

Paper Size, Columns, Page Setup and Printing in MS Word

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Microsoft Word

Module 21 - Page Size, Columns, Page Setup and Printing in MS Word

Paper Size (Page Set-Up Group)

In Microsoft Word, paper size refers to the dimensions of the physical page that your document will be printed on. It is an important setting, as it affects the layout, margins, and overall appearance of the content on the page.

By default, MS Word is set to the standard paper size of 8.5 x 11 inches (Letter size) in the United States and Canada. However, it is customizable to accommodate different printing standards around the world.

Key Aspects of Paper Size in MS Word:

Default Paper Sizes: MS Word offers a variety of preset paper sizes based on regional and printing preferences. These include:

- **Letter (8.5 x 11 inches)** - Commonly used in the U.S. and Canada.
- **A4 (8.27 x 11.69 inches)** - Common in Europe, Asia, and other parts of the world.
- **Legal (8.5 x 14 inches)** - Often used for legal documents in the U.S.
- **A3 (11.7 x 16.5 inches)** - Larger paper size, typically used for larger prints like posters or diagrams.
- **A5 (5.83 x 8.27 inches)** - A smaller paper size, often used for notepads or invitations.

Custom Paper Sizes: MS Word allows you to create custom paper sizes if the predefined options don't meet your needs. You can specify custom width and height for the paper size if you want to print on unusual or specialized paper (e.g., envelopes, labels, or unique-sized printing materials).

Changing Paper Size: To change the paper size in MS Word:

- Go to the Layout tab.
- Click on the Size button in the Page Setup group.
- Choose a preset size or click on More Paper Sizes at the bottom of the dropdown to create a custom paper size.



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Implications of Paper Size:

- **Text Layout:** Changing the paper size will affect how the text is laid out, including the line spacing, number of words per line, and how content fits on the page.
- **Margins:** The paper size can impact the default margin settings. For example, A4 paper has slightly different proportions than Letter size paper, so text will fit differently on the page.
- **Printing:** It's important to select the correct paper size when printing. If your document is formatted for A4, printing it on Letter-sized paper could cause text to be cropped or not fit properly.

Columns in MS Word

In Microsoft Word, columns refer to the vertical sections of text on a page that help organize and format content. This layout style is commonly used in newsletters, brochures, newspapers, and academic papers to make the text easier to read and visually appealing.

Key Points about Columns in MS Word:

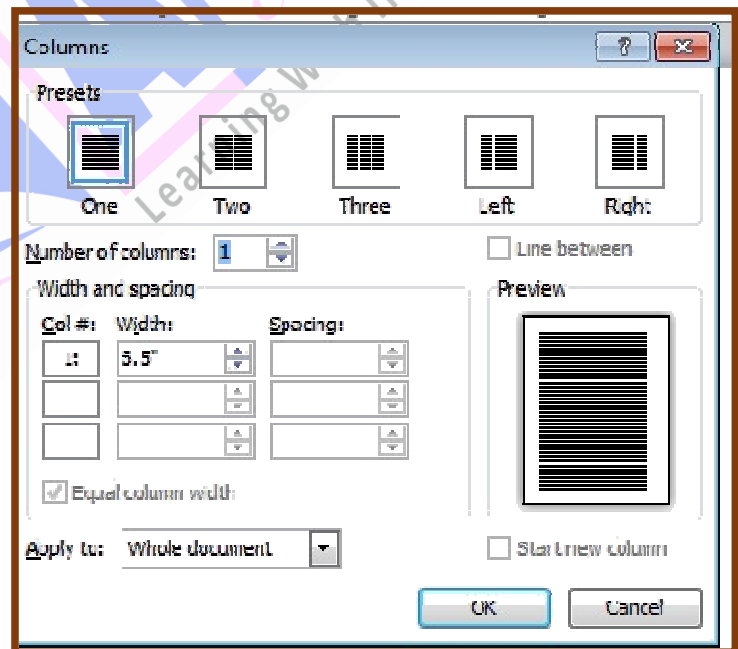
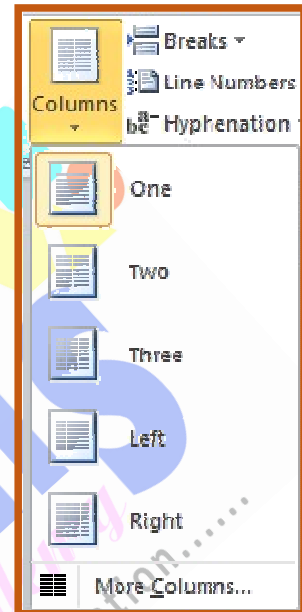
What are Columns? Columns split the page into multiple vertical sections, allowing text to flow from one section to the next. When you create a document with columns, the text will automatically "wrap" from one column to the next, similar to how it appears in newspapers or magazines.

