



Department of Geophysics

Computer Lab No. 2



Microsoft Word 2016

First Year

First Semester

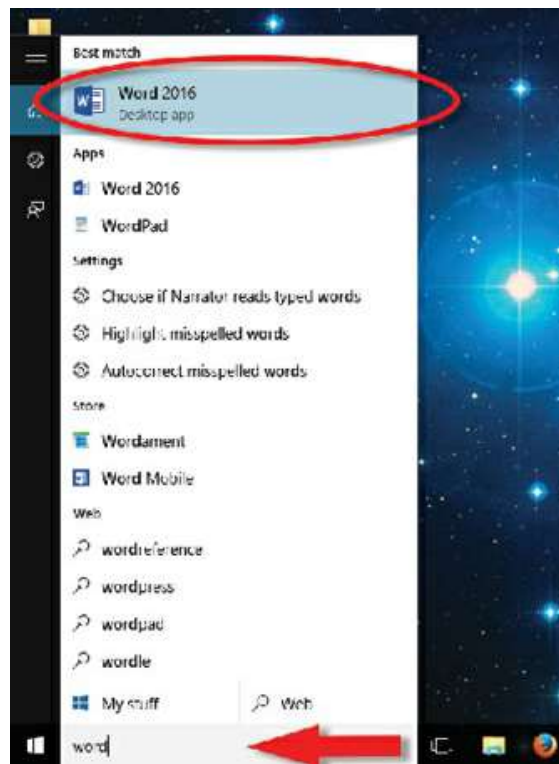
Microsoft Word 2016

Microsoft Word is a word processing application that allows you to create many different types of document, from letters, Resumes/CVs to greetings cards, posters and flyers all from a library of customisable templates or from scratch.

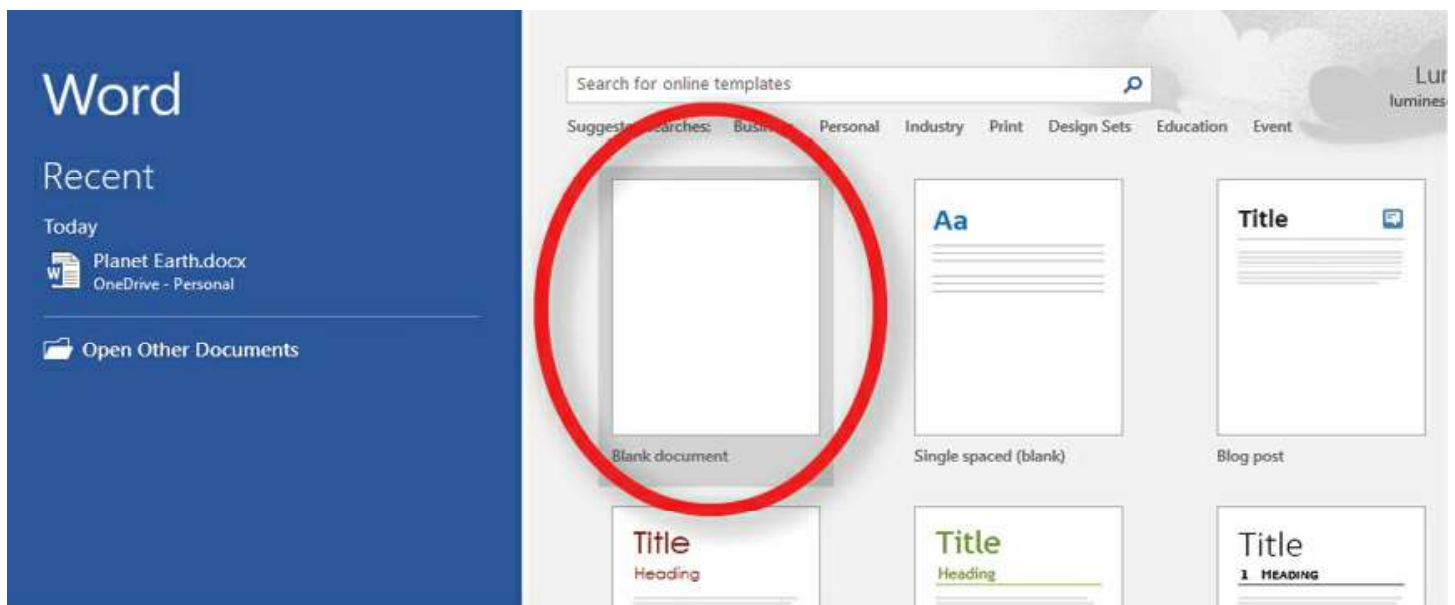
Word 2016 gives you the ability to do more with your word processing projects, with the introduction of several enhanced features, such as the ability to create and collaborate on documents online using OneDrive.

Starting Word

The quickest way to start Microsoft Word is to search for it using the Cortana search field on the bottom left of your task bar. Type “Word 2016”.



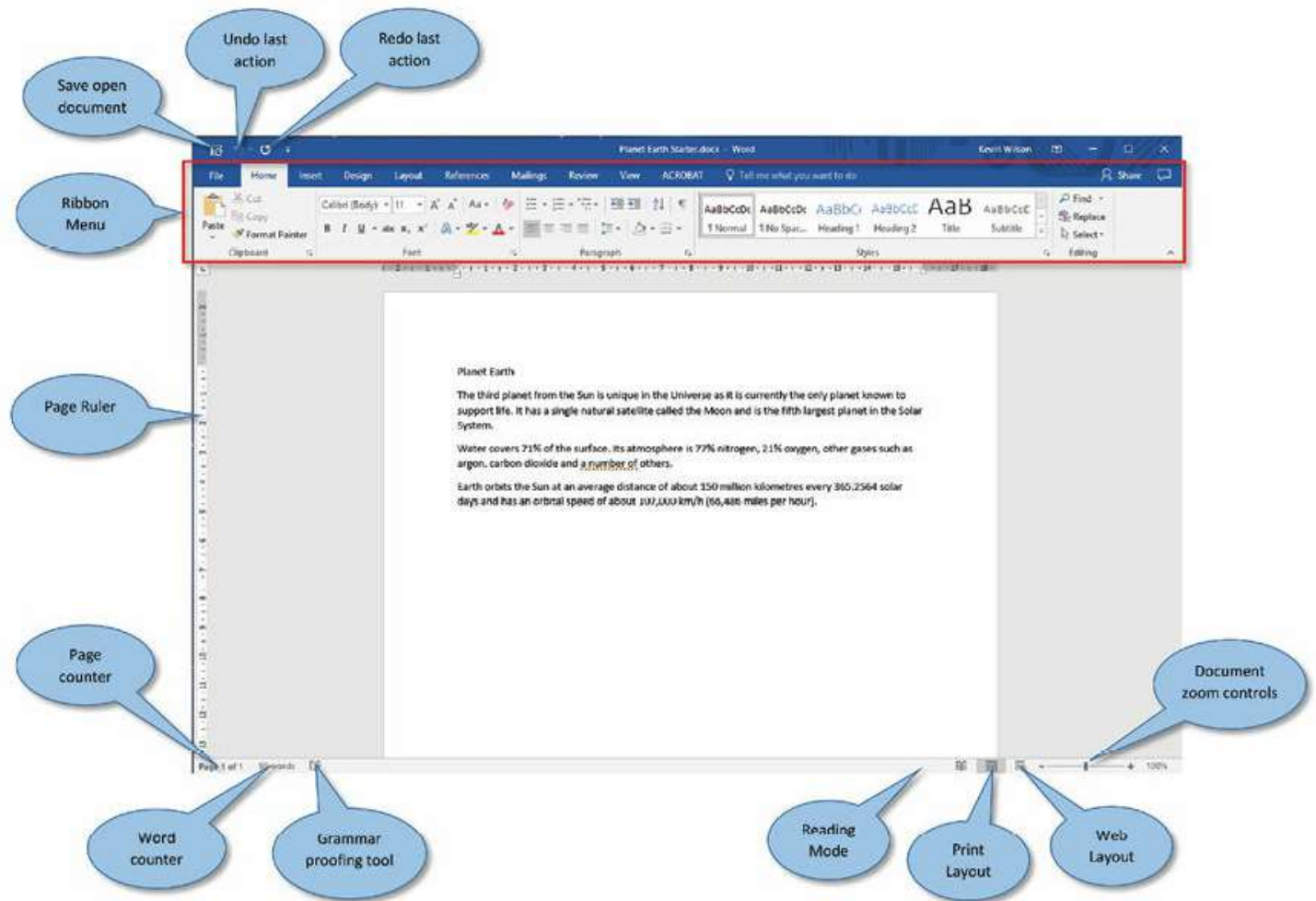
Once Word has loaded, you can select a document from a wide variety of templates, eg brochures, CVs, letters, flyers, etc. If you want to create your own just select blank. Your recently saved documents are shown on the blue pane on the left hand side.



To begin with, choose a blank template by double clicking on ‘blank document’. This will open up Word with a new document for you to start.

Getting Started

Once you have selected a template, you will see your main work screen.

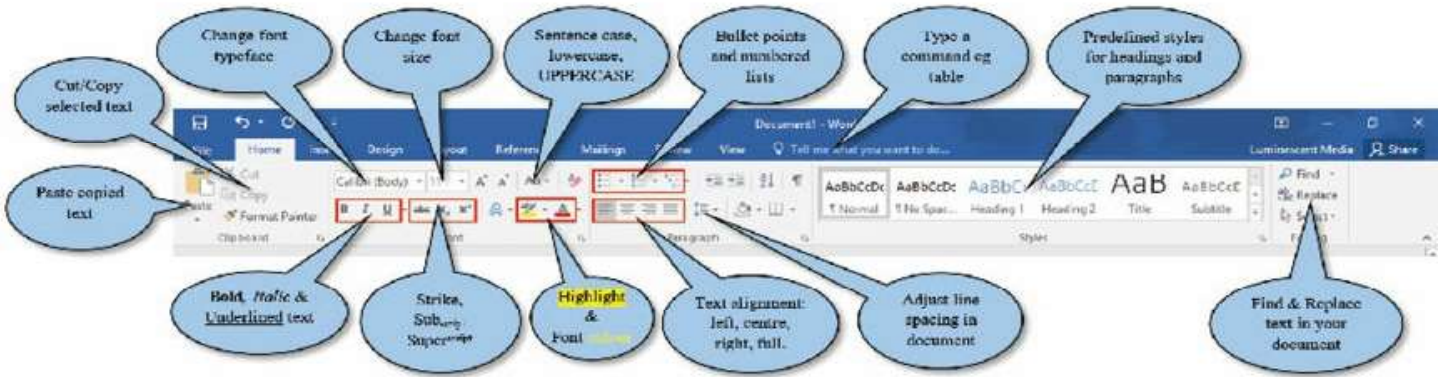


All the tools used in Microsoft word are organised into ribbons loosely based on their function, circled above.

Lets take a closer look.

The Home Ribbon

You will find your text formatting tools here for making text bold, changing style, font, paragraph alignment etc.



