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## Digital Literacy II: Office Productivity

### Unit 2 Word Processing

#### LAB 2 Page Layout and Printing

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#### Objectives

- Modify a document's page breaks, size, and layout
- Label and describe elements of the print-screen
- Print a document to given specifications

#### Equipment Required

- Notebook computer
- Microsoft Word 2013
- Internet connection

#### Introduction

When creating documents, it's important to consider the page layout prior to printing; the page layout affects how the document's content appears when printed on paper. Once you've created your document and adjusted the page layout, you're ready to print hard-copies to view and share your work offline.

In this lab, you'll demonstrate how to insert page breaks, adjust margins, set the print orientation, select the paper size, and output your document to a printer using specific settings.

In order to perform the lab Procedure, you should know how to:

- Manually insert a page break in a document
- Show and hide non-printing characters
- Delete page breaks
- Modify page orientation, margins, and size
- Label and describe elements on the Print/Preview screen
- Configure print settings
- Output the document to a printer

#### Procedure

##### PAGE BREAKS and LAYOUT

1. Launch Microsoft Word 2013
2. Open the document "Word2013\_Breaks.docx" (enable editing if necessary)
3. Insert a page break immediately before the Monthly Revenue table (page 3) so that the entire table fits on one page
4. Show the page break in the document





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5. Delete the page break that immediately follows the Monthly Revenue table so that the Database Web Applications section fits on the same page
6. Open the document “Word2013\_PageLayout.docx” (enable editing if necessary)
7. Modify the page layout as follows:
  - a. Orientation: Landscape
  - b. Margins: Top and bottom (.75”), Left and right (2”)
  - c. Size: Legal 8.5” x 14”

#### PRINTING

Note: Use one of the lab’s desktop computers or add the lab’s printer to your notebook-pc to complete the following steps

8. Review Diagram 1 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the descriptions below
  - a. \_\_\_\_\_ Select a printer
  - b. \_\_\_\_\_ Choose how many copies of the document to print
  - c. \_\_\_\_\_ Print multiple document pages on one physical sheet of paper
  - d. \_\_\_\_\_ Output the document to the printer
  - e. \_\_\_\_\_ Specify which pages to print
  - f. \_\_\_\_\_ Choose the sequence of pages when printing multiple copies
  - g. \_\_\_\_\_ Select the paper or printing orientation
  - h. \_\_\_\_\_ Zoom-in or zoom-out of the print preview
  - i. \_\_\_\_\_ Select the size of paper to be printed
  - j. \_\_\_\_\_ Adjust the outer bounds where print will appear on the paper
  - k. \_\_\_\_\_ Choose whether to print on one side or both sides of the paper
  - l. \_\_\_\_\_ Preview the print output before sending it to the printer
  - m. \_\_\_\_\_ Navigate between pages of the print preview
9. Open the document “Word2013\_Printing.docx” (enable editing if necessary)
10. Print page 1 **only**
11. Print page 2 and page 3 on one sheet of paper (front and back)

End Procedure





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DIAGRAM 1

Community Theatre Program - Word

Merced Flores

# Print

Copies: 1

**2** Print

**3** Printer: Lexmark X422 Ready

**4** Settings

- 4** Print All Pages: The whole thing
- 5** Print One Sided: Only print on one side of th...
- 6** Collated: 1,2,3 1,2,3 1,2,3
- 7** Landscape Orientation
- 8** Letter: 8.5" x 11"
- 9** Custom Margins
- 10** 1 Page Per Sheet

**11** Preview: The Frogs playbill

**12** Page navigation: 1 of 2, 24%





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