

# MICROSOFT WORD

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Page Layout

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# Introduction

- ▶ Word offers a variety of page layout and formatting options that affect how content appears on the page. You can customize the **page orientation**, **paper size**, and **page margins** depending on how you want your document to appear.

# Page Orientation

- Word offers two page orientation options: **landscape** and **portrait**. Compare our example below to see how orientation can affect the appearance and spacing of text and images.
- Landscape** means the page is oriented **horizontally**.
- Portrait** means the page is oriented **vertically**.


**EMPLOYMENT APPLICATION** 

**APPLICANT INFORMATION**

Last Name	First Name	HL	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Are you a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain.	

**PREVIOUS EMPLOYMENT**

Company	Phone
Address	Supervisor
Job Title	Starting Salary \$ Ending Salary \$
Responsibilities:	
From	To Reason for Leaving
Play we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Company	Phone
Address	Supervisor
Job Title	Starting Salary \$ Ending Salary \$
Responsibilities:	
From	To Reason for Leaving

**EMPLOYMENT APPLICATION** 

**APPLICANT INFORMATION**

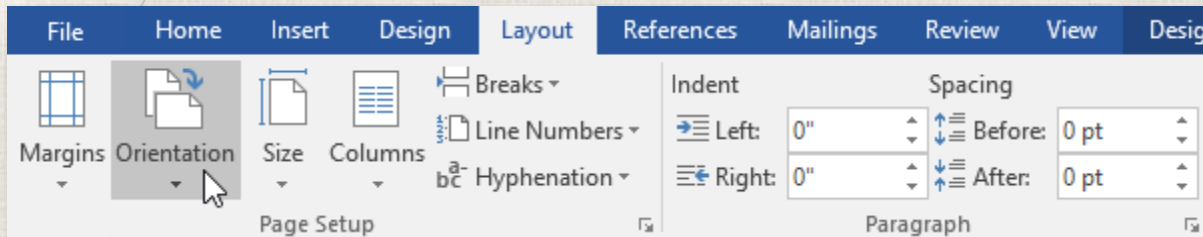
Last Name	First Name	HL	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Are you a citizen of the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain.	

**PREVIOUS EMPLOYMENT**

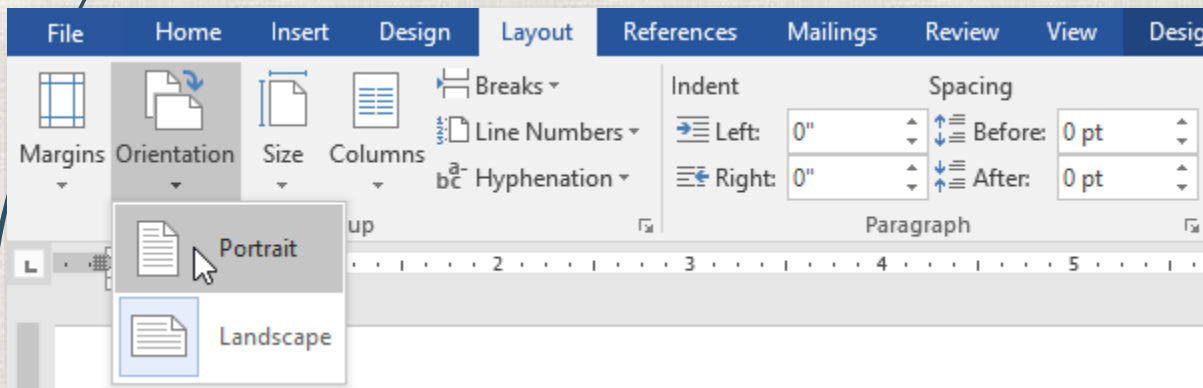
Company	Phone
Address	Supervisor
Job Title	Starting Salary \$ Ending Salary \$
Responsibilities:	
From	To Reason for Leaving
Play we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Company	Phone
Address	Supervisor
Job Title	Starting Salary \$ Ending Salary \$
Responsibilities:	
From	To Reason for Leaving
Play we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Company	Phone
Address	Supervisor
Job Title	Starting Salary \$ Ending Salary \$
Responsibilities:	
From	To Reason for Leaving
Play we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	