Why Use Columns?

- **Improved Readability:** Text in columns can be easier to read because it reduces the line length, making the content less overwhelming.
- **Professional Layout:** Columns can make a document look more formal or organized, ideal for things like newsletters or flyers.
- **Space Optimization:** Columns allow for efficient use of space, letting you fit more content on a page while maintaining a clean and organized layout.

More Columns

In Microsoft Word, the "More



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Columns" option allows you to customize the column settings beyond the basic predefined options (e.g., one, two, or three columns).

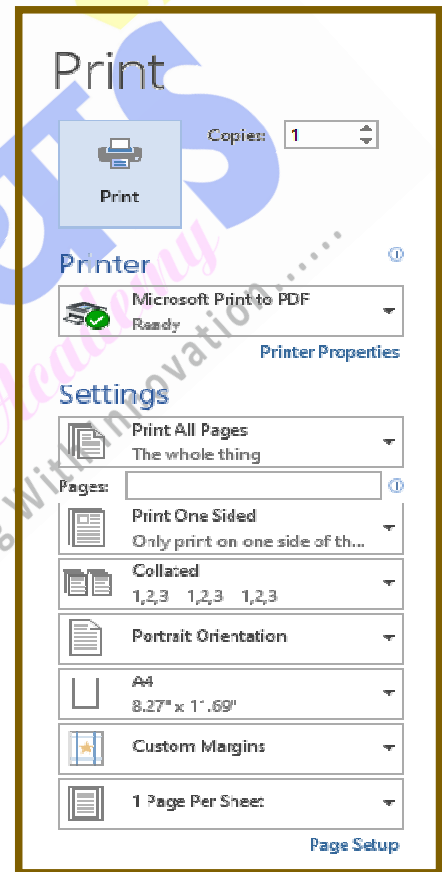
This feature gives you control over the exact number of columns, their width, spacing between them, and the inclusion of a line between columns, providing a more tailored layout for your document.

What is Printing?

Printing refers to the process of producing physical copies of a document, image, or any type of content from a digital source onto paper or another material using a printing device like a printer. In the context of Microsoft Word or any other document-editing software, printing allows you to transfer your work from your computer onto a physical medium for distribution, archiving, or presentation.

Key Aspects of Printing:
How Printing Works:

- **Document Creation:** You create a document on your computer, such as a report, letter, or image.
- **Command to Print:** When you're ready to make a physical copy, you issue a print command through the software (like Microsoft Word, Adobe Acrobat, etc.) that you're using.
- **Communication with Printer:** The computer sends the document to the printer, which then prints the content onto paper or other material, depending on the settings.



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Printing Option

<u>Print Option</u>	<u>Explanation</u>
Print One-Sided	Printing on a single side of each sheet of paper. This is the default setting for most printers and is commonly used for everyday printing. No pages are printed on the back of the paper.
Print All Pages	Prints the entire document. This option ensures that every page in the document will be printed, from the first to the last page.
Collated	Prints pages in order when multiple copies are requested. For example, if you're printing 3 copies of a 10-page document, this option ensures that it prints Page 1 of all copies, then Page 2 of all copies, and so on, finishing one complete copy before moving on to the next.
1 Page per Sheet	Prints one page of the document on each individual sheet of paper. This is the standard setting where each sheet of paper will only contain one page from the document.
Print on Both Sides (Duplex Printing)	Prints on both sides of the paper. This is an eco-friendly option that saves paper. Some printers do this automatically (automatic duplex printing), while others require manual intervention (manual duplex printing), where you would need to flip the paper after the first side is printed.

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Assignment

Make this Following Certificate in MS Word.

Instruction

- You have to choose paper size A5.
- You have to Choose page Orientation Landscape.
- You have to Choose page background color pink.
- After that you can print this following certificate.



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