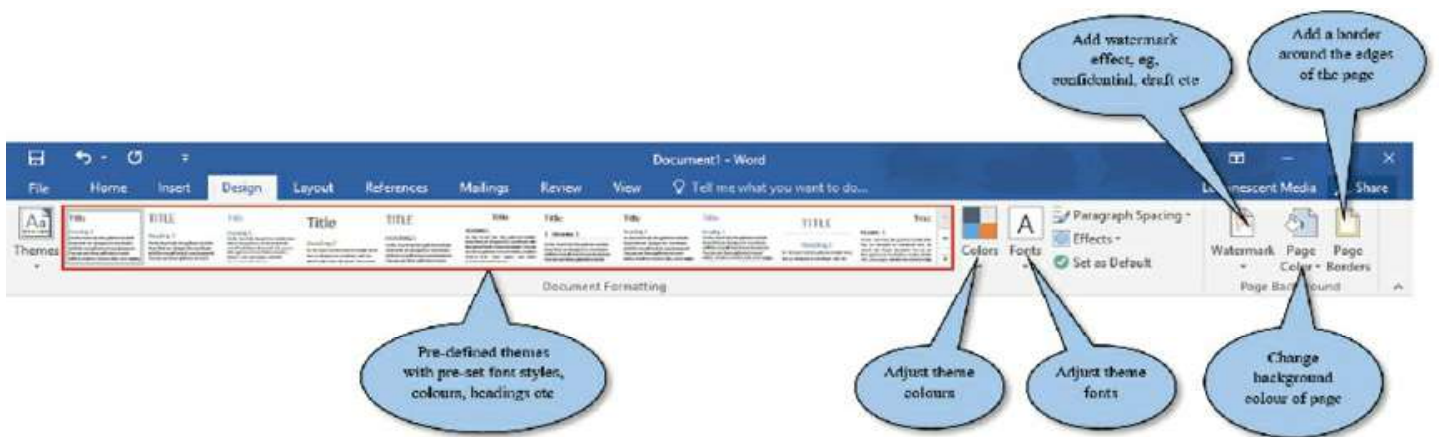
The Insert Ribbon

This is where you will find your clip-art, tables, pictures, page breaks, and pretty much anything you would want to insert into a document.



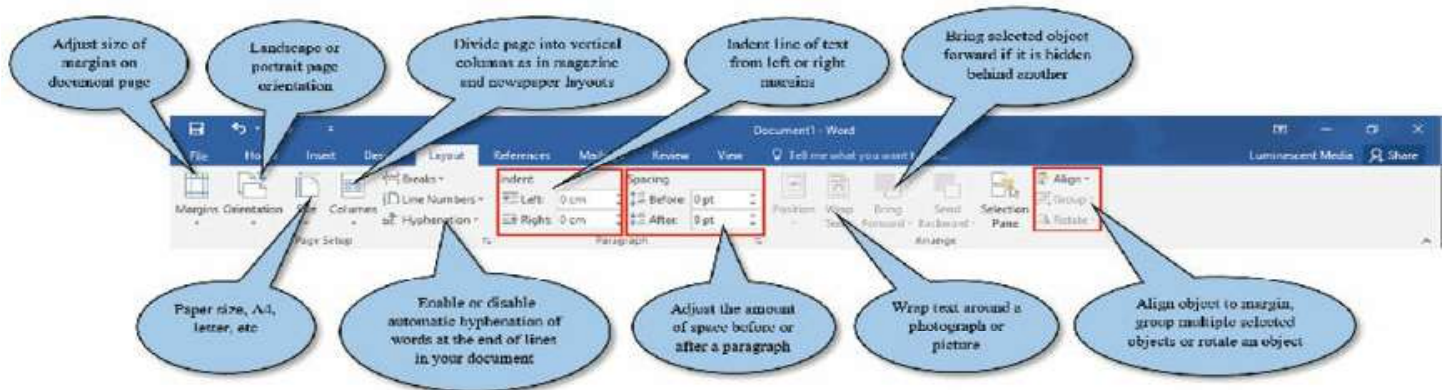
The Design Ribbon

Anything to do with pre-set themes and formatting, such as headings, colours and fonts that you can apply to your document and word will automatically format your document according to the themes.



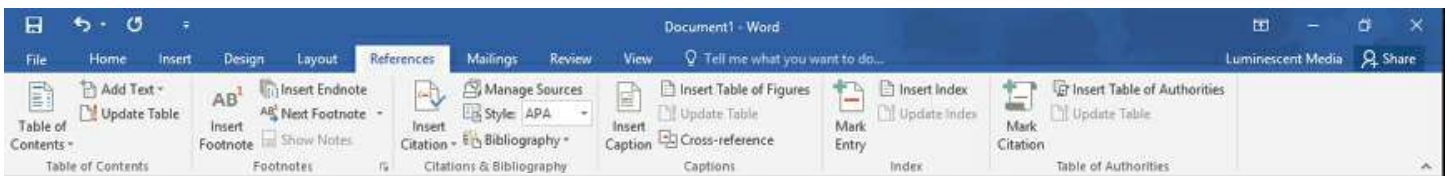
The Page Layout Ribbon

On this ribbon, you will find your page sizes, margins, page orientation (landscape or portrait) and anything to do with how your page is laid out.



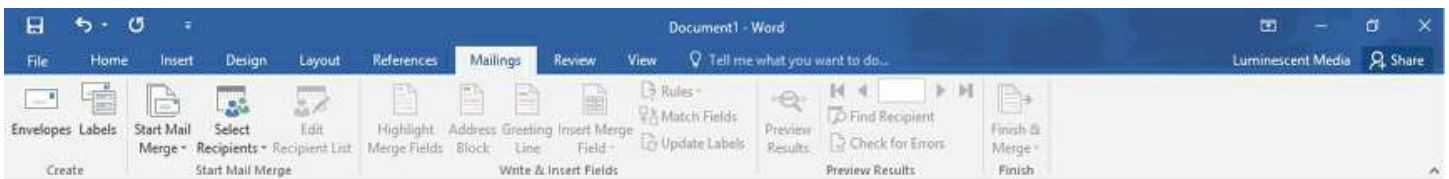
The References Ribbon

This is where you can add automatically generated tables of contents, indexes, footnotes to your documents



The Mailings Ribbon

From the mailings ribbon you can print mailing labels, print on envelopes and create mail-merge documents from a list of names & addresses.



The Format Ribbon

The format ribbon only appears when you have selected an image in your document.



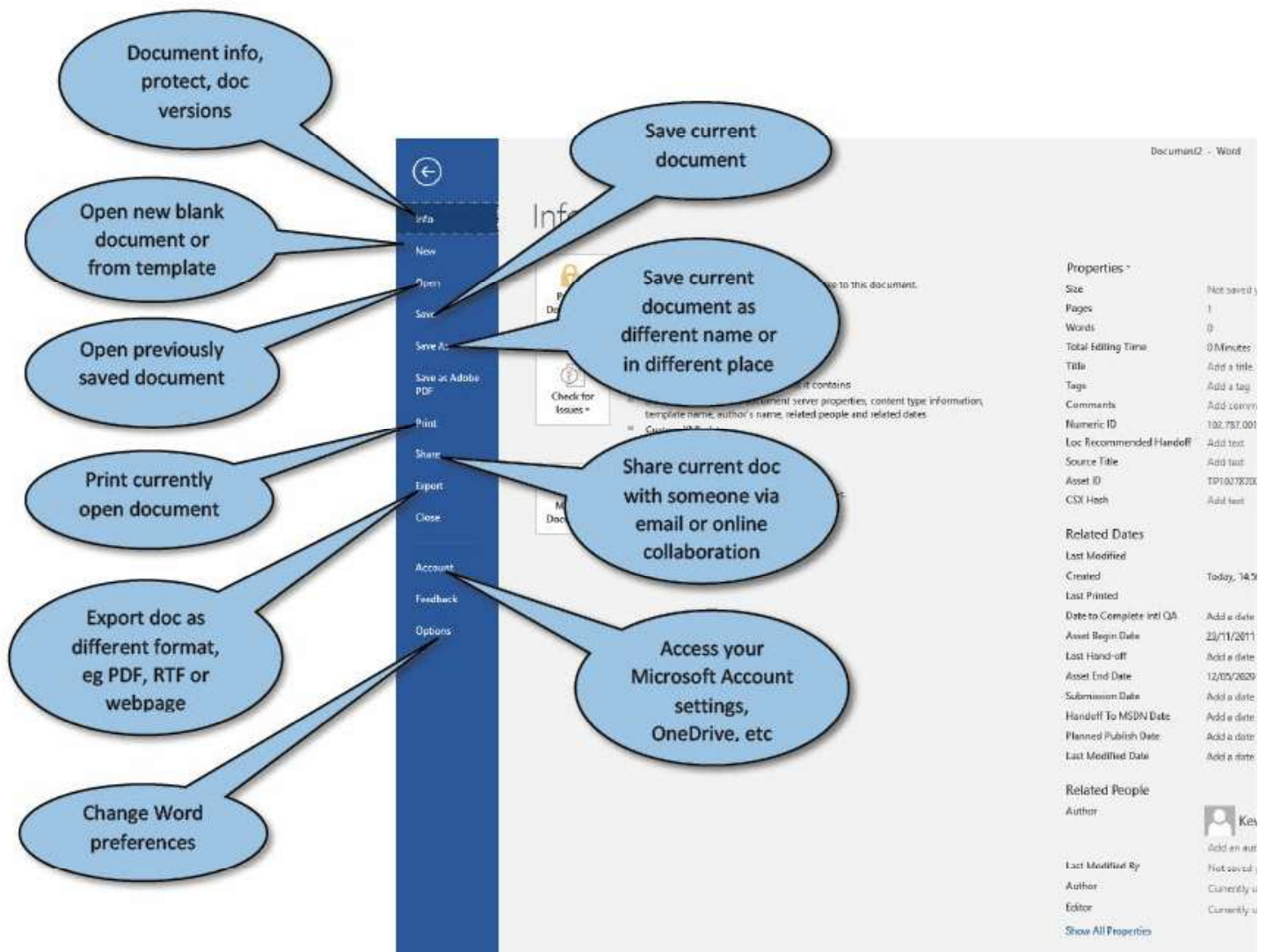
From here you can remove an image background; this only works if the image has a solid black or white background. You can correct the colours; brightness and contrast. You can add picture styles such as borders, shadows and outlines. You can also wrap your text around your image using the text wrap feature, as well as rotate and crop.

File Backstage

If you click 'File' on the top left of your screen, this will open up what Microsoft call the backstage.



Backstage is where you open or save documents, print documents, export or share documents, as well as options, Microsoft account and preference settings.

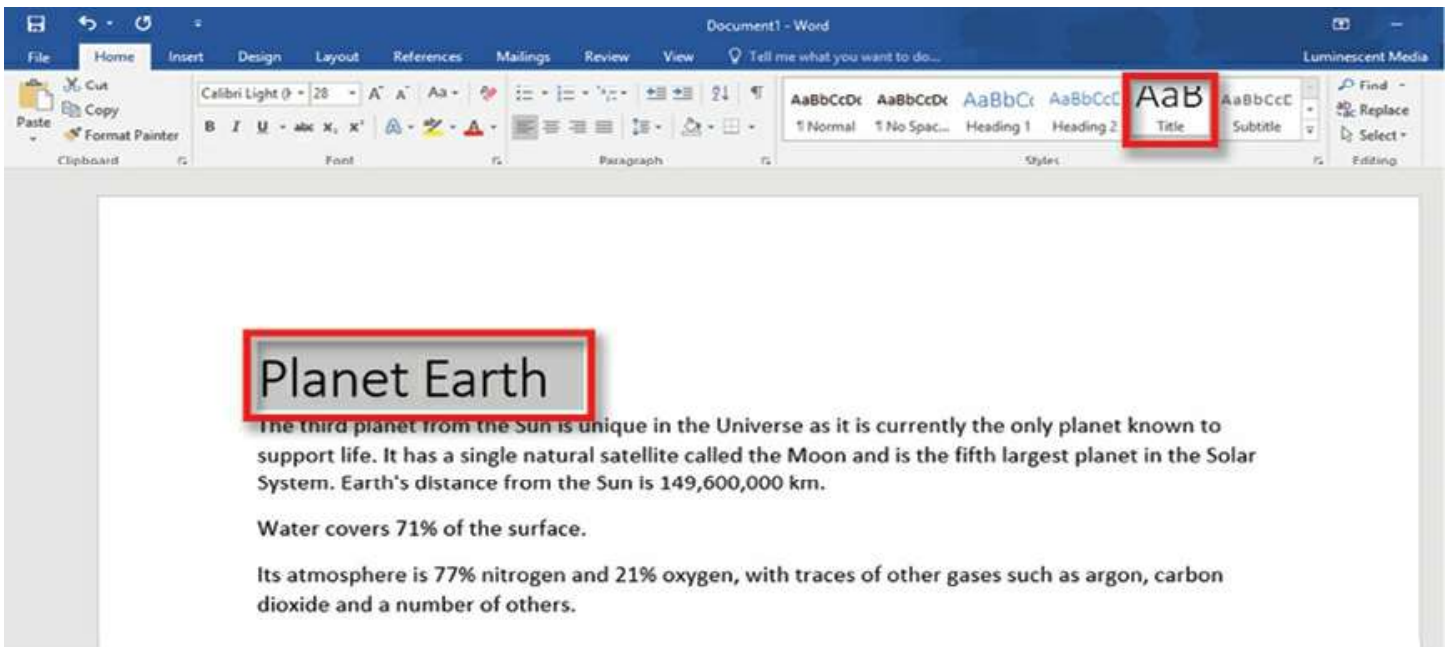


You can also change your Microsoft Account settings, log in and activate your Microsoft Office 2016, change Word's preferences and so on.

