INSTRUCTIONAL MEDIA CENTER
WORKSHOPS

Word : Formatting
Landscape Page Numbering

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When your document requires all pages have a first line indent you can apply one simple format and have all lines indent at the same time.

**First Line Indent**

1. First make sure you can view your “Ruler”. Click on the **View Tab** and check **Ruler**.

2. Next go to the **Home Tab** and Click the arrow on the **Select button**, choose **Select All**. This selects your entire paper.

3. On the ruler guide **Click** on the **First Line Indent slider** and **drag** to the half inch margin.
Setting Tabs with Dot Leaders

Open the Tabs Format option by double clicking on the ruler bar. Paragraph options appears. Click on the Tabs button at the bottom left.

1. In the Tabs box click type in the Tab stop position.
2. Select Right for alignment
3. Select “2” as the Leader
4. Click Set and Ok

Click Tab button on keyboard to apply the dot leader tab
Page Numbering

1. On Insert Tab click on Page Numbering choose position (Bottom of Page) and choose position on page (Plain Number 2)
2. Your page number will now be display at the bottom center position in the footer
Inserting Chart on a Landscape Page

1. Position your cursor at the bottom of the “portrait page” where you want to insert the “landscape page”

   You can easily change the formatting of selected text in the document 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.

2. Go to Insert Tab > Click Page Break. A new page will be inserted
Inserting Chart on a Landscape Page Continued

3. With your cursor in the same position as it was when inserting the page break, go to the **Page Layout Tab > Breaks > Section Breaks > Next Page**

![Section Break indicator](image)

Section Break indicator will appear

4. Click on the new page you inserted. On **Page Layout** tab click **Orientation > Choose Landscape**.

5. Insert chart or picture onto page.
4. Click at the bottom of the chart and insert another Section Break.

5. Double click in the Footer > Select the Page Number > Click the Link to Precious option in the Navigation options > Click Page Number and choose Remove Page Numbers
6. Click on the next page that needs to be turned Portrait. Go to **Page Layout > Orientation > Portrait.**

7. Double click in the “Footer” > Click **Link to Previous** > Go to **Page Number** > Choose **page number position** (center bottom)

**Adding Page Number to Landscape Page**

1. Double Click in the footer > **Select the page number** and hit the **delete key** on the keyboard

2. **Page Number > Page Margin > Large Left**

3. **Select Number > on Home Tab** > Change font to match document > Change font size to match the document (times new roman, 12 pts)

4. Change line spacing to **single and no spacing after paragraph**
5. Select text box holding number by clicking on the edge.
6. On the **Drawing Tools Format Tab** click the **Shape Styles callout button**

7. In the Format Shape box click on **Text Box**

8. Check **Resize shape to fit text > Uncheck Wrap text in shape box**
9. Change text direction **Rotate all text 90 degrees**
10. Change all internal margins to “0”
11. Click **Close**
12. On the Drawing Tools Format Tab choose Position > More layout options > Change Horizontal Absolute position to 1” > to the right of Page > Change Vertical Alignment to Centered relative to Margin > Ok
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