

MS Word Activity:03

Page Formatting

Instructions:

1. **Open a New Document:** Start with a blank Microsoft Word document.
2. **Insert Sample Text:** Type the following text into your document and paste multiple times until you have at least 3-4 pages of content.

Artificial intelligence (AI) is the development of computer systems that can perform tasks normally requiring human intelligence. This includes learning, reasoning, problem-solving, perception, and language understanding. AI systems are designed to analyze data, identify patterns, and make decisions or predictions with minimal human intervention. It's a broad field that encompasses machine learning, deep learning, and other techniques. Ultimately, AI aims to create machines that can think and act like humans, or at least perform tasks in an intelligent manner.

3. Set Page Margins:

- Go to the **Layout** (or **Page Layout**) tab.
- In the **Page Setup** group, click **Margins**.
- Choose "**Moderate**" from the predefined options.
- *Challenge:* Try creating a "**Custom Margins...**" setting: Top: 1.25", Bottom: 1.25", Left: 1.5", Right: 1".

4. Change Page Orientation:

- While still on the **Layout** tab, click **Orientation**.
- Select "**Landscape**". Observe how the page layout changes.
- Change it back to "**Portrait**" for the remainder of the activity.

5. Adjust Page Size:

- On the **Layout** tab, click **Size**.
- Select "**A4**". (If your default is A4, try "Letter" and then switch back). Notice if your text reflows slightly.

6. Apply Columns:

- Select approximately **two full paragraphs** of your sample text.
- On the **Layout** tab, click **Columns**.

- Choose "**Two**". Observe how the selected text now flows into two columns.
- *Challenge:* Select a different section of text and apply "**Three**" columns.

7. **Insert Page Breaks:**

- Place your cursor at the end of the first page of your document.
- Go to the **Layout** tab, and in the **Page Setup** group, click **Breaks**.
- Select "**Page**" under "Page Breaks." A new page will start immediately after your cursor.
- *Challenge:* Place your cursor within a two-column section and insert a "**Column**" break. See how the text shifts to the next column.

8. **Add Header and Footer:**

- Go to the **Insert** tab.
- In the **Header & Footer** group, click **Header** and choose a simple pre-designed header like "**Blank (Three Columns)**".
- In the left section of the header, type your name.
- In the right section, type the current date.
- Click **Footer** (still on the **Insert** tab, or double-click in the footer area) and choose "**Blank**".
- In the footer, type "MS Word Page Formatting Activity".
- Double-click outside the header/footer area to close it.

9. **Insert Page Numbering:**

- Go to the **Insert** tab.
- In the **Header & Footer** group, click **Page Number**.
- Choose "**Bottom of Page**" and select a style like "**Plain Number 2**" (centered).
- Observe how the page numbers appear in the footer.
- Close the header/footer by double-clicking outside the area.

10. **Add a Page Border:**

- Go to the **Design** tab.
- In the **Page Background** group, click **Page Borders**.
- In the **Borders and Shading** dialog box, select the **Page Border** tab.
- Under **Setting**, choose "**Box**".
- Select a **Style** (e.g., a simple line or a dotted line).

- Choose a **Color** and **Width** for your border.
- Ensure "Apply to:" is set to "**Whole document**".
- Click **OK**.

11. **Review and Save:** Scroll through your document to see all the page formatting changes you've applied and Save your document as `Page_Formatting_Activity.docx`.