# Changing page orientation

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



3. A drop-down menu will appear. Click either **Portrait** or **Landscape** to change the page orientation.



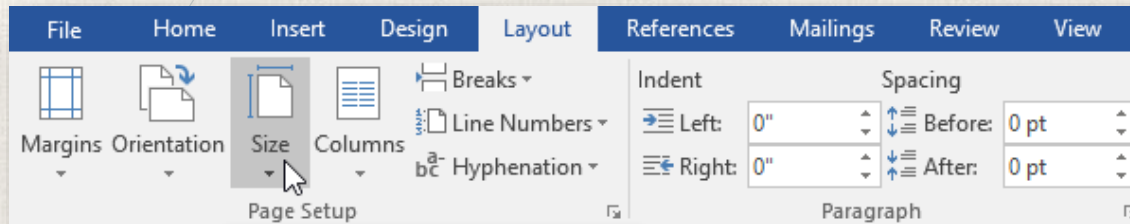
4. The page orientation of the document will be changed.

## Page size

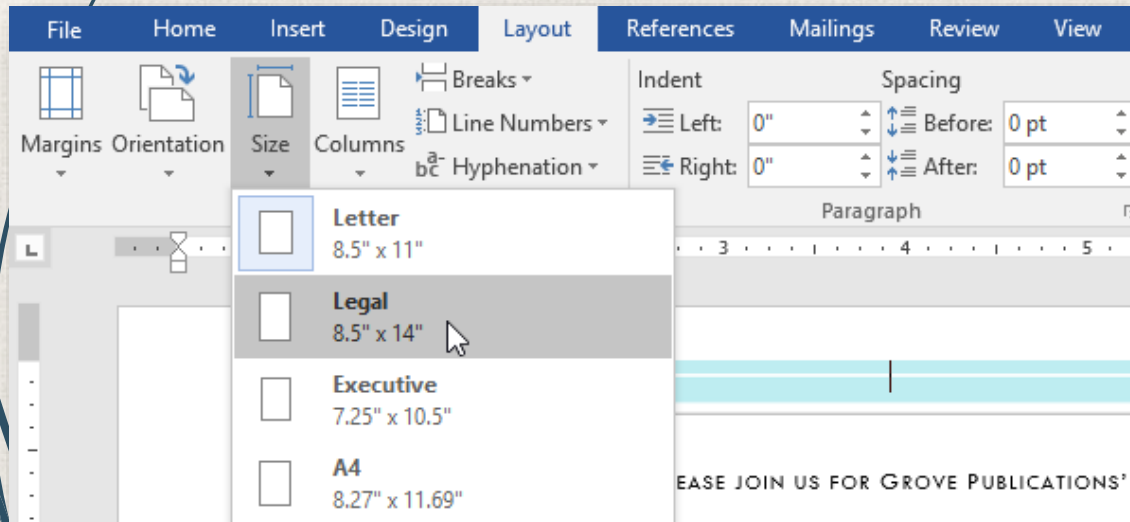
- By default, the **page size** of a new document is 8.5 inches by 11 inches. Depending on your project, you may need to adjust your document's page size. It's important to note that before modifying the default page size, you should check to see which page sizes your printer can accommodate.