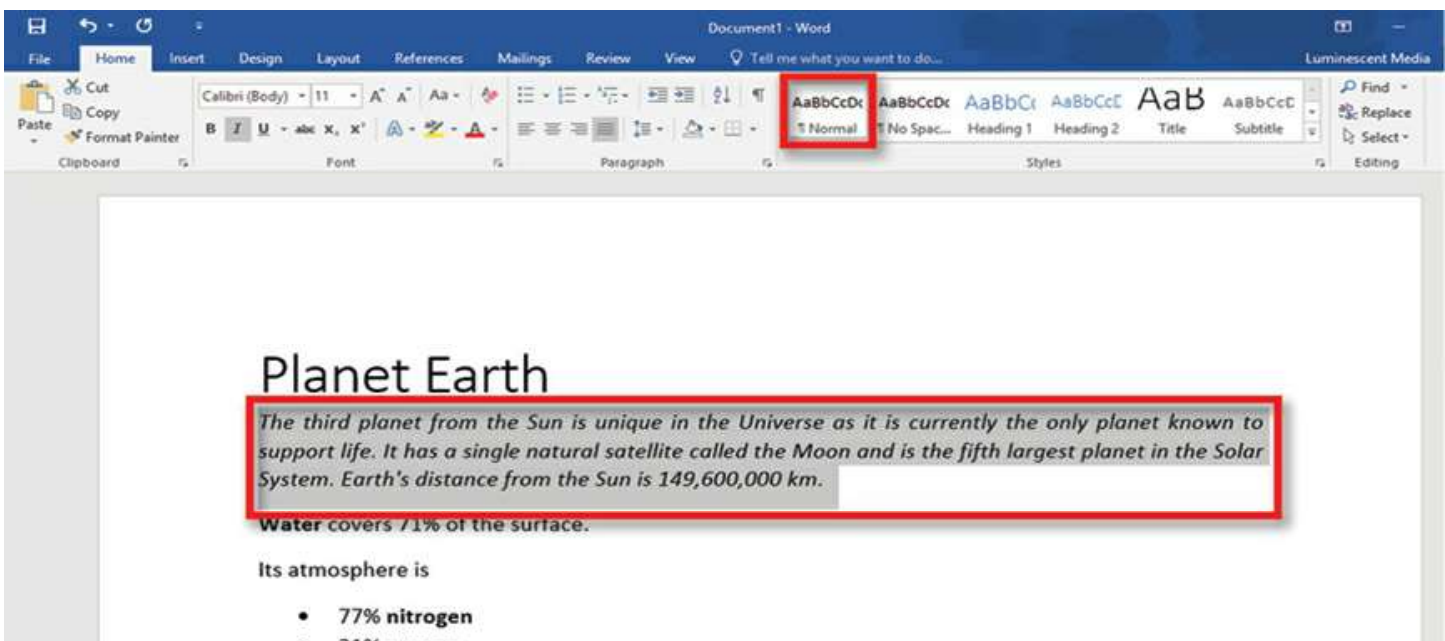
Using Paragraph Styles

Word has a number of paragraph styles that are useful for keeping your formatting consistent.

For example you can set a font style, size and colour for a heading or title style...



...and a different style for your text.

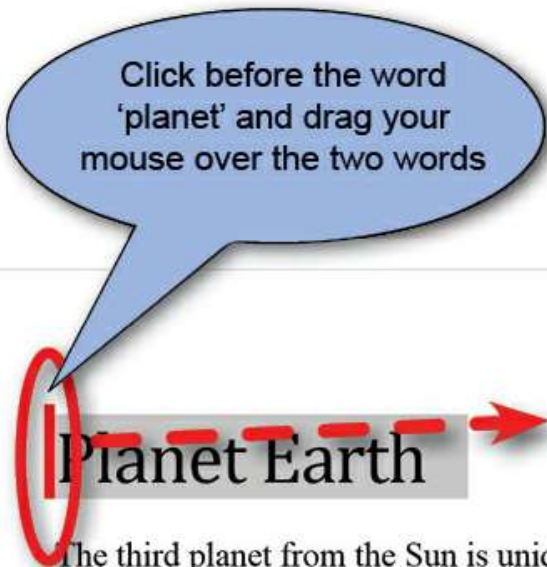


This makes it easier to format your document so you don't have to apply the same font style, size and colour manually every time you want to a heading.

All the styles are pre-set

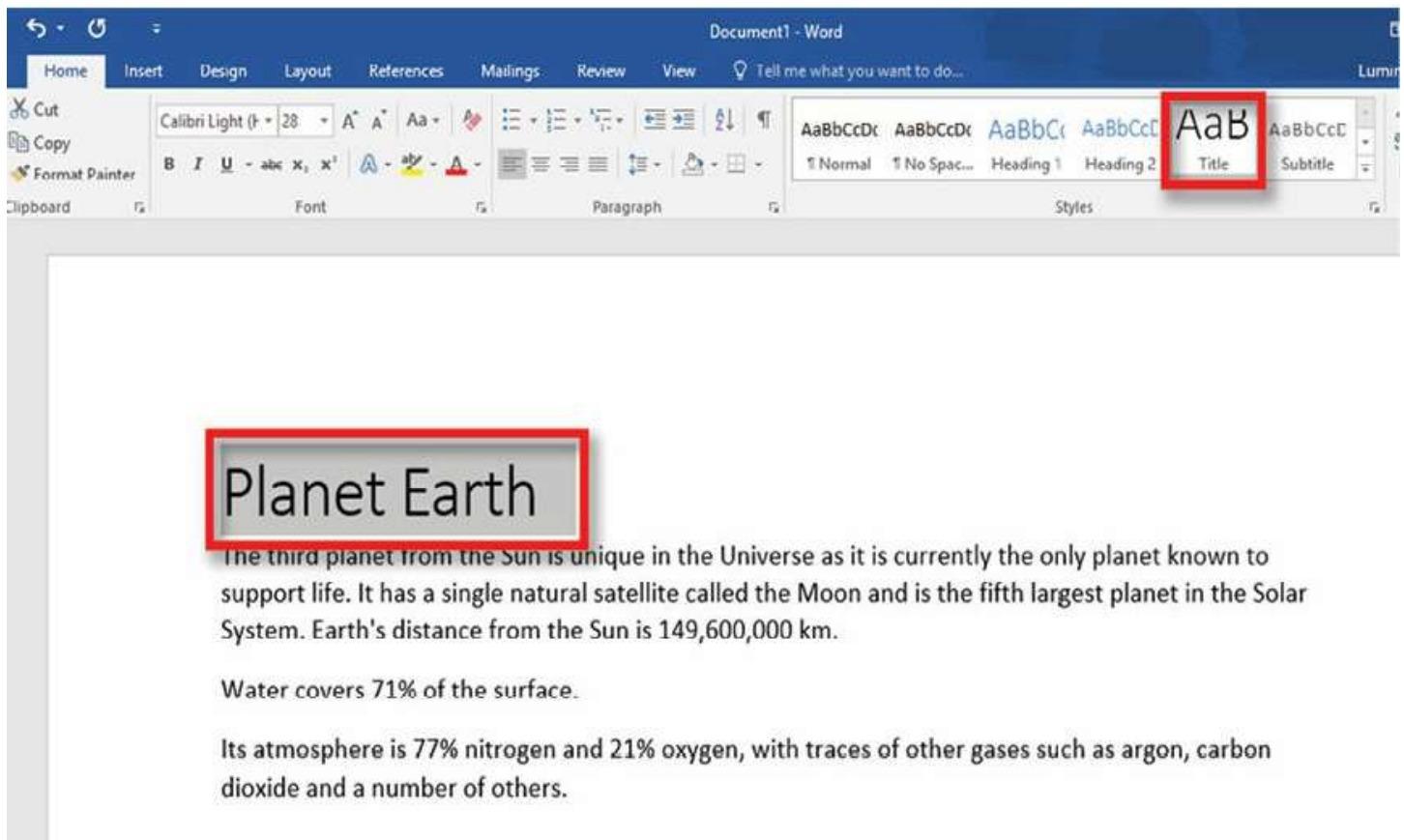
To set the styles for a heading or paragraph, just highlight it with your mouse as shown

below.



The third planet from the Sun is unique in the Universe as it is currently the only planet known to support life. It has a single natural satellite called the Moon and is the fifth largest planet in the Solar System. Earth's distance from the Sun is 149,600,000 km.

Once you have the text highlighted, click on a style from the home ribbon.

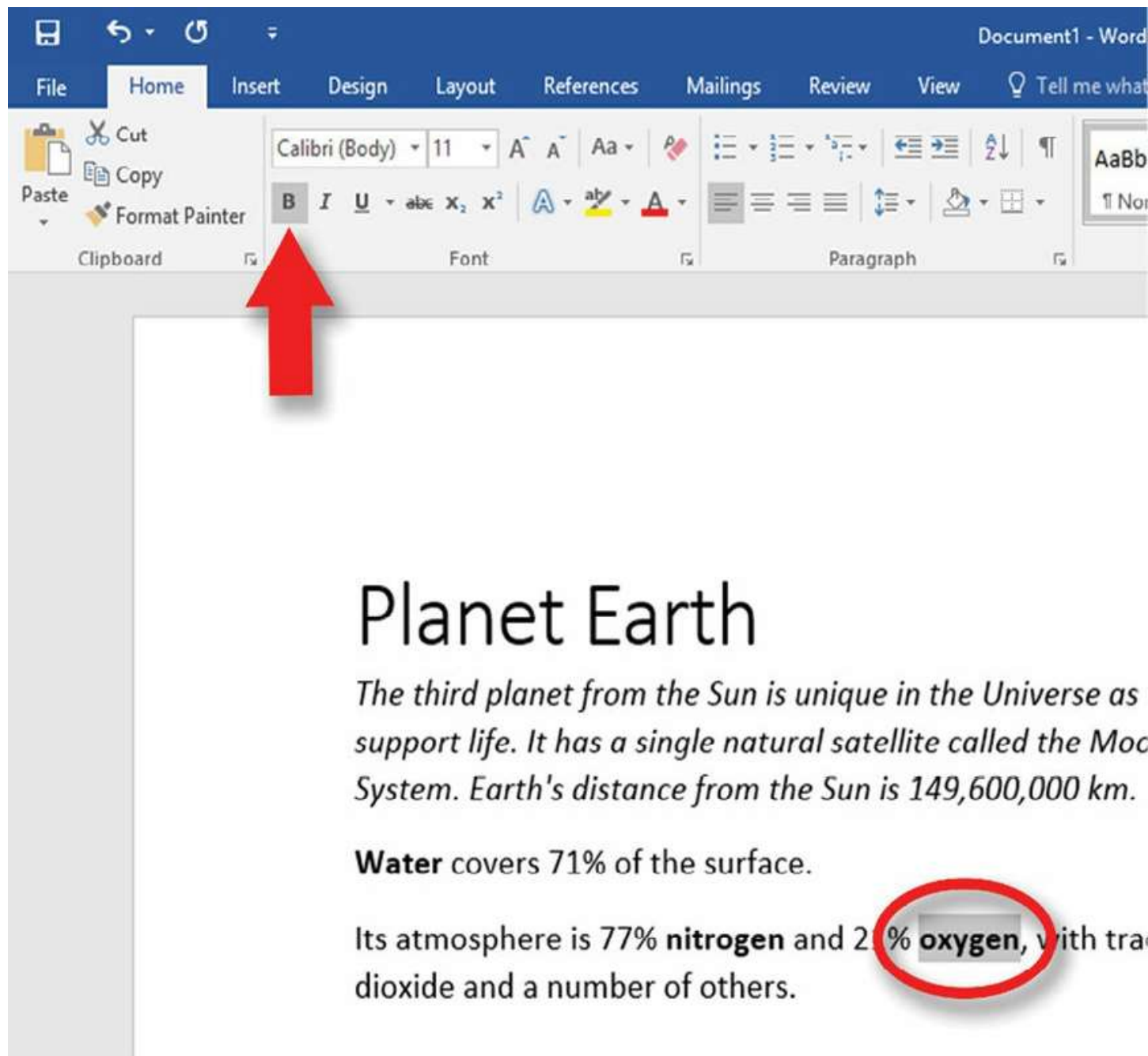


In this example I will use the title style for the heading of my document.

