

MS Word - Lesson 11: Formatting Word Pages

Word page formatting is essentially the same as Word document formatting, but with more customization options for the document pages.

Formatting a Word page is basically the same as formatting a Word document, adjusting margins, alignment, and paper orientation to ensure optimal quality. In addition, page formatting offers many other options such as adding headers and footers, adding cover pages, etc. These settings will help make your Word page more unique and stand out from the rest of the document. This article will guide you through some tips and tricks for formatting Word pages.

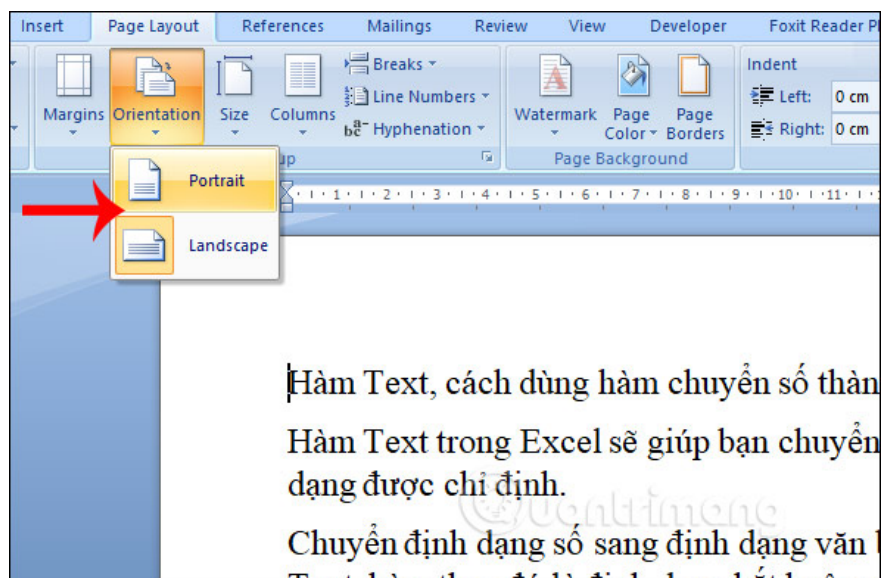
1. How to easily delete blank pages in Word
2. Decorate your text to resemble a newspaper page in Word.
3. How to automatically collapse text in Word
4. How to merge multiple Word files into a single file

1. Margins and page orientation in Word 2007

By default, Word documents are displayed in portrait A4 format, but the margins and page orientation must be manually adjusted to achieve the most optimal settings.

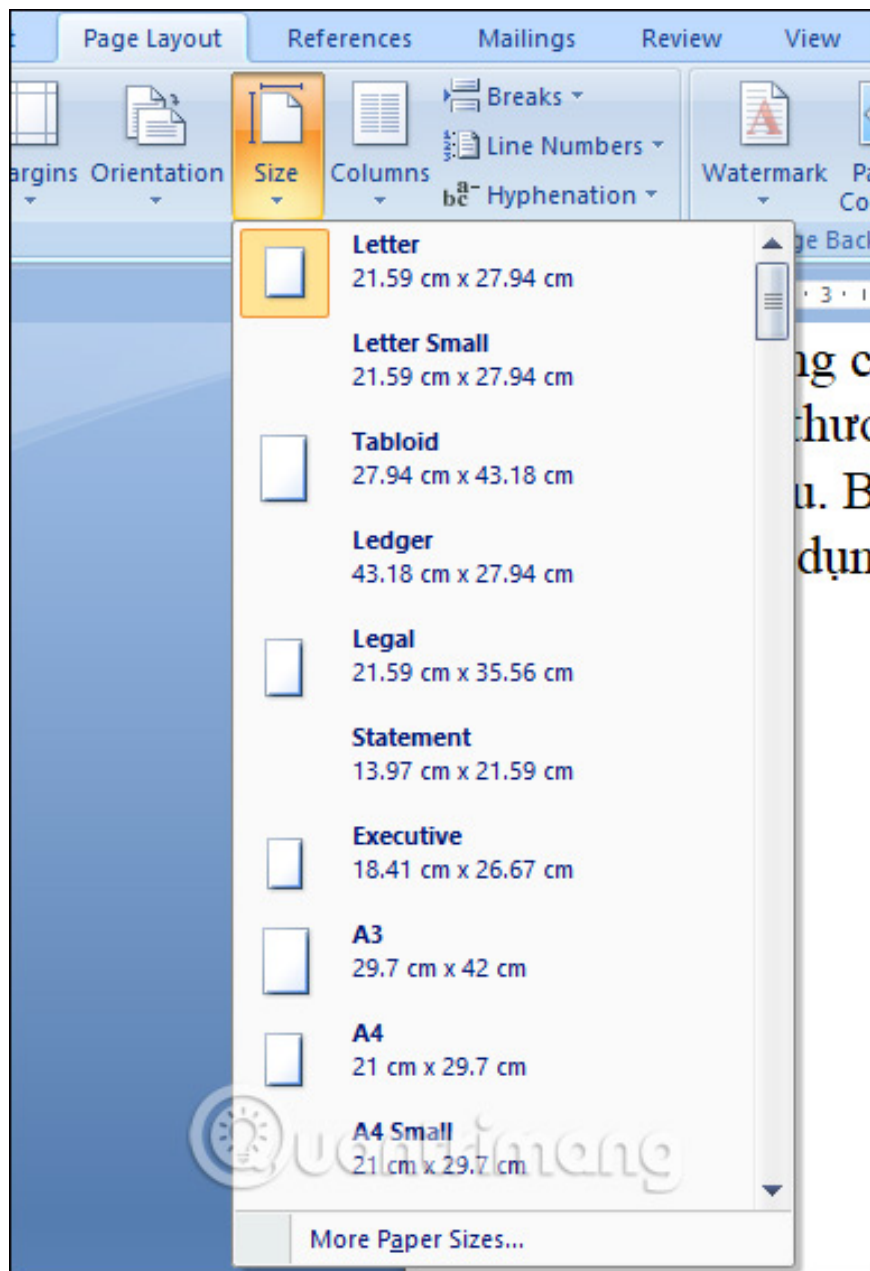
Step 1:

To change the page orientation, in **Page Layout**, look down to **the Page Setup group** and select Orientation. You will then see two orientation options: Portrait for horizontal pages and Landscape for vertical pages.

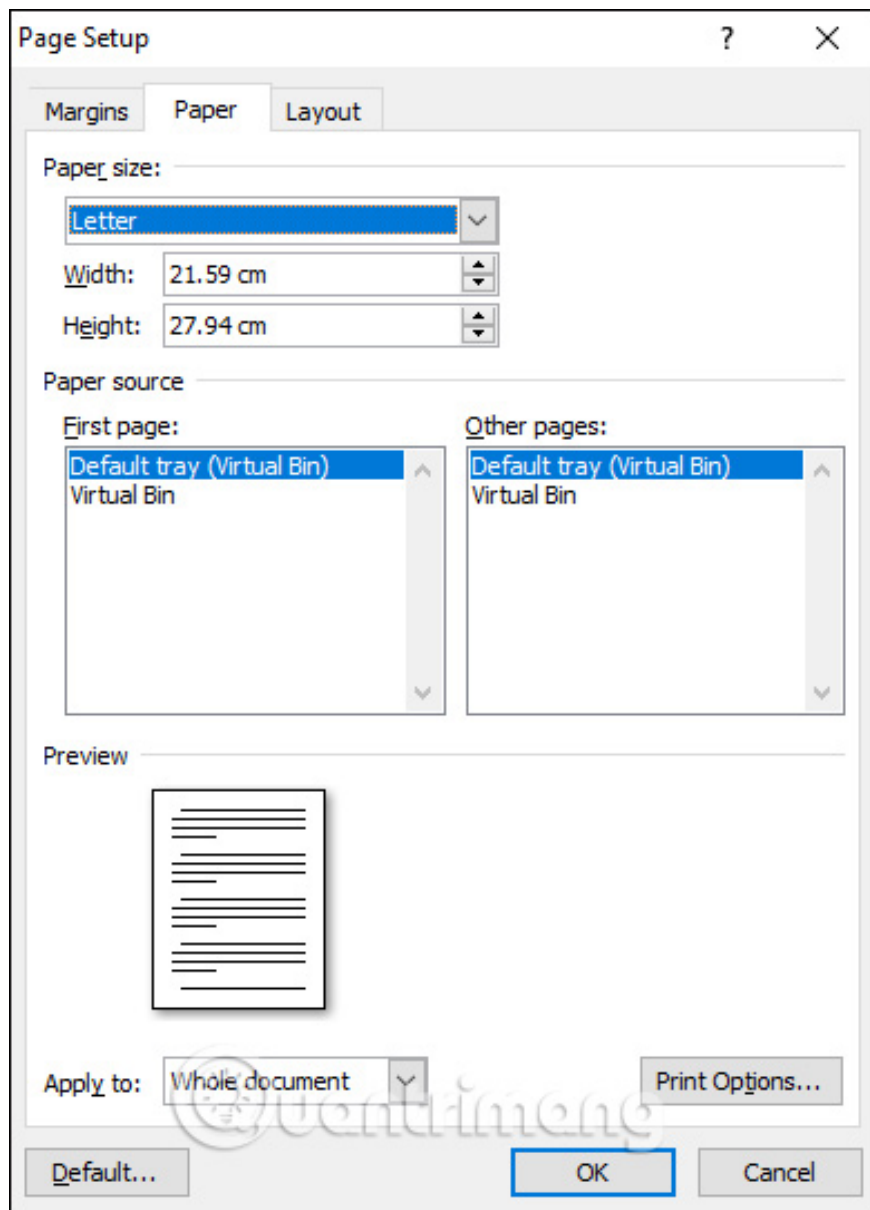


Step 2:

Word offers various paper types and sizes to suit different