

MS Word - Lesson 11: Format the page

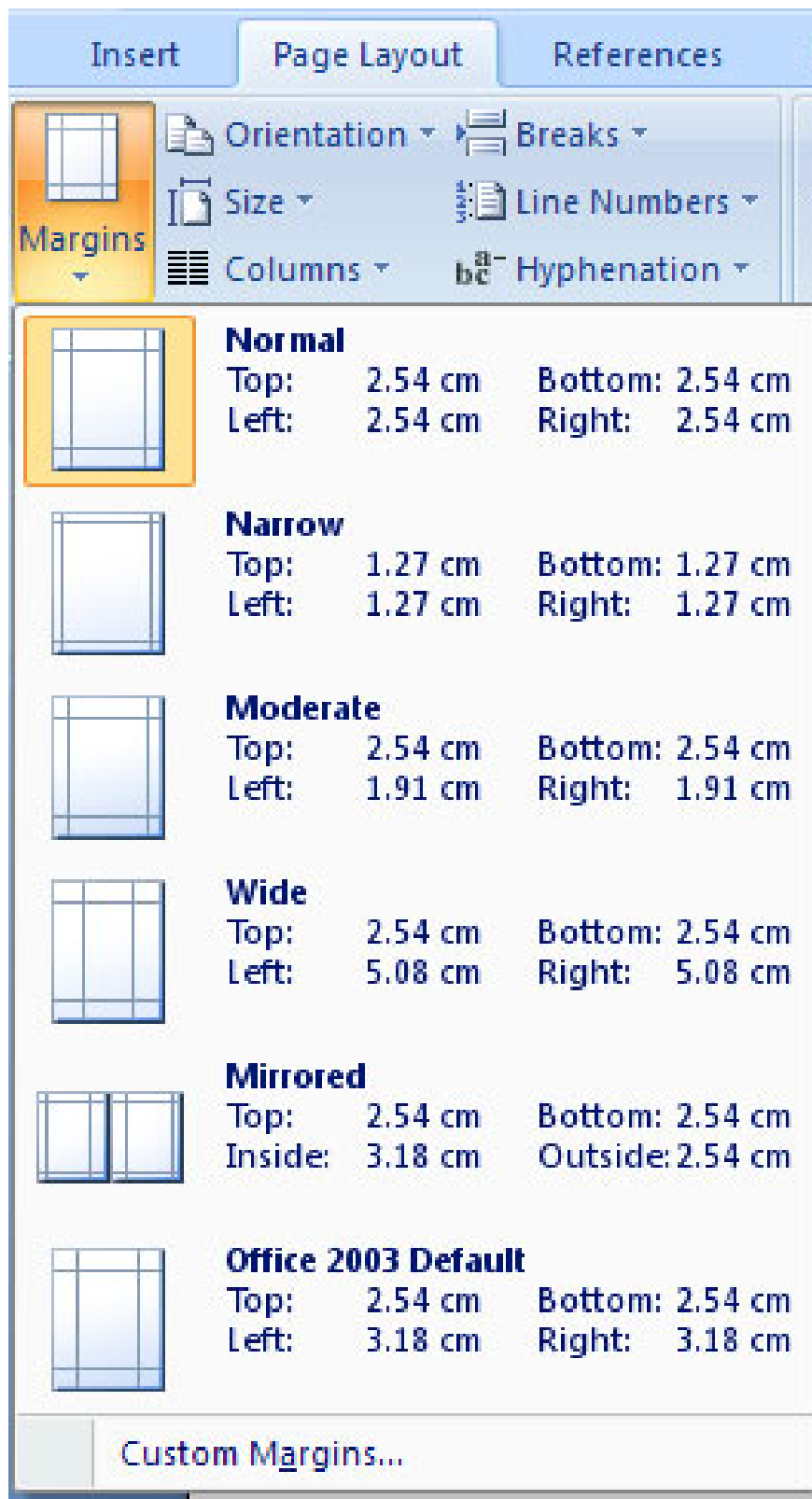
You can format the page for your document richer: page margin format, color, insert Header and Footer or create your own cover page.

