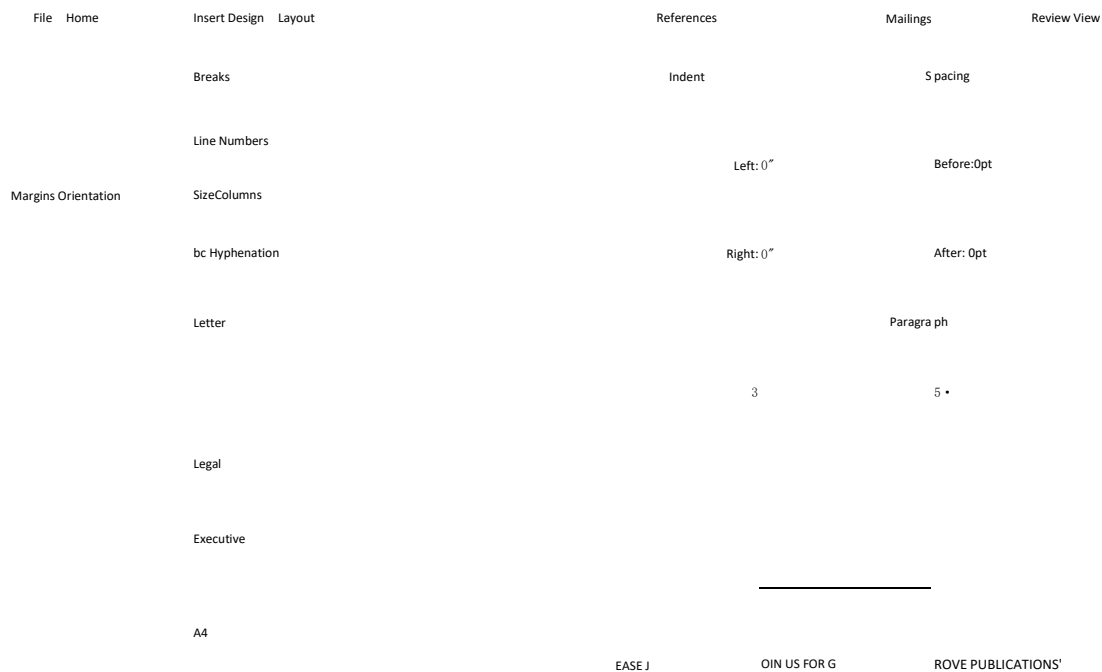
File	Home	Insert Design	Layout		References		Mailings		Review View
		Breaks			Indent		S pacing		
		Line Numbers				Left: $0''$	Before:0pt		
Margins Orientation		SizeColumns							
		bc Hyphenation				Right: $0''$	After: 0pt		
		Letter					Paragra ph		
						3	5 ·		
		Legal							
		Executive							
		A4							

