

Page Layouts Part 1

In this Exercise you will create the front page of a microscope operating instructions manual. It will require the use of tables to layout the page.

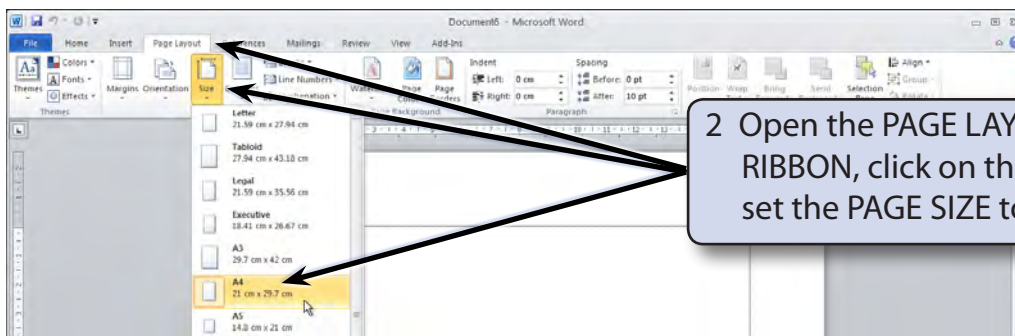
Loading the Text

- 1 Load Microsoft Word or close the current files.
- 2 Click on the FILE tab and select OPEN.
- 3 Access the PIT2 OFFICE 2010 SUPPORT FILES, open the WORD PROCESSING folder and load the EXERCISE 10 TEXT file.

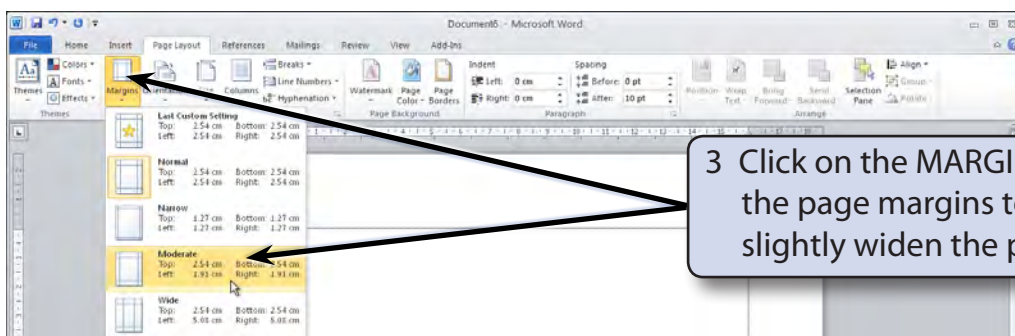
Laying Out the Page

The page layout will be created in a separate document and the text from the Exercise 10 Text file copied into it.

- 1 Start a NEW BLANK DOCUMENT.

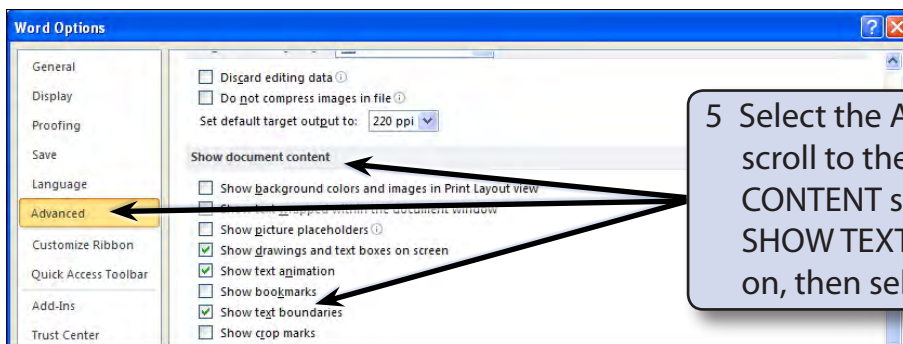


- 2 Open the PAGE LAYOUT tab of the RIBBON, click on the SIZE icon and set the PAGE SIZE to A4.