situations. Click on the **"Size"** option and select the document type you want to use. By default, Word always uses the Letter size.

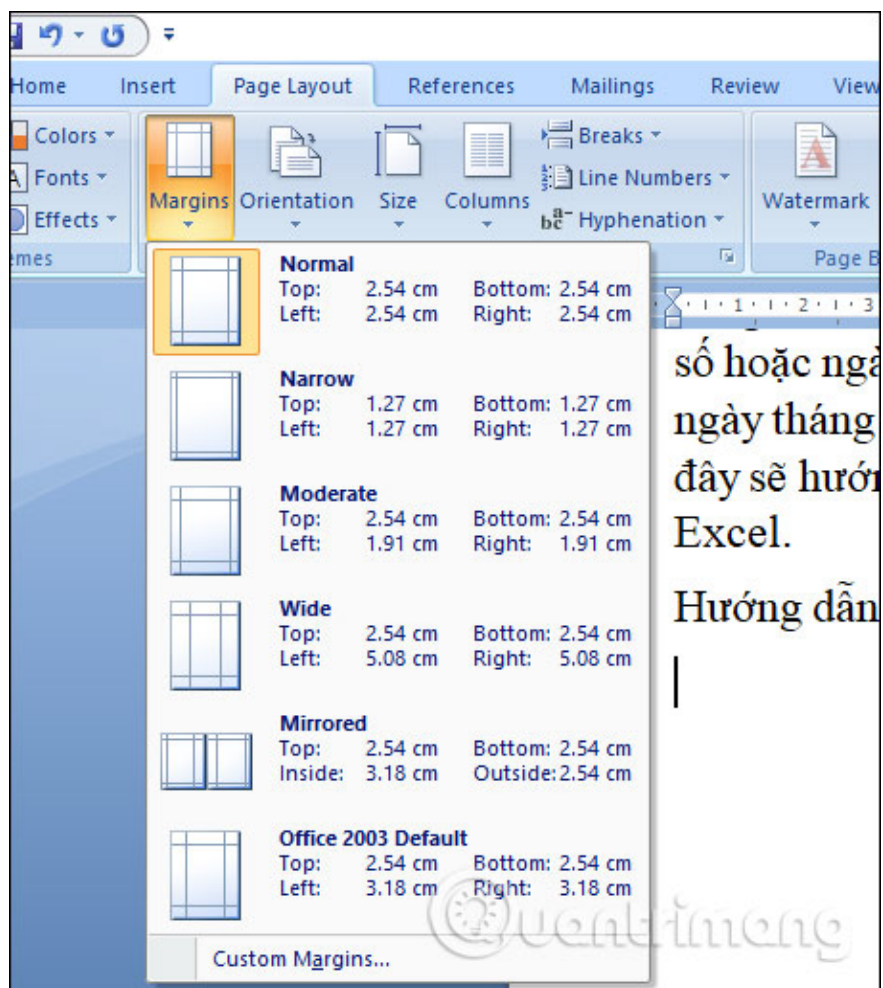


If you want to customize the paper size, select "**More Paper size**" at the bottom of the interface. This will display an interface for you to enter the desired size.