TipsMake.com - You can format the page for your document more rich : page margin format, color, insert Header and Footer or create your own cover page. All will be presented in the following article:

Edit page margins and page orientation

Page margins can be edited through the following steps:

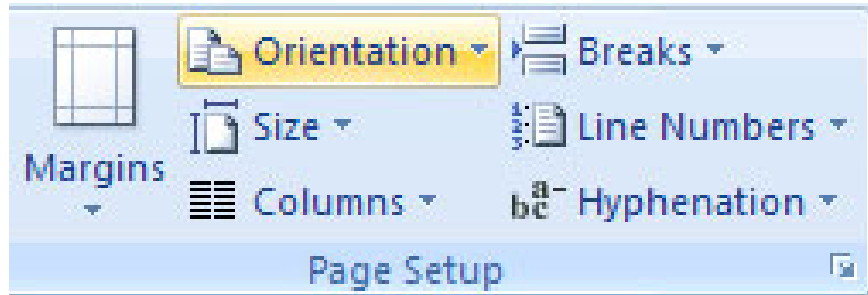
- Click the **Page Layout** tab on the **Ribbon** group
- On the **Page Setup** group, click **Margins**
- Click **Default Margin** , or
- Click **Custom Margins** and complete the dialog box.



To change the page's orientation, size or column:

- Click the Page Layout tab on the Ribbon group
- In the Page Setup group, click **Orientation** , **Size** or **Columns**

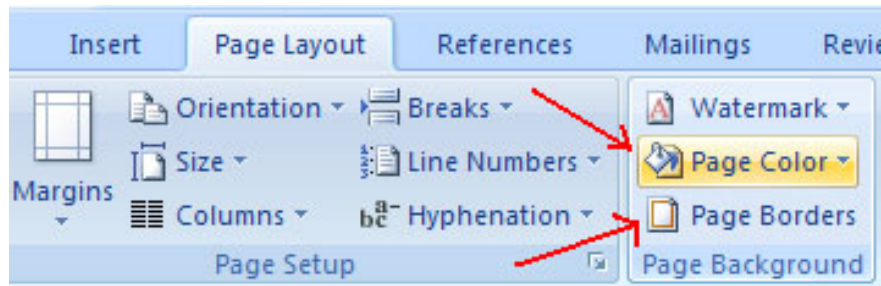
- Choose the appropriate model.



Apply page borders and colors

To apply page borders or colors:

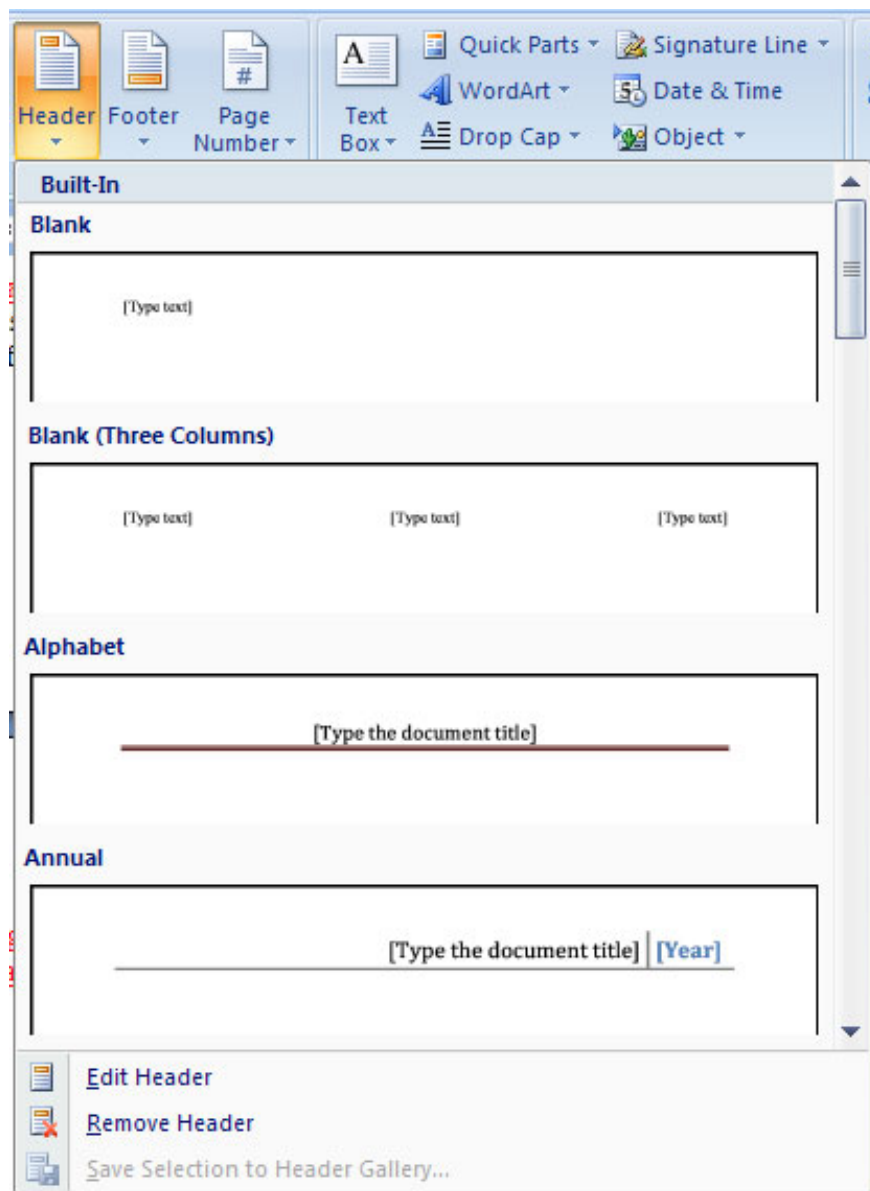
- Click the Page Layout tab on the Ribbon group.
- In the **Page Background** group, click **Page Colors** and select the color you want to apply to the page or **Page Borders** and select the appropriate border for the page.