Bold, Italic & Underlined

You can use **bold**, *italic* or underlined text to emphasise certain words or paragraphs. Just select the text you want to apply formatting to and from the home ribbon select one of the icons: **bold**, *italic* or underlined.

For example, I want to make the text “water”, “nitrogen” and “oxygen” bold, select them with the mouse, by double clicking on the word, and click the bold icon on your home ribbon.



Document1 - Word

File Home Insert Design Layout References Mailings Review View Tell me what

Cut Copy Paste Format Painter

Calibri (Body) 11 A⁺ A⁻ Aa

B *I* U abc x₂ x² A a b A

Clipboard Font Paragraph

Planet Earth

The third planet from the Sun is unique in the Universe as support life. It has a single natural satellite called the Moc System. Earth's distance from the Sun is 149,600,000 km.

Water covers 71% of the surface.

Its atmosphere is 77% **nitrogen** and 2% **oxygen**, with tra dioxide and a number of others.

Do the same for underlined and *italic* text, using the appropriate icons on the home ribbon.

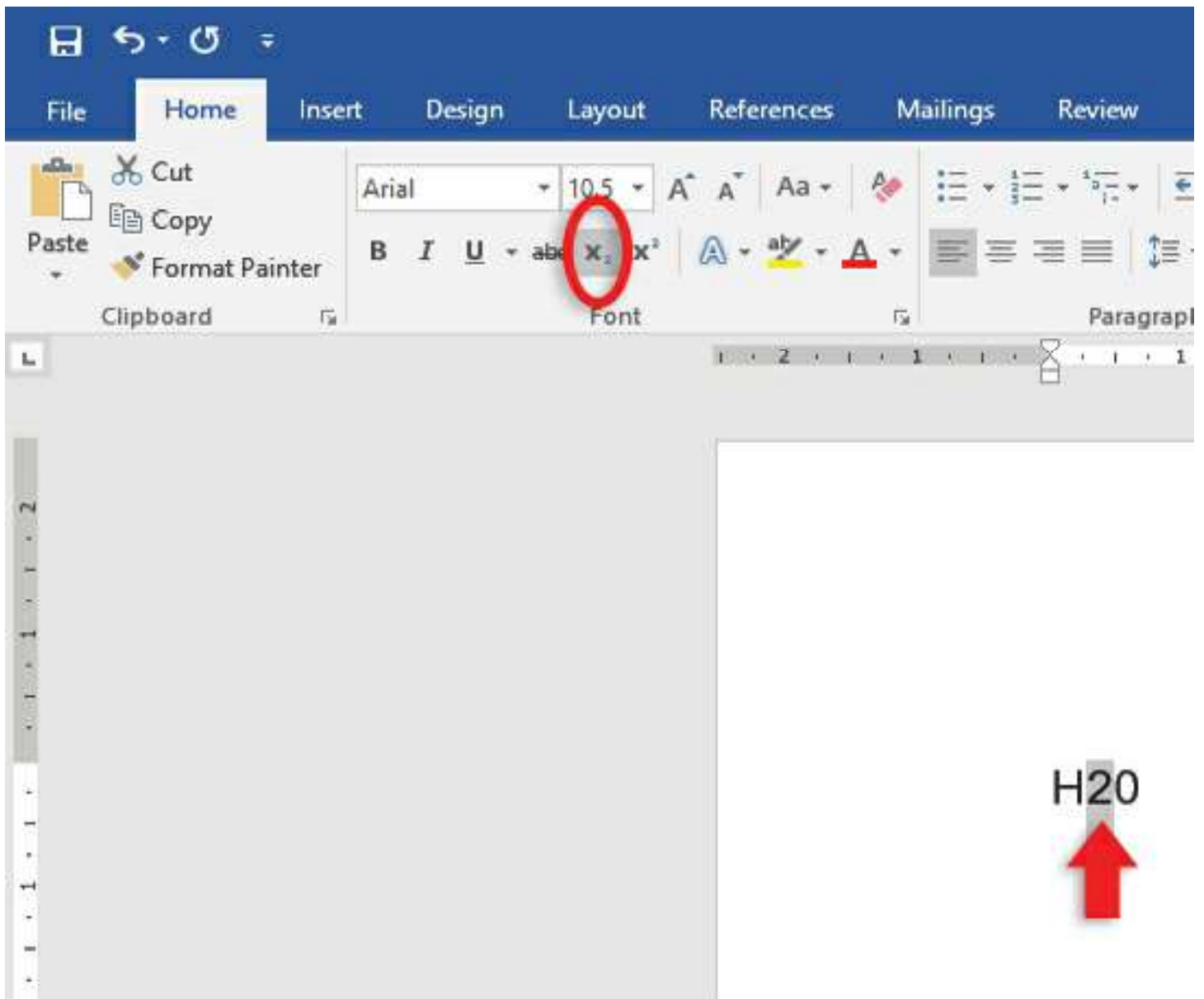
Superscript & Subscript

Subscripts appear below the text line and are used primarily in mathematical formulas, to express chemical compounds or footnotes.

For example.

H₂O or CO₂

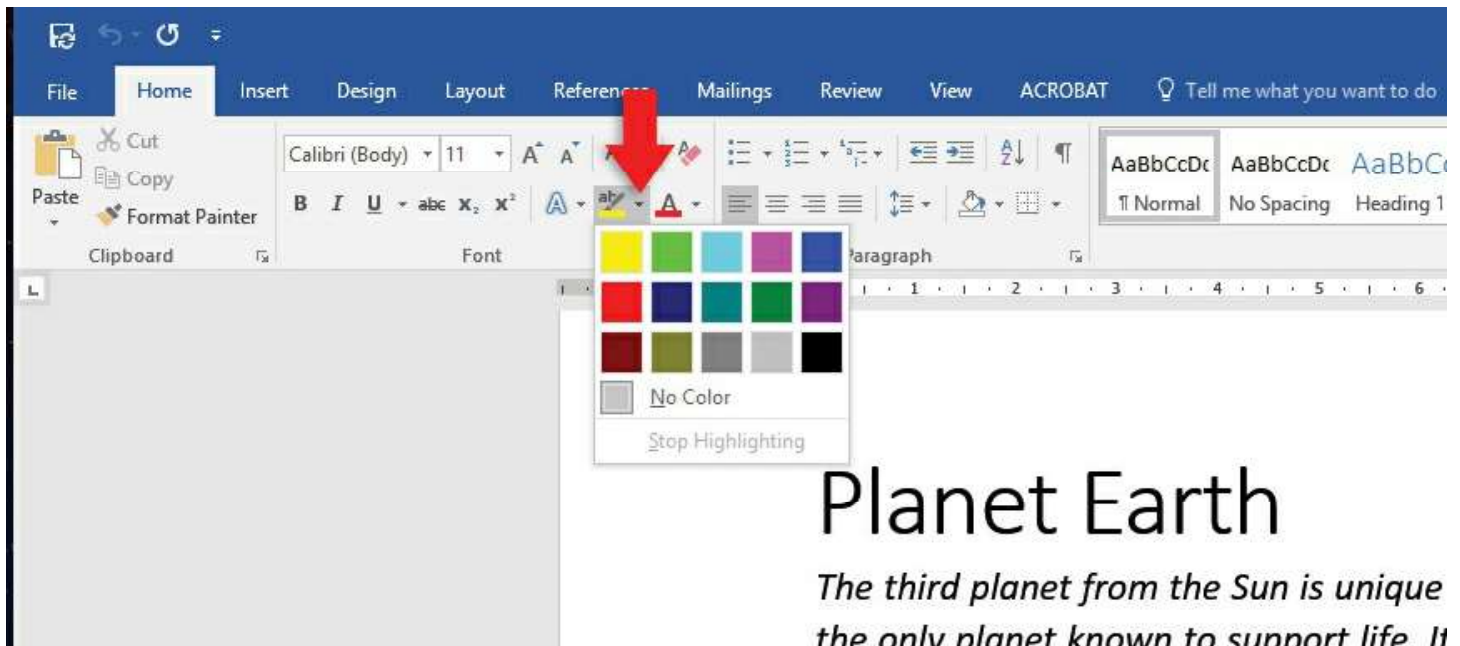
You can add subscripts to your text. To do this, first highlight the character you want to make into a subscript. In this example, I want to select the '2' in H₂O. Click your mouse before the '2' and drag over to the right until the '2' is highlighted in grey, as shown below.



. Click the subscript icon on your home ribbon

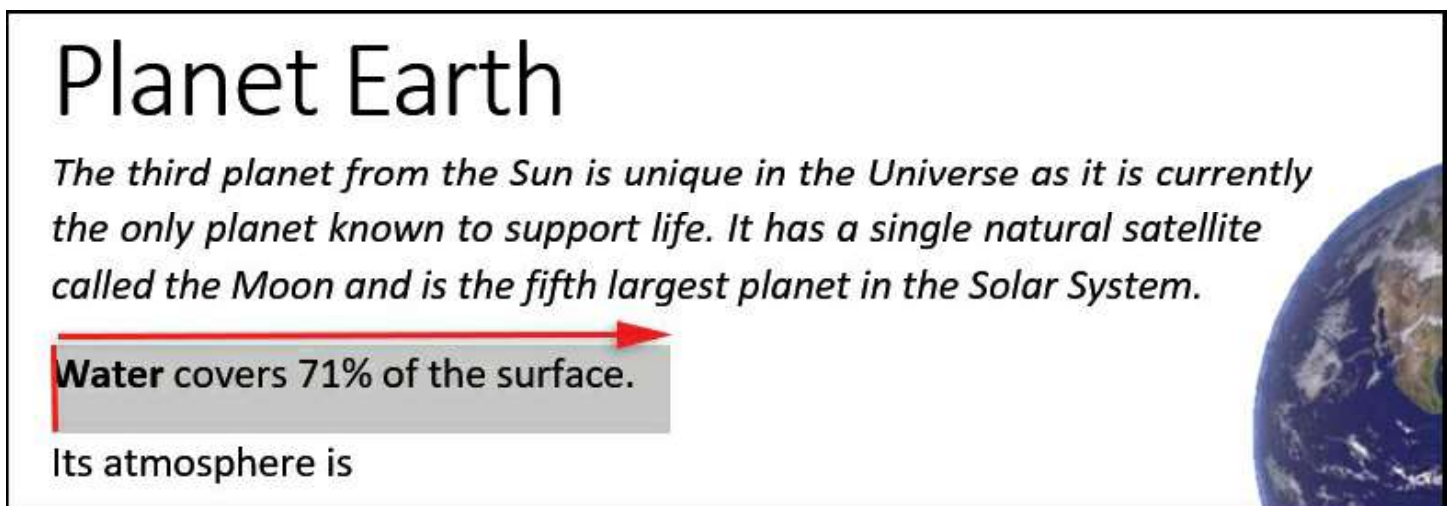
Highlighting Text

To highlight text, first click the small down arrow next to the highlight icon on your home ribbon.