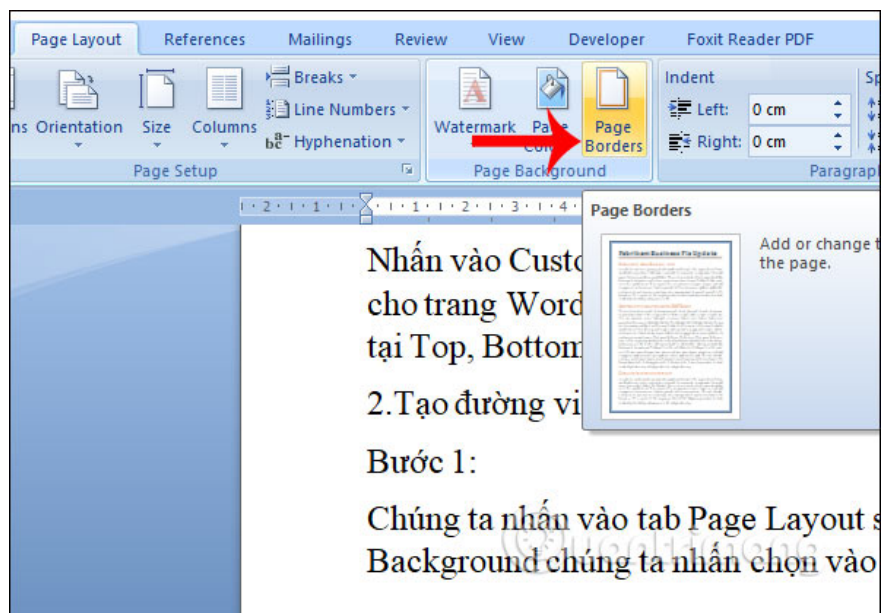


Step 3:

Next, the user clicks on **the Margins option** , which will display a menu to adjust the margins for the Word document.



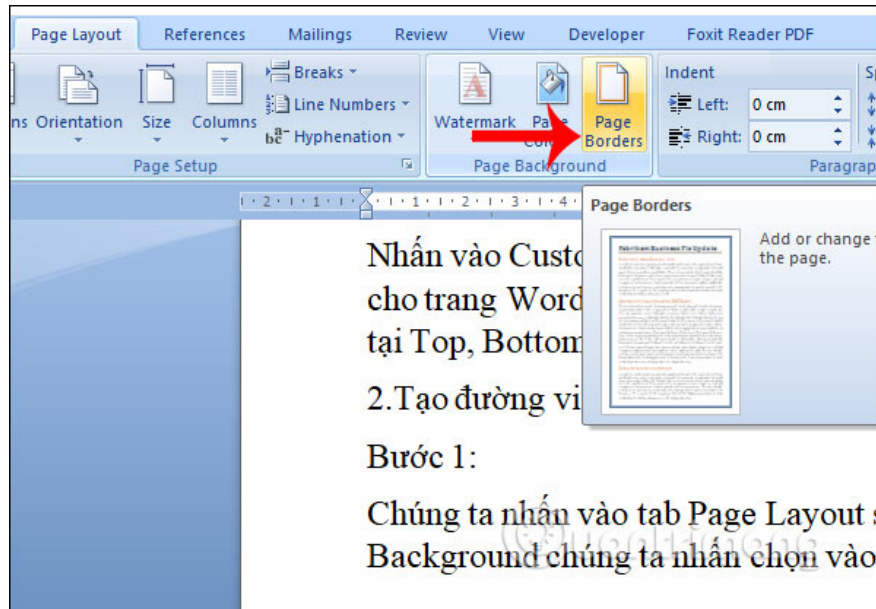
Click on **Custom Margins** to customize the margin size for your Word document. Here you need to pay attention to the sizes at the Top, Bottom, Left, and Right.



2. Create a border for a Word page.

Step 1:

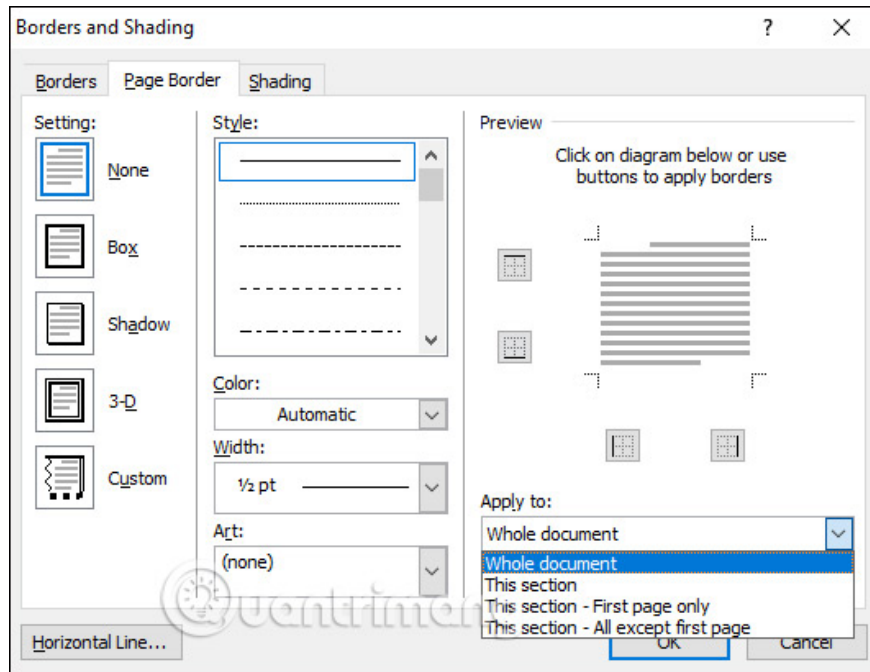
We click on the **Page Layout** tab , then in the **Page Background** group, we select **Page Borders** .