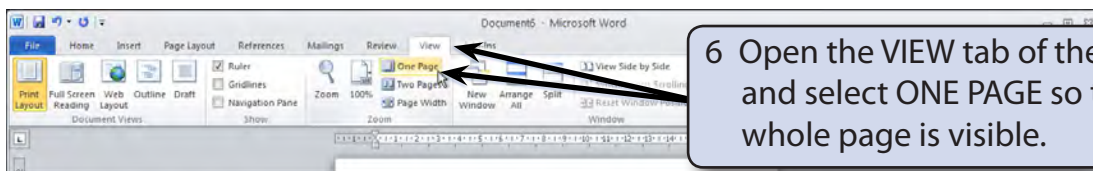


- 3 Click on the MARGINS icon and set the page margins to MODERATE to slightly widen the print area.

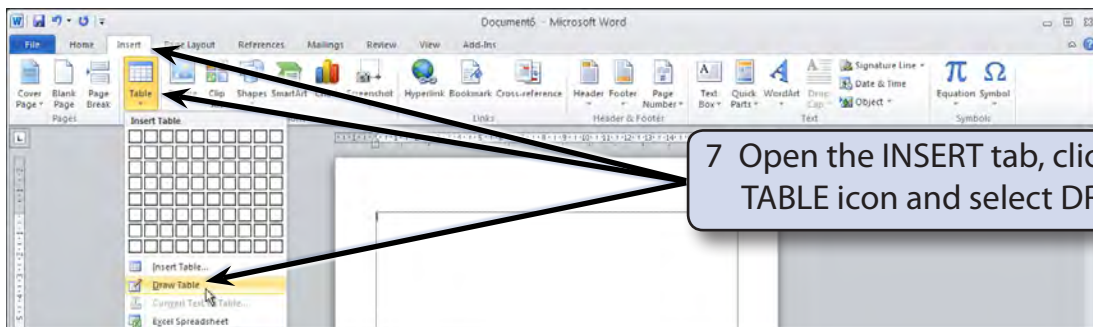
- 4 Text Boundaries need to be turned on, they allow you to see where the edges of the page are. Click on the FILE tab and select OPTIONS.



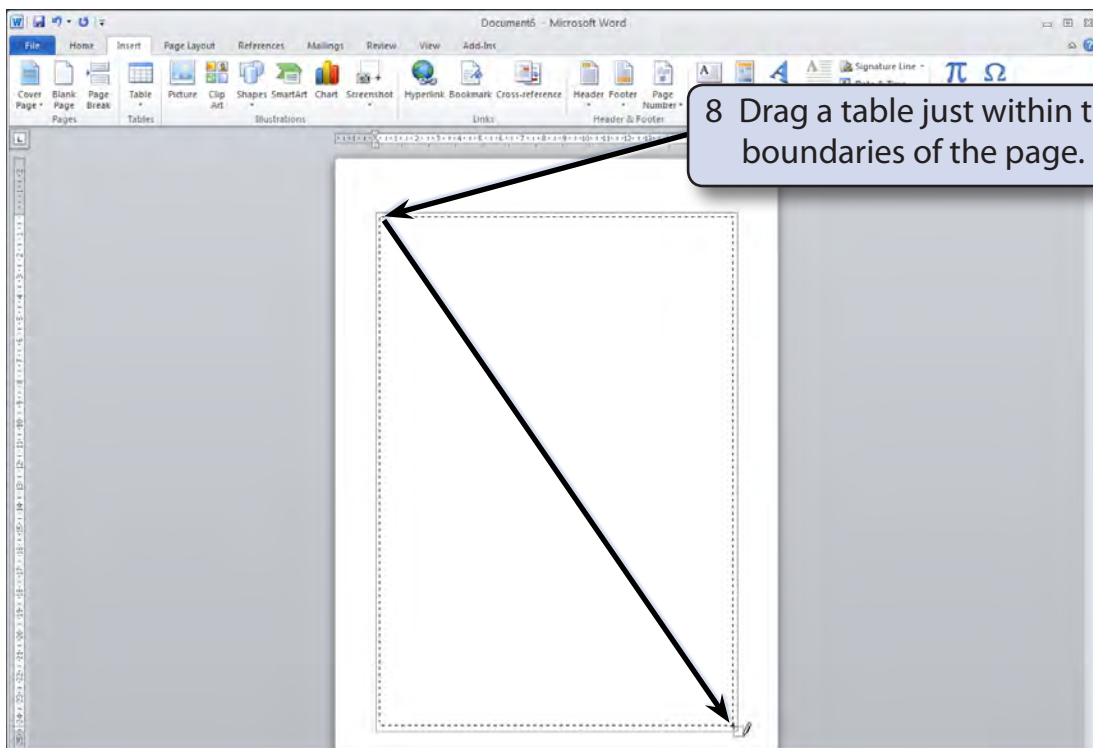
5 Select the **ADVANCED** category, scroll to the **SHOW DOCUMENT CONTENT** section and check that **SHOW TEXT BOUNDARIES** is turned on, then select **OK**.