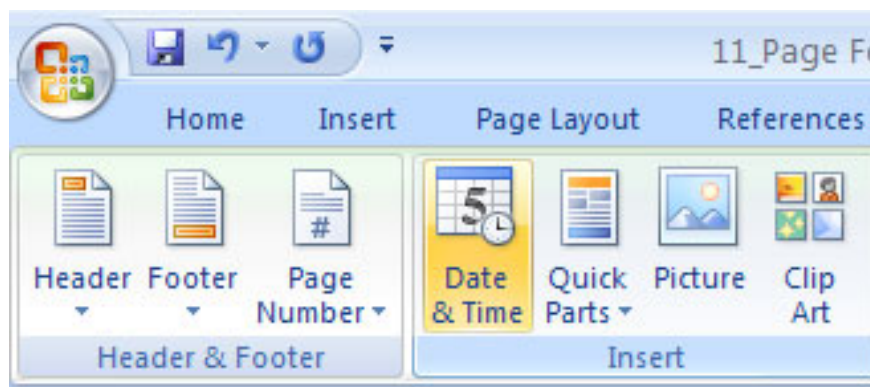
Insert Header and Footer (footer)

To insert Header and Footer such as page numbering, date, or title. If you want to insert information in the **Header** section (at the top of the page) or in the **Footer** section (at the bottom of the page):

- Click the **Insert** tab on the Ribbon.
- Click Header or Footer.
- Choose an arbitrary style



- The Header / Footer Design tab will display on the Ribbon group.
- Select the information you want in the header or footer (date, time, page number, .) or enter the information you want into the header or footer.