From the drop down menu that appears, select a colour. Usually yellow, green or turquoise show up well.

Now with the highlight tool, click and drag it across the text you want to highlight. In this example, I want to highlight 'Water covers 71% of the surface.'



Once you release your mouse, you'll see the text highlight in the colour you chose.



To turn off the highlight tool, click the icon again on your home ribbon.


Text Colour

To change the colour of the text, first highlight it with your mouse. In the example below, I want to change the text colour of the first paragraph. To do this, click before the word 'the' and drag your mouse across the paragraph, to the end after 'March 2012', to highlight it.

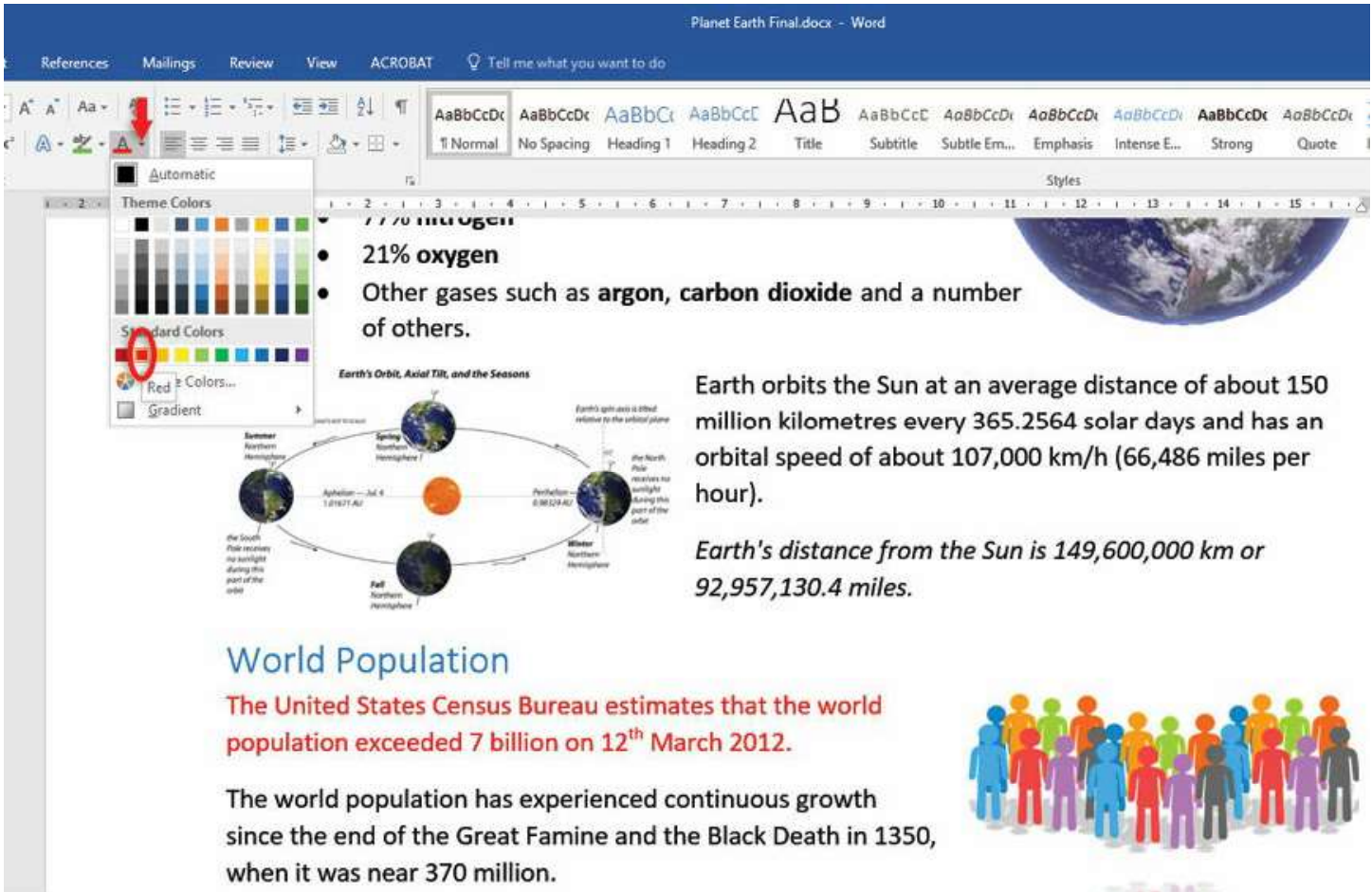
World Population

The United States Census Bureau estimates that the world population exceeded 7 billion on 12th March 2012.

The world population has experienced continuous growth since the end of the Great Famine and the Black Death in 1350, when it was near 370 million.



From the home ribbon, click the small down arrow next to the font colour icon.



Planet Earth Final.docx - Word

References Mailings Review View ACROBAT Tell me what you want to do

Font Color palette: Automatic, Theme Colors, Standard Colors (Red is selected), Red Colors..., Gradient

77% nitrogen

- 21% oxygen
- Other gases such as **argon, carbon dioxide** and a number of others.

Earth's Orbit, Axial Tilt, and the Seasons


Earth orbits the Sun at an average distance of about 150 million kilometres every 365.2564 solar days and has an orbital speed of about 107,000 km/h (66,486 miles per hour).

Earth's distance from the Sun is 149,600,000 km or 92,957,130.4 miles.

World Population

The United States Census Bureau estimates that the world population exceeded 7 billion on 12th March 2012.

The world population has experienced continuous growth since the end of the Great Famine and the Black Death in 1350, when it was near 370 million.



From the drop down menu that appears, select the colour you want from the palette.

Once you click a colour, the selected text will change.

Text Justification

You can align text to different margins.

Most text will be **left aligned** as demonstrated in this paragraph. Only the left margin is aligned, the right margin is not.

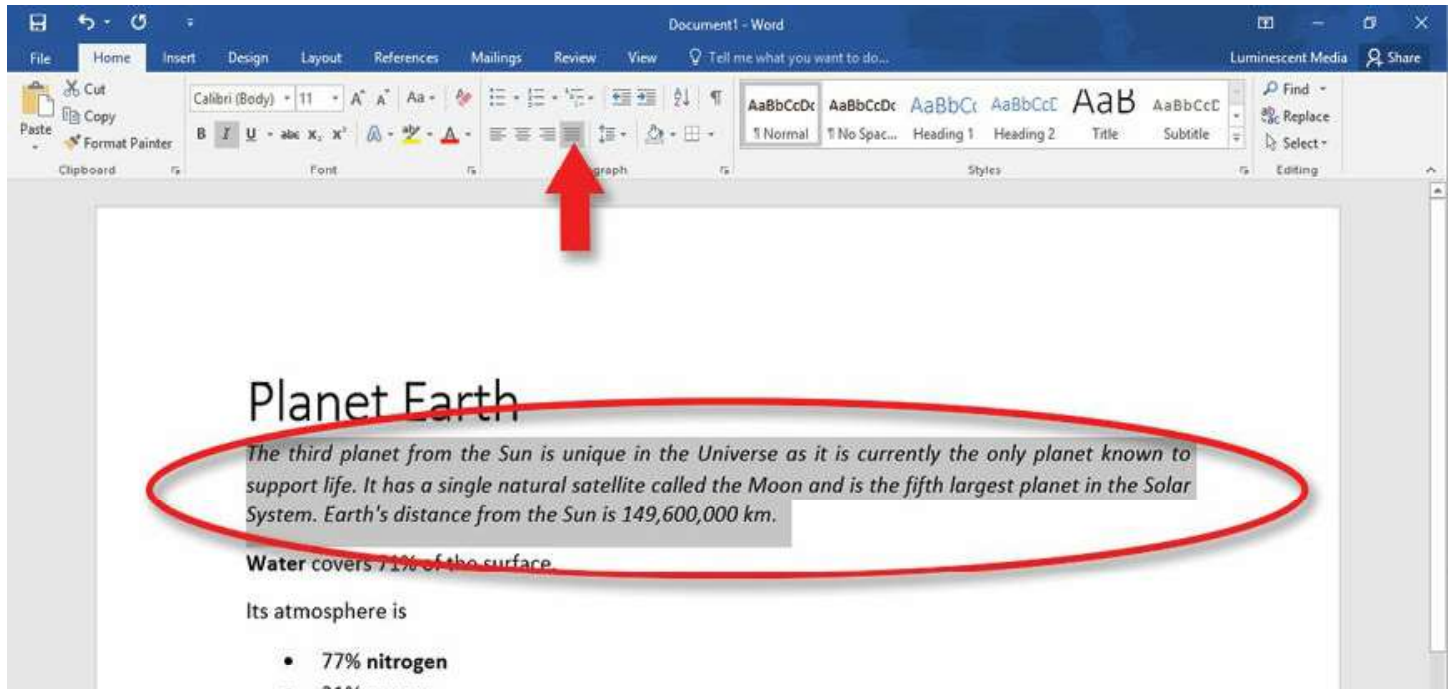
Text can also be **right aligned**
this is good for addresses on the top of letters

Text can also be **fully justified**. This means that the left and right margins are both aligned. This helps when creating documents with images, as the text will line up neatly around the image.

Text can also be **centre aligned**,
as demonstrated by this paragraph and
is good for headings, verses,
poems and so on.

Select the text you want to apply formatting to.

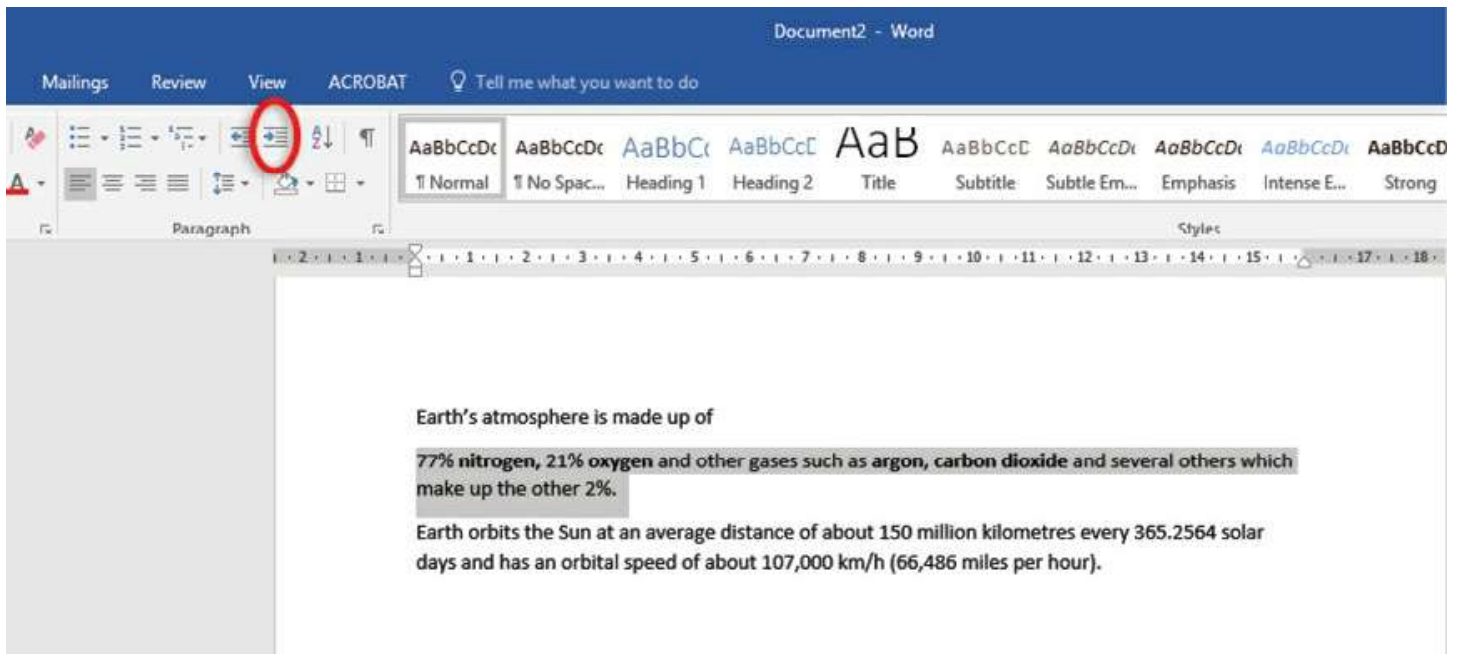
In this example, I want fully justify the first paragraph. This means the text is aligned on both the left and right margins.