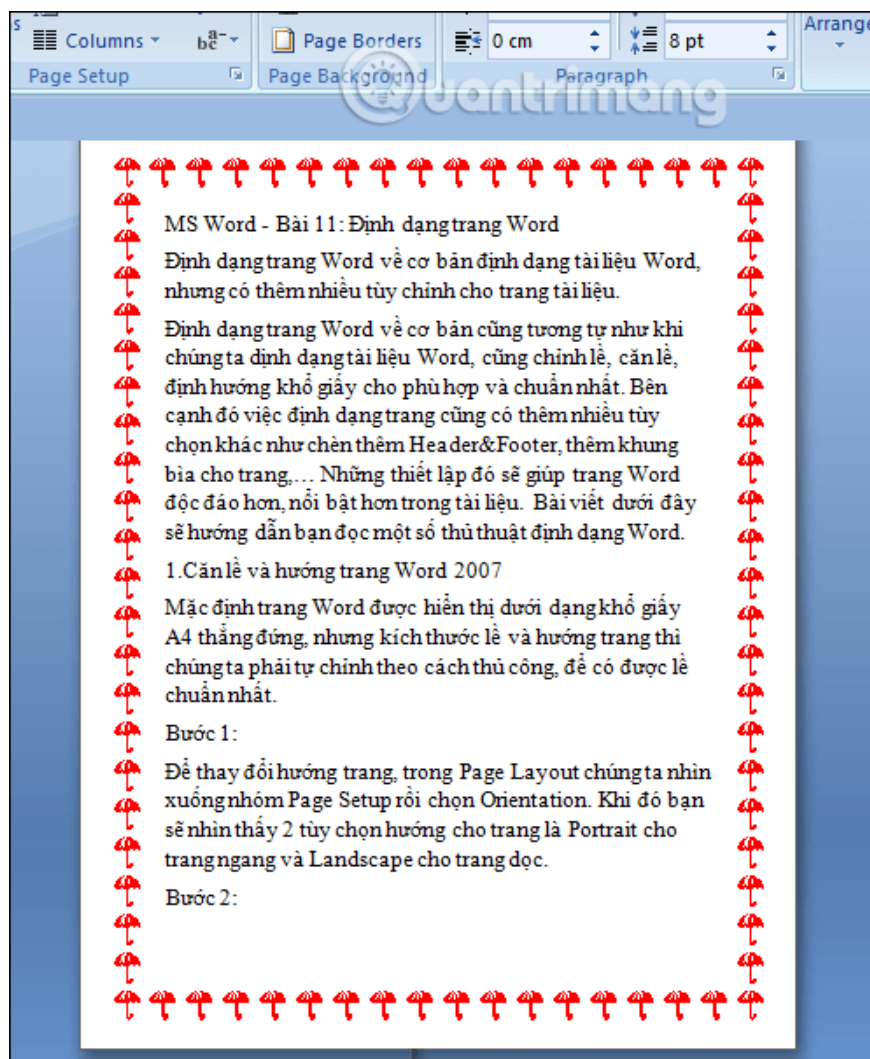
Step 2:

Switch to the new interface so we can adjust the borders for the Word document. There will be several items the user needs to edit.

1. Settings: Border type:
 1. None: No border.
 2. Box: Normal border style
 3. Shadow: A type of outline with a shadow effect.
 4. 3-D: 3D outline style.
 5. Custom: Custom border style.
2. Style: Outline style.
3. Color: Border color.
4. Width: Border width.
5. Art: Choose an artistic border style.
6. Apply to:
 1. Whole document: All the pages in the document file.
 2. This section: For the current page.
 3. This section - First page only: Applies only to the first page of the document.
 4. This Section – All except First page: Applies to all pages in the document except the first page.



