

Address :- New Delhi

Contact :- 8882880965



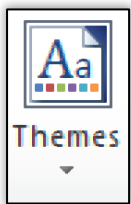
# STP COMPUTER EDUCATION

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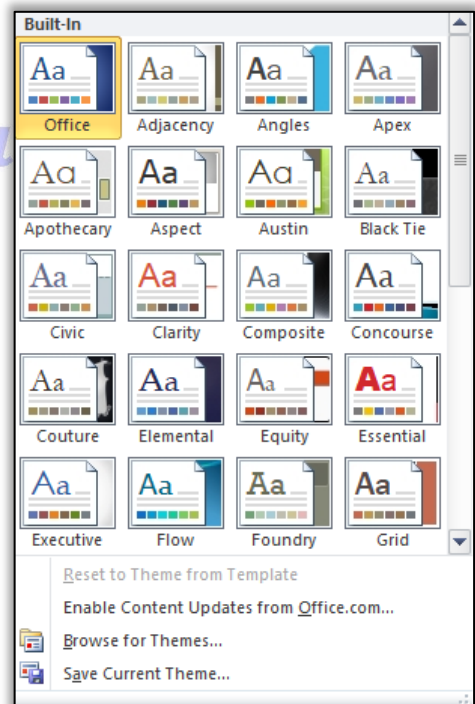
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**SUBJECT :- MICROSOFT OFFICE**

## Chapter 9 Microsoft Word (Page Layout)



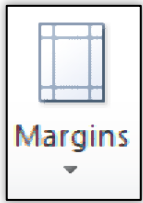
**Themes** → Change the overall design of the entire document, including colours, fonts, and effects.



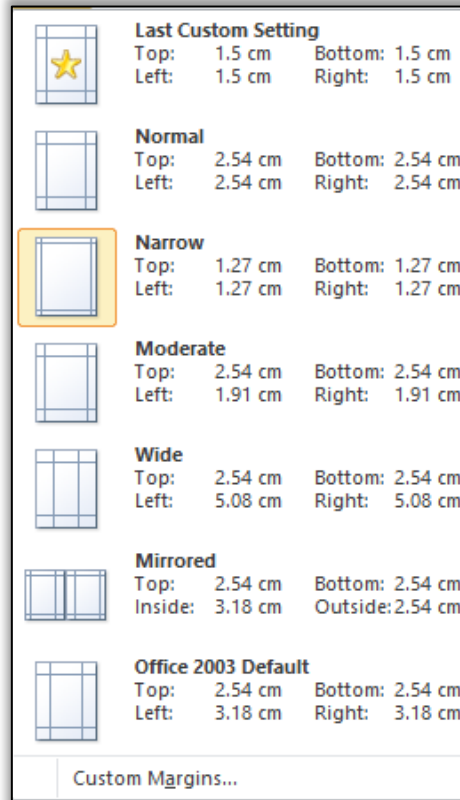
**Colors** → Change the colors for the current theme.



Fonts → Change the fonts for the current theme.



Margins → Select the margins sizes for the entire document or the current section.



# Computer Education

## Example :-

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the QuickStyle gallery, use the change current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

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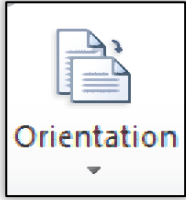
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## Orientation → Switch the pages between portrait & landscape layouts.

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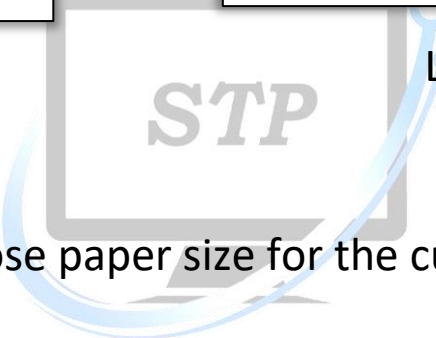
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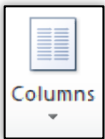
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Portrait

Landscape



## Size → Choose paper size for the current section.



## Columns → Split text into two or more columns.

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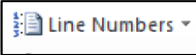
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Computer Education



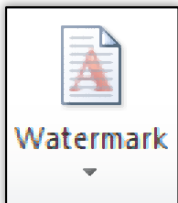
**Line Numbers** → Add line number in the margin alongside of each line of the document

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- 23

Hyphenation

**Hyphenation** → Turn on hyphenation, Which allows word to break lines between the syllables of word.

document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures,



**Watermark** → Insert lightly text And picture behind the content on the page.

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## Page Color → Choose a Color for the background of the page .

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## Page Borders → Add or change the border around the page .



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