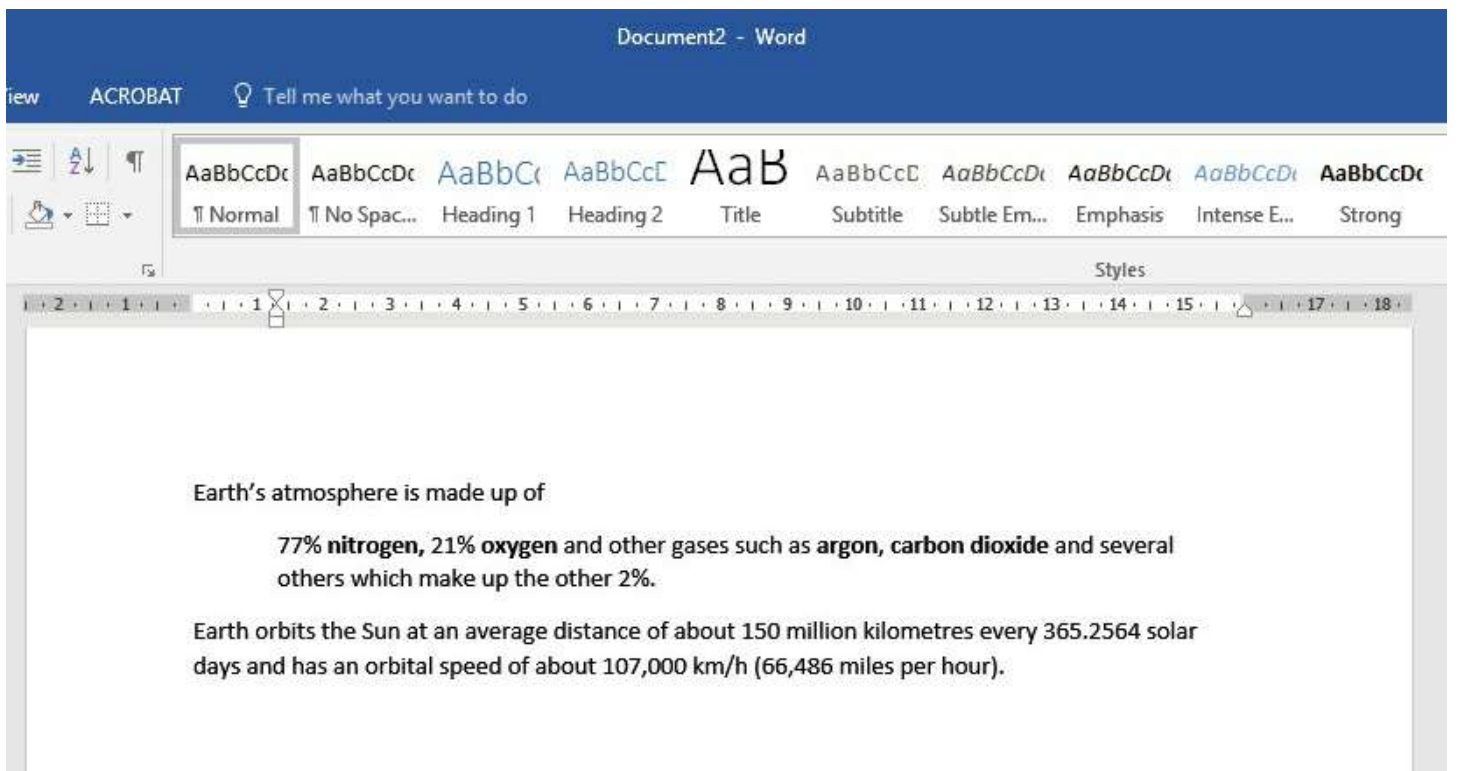
Select the text, then from the home ribbon select the fully justify icon.

Paragraph Indents

To increase the indent of a paragraph, select the text with your mouse so it's highlighted, then from your home ribbon, click the increase indent icon.



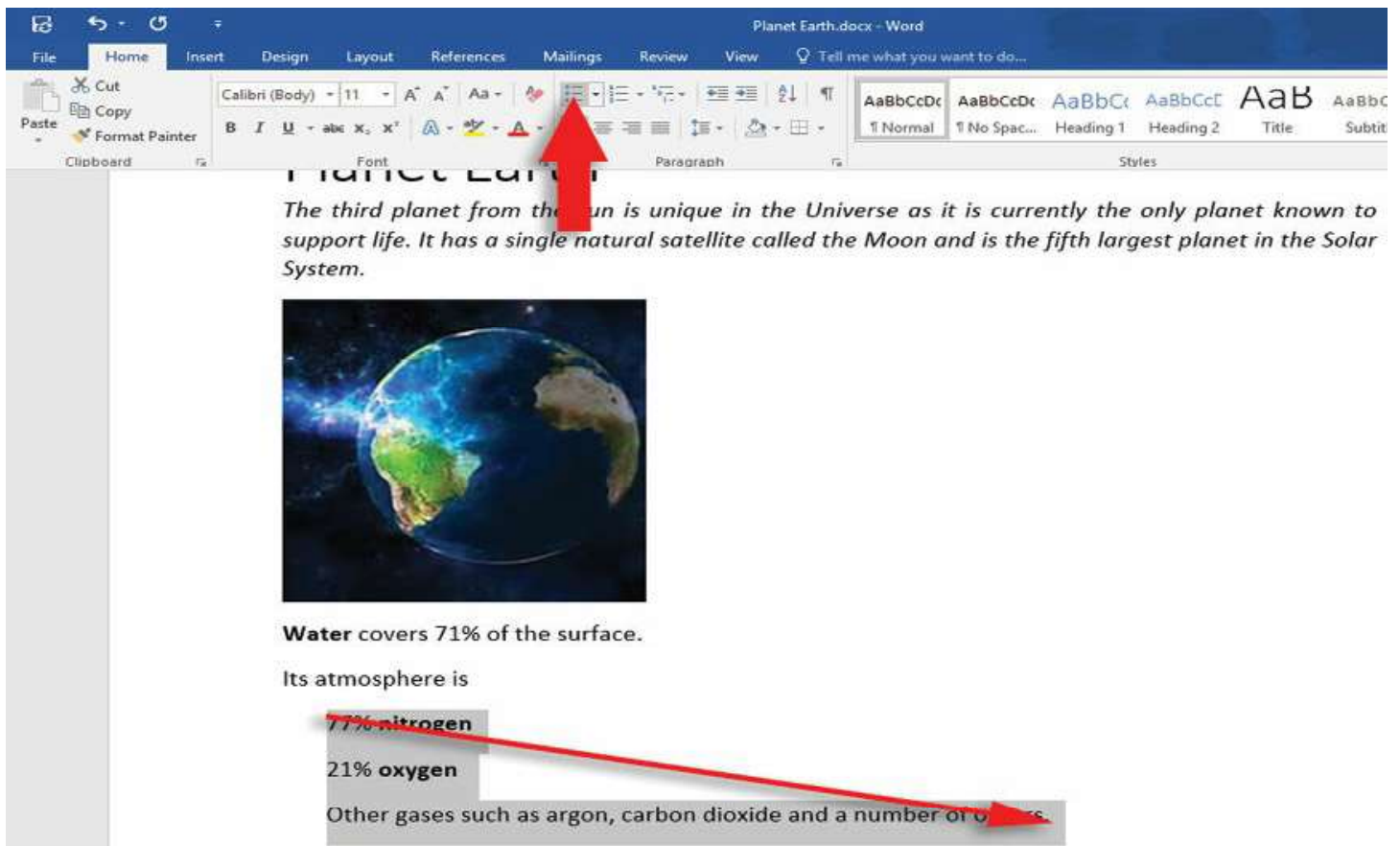
This will produce something like this.



This makes it easier to read and scan the document.

Bullet Lists

Edit the document and change the sentence explaining atmospheric composition to a bullet point list. Select the text using your mouse as shown below.



The screenshot shows the Microsoft Word interface with the Home ribbon selected. The Paragraph group contains the bullet points icon, which is highlighted by a red arrow. The document text reads: "The third planet from the sun is unique in the Universe as it is currently the only planet known to support life. It has a single natural satellite called the Moon and is the fifth largest planet in the Solar System." Below this is an image of Earth. Underneath the image, the text says "Water covers 71% of the surface. Its atmosphere is" followed by a list of atmospheric gases: "77% nitrogen", "21% oxygen", and "Other gases such as argon, carbon dioxide and a number of others." A red arrow points from the bullet points icon to the text of the list.

Then from your home ribbon, click the bullet points icon.

You can also have different styles of bullets; ticks, stars and so on. To get the drop down menu, click the small down arrow next to the bullet icon.

Planet Earth Test.docx - Word

References Mailings Review View ACROBAT Tell me what you want to do

Bulleted List Library

Document Bullets

Change List Level Define New Bullet...


Planet Earth

The third planet from the Sun is unique in the Universe as it is currently the only planet known to support life. It has a single natural satellite called the Moon and is the fifth largest planet in the Solar System.

Water covers 71% of the surface.