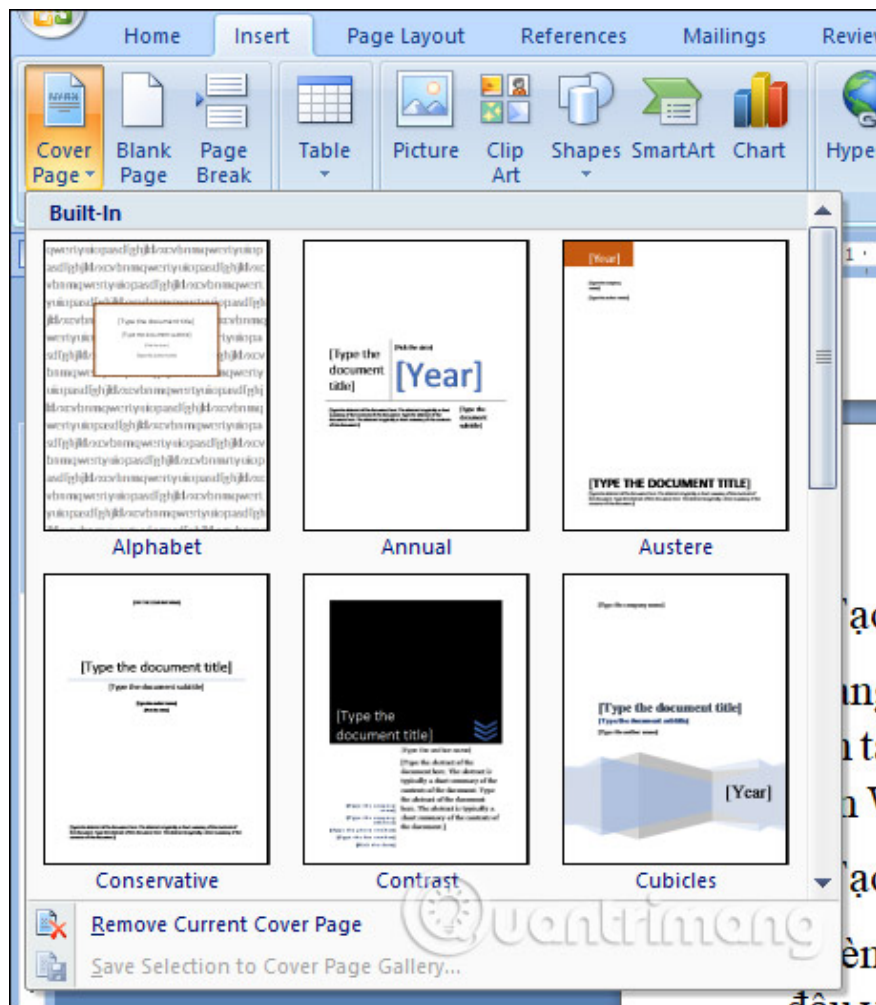
After clicking OK, the Word document will have a border as shown below.



3. Creating a cover page in Word 2007

Word cover pages are commonly used when creating reports, research papers, or theses. To create a cover page in Word, click the **Insert tab** and then **select Cover Page** . You will see several pre-designed cover page templates available. Simply choose one and fill in your information.

