

Multiple Page Documents

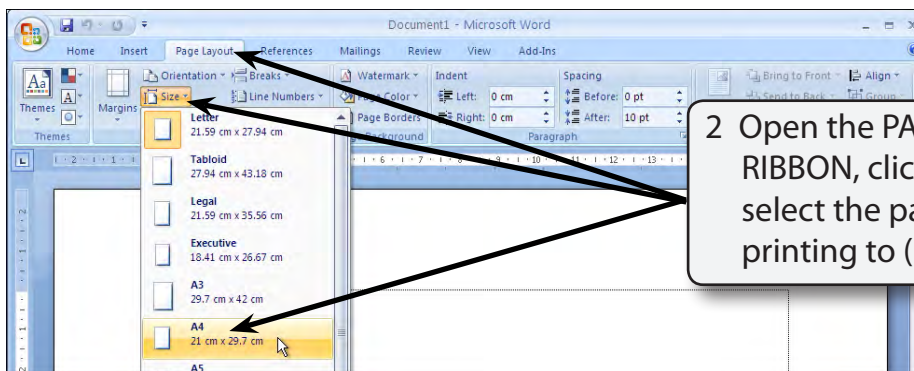
In this Exercise you will create a two-page document that incorporates the use of headers, footnotes and title pages.

Creating a Title Page

The title page is the first page of a document. It usually contains headings introducing the document, and graphics and a page border can also be included.

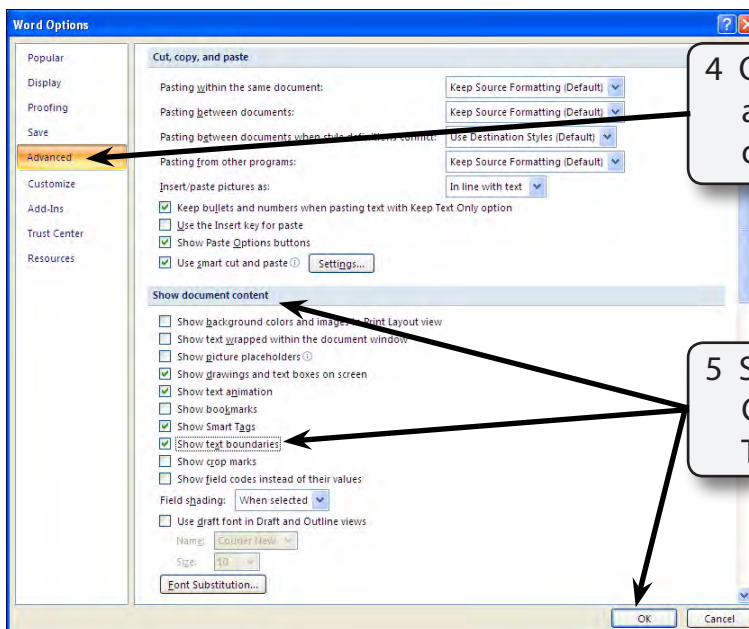
A The Page Setup

- 1 Start a NEW BLANK DOCUMENT.



- 2 Open the PAGE LAYOUT tab of the RIBBON, click on the SIZE icon and select the paper size you will be printing to (it is probably A4).

- 3 Click on the OFFICE BUTTON and select WORD OPTIONS.



- 4 Open the ADVANCED category at the left of the WORD OPTIONS dialogue box.

- 5 Scroll to the SHOW DOCUMENT CONTENT section, turn on SHOW TEXT BOUNDARIES and select OK.

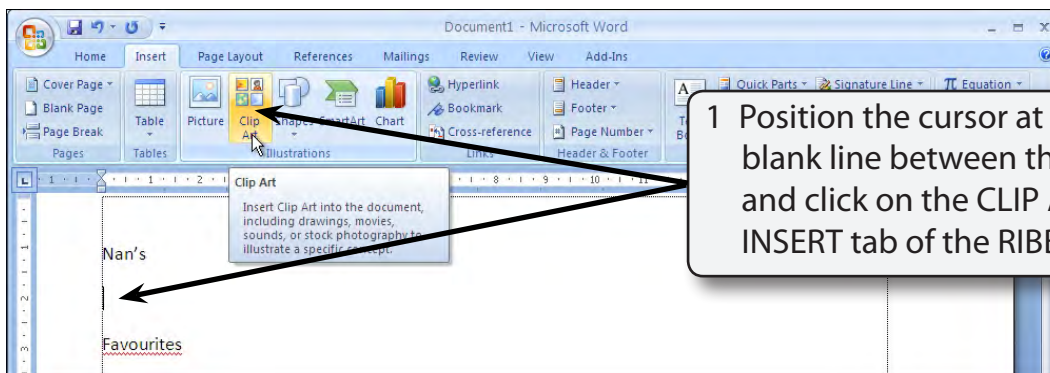
B Entering the Text

Press <enter> to leave a blank line and enter:

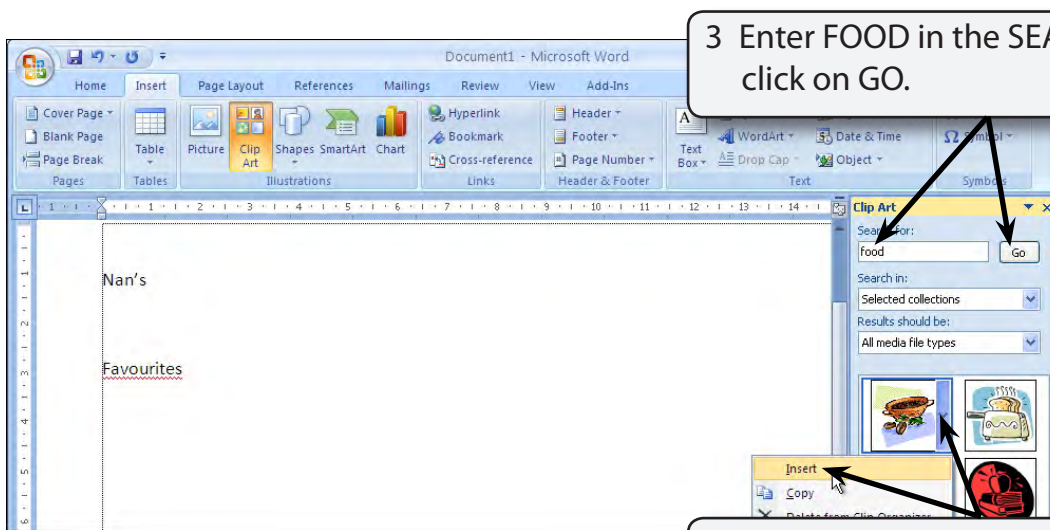
Nan's <enter>
 <enter>
 Favourites <enter>

C Inserting a Clip Art Image

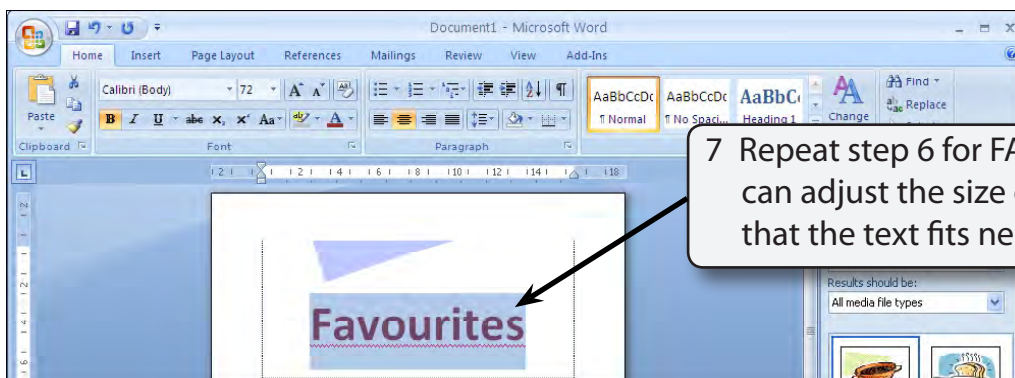
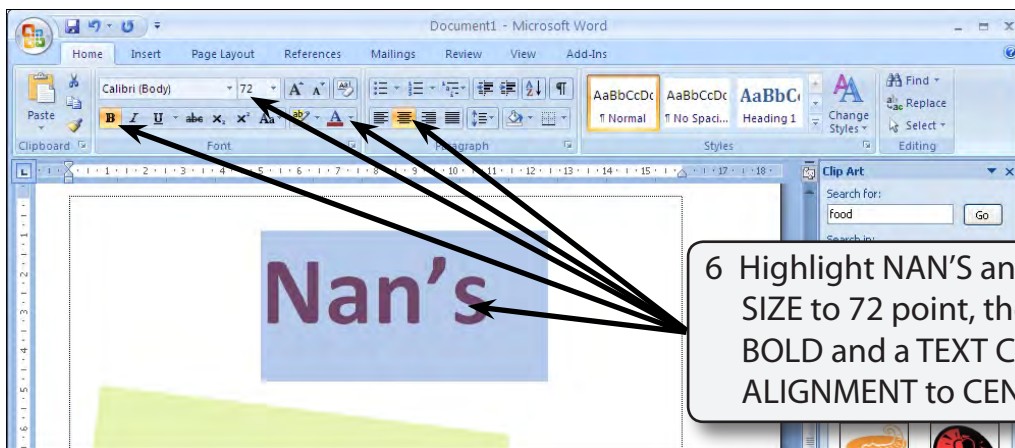
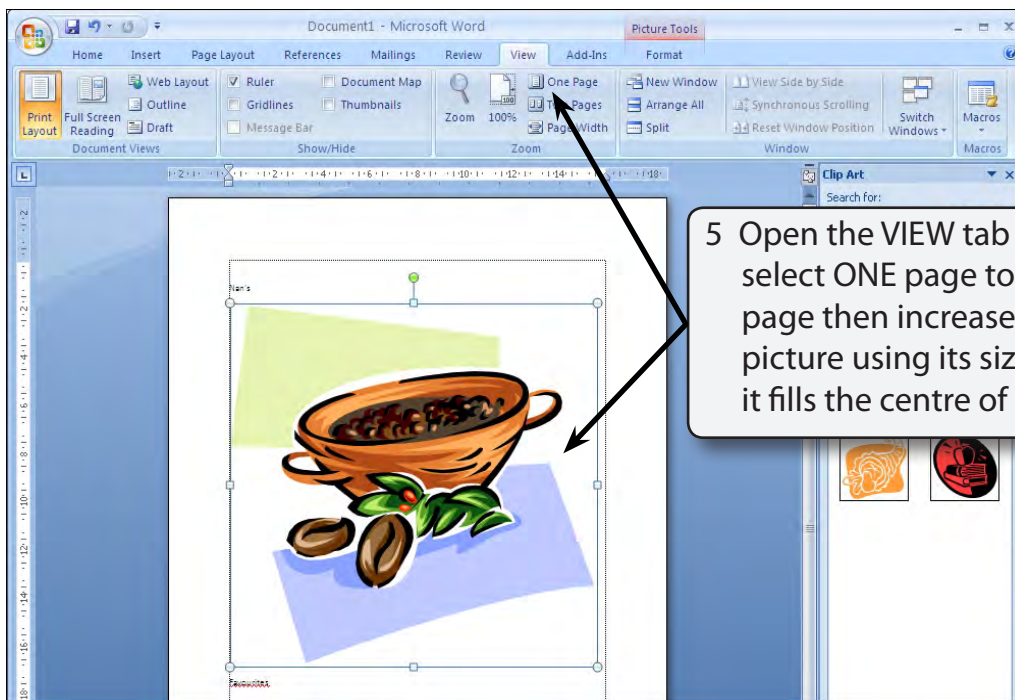
A clip art image will be placed between the two lines of text.



