

AL-MUSTAQBAL UNIVERSITY
COLLEGE OF PHARMACY



Computer Sciences IV S2

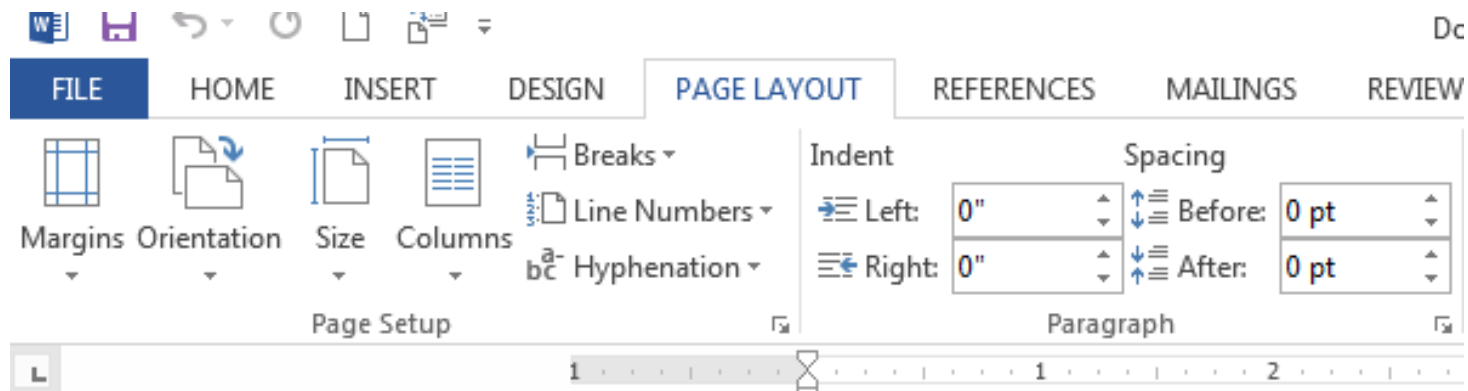
Lecture 3

Managing Text Flow

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Page Layout Tab

- This tab contains groups of commands that produce a formatted document's layout for the entire document or sections of the document.

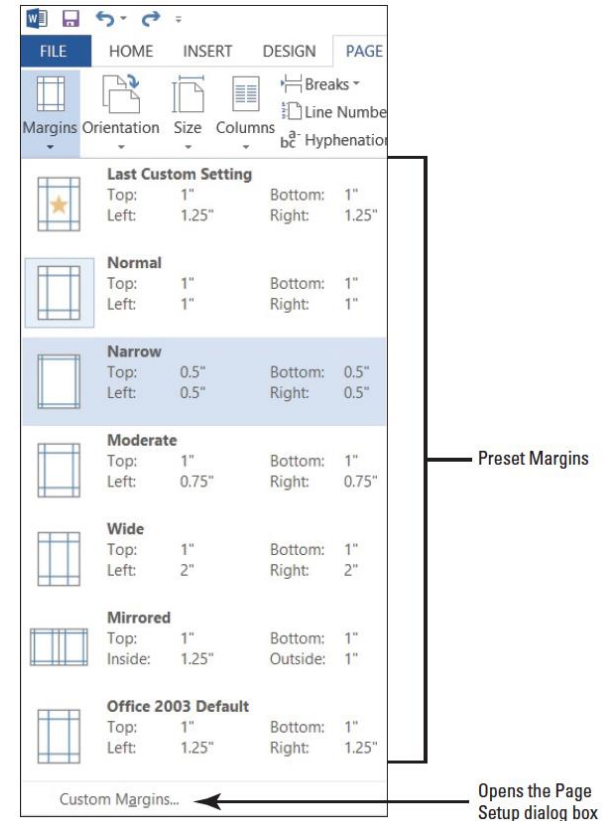


Setting Page Layout

- The layout of a page helps communicate your message.
- Although the content of your document is important, having correct margins, page orientation and paper size all help the document's readability and appearance.