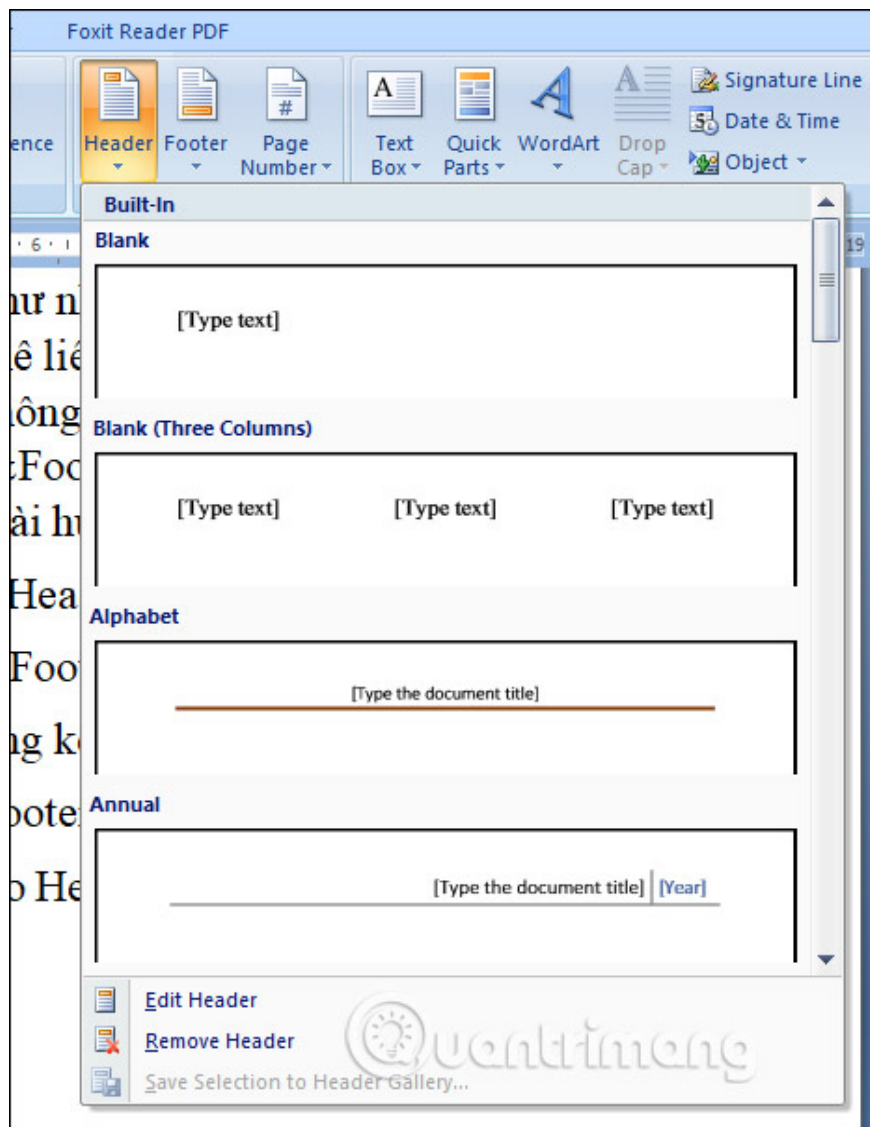
Besides using pre-made cover pages, we can create our own custom cover page. Refer to the article " How to create a custom cover page in Microsoft Word" .



4. Create a Header & Footer for your Word document.

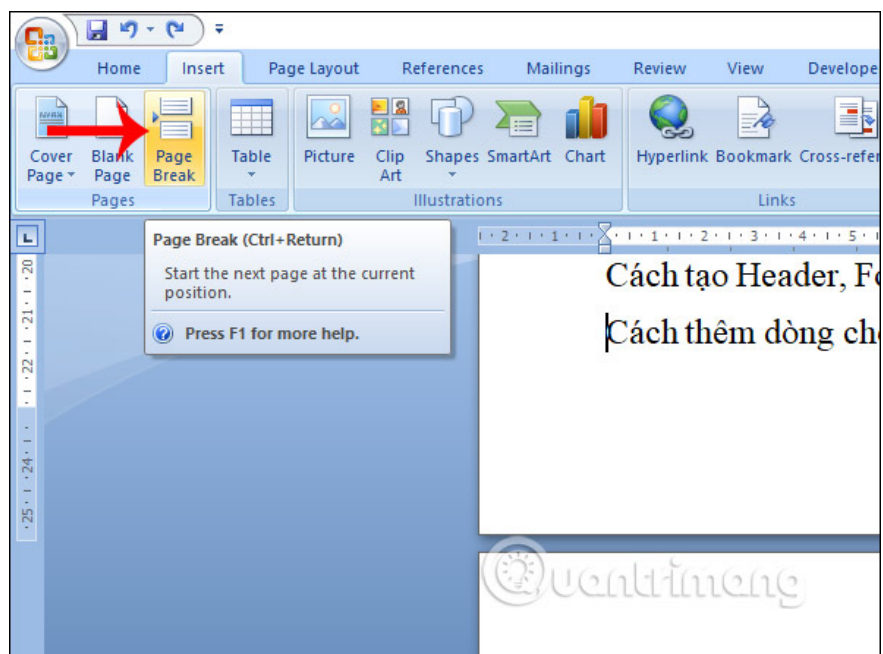
Adding a Header & Footer will add some information at the top and bottom of the page, such as the publisher, website name, etc. This allows readers to contact the document's owner through this information if they wish. Some tips for inserting Headers & Footers in Word 2007 can be found in the tutorials below.