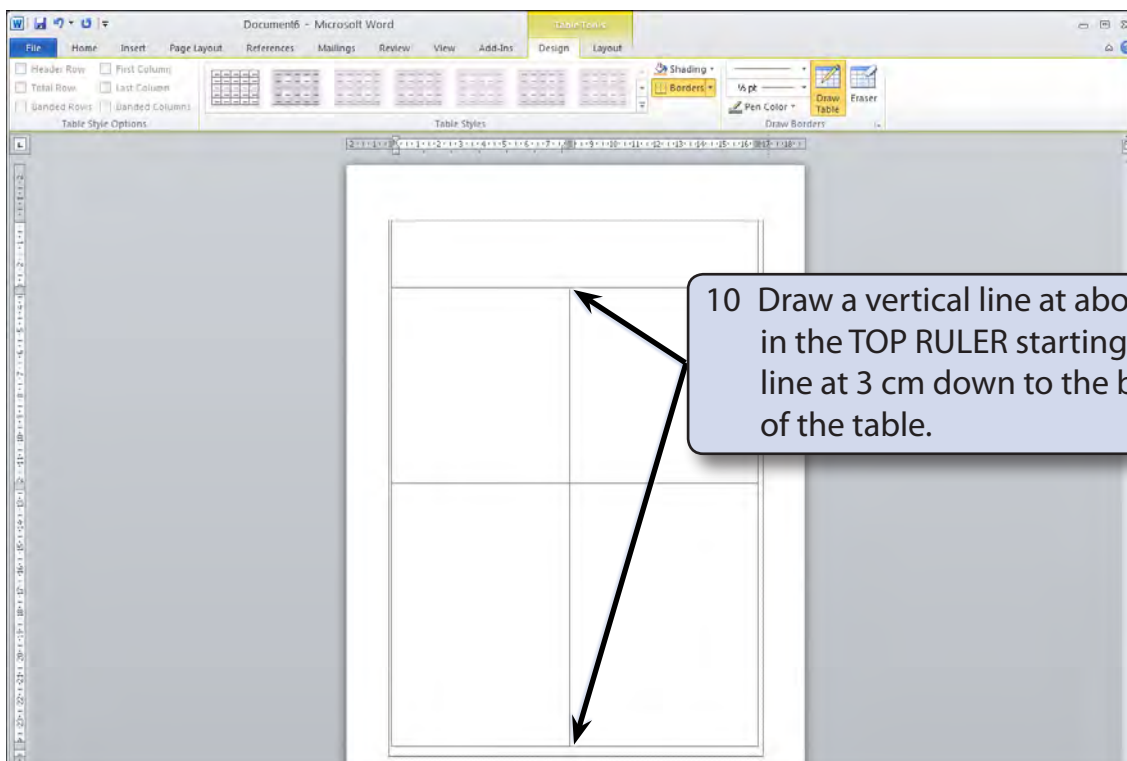
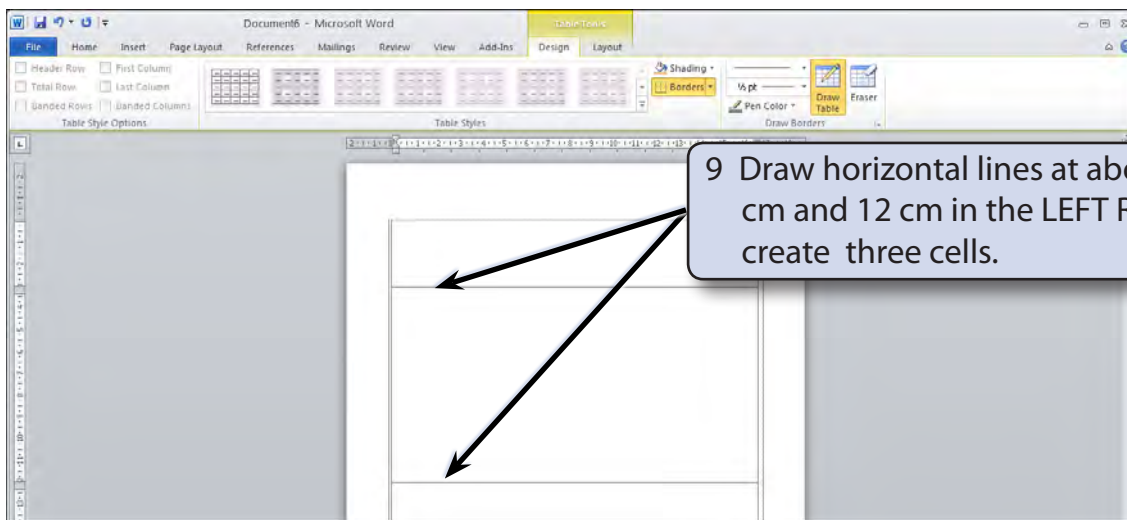
6 Open the **VIEW** tab of the **RIBBON** and select **ONE PAGE** so that the whole page is visible.