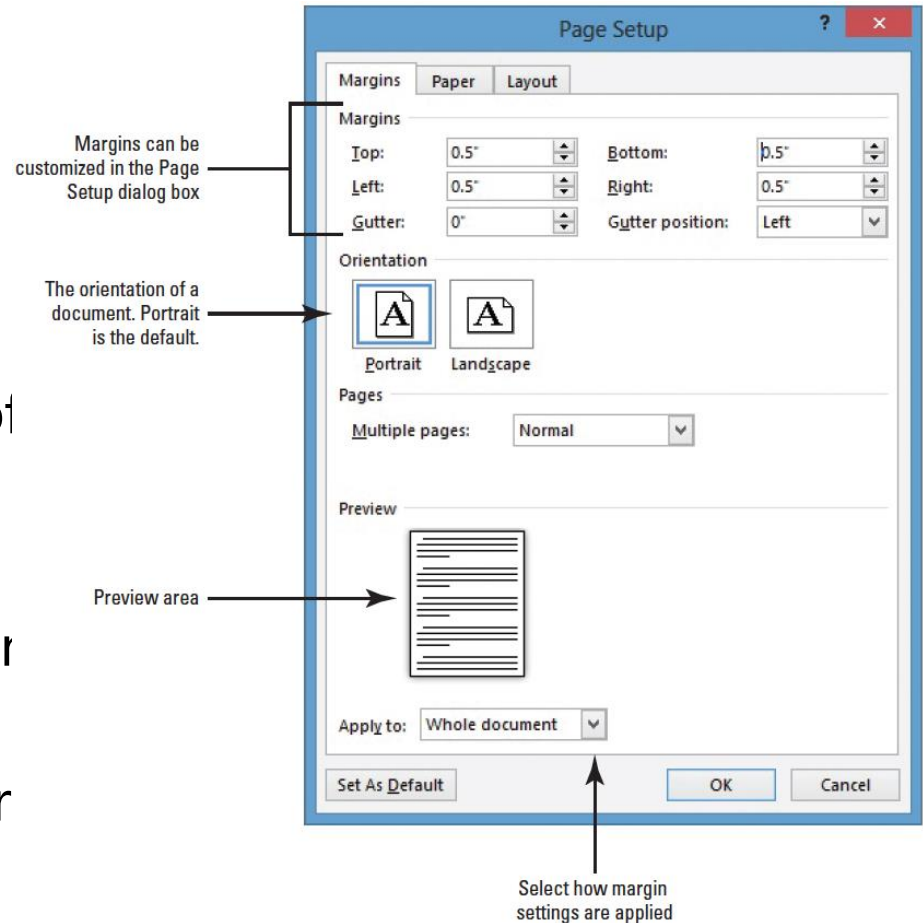
Margins

- White space that borders the top, bottom, and sides of a document.
- By default, 1" is the margins in Word.
- You can select preset margins or set Custom margins.



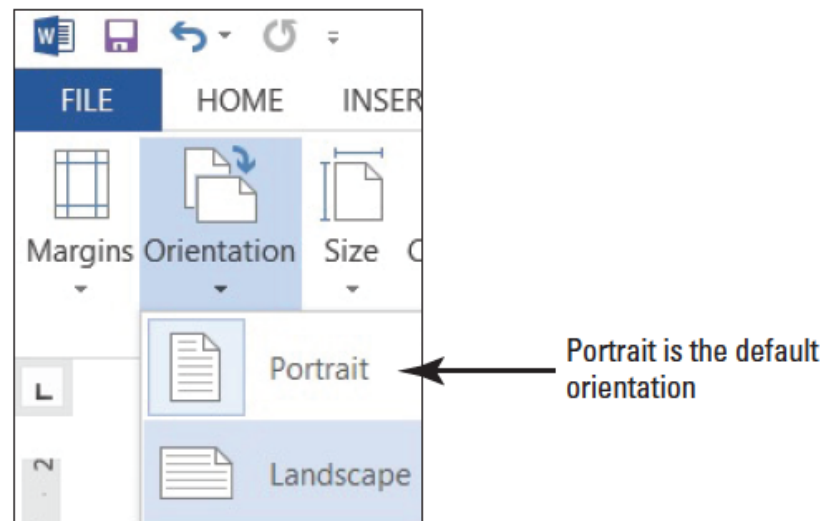
Set Margins

- Click **Custom Margins** to open the *Page Setup* dialog box shown at right.
- Notice at the bottom of The Page Setup dialog Box that you have Another drop down option This allows you to apply To the entire document or Just part.



Page Orientation

- In the Page Setup group of the Page Layout tab, you can click the drop-down arrow to display the Orientation menu.
- Portrait = commonly used for business documents. The document is taller than wider.
- Landscape = used for brochures, graphics, tables. Document is wider than taller.