2 The CLIP ART pane is opened at the right of the screen.

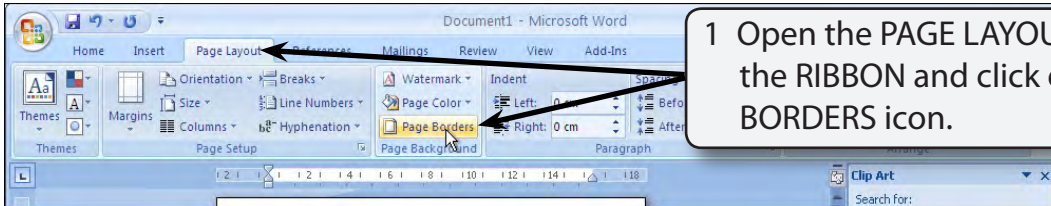


4 Move the pointer over a FOOD image, click on the arrow next to it and select INSERT to add the image.

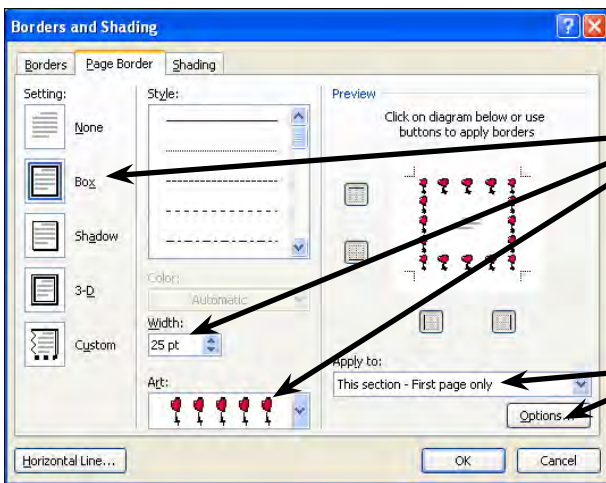


C Page Borders

You can add page borders to the whole document or to selected pages. Let's set the title page (first page) to have a page border.

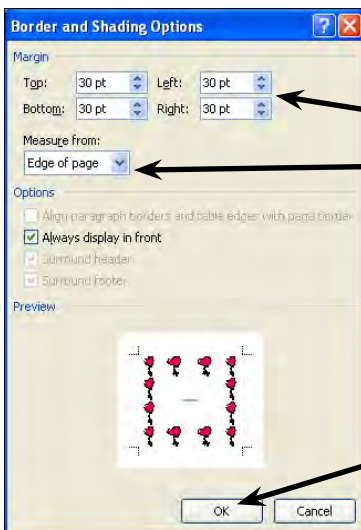


1 Open the PAGE LAYOUT tab of the RIBBON and click on the PAGE BORDERS icon.



2 In the PAGE BORDER tab, set the SETTING to BOX, select a simple pattern from the ART box and reduce its WIDTH.

3 Click on the APPLY TO box and set it to THIS SECTION-FIRST PAGE ONLY then click on the OPTIONS button.



4 Set the MEASURE FROM box to EDGE OF PAGE and the TOP, BOTTOM, LEFT and RIGHT boxes to 30 pt.

5 Select OK to return to the BORDERS AND SHADING dialogue box.

6 Select OK to return to the page and save the document in your STORAGE folder under the file name:

WP Exercise 14