

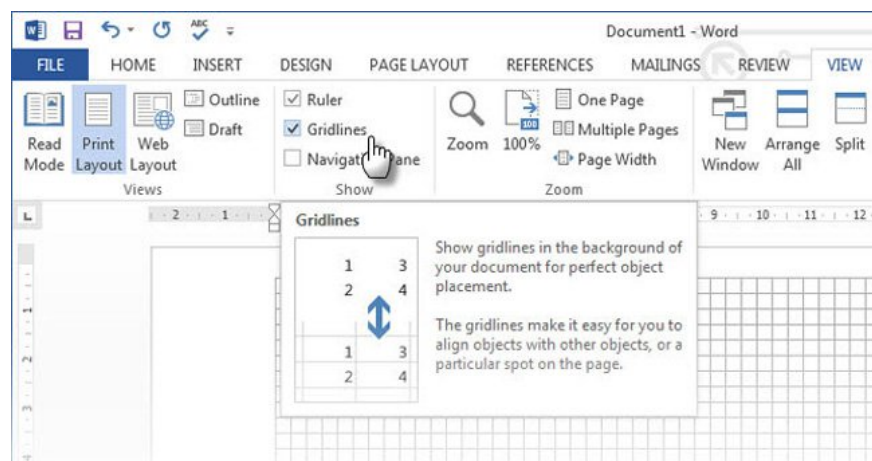
Squeeze squares in Word and print Word cups

TipsMake.com will guide you how to create square cups in Word, apply to Word from 2003, 2007, 2010, 2013, 2016 and also how to print cells in Word.

Network administration - You can turn the white paper in Word into grid paper but can't print it in the usual way. That's a quite serious barrier. However, retouching in Word is very useful when you need to get the alignment of images, objects or text.

Today TipsMake.com will guide you how to create square cups in Word, apply to Word from 2003, 2007, 2010, 2013, Word 2016 and also how to print cells in Word, of course it will be a little more difficult. with regular Word printing.

Reticle in Word 2013, 2016



To plot cells in Word 2013, 2016, on the Ribbon, select View, check the Gridlines option to view in grid mode.

How to create cells in Word 2007, 2010

Quản trị mạng - Bạn có thể biến tờ giấy trắng trong Word thành giấy kẻ ô vuông nhưng lại không thể in chúng. Đó là một hạn chế khá lớn. Tuy nhiên, việc kẻ ô trong Word sẽ rất hữu ích khi bạn cần lấy mốc căn chỉnh hình ảnh, đối tượng hoặc văn bản.]

Để hiển thị đường kẻ ô trong Word 2007/2010, bạn làm như sau:

- Click thẻ *Page Layout*.
- Click **Align** (thuộc nhóm *Arrange*).
- Đánh dấu **View Gridlines**.

Để tắt tính năng hiển thị đường kẻ ô, bỏ dấu **View Gridlines**.

Nếu muốn tùy biến các đường kẻ ô, từ menu xổ xuống **Align** bạn chọn mục **Grid Settings**. Các tùy chọn này cho phép bạn thay đổi khoảng cách giữa các đường kẻ, cách hiển thị đối tượng, thậm chí cho phép kẻ ô tràn ra hết lề giấy. Để Word mở rộng đường kẻ ô ra hết lề giấy, vẫn trong **Grid Settings**, bạn tìm đến phần **Grid Options** và bỏ dấu **Use Margins**.

To display the grid line in Word 2007/2010, do the following:

- Click the *Page Layout* tab.
- Click **Align** (*Arrange* group).
- Check **View Gridlines** .

To turn off the display of grid lines, uncheck **View Gridlines** .

If you want to customize the grid lines, from the **Align** drop-down menu, select the **Grid Settings** item. These options allow you to change the distance between the lines, how the object is displayed, and even allow the cell to spill out the edge of the paper. In order for Word to expand the grid line to the end of the paper margins, still in **Grid Settings** , navigate to the *Grid Options* section and uncheck the **Use Margins** mark.

Nếu muốn tùy biến các đường kẻ ô, từ menu xổ xuống **Align** bạn chọn mục **Grid Settings**. Các tùy chọn này cho phép bạn thay đổi khoảng cách giữa các đường kẻ, cách hiển thị đối tượng, thậm chí cho phép kẻ ô tràn ra hết lề giấy. Để Word mở rộng đường kẻ ô ra hết lề giấy, vẫn trong **Grid Settings**, bạn tìm đến phần **Grid Options** và bỏ dấu **Use Margins**.

Để hiển thị đường kẻ ô trong Word 2003, bạn làm như sau:

- Trên thanh công cụ *Drawing*, click **Draw**.
- Click **Grid**.
- Đánh dấu **Display Gridlines**.

Create square cups in Word 2003

To display the grid line in Word 2003, do the following:

- On the *Drawing* toolbar, click **Draw** .
- Click **Grid** .

- Mark **Display Gridlines** .

How to print cells in Word

To print the plotter in Word, follow these instructions:

1. Word has View in Gridlines mode
2. Select **One Page** in **View** , and you should now see the entire Word document. Press **Alt** and **Print Screen** keys on the keyboard at the same time to copy the Word document on the screen.
3. Open **Paint** and **Ctrl + V** to paste the image taken with the Word document with the line. Click **Select** on the menu strip, drag to create a rectangle to select the part you want to print and press **Crop** .
 1. If the text on the document is too small, fuzzy after doing it, select **Full Screen** view , **100% Zoom** , click **Print Screen, Esc** , then **Ctrl + V** paste the image into **Paint** . This only captures part of the document. Then, drag Word's scroll bar down, repeat the steps just to take a picture of the missing part. In Paint, click the tiny square at the bottom edge of the previously pasted image to create more space, **Ctrl + V** to paste the captured image into it. Use **Select to** draw a rectangle around the image you just pasted, drag the mouse up to match the image above, so that it looks like a Word page. Now **Select** again, select the entire Word page you want to print, then **Crop**.
4. After you have pasted the image and got a complete Word page in Paint, just press Print (**Ctrl + P**) to print as usual.

It will be quite laborious if the document you need to print has many pages. But because MS Word does not support the print feature, there is only one way to do it manually.

You may want to see:

1. Summary of common shortcuts in Microsoft Word
2. Create a quick dot (...) line in Microsoft Word

You finished reading the article "**Squeeze squares in Word and print Word cups**" 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.