1. How to insert images into the header and footer in Word
2. How to lock the header and footer in Word
3. How to create and delete horizontal lines in Word
4. How to create different headers and footers in Word
5. How to add lines to the header and footer in Word



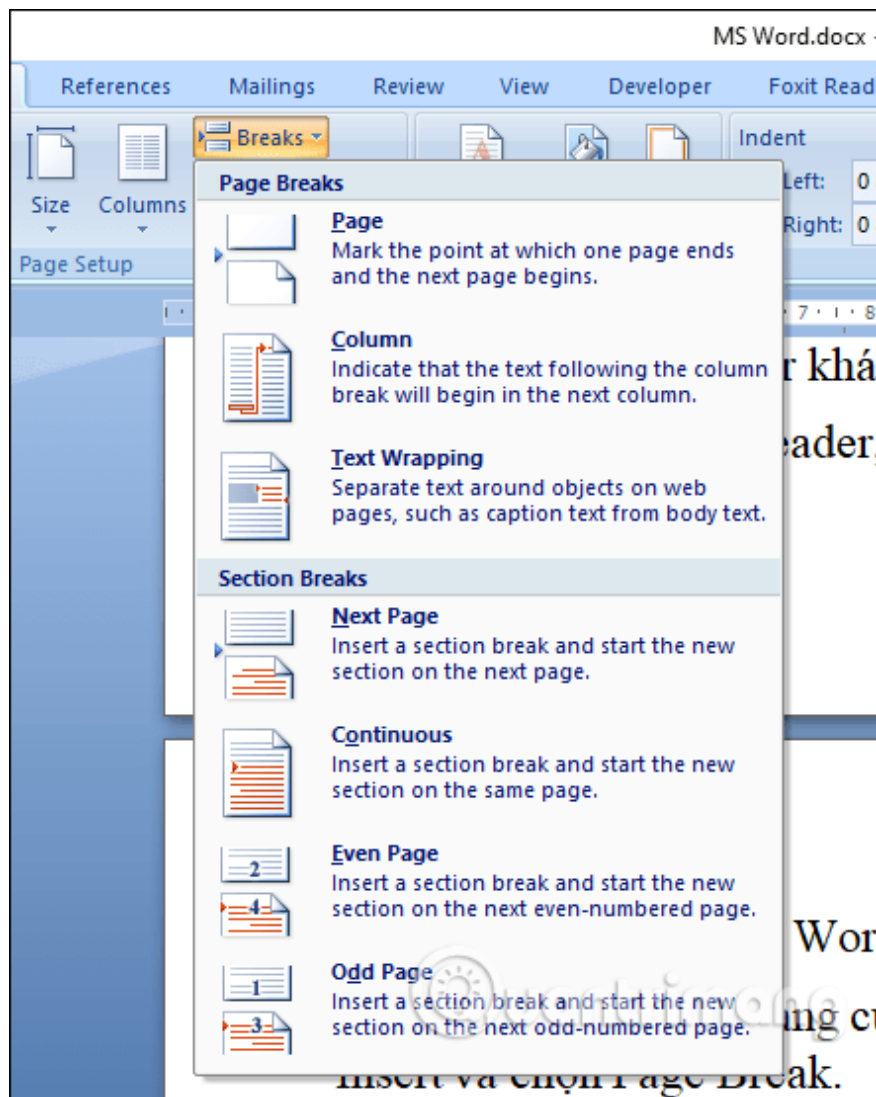
5. How to insert page breaks in Word 2007

We place the cursor on the last page where we want to insert a page break, then press **Insert** and select **Page Break**.



If you want to add more customization options for page breaks, click on Page Layout and select Breaks. This will display a list of page break options based on sections.

1. Next Page: Insert a section break and begin a new section on the next page of the document.
2. Continuous: Insert a section break and continue with the new section on the same page.
3. Even Page and Odd Page: Add section breaks and move text to the next odd or even page.



6. Create a new page in Word

Adding a completely blank page in Word is very simple, usually just pressing the Enter key. However, when working with Word documents, there are many different ways to add a new page, such as adding a page after the cursor position, adding a new page between two pages that already contain content, etc. To learn how to insert a new page in Word for each case, please refer to the article [How to add a new page in Word](#).

The above are all the steps to format a Word page. In general, the steps for adjusting margins and formatting a page are the same as when you adjust margins for the entire Word file.

Good luck with your project!

Next lesson: MS Word – Lesson 12: Creating Macros

You finished reading the article "[MS Word - Lesson 11: Formatting Word Pages](#)" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.