# Changing page size

1. Select the **Layout** tab, then click the **Size** command.

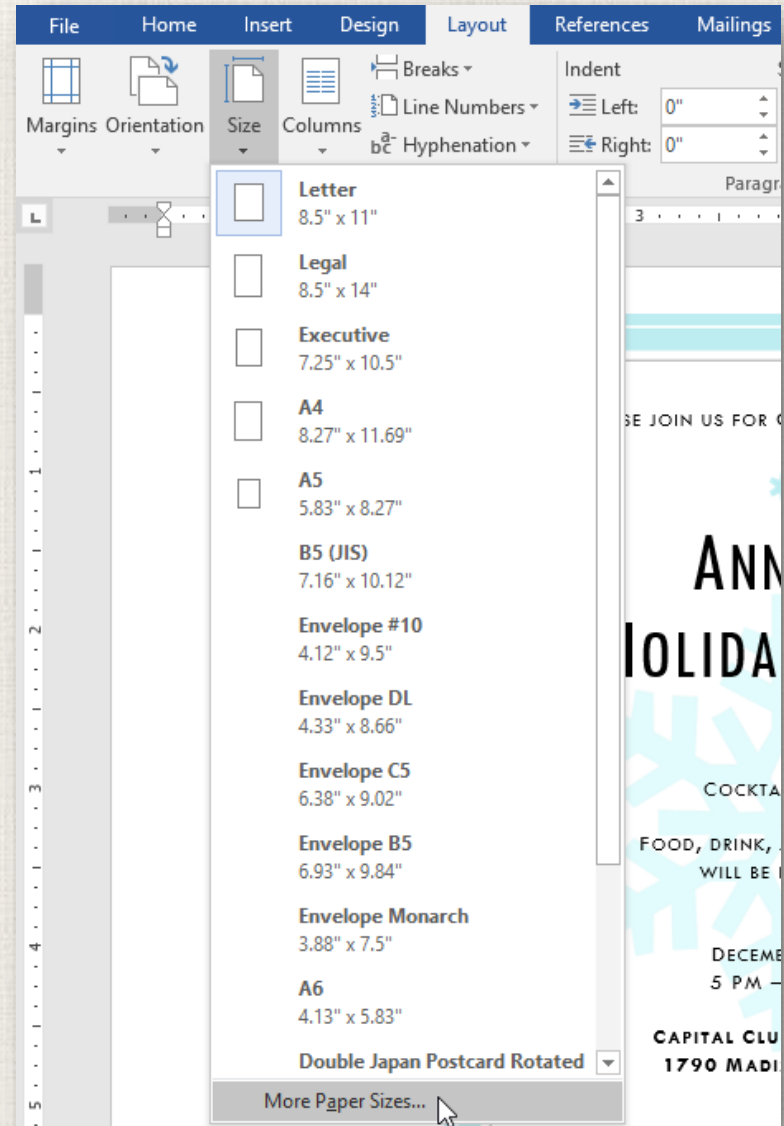


2. A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**.
3. The page size of the document will be changed.



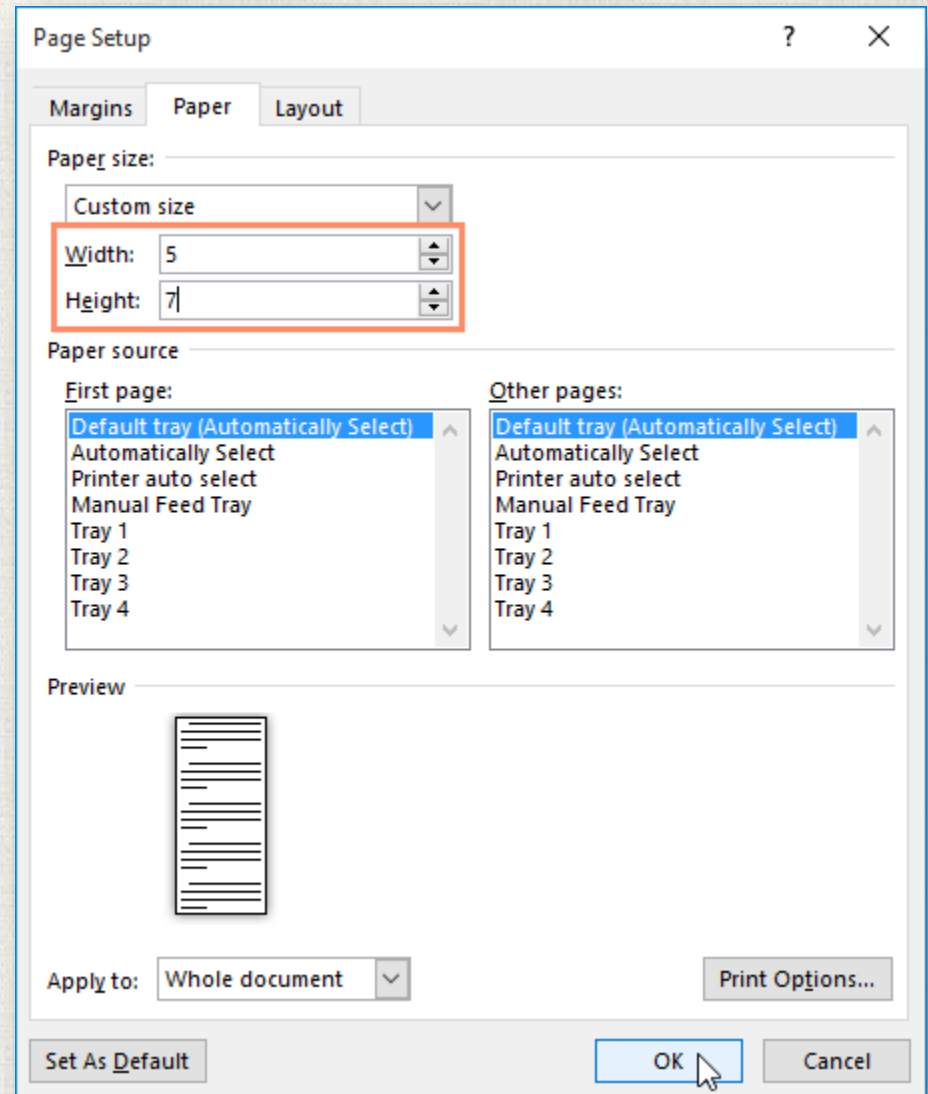
# Using a custom page size

1. From the **Layout** tab, click **Size**. Select **More Paper Sizes** from the drop-down menu.