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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.
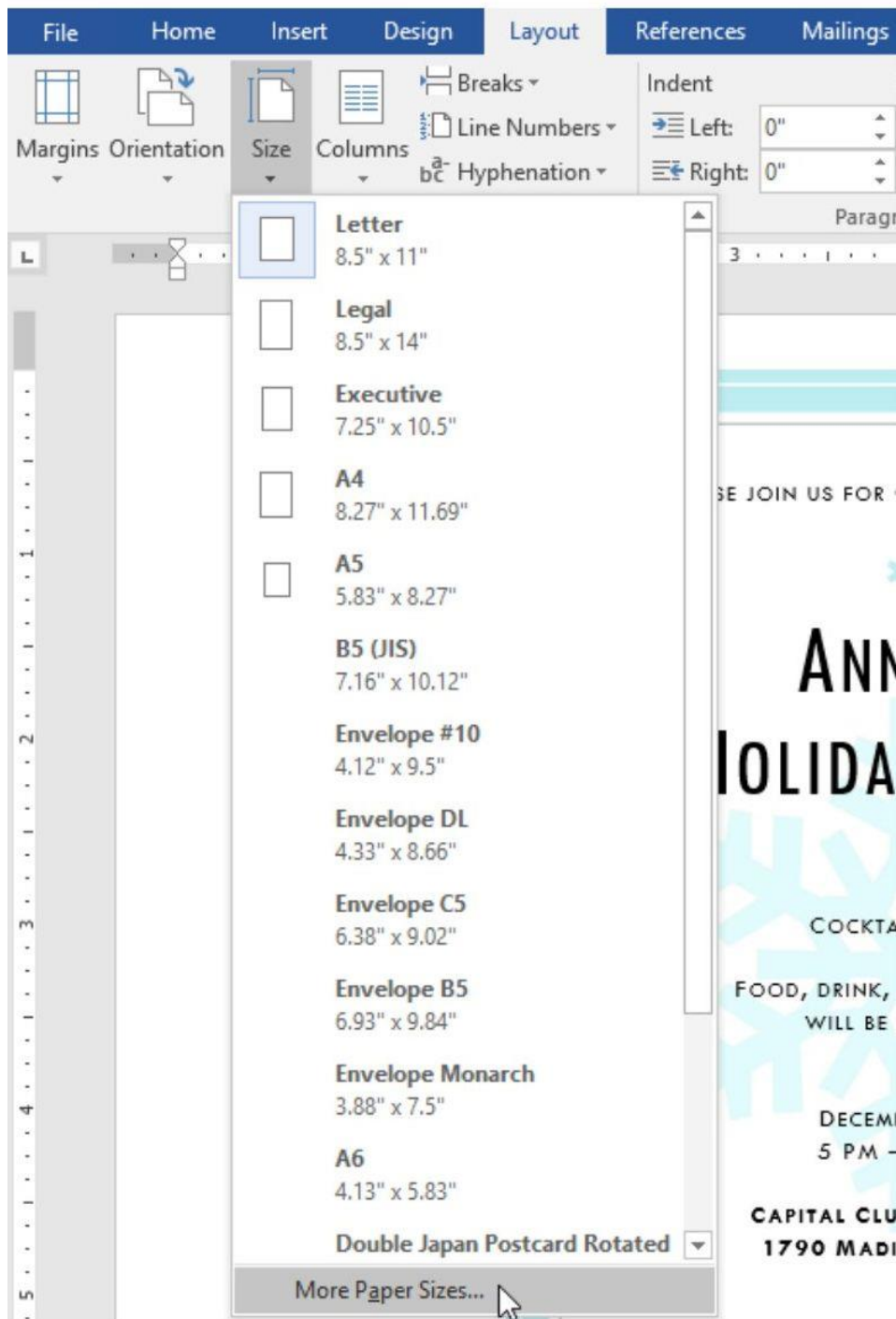
2. The Page Setup dialog box will appear.