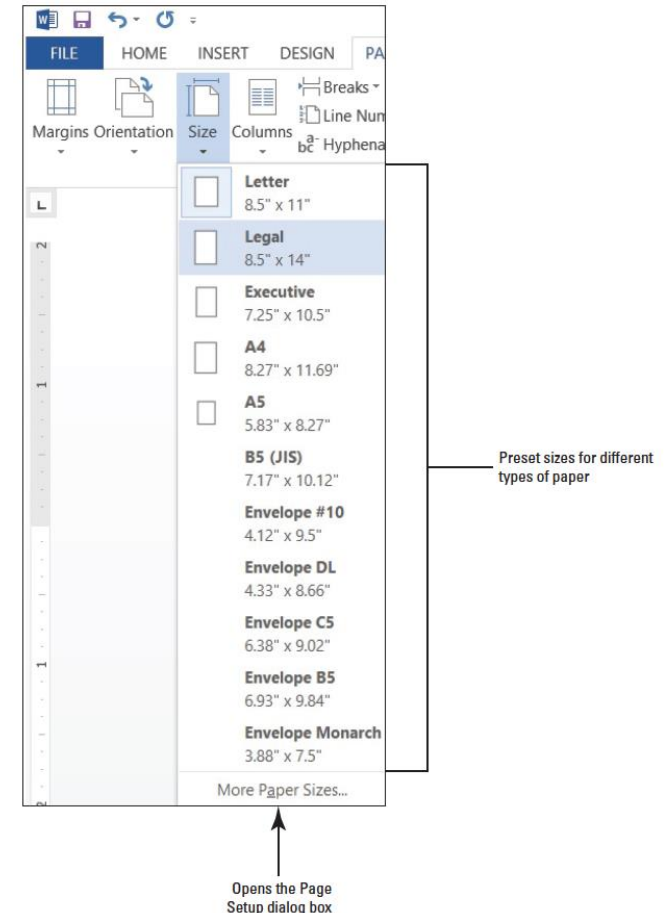


Another Way to Select a Page Orientation

- By clicking the **File** tab, and then click **Print**, you can preview the document in Backstage view.
- Under Settings, you see another way to change the Orientation.
- Also, notice you can access Page Setup dialog box from the Print screen.
- It is good practice to preview your document before printing to ensure the text will print correctly.

Choose a Paper Size

- From the Page Setup group of the Page Layout tab, click the drop-down arrow to display the Size menu. A variety of preset Sizes are shown.
- Selecting a paper size can also be Done in the Backstage View under Settings.

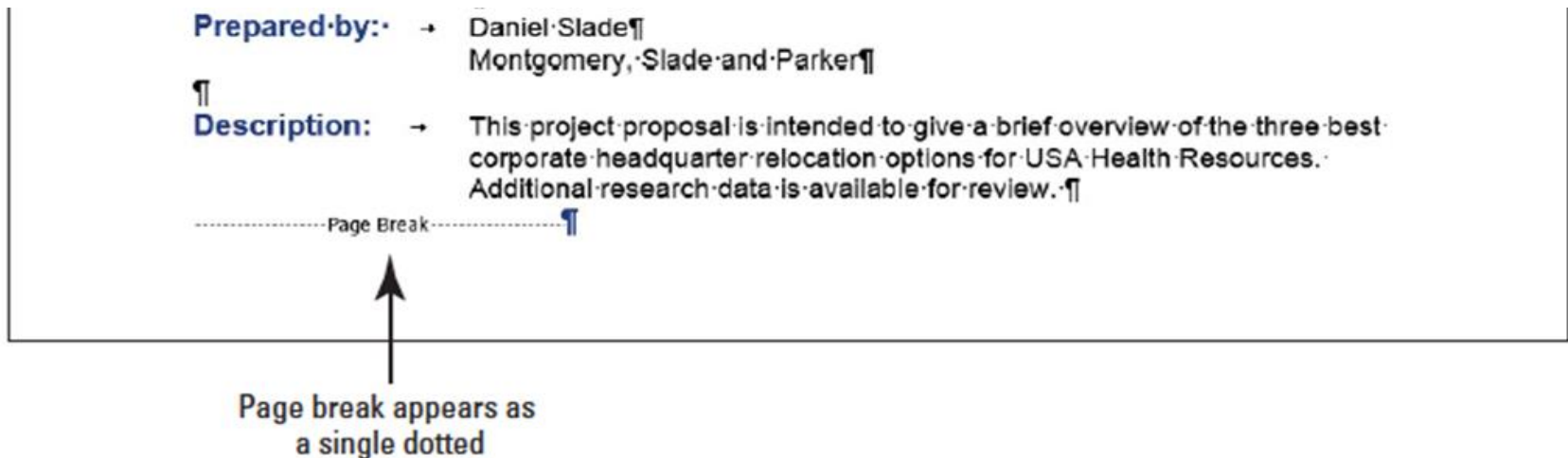


Working with Breaks

- Word automatically starts a new page when the text reaches the bottom of the page.
- However, you might want to control where a page or section breaks.
- You can insert and remove these breaks and also control hyphenation or set nonbreaking spaces in Word.