# Using a custom page size

2. The **Page Setup** dialog box will appear.
3. Adjust the values for **Width** and **Height**, then click **OK**.

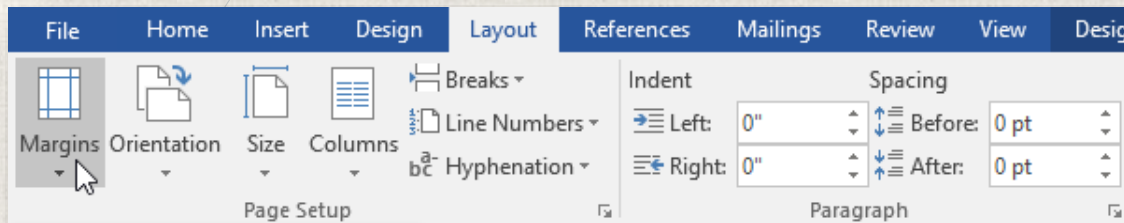


# Page margins

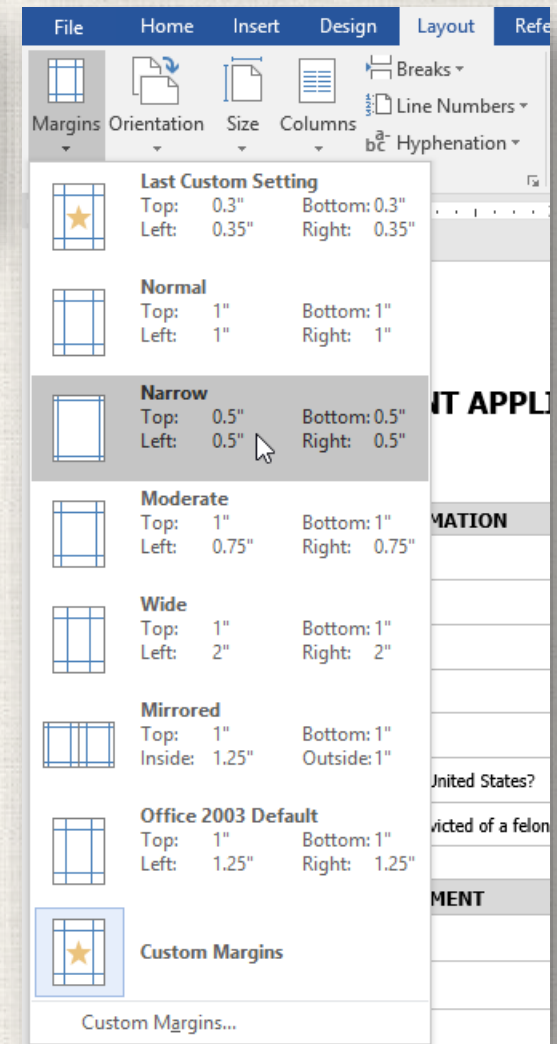
- ▶ A **margin** is the **space** between the text and the edge of your document. By default, a new document's margins are set to **Normal**, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.

