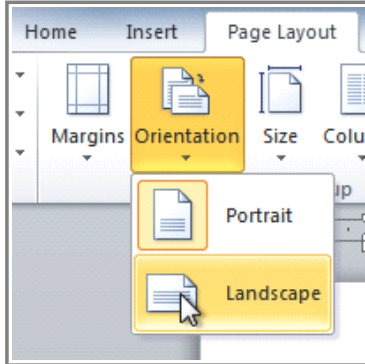**Word 2010**
Modifying Page Layout

Introduction

You may find that the **default page layout settings** in Word are not sufficient for the document you wish to create, in which case you will want to modify those settings. For example, if you are printing on a different paper size, you'll want to change the document page size to match the paper. In addition, you may want to change the **page formatting** depending on the type of document you are creating.

In this lesson, you will learn how to change the **page orientation**, **paper size**, and **page margins**.
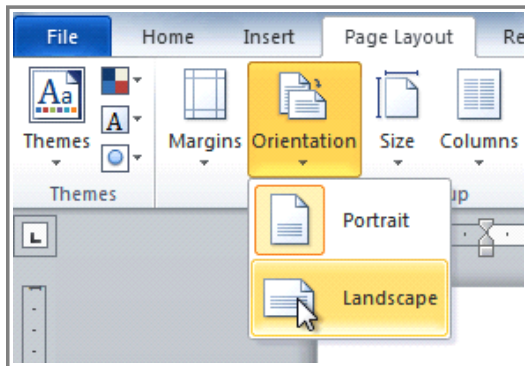
Page Layout and Formatting

Check out the video to see some of the options for changing your page layout and formatting.
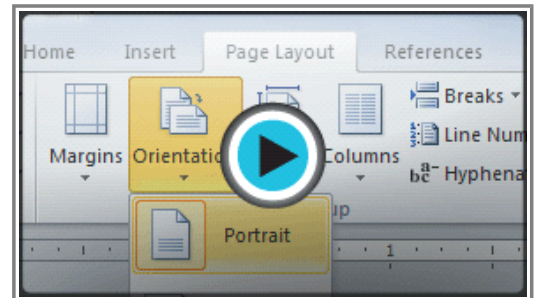
Watch the video (1:54). Need help?

To Change Page Orientation:

1. Select the **Page Layout** tab.
2. Click the **Orientation** command in the Page Setup group.

Changing the page orientation

3. Click either **Portrait** or **Landscape** to change the page orientation.

Landscape format means that the page is oriented **horizontally**, and **portrait** format is oriented **vertically**.

To Change the Page Size:

1. Select the **Page Layout** tab.
2. Click the **Size** command and a drop-down menu will appear. The current page size is highlighted.
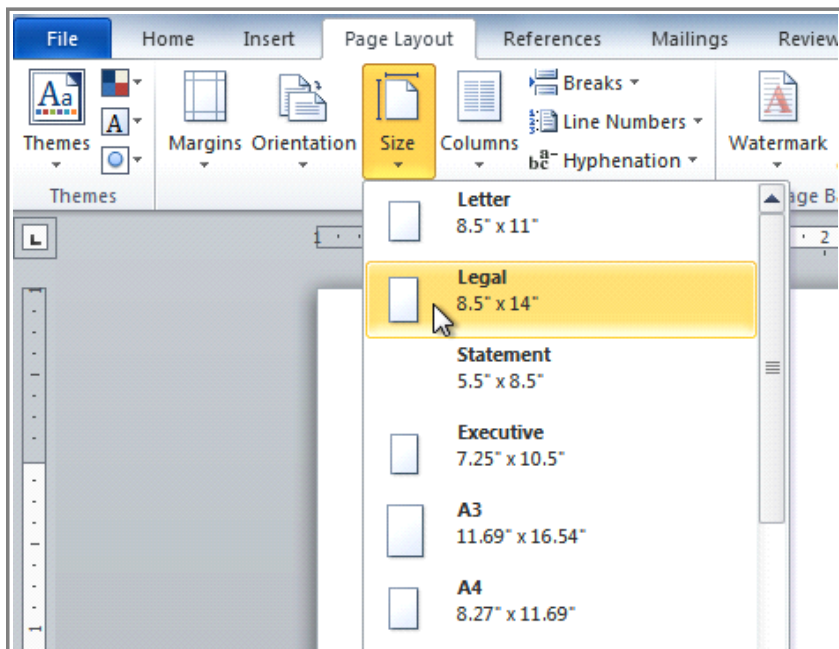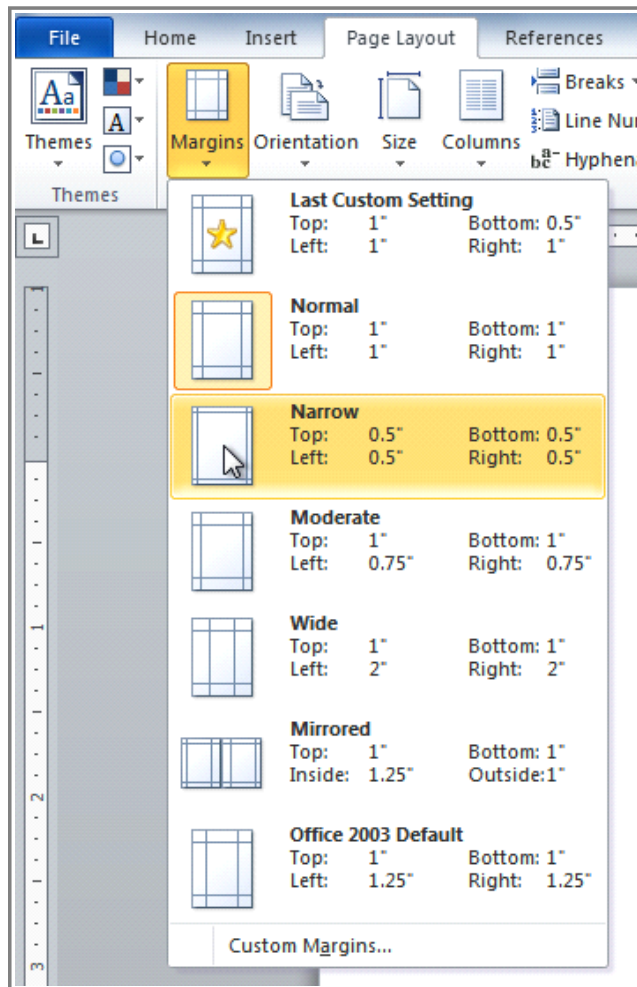

Changing the page size

3. Click the **size option** you desire. The page size of the document changes.

To Format Page Margins:

1. Select the **Page Layout** tab.
2. Click the **Margins** command. A menu of options appears. **Normal** is selected by default.
3. Click the **predefined margin size** you desire.

Changing the page margins

To Use Custom Margins:

1. From the **Page Layout** tab, click **Margins**.
2. Select **Custom Margins**. This will take you to the **Page Setup** dialog box.
3. Adjust the **margin sizes** for each side of the page and click **OK**.
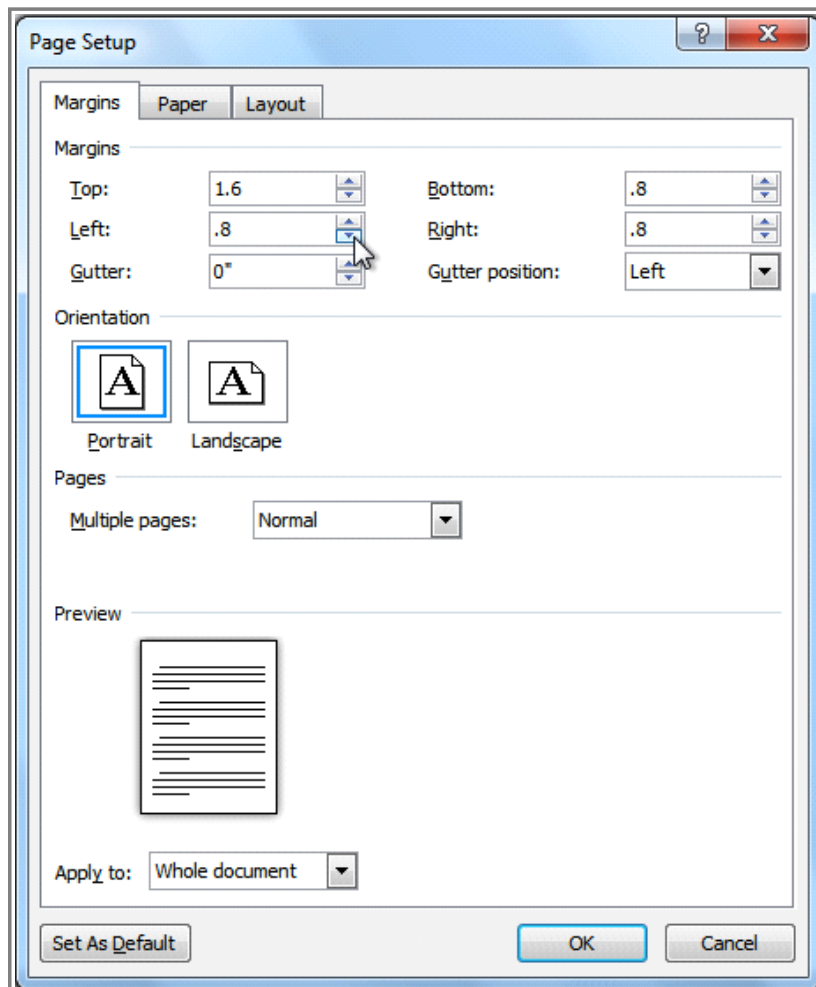
The Page Setup dialog box

The Page Setup Dialog Box

Previously, we showed how to open the **Page Setup** dialog box from the **Margins** drop-down menu. As you become more familiar with Word, you may find that you want to use the Page Setup dialog box **more often** to fine-tune the page margins and adjust other settings. To get there more quickly, you may want to use a **shortcut** that's conveniently located on the **Page Layout** tab.

To Open the Page Setup Dialog Box:

1. Click the **Page Layout** tab.
2. Click the small arrow in the bottom-right corner of the **Page Setup** group. The **Page Setup** dialog box will appear.
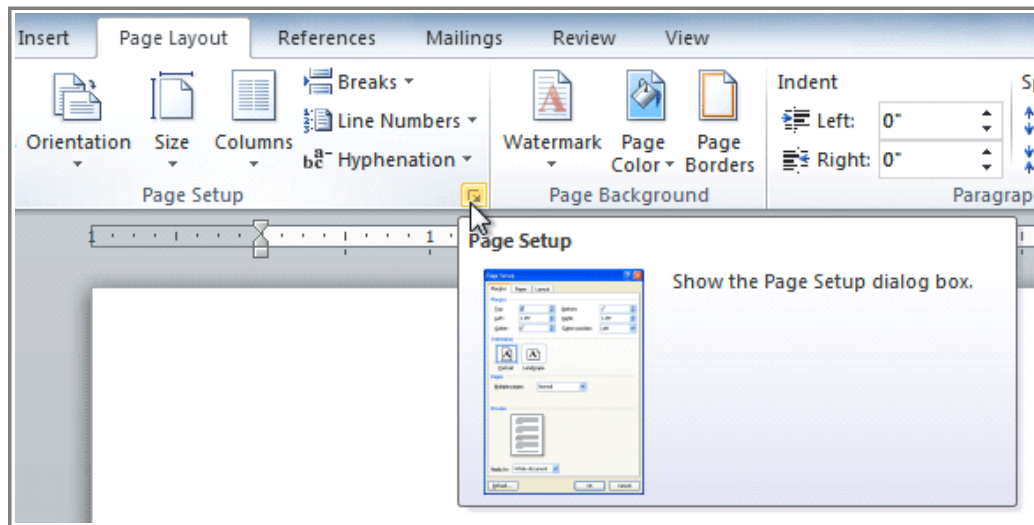
Opening the Page Setup dialog box

Challenge!

1. Open an **existing Word document**. If you want, you can use this <u>example</u>.
2. Change the **page orientation**.
3. Change the **paper size**.
4. Change the margins to **Narrow**.
5. Adjust the margins using **Custom Margins**.