After completing this lesson, you will be able to:

- Adjust page margin settings.
- Insert a forced page break.
- Set paragraph alignment, indentation, and spacing.
- Change indents and tab settings.
- Insert and clear tabs.
- Add page numbers to a document.
- Create and customize headers and footers.
- Change page orientation.

Changing Page Margins Using the Page Setup Dialog Box

To change the page margins using the Page Setup dialog box

1. On the File menu, click Page Setup.
2. If necessary, click the Margins tab.
3. Type the new page margin settings in the appropriate boxes.
4. Click OK.

Changing Page Margins Using the Ruler

To change page margins using the ruler

1. On the View menu, click Print Layout.

2. Position the mouse pointer over the page margin marker until the mouse pointer becomes a double-headed arrow.

3. Drag the marker to the new location.

Formatting a Paragraph

To apply paragraph formatting

1. Select the appropriate paragraph(s).
2. On the Format menu, click Paragraph.
3. Change the settings as necessary.
4. Click OK.

Indenting Text Using the Ruler

To indent a paragraph using the ruler

1. Select the paragraph.
2. Drag the First Line Indent, Hanging Indent, and the Left Indent markers to fully indent the paragraph.

   Or

- Drag only the First Line Indent marker to indent the first line.

(continued)

Indenting Text Using the Ruler

To indent a paragraph using the ruler (*continued*)

>> *Or*

- Drag only the Hanging Indent marker to create a hanging indent.

>> *Or*

1. Drag the Left Indent marker.
2. Deselect the text.

Changing Tab Settings

To set one tab stop

1. On the Format menu, click Tabs.
2. Type the new tab stop in the Tab stop position box.
3. If desired, select the desired option in the Alignment or Leader section.
4. Click the Set button.
5. Click OK.

Setting and Clearing Specific Tab Stops

To set multiple tab stops

1. On the Format menu, click Tabs.

2. In the Tab stop position box, type the position for the first tab stop.

3. In the Alignment section, select the desired tab alignment.

4. If desired, select the desired leader option in the Leader section.

5. Click the Set button.

(continued)

Setting and Clearing Specific Tab Stops

To set multiple tab stops *(continued)*

6. In the Tab stop position box, type the position for the second tab stop.

7. In the Alignment or Leader section, select the desired option if necessary.

8. Click the Set button.

9. Repeat the process for additional tab stops that you want to set.

10. Click OK.

Using the Ruler to Set and Clear Tab Stops

To set a tab stop using the ruler

1. Select the paragraph(s) for which you want to set the tabs.

2. Click the Tab Align button at the far left side of the ruler to specify tab alignment type.

3. Click the ruler at the location where you want the new tab.

4. Deselect the text.

Using the Ruler to Set and Clear Tab Stops

To clear a tab stop

- Drag the tab stop marker off the ruler.

Inserting a Page Number

To add page numbers

1. On the Insert menu, click Page Numbers.
2. Click the Position down arrow and select the page number position.
3. Click the Alignment down arrow and select the desired alignment.
4. Click OK.

Creating Headers and Footers

To open a header or footer box

1. On the View menu, click Header and Footer.

2. Scroll to the top of a page for the header or to the bottom of a page for the footer.

Switching Page Orientation

To change page orientation

1. On the File menu, click Page Setup.
2. If necessary, click the Margins tab.
3. In the Orientation section, click the Portrait or Landscape option.
4. Click OK.