# Formatting page margins

1. Select the **Layout** tab, then click the **Margins** command.

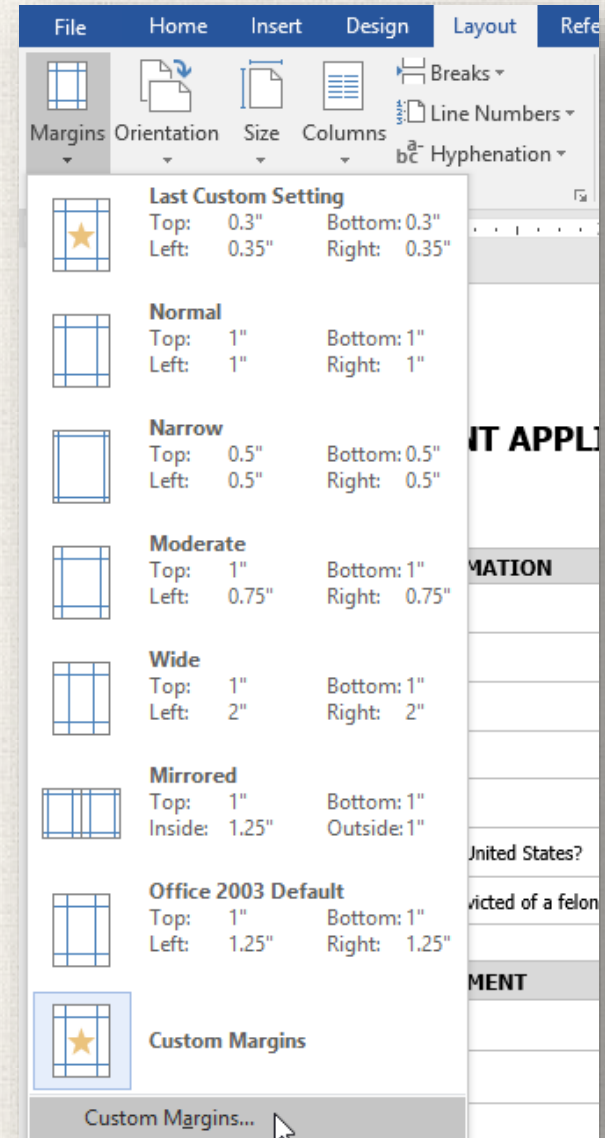
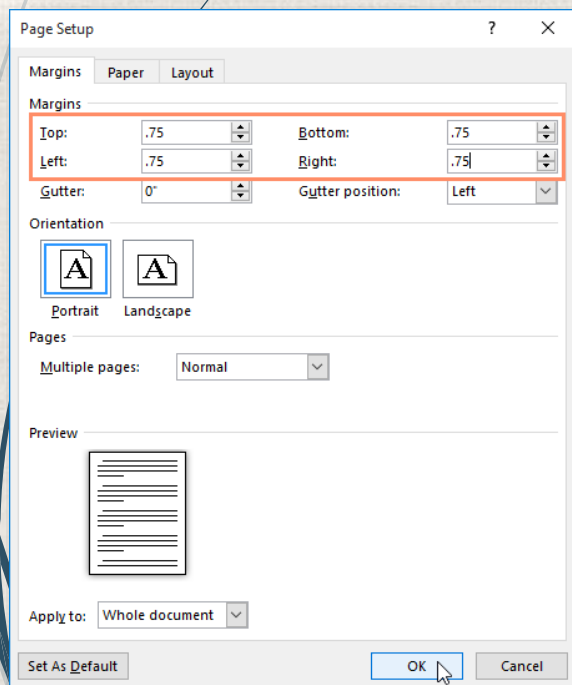