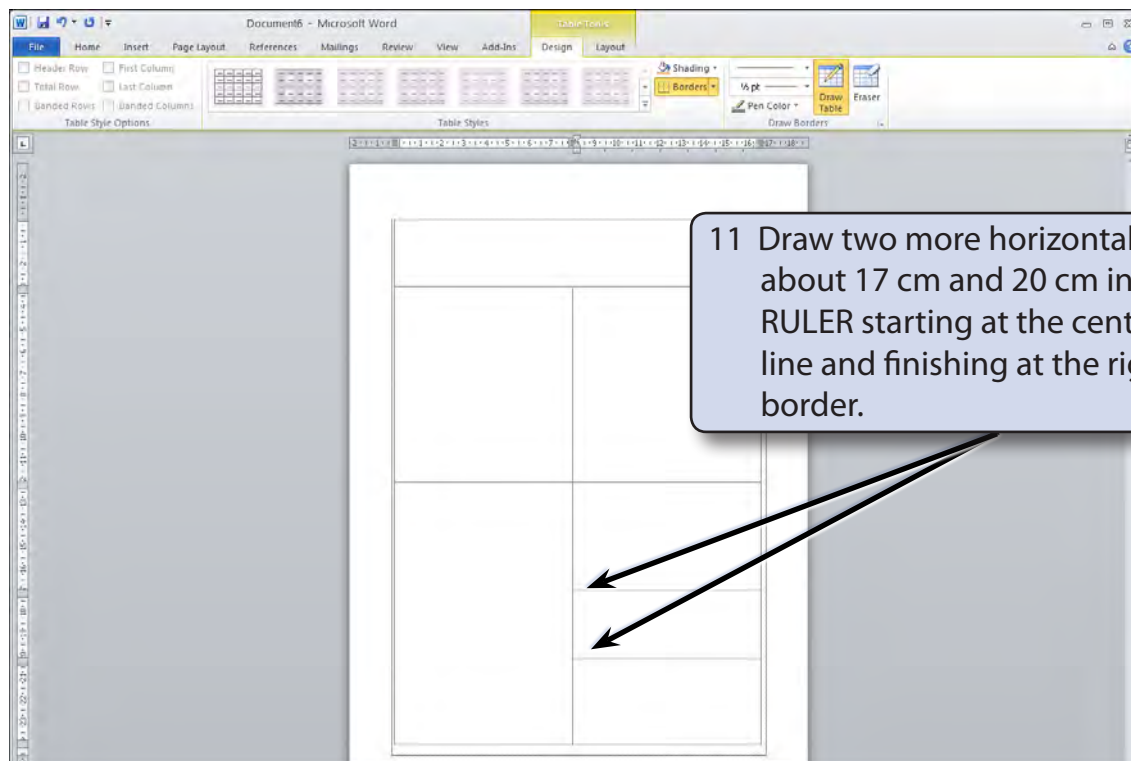


7 Open the **INSERT** tab, click on the **TABLE** icon and select **DRAW TABLE**.



8 Drag a table just within the text boundaries of the page.





NOTE: If you make a mistake when dragging the cell lines, select the **ERASER** icon in the **TABLE TOOLS - DESIGN** tab and click on the incorrect lines to remove them. Then select the **DRAW TABLE** icon in the **TABLE TOOLS - DESIGN** tab and redraw the required lines.

12 Save the document in your **STORAGE** folder under the file name:

WP Exercise 10