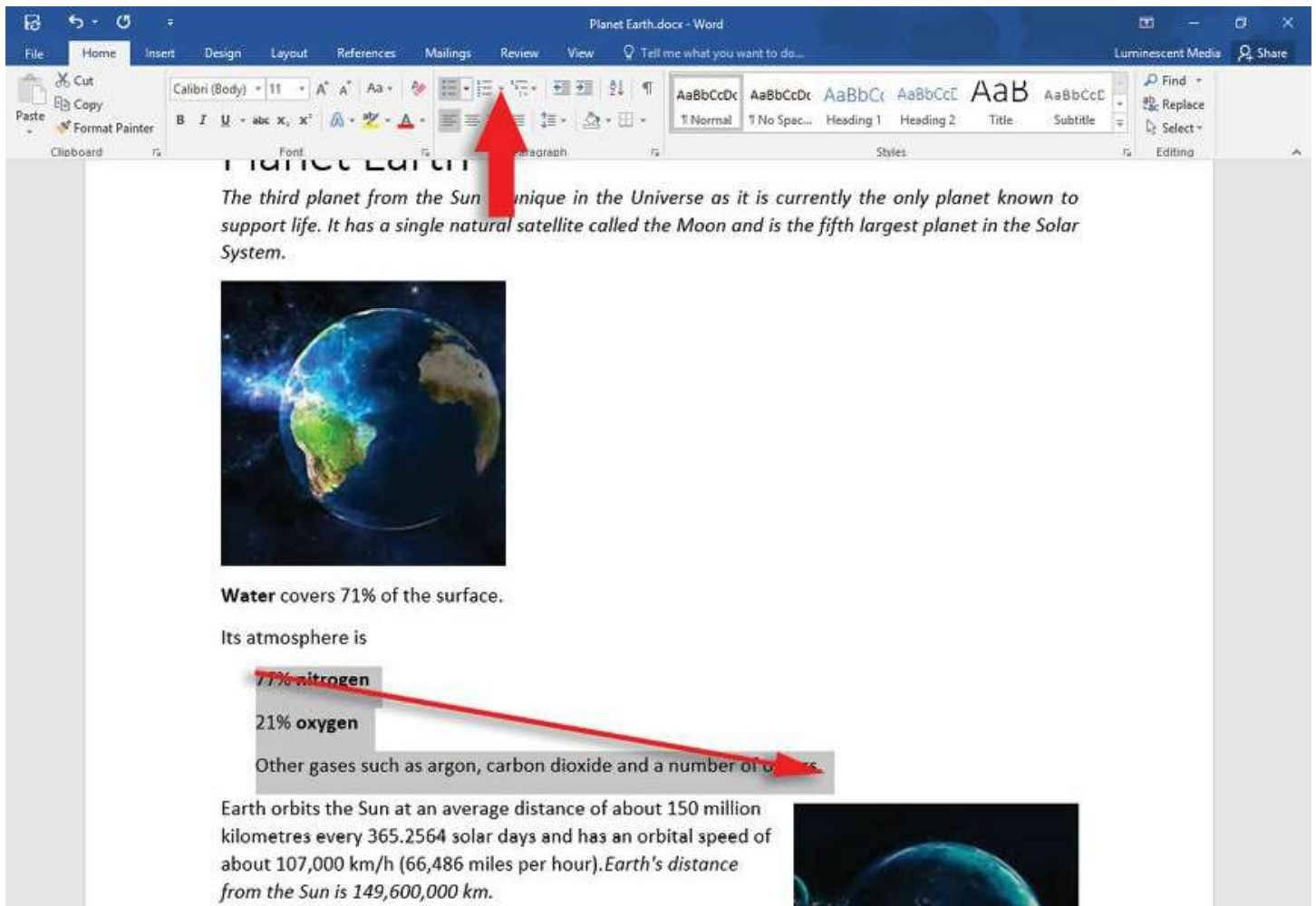
Its atmosphere is

- ✓ 77% **nitrogen**
- ✓ 21% **oxygen**
- ✓ Other gases such as argon, carbon dioxide and a number of others.



Numbered Lists

Edit the document and change the sentence explaining atmospheric composition to a numbered point list. Select the text using your mouse as shown below.



The screenshot shows the Microsoft Word interface with the 'Home' ribbon selected. A red arrow points to the 'Numbered List' icon in the Paragraph group. Below the ribbon, the text reads: 'The third planet from the Sun, unique in the Universe as it is currently the only planet known to support life. It has a single natural satellite called the Moon and is the fifth largest planet in the Solar System.' Below this is an image of Earth. Further down, the text says 'Water covers 71% of the surface. Its atmosphere is' followed by a list of atmospheric components: '77% nitrogen', '21% oxygen', and 'Other gases such as argon, carbon dioxide and a number of others.' A red arrow points from the '77% nitrogen' line to the 'Numbered List' icon in the ribbon. At the bottom, there is another image of Earth and a paragraph about Earth's orbit around the Sun.

From the home ribbon, click the numbered list icon.

You can also have different styles of numbered lists. To get the drop down menu, click the small down arrow next to the numbered list icon.

File Home Insert Design Layout References Mailings Review View ACROBAT Tell me what you want to do

Cut Copy Paste Format Painter Clipboard Font

Calibri (Body) 11 A Aa

Numbering Library

None 1. 2. 3. I. II. III. a. d. c. i. l. ii.

Number alignment: Right

Change List Level Define New Number Format...

Sun is unique in th support life. It has fifth largest plane

Water covers 71% of the surface.

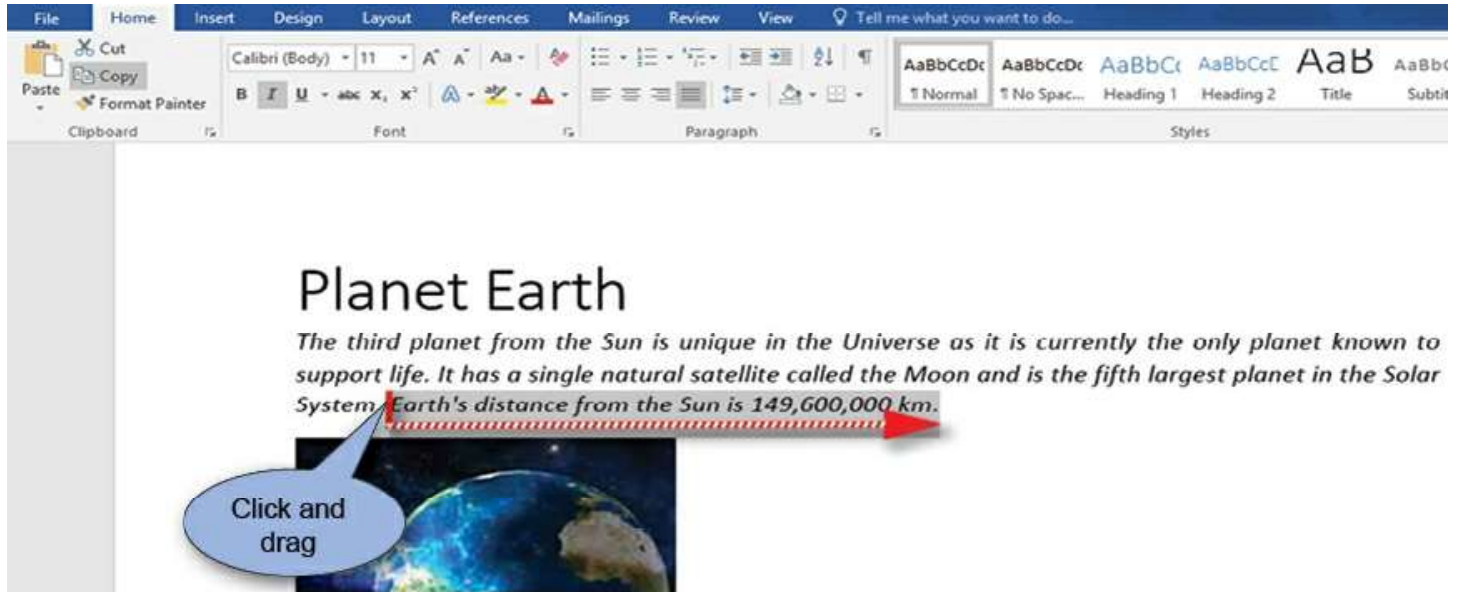
Its atmosphere is

- i. **77% nitrogen**
- ii. **21% oxygen**
- iii. **Other gases such as argon, cart of others.**

Cut, Copy & Paste

To ease editing documents, you can use copy, cut and paste to move paragraphs or pictures around in different parts of your document.

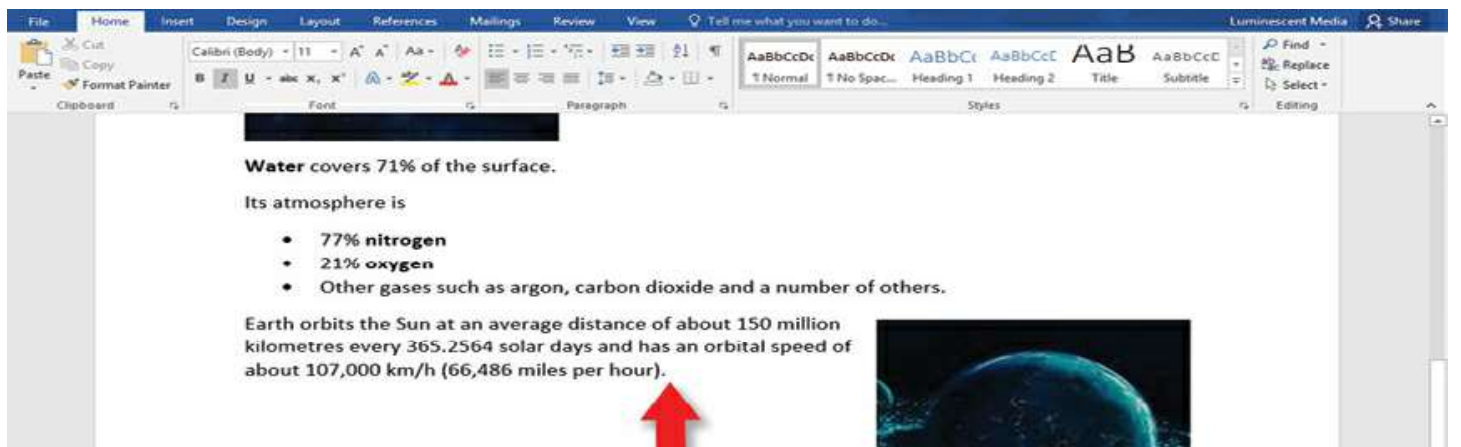
First select the paragraph below with your mouse by clicking before the word 'Earth', and dragging your mouse across the line towards the end of the line, as shown below.



Once you have done that, click 'cut' from the left hand side of your home ribbon. This will 'cut out' the paragraph.



Now click on the position in the document you want the paragraph you just cut out to be inserted.



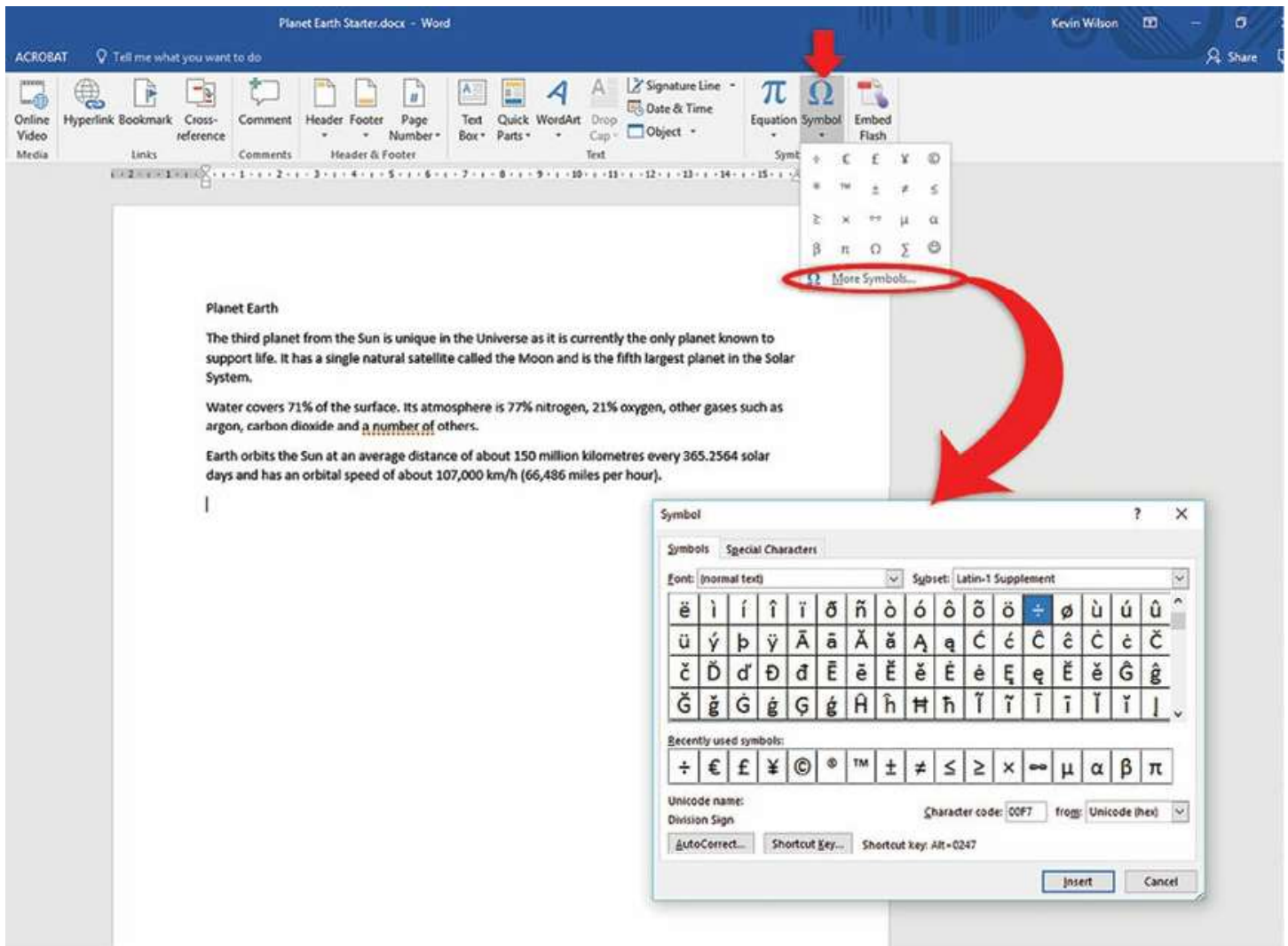
Once you have done that click 'paste' from the home ribbon. If you wanted to copy

something ie make a duplicate of the text, then use the same procedure except click 'copy' instead of 'cut'.

