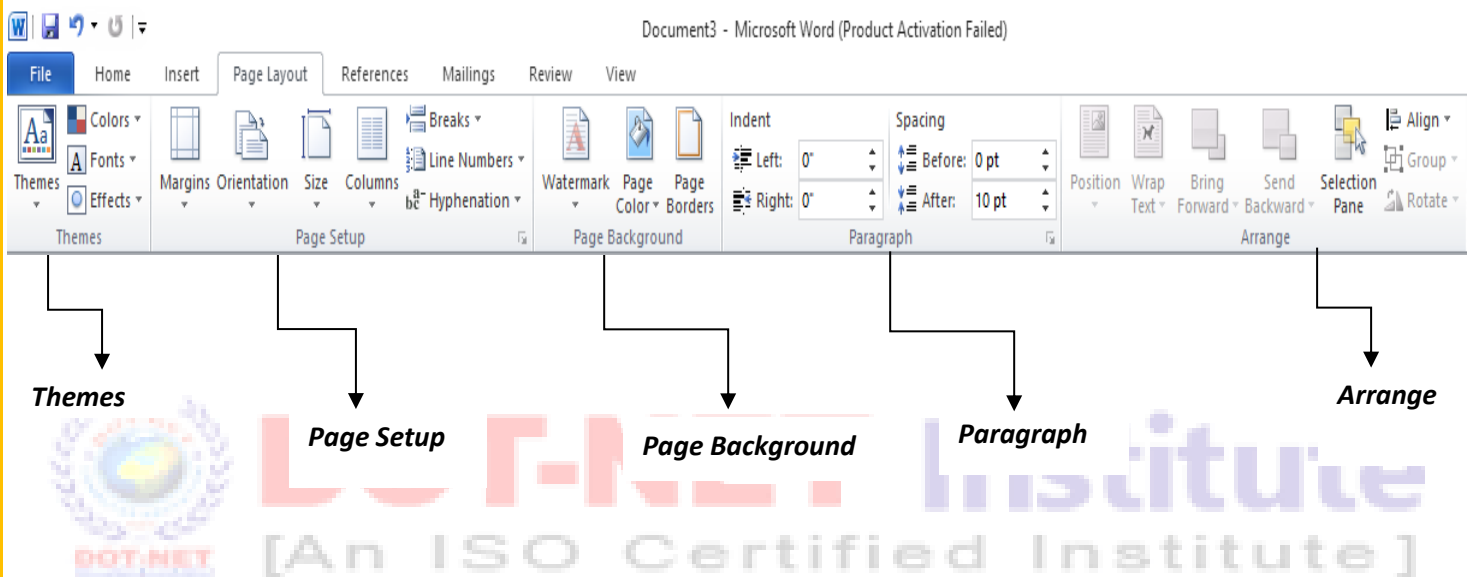


Lesson – 8

Page Layout Toolbar (Menu)