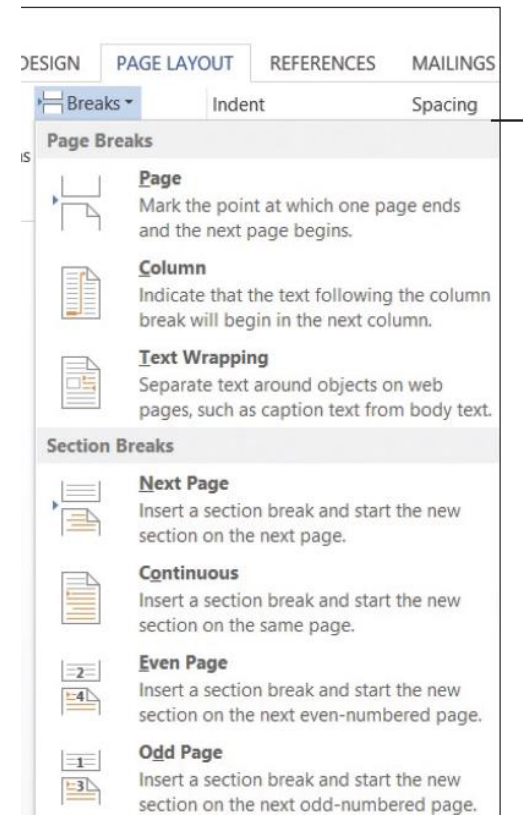
Insert a Manual Page Break

- A page break is the location in a document where one page ends and a new page begins.
- Manual page breaks display as a single dotted line with the words Page Break in the center when you turn on the Show/Hide button.



Insert a Manual Page Break

- On the Page Layout tab, in the Page Setup group, click the drop-down arrow to display the **Breaks** menu. The Breaks menu appears, as shown at right.
- Select **Page** from the menu and a manual page break is inserted, and text is forced to the next page.
- Page break will begin at Location of your cursor.



The two types of breaks are Page Breaks and Section Breaks

Insert a Manual Page Break

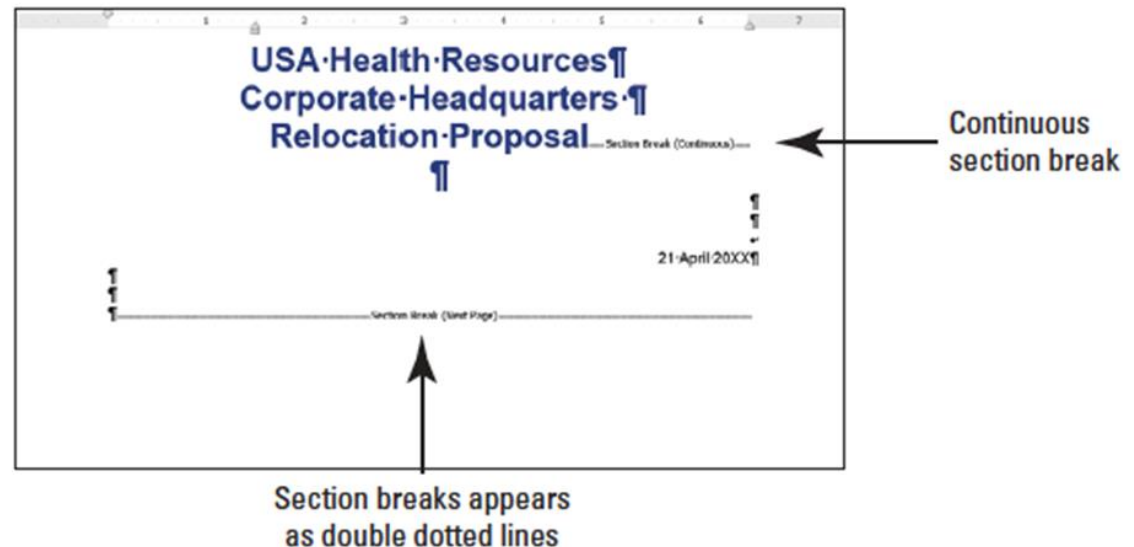
- Another option to insert a manual page break is to position the insertion point where you want the break and press **Ctrl+Enter** to enter a manual page break using the keyboard shortcut.

Remove a Manual Page Break

- select the **Page Break** marker. (remember you may have to turn on the show/hide)
- Press the **Backspace** key. The page break is deleted.

Section Breaks

- A section break is used to create multiple sections in the same document.
- You can create different sections on the same page.
- Each section can have its own layout or formatting.
- A section break appears with a dotted double line labeled Section Break.
- You can select and delete section breaks just as you can remove page breaks.



Section Break Options

- There are 4 available options for creating Section Breaks in Word:

Type	Description
Next Page	Inserts a section break and starts the new section on the next page
Continuous	Inserts a section break and starts the new section on the same page
Even Page	Inserts a section break and starts the new section on the next even numbered page
Odd Page	Inserts a section break and starts the new section on the next odd numbered page.

Section Breaks

- Section breaks can be used to change the types of formatting for:
 - Columns
 - Footnotes and endnotes
 - Headers and footers
 - Line numbering
 - Margins
 - Page borders