

Page Layout Tab

The Page Layout Tab has 3 groups namely

1. Page Setup
2. Paragraph
3. Arrange

Page setup groups consist of

Margins: Set margins of the document or section. The default size of the page margins for Microsoft Word document is 1 inch. On clicking Margins button , a dropdown papers that gives a set of standard options to choose from. But by clicking “Custom Margins,”

Orientation: Set paper orientation of your choice as portrait or Landscape.

Paper Size: sets paper size. like A4 ,Letters etc..

Columns: change the selected text to column text.

Breaks: To insert page breaks or section break or column break

- ✓ **Page Break:** To insert a page break at the cursor location. So from cursor location remaining content of the page is moved to next page.
- ✓ **Column Breaks:** Insert a column break. While using columns, inserting a column break forces the text to begin in the next section
- ✓ **Section breaks:** Section breaks are useful to segregate a large document into chapters that in turn allow you to format page, header and footers’ etc..
 - **Next Page:** Section begins in the next page.
 - **Continuous:** sometimes useful when you want to apply column style text within a page
 - **Odd Page:** To start next section on the next odd numbered page.
 - **Even Page:** To start next section on the next even numbered page.

Line Numbers: Insert line numbers

None

Continuous

Restart each page

Restart each section

To remove the line numbers for current paragraph

Line numbering option

Hyphenation: Sets option for Hyphenated words in your document

Paragraph Group consists of

Indents: left indent is the space between left margins and beginning of the line. Right indent is the space between right margin and ending of the line

Left: increases or decrease the left indent for the selected paragraph

Right: increases or decrease the Right indent for the selected paragraph

Spacing: Allows you to specify the Spacing before or after the selected paragraph

Arrange Group consists of

Position: you can set the location for the object in the page

Bring forward: Using this selected object can be brought to front of all other objects inserted in the document

Send Backward: Using this selected object can be brought to back of all other objects inserted in the document

Wrap Text: Changes the way that the texts wrap around the object

Selection Pane: List of all objects displayed in this pane

Align: aligns the edges of single or multiple selected objects as chosen

Group: Groups all the selected objects together and so all the objects can be treated as single

Rotate: Selected objects can be rotated or flipped