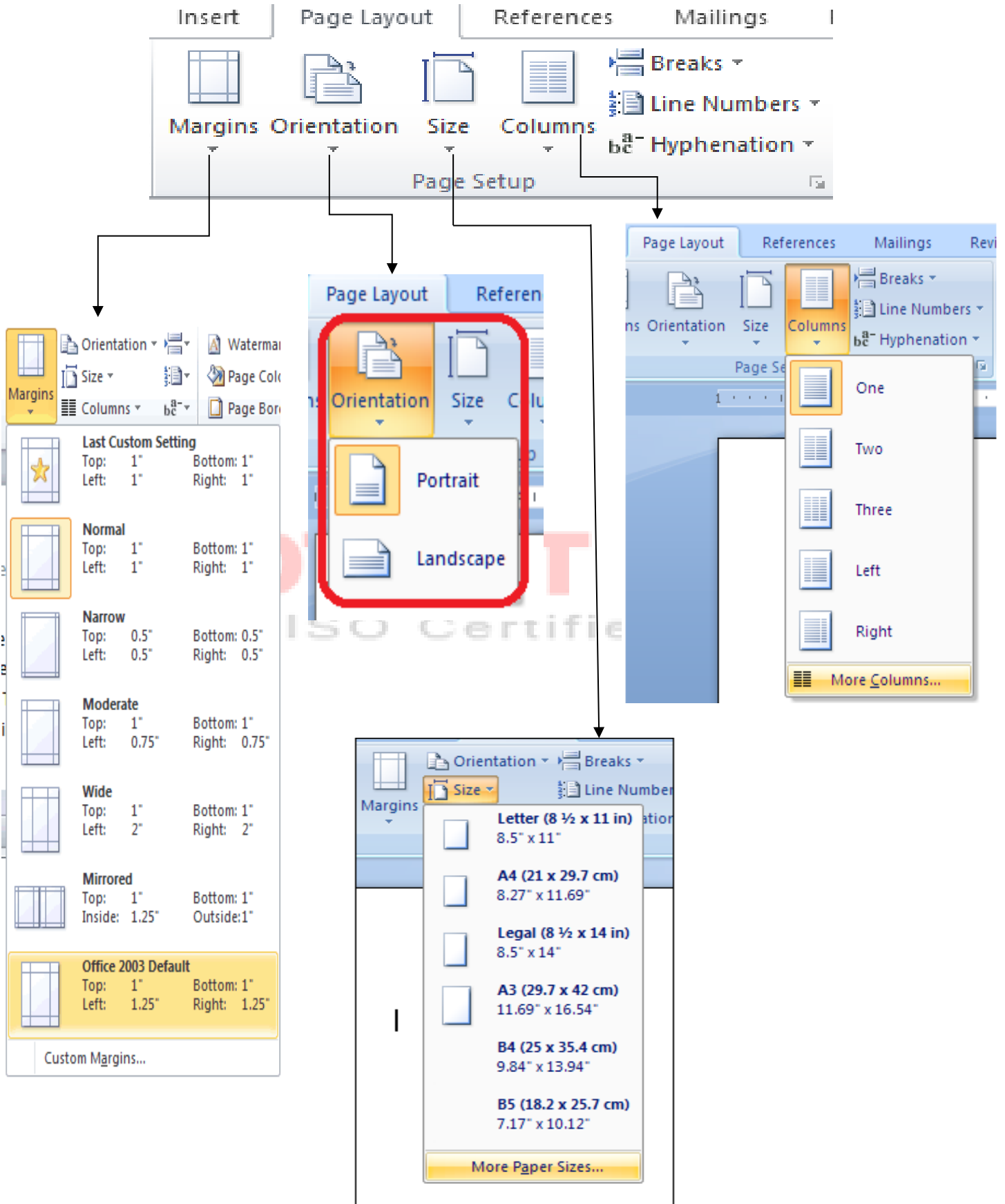
The Page Layout Toolbar is the third toolbar of MS Word. This toolbar are meanly for page alignment, always display on the top of the MS Word Screen like as:



Page Setup

The page setup clipboards are useful for page alignment like margins, orientation, size and columns with breaks and many more.

- Margins** : Select the margin sizes for the entire document or the current section.
- Orientation** : Switch the pages between portrait and landscape layouts.
- Size** : Choose a paper size for a current section.
- Columns** : Split text two or more columns.



The image illustrates the 'Page Layout' ribbon in Microsoft Word, highlighting four key options: Margins, Orientation, Size, and Columns. Arrows point from these options to their respective task panes.

- Margins:** Shows a task pane with various margin settings. The 'Office 2003 Default' is highlighted, showing Top: 1", Bottom: 1", Left: 1.25", and Right: 1.25".
- Orientation:** Shows a task pane with 'Portrait' and 'Landscape' options. 'Portrait' is selected.
- Size:** Shows a task pane with a list of paper sizes. 'Letter (8 1/2 x 11 in)' is selected, with dimensions 8.5" x 11".
- Columns:** Shows a task pane with options for 'One', 'Two', 'Three', 'Left', and 'Right' columns. 'One' is selected.