Figure 6 : layout custom size menu
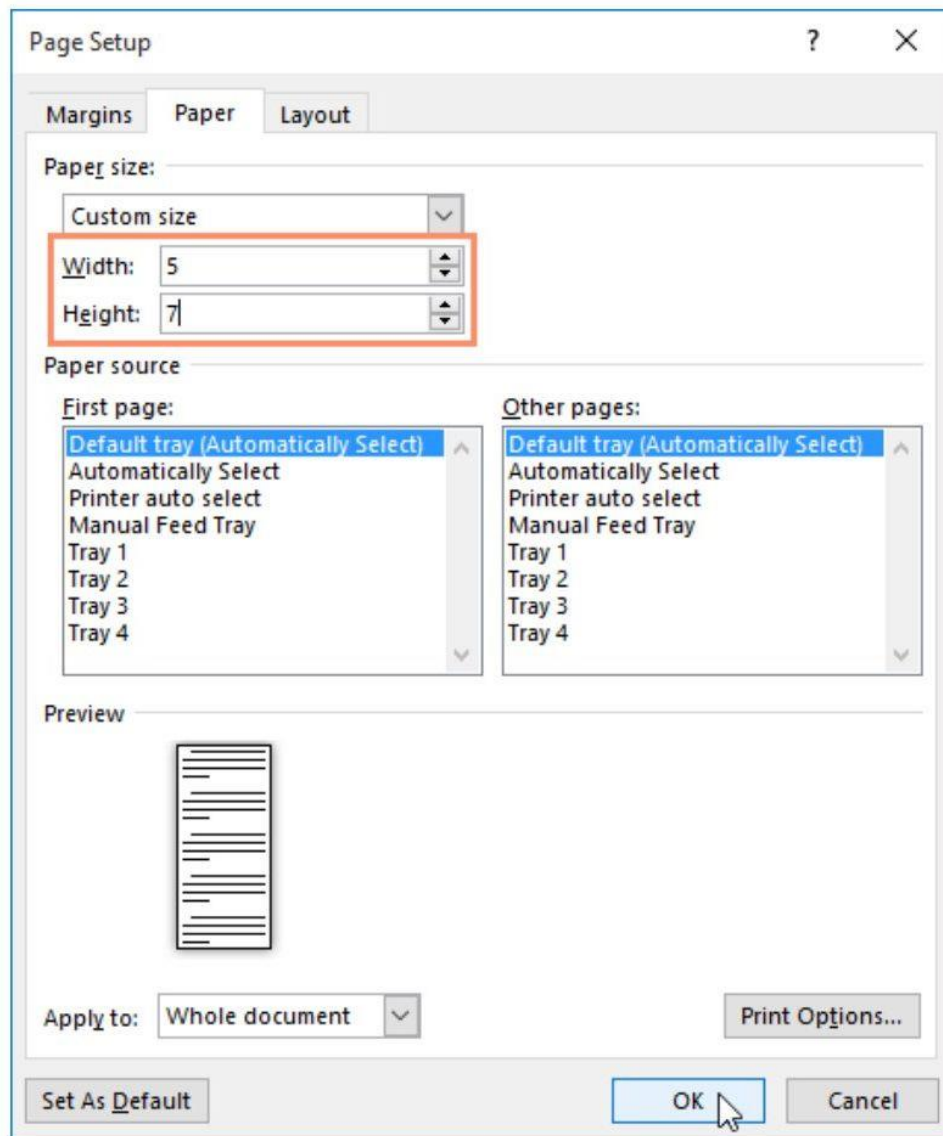
3. Adjust the values for Width and Height, then click OK.

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.
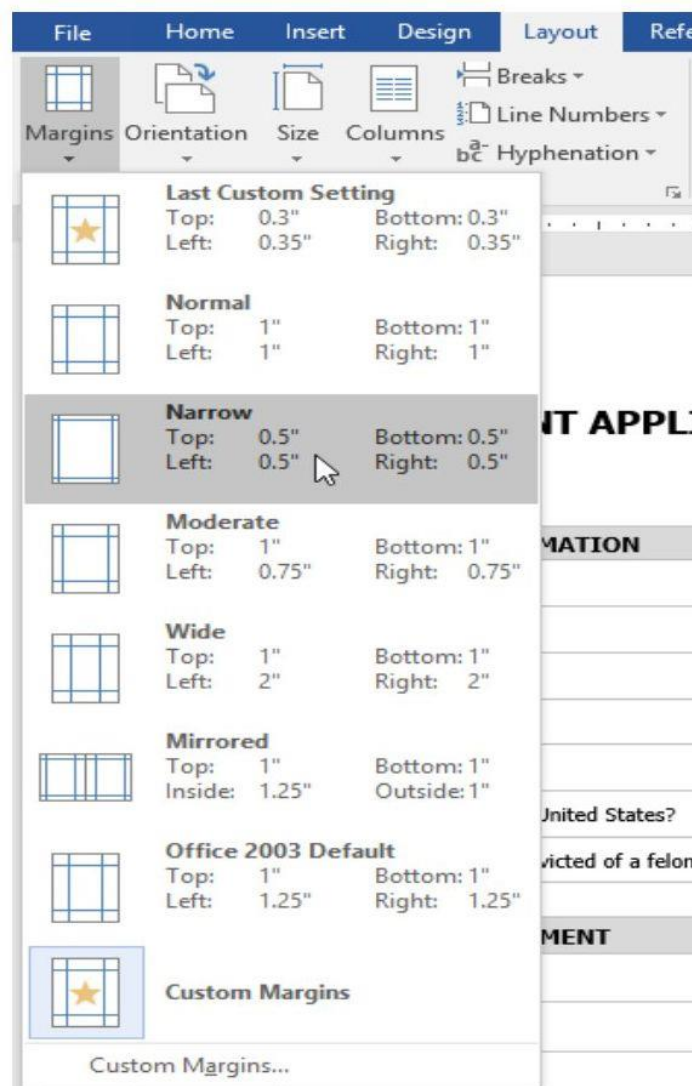
Figure 8 : layout margins menu

3. The margins of the document will be changed.

To use custom margins:

Word also allows you to customize the size of your margins in the Page Setup dialog box.