Inserting Symbols

First place your cursor in the position you want to insert a symbol.

Select your insert ribbon. From the insert ribbon, select 'symbol'. The most commonly used symbols will show up in the drop down box.



If the symbol you are looking for isn't there, click 'more symbols' at the bottom and scroll through the list until you find the one you want.

To insert the symbol click on it, then click 'insert'.

Equations

Word has built in templates for displaying equations correctly and has some very common ones built in.

$$\text{Speed} = \frac{\text{Distance}}{\text{Time}}$$

$$\text{Volume} = \frac{4}{3}\pi r^3$$

You can build equations using the equation tool on the insert ribbon.

If we want to build the second equation first, go to your insert ribbon and click 'equation'

In the box that appears, we can start building the equation.

First I typed

volume =

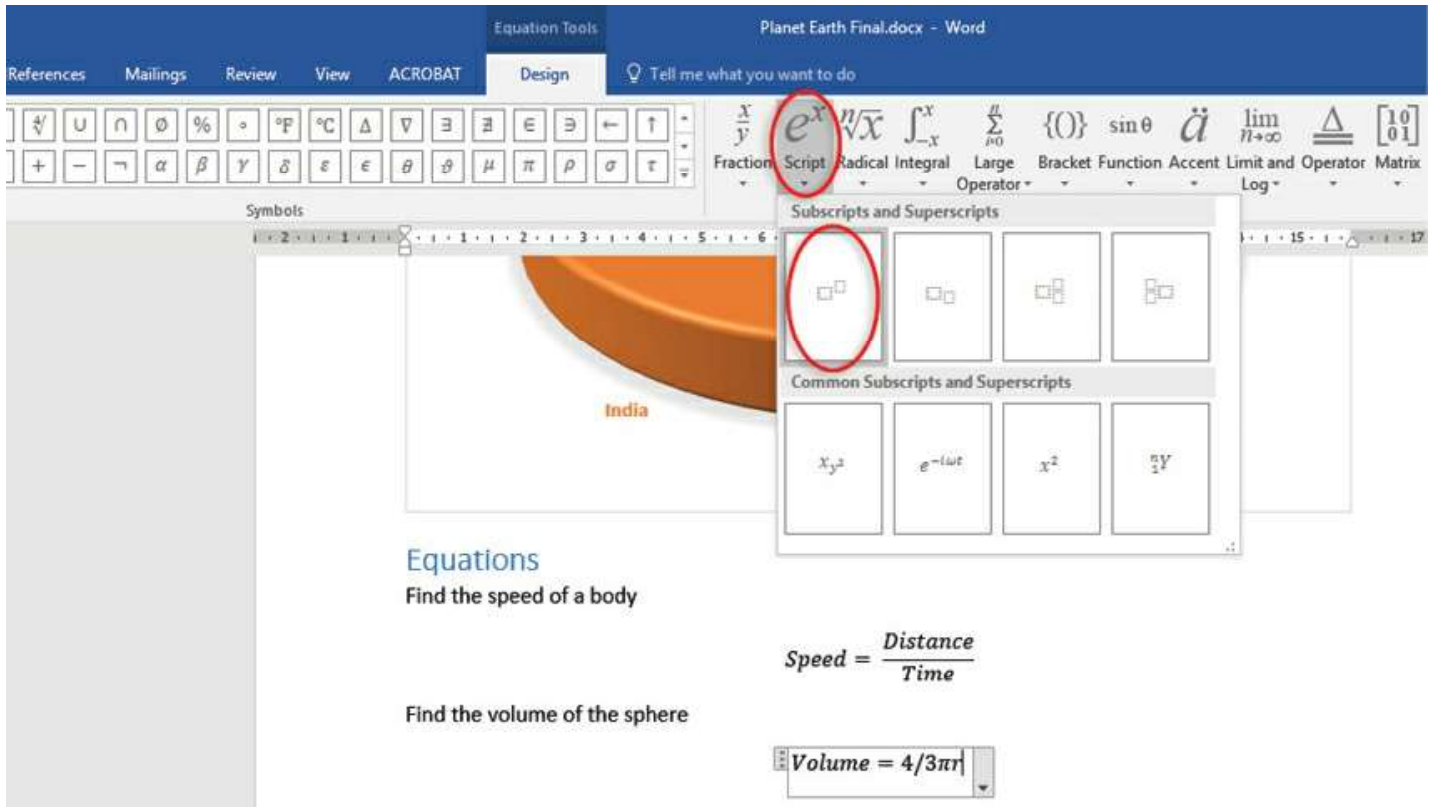
Then we need to insert a fraction, so type

4 / 3

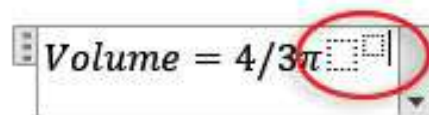
Now we need to insert a symbol for Pi. So from the design ribbon, scroll down the list of symbols in the centre, until you find Pi (π). Double click to add.

The screenshot shows the Microsoft Word interface. The top ribbon is 'Equation Tools' with a 'Design' sub-ribbon selected. A red box highlights the 'Symbols' group, which contains various mathematical symbols including the Pi symbol (π). Below the ribbon, the document page is visible. It features a large orange circular graphic with the word 'India' written on it. Below the graphic, there is a section titled 'Equations' with two prompts: 'Find the speed of a body' and 'Find the volume of the sphere'. The first prompt is followed by the equation $\text{Speed} = \frac{\text{Distance}}{\text{Time}}$. The second prompt is followed by a text box containing the equation $\text{Volume} = \frac{4}{3}$.

Now click 'script' from the design ribbon and select 'superscript' to add the last part of the equation r^3



You'll see two little boxes appear on your equation.



Click the bigger box and type

r

Then in the smaller box type

3

This will give you r^3

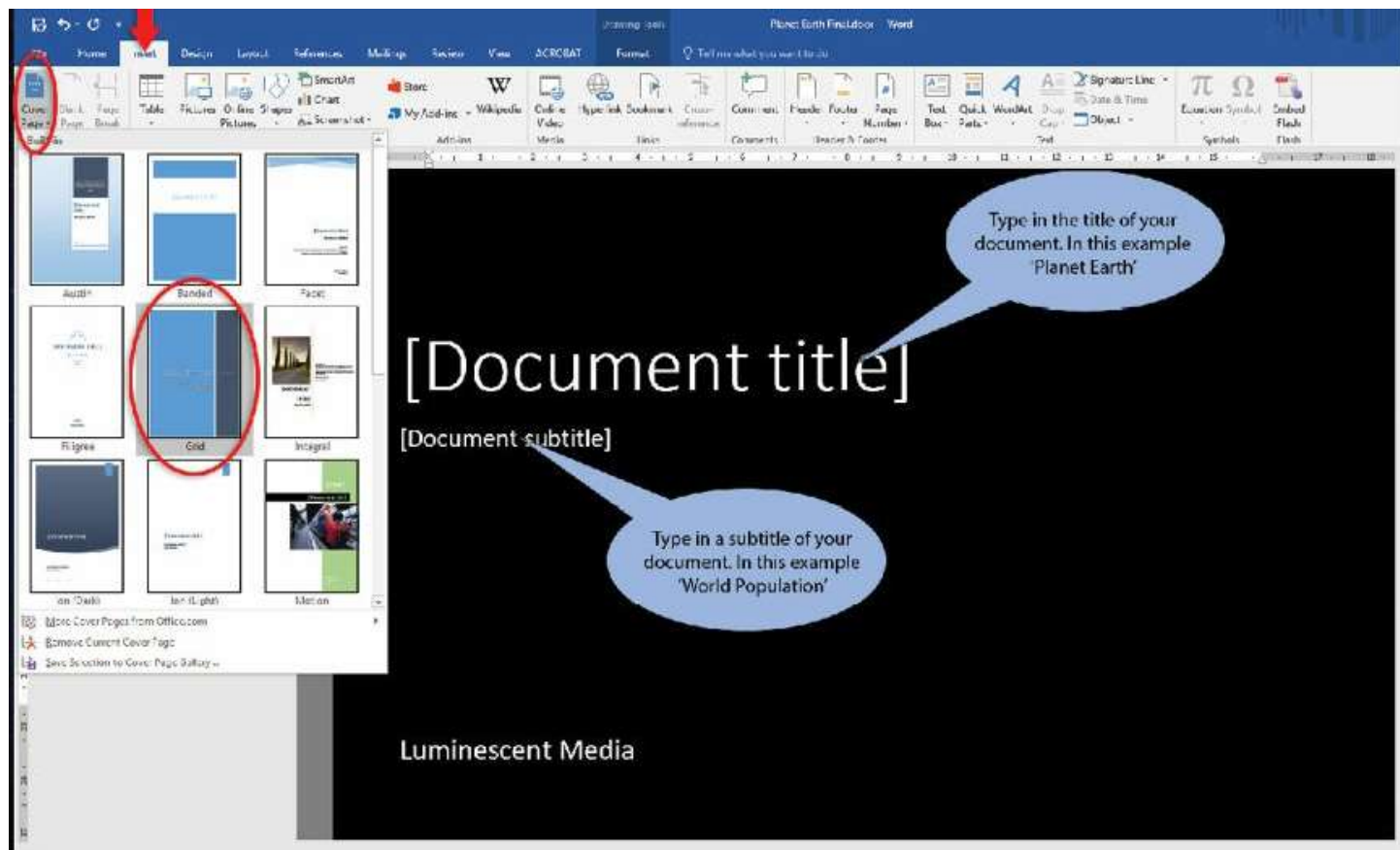
Now we have our equation. Note the formatting of the fraction and font styles.

$$Volume = \frac{4}{3}\pi r^3$$

This is a very simple example to demonstrate the feature. Why not experiment with some of the other equations on the design ribbon such as integrals, radicals and functions.

Cover Pages

You can add pre-designed cover pages to your documents. These work well if you are submitting a sales report, a manuscript or something that needs a title page.



If you need to resize the cover to fit your page, click on the edge and you'll see a small white dot appear, this is called a resize handle. Click the resize handle and drag it to the edge of your page.



Do the top edges too, if you need to.

Adding Images