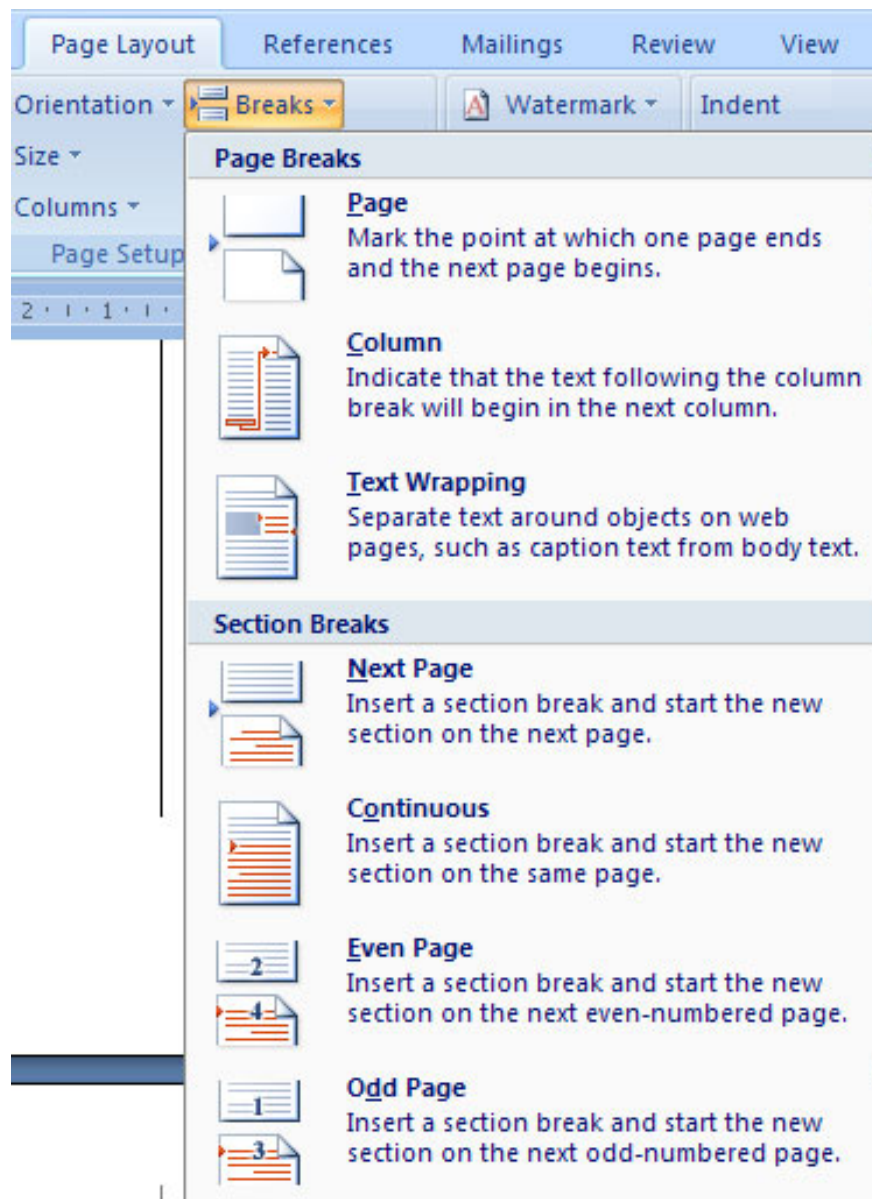
After you've inserted the Header and Footer, you can click the **Close Header and Footer** button on the **Close**

group. You will now see the document inserted with Header and Footer as desired.

Create a page break

To insert a page break:

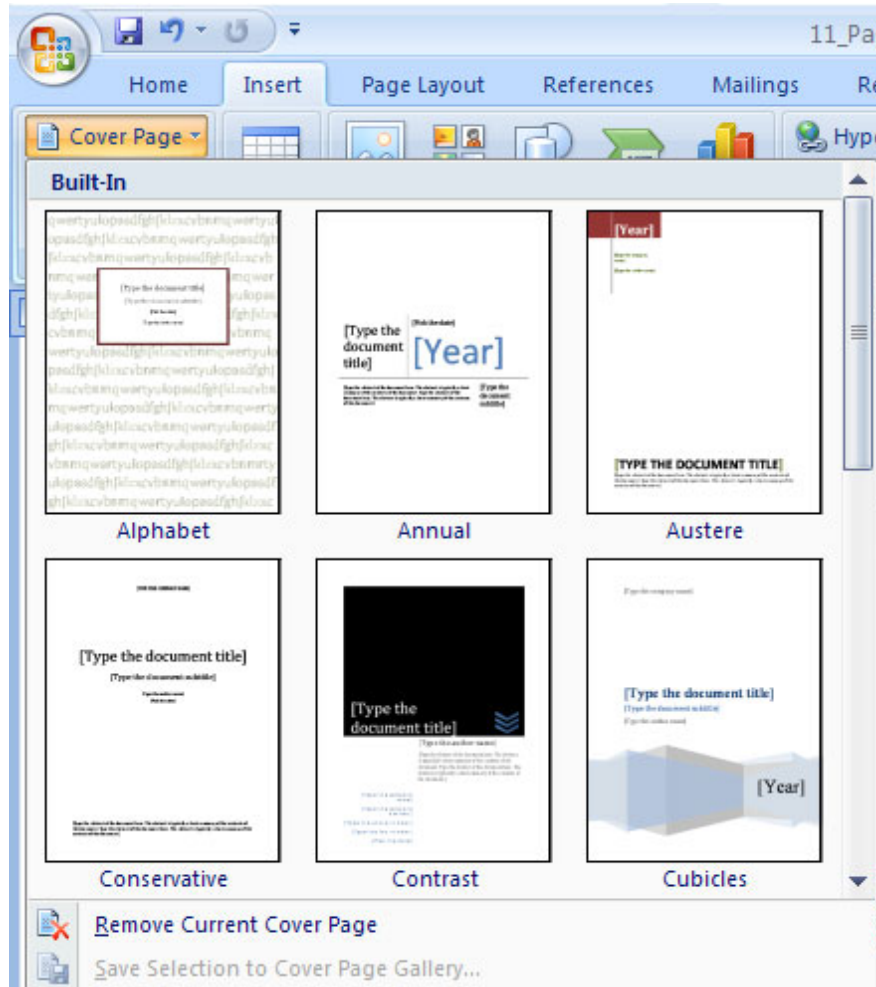
- Click the Page Layout tab on the Ribbon group
- In the **Page Setup** group, click the **Breaks** menu.
- Choose **Page Break** .



Insert a Cover Page

To insert a cover page:

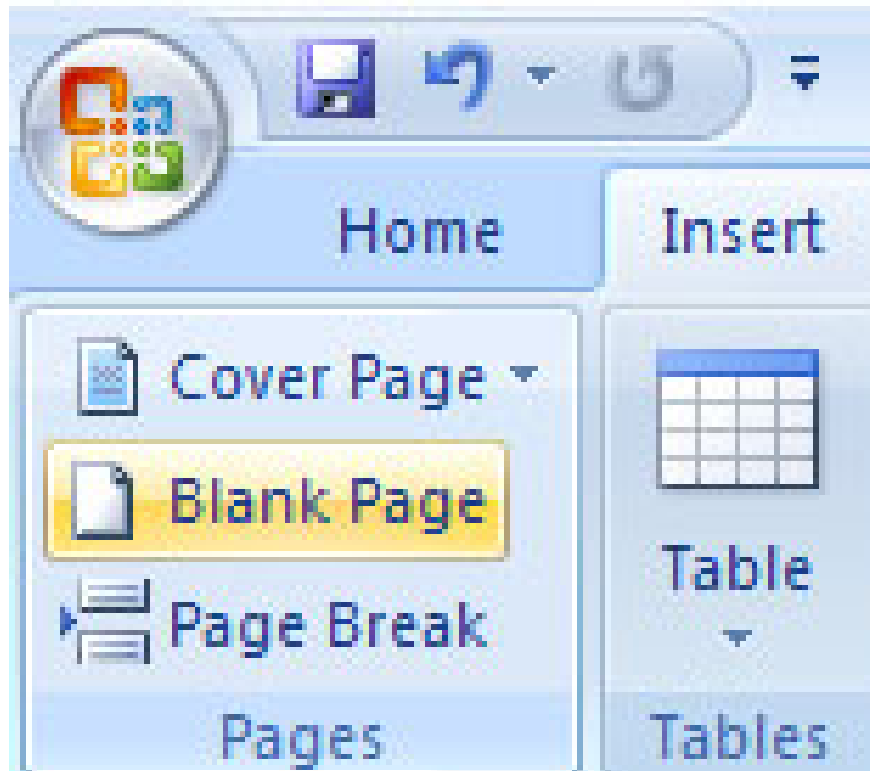
- Click the **Insert** tab on the Ribbon group
- Click the **Cover Page** button on the **Pages** group.
- Select a cover style.



Insert a blank page

To insert a blank page:

- Click the Insert tab on the Ribbon group.
- Click the **Blank Page** button on the **Page** group.



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