2. A drop-down menu will appear. Click the **predefined margin size** you want.



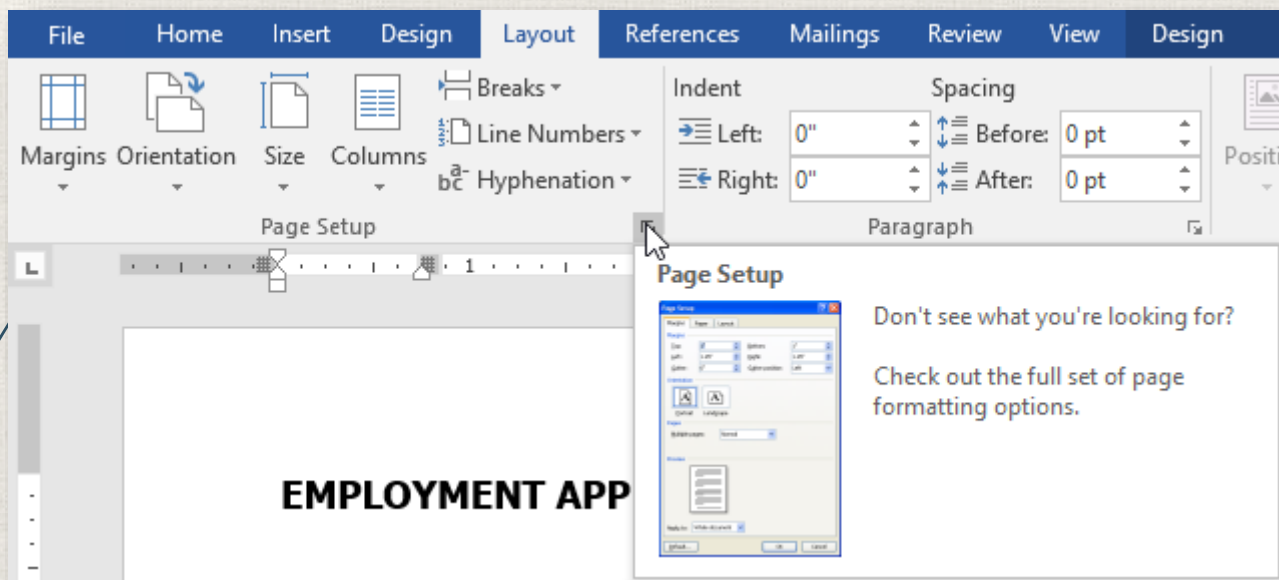
# Using custom margins

1. From the **Layout** tab, click **Margins**. Select **Custom Margins** from the drop-down menu.
2. The **Page Setup** dialog box will appear.
3. Adjust the values for each margin, then click **OK**.



# Using custom margins

- Alternatively, you can open the Page Setup dialog box by navigating to the Layout tab and clicking the small **arrow** in the bottom-right corner of the **Page Setup** group.



- You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents.

# Practice

- ▶ Open our **practice document**.
- ▶ Change the **page orientation** to **Portrait**.
- ▶ Change the **page size** to **Legal**. If Legal size is not available, you can choose another size such as **A5**.
- ▶ Change the **margins** to the **Narrow** setting.



## EMPLOYMENT APPLICATION



## APPLICANT INFORMATION

Last Name		First Name		M.I.	Date	
Street Address				Apartment/Unit #		
City			State		ZIP	
Phone			E-mail Address			
Date Available			Social Security No.			
Desired Salary						
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain.			

## PREVIOUS EMPLOYMENT

Company			Phone		
Address			Supervisor		
Job Title	Starting Salary	\$	Ending Salary	\$	
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Company			Phone		
Address			Supervisor		
Job Title	Starting Salary	\$	Ending Salary	\$	
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Company			Phone		
Address			Supervisor		
Job Title	Starting Salary	\$	Ending Salary	\$	
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					

## DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## FOR OFFICE USE ONLY

Applicant Last Name		First Name		M.I.	
Application ID		File #			
Signature					Date

The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, light blue reflection of the words.

**THE END**

THE END