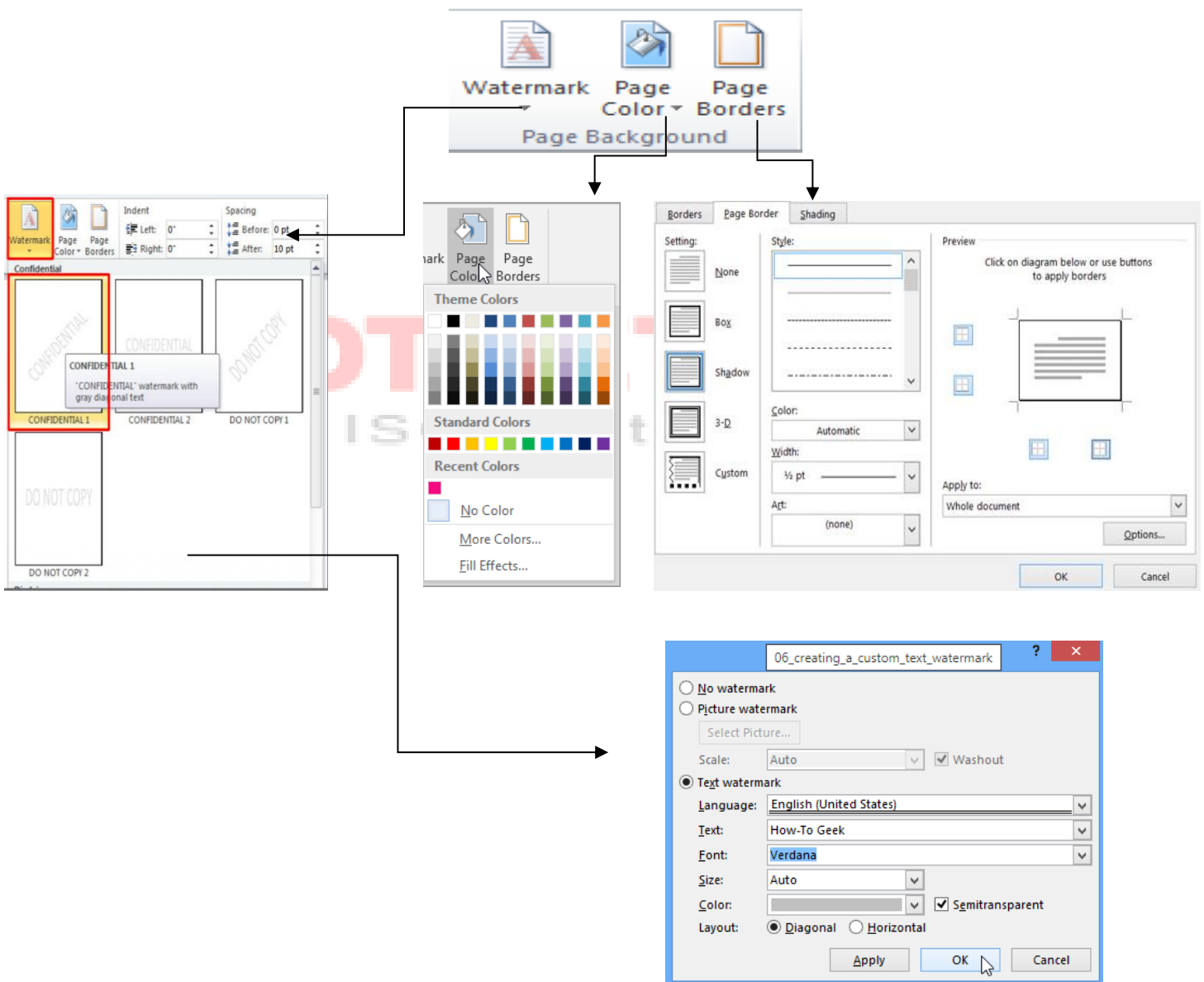
Page Backgrounds

This is very useful clipboard in this toolbar we can change page background, watermark, page color and page borders also.

Watermark : Insert ghosted text behind the content on the page.

Page Color : Choose a color for the background on the page.

Page Border : Add or change the boarder around the page.



*✍ Use all the options with **Practical Assignment No. - 10***