1. From the Layout tab, click Margins. Select Custom Margins from the drop-down menu.

2. The Page Setup dialog box will appear.

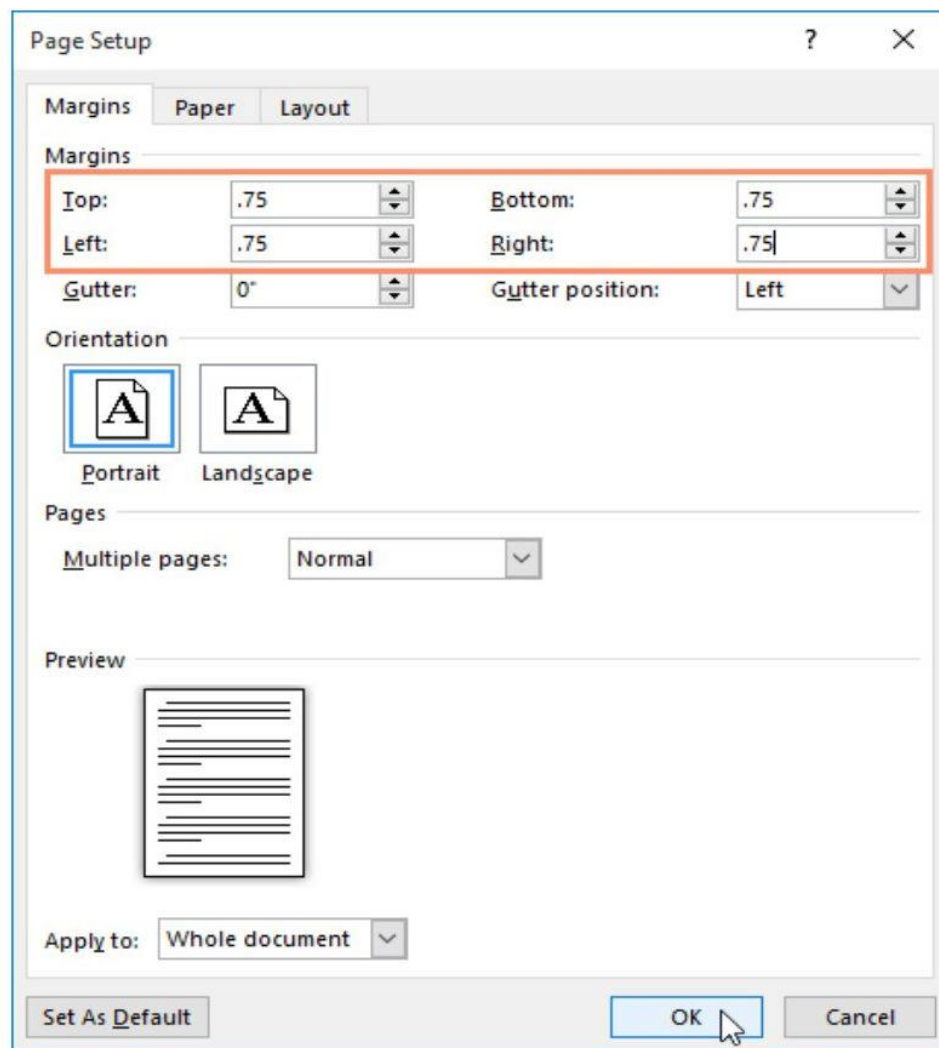3. Adjust the values for each margin, then click OK.

Figure 9: layout custom margins page setup

4. The margins of the document will be changed.

Headers and Footers:

The header is a section of the document that appears in the top margin,

while the footer is a section of the document that appears in the

bottom margin. Headers and footers generally contain additional

information such as page numbers, dates, an author's name, and

footnotes, which can help keep longer documents organized and make

them easier to read. Text entered in the header or footer will appear on

each page of the document.

To create a header or footer:

1. Double-click anywhere on the top or bottom margin of your document. In our example, we'll double-click the top margin.

2. The header or footer will open, and a Design tab will appear on the right side of the Ribbon. The insertion point will appear in the header or footer.

3. Type the desired information into the header or footer.

4.When you're finished, click Close Header and Footer. You can also press the Esc key.

5.The header or footer text will appear.

Design tab options:

When your document's header and footer are unlocked, the Design tab will appear on the right side of the Ribbon, giving you various editing options:

· Hide the first-page header and footer: For some documents,you may not want the first page to show the header and footer, like if you have a cover page and want to start the page numbering on the second page. If you want to hide the first-page header and footer, check the box next to Different First Page.
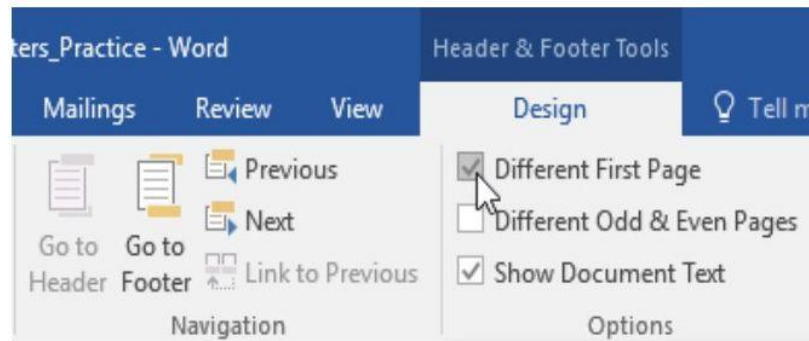

Figure 10 : header design first page

· Remove the header or footer: If you want to remove all information contained in the header, click the Header command and select Remove Header from the menu that appears. Similarly,you can remove a footer using the Footer command.

Figure 11 : header design remove header

· Page Number: You can automatically number each page with the Page Number command. Review our Page Numbers lesson to learn more.
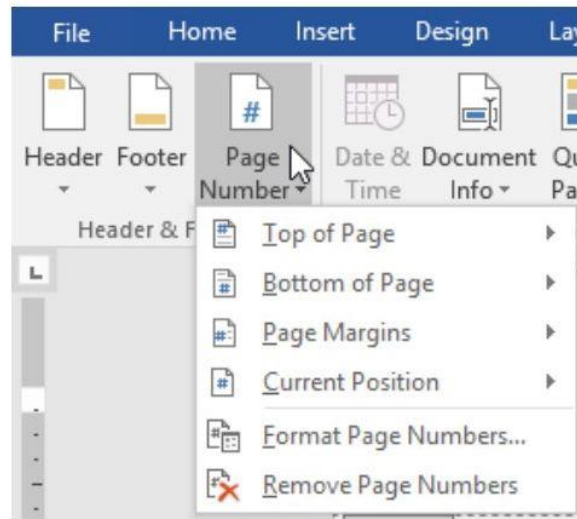
Figure 12 : header design page number

· Additional options: With the commands available in the Insert group, you can add the date and time, document info, pictures,and more to your header or footer.
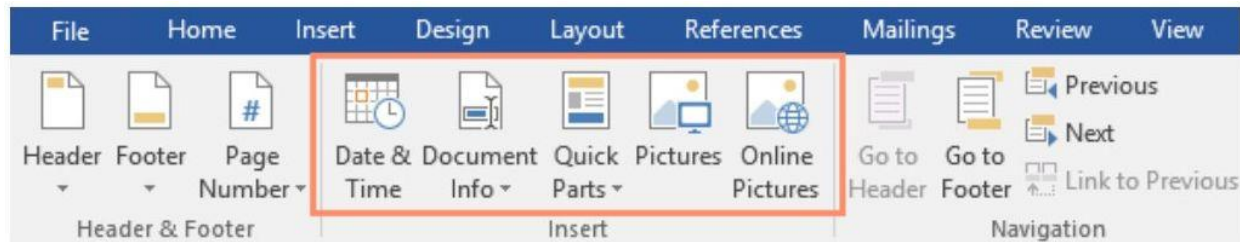

Figure 13 : header design additional options

To insert the date or time into a header or footer:

Sometimes it's helpful to include the date or time in the header or footer. For example, you may want your document to show the date when it was created.

On the other hand, you may want to show the date when it was printed, which you can do by setting it to update automatically. This is useful if you frequently update and print a document because you'll always be able to tell which version is the most recent.

1. Double-click anywhere on the header or footer to unlock it. Place the insertion point where you want the date or time to appear.In our example, we'll place the insertion point on the line below the author's name.

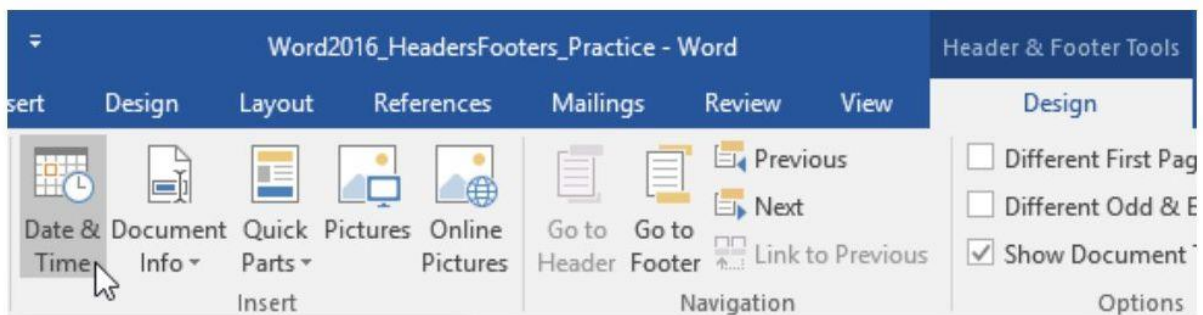2. The Design tab will appear. Click the Date & Time command.

Figure 14: header datetime command

3. The Date and Time dialog box will appear. Select the desired date or time format.

4. Check the box next to Update automatically if you want the date to change every time you open the document. If you don't want the date to change,leave this option unchecked.
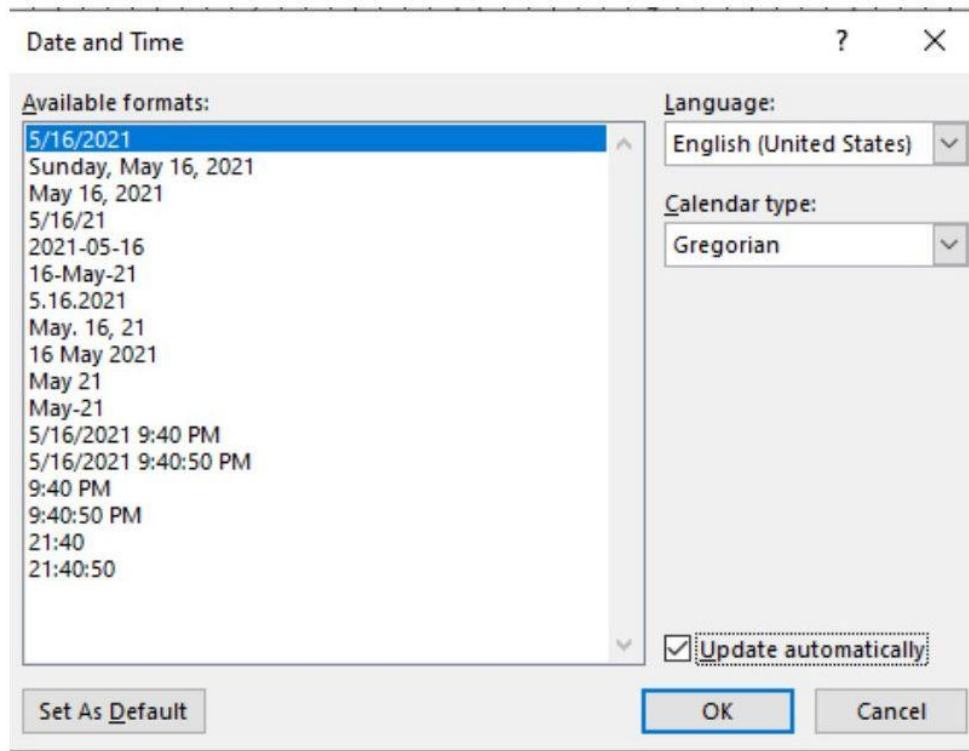
5.Click OK.

6. The date will appear in the header.

Figure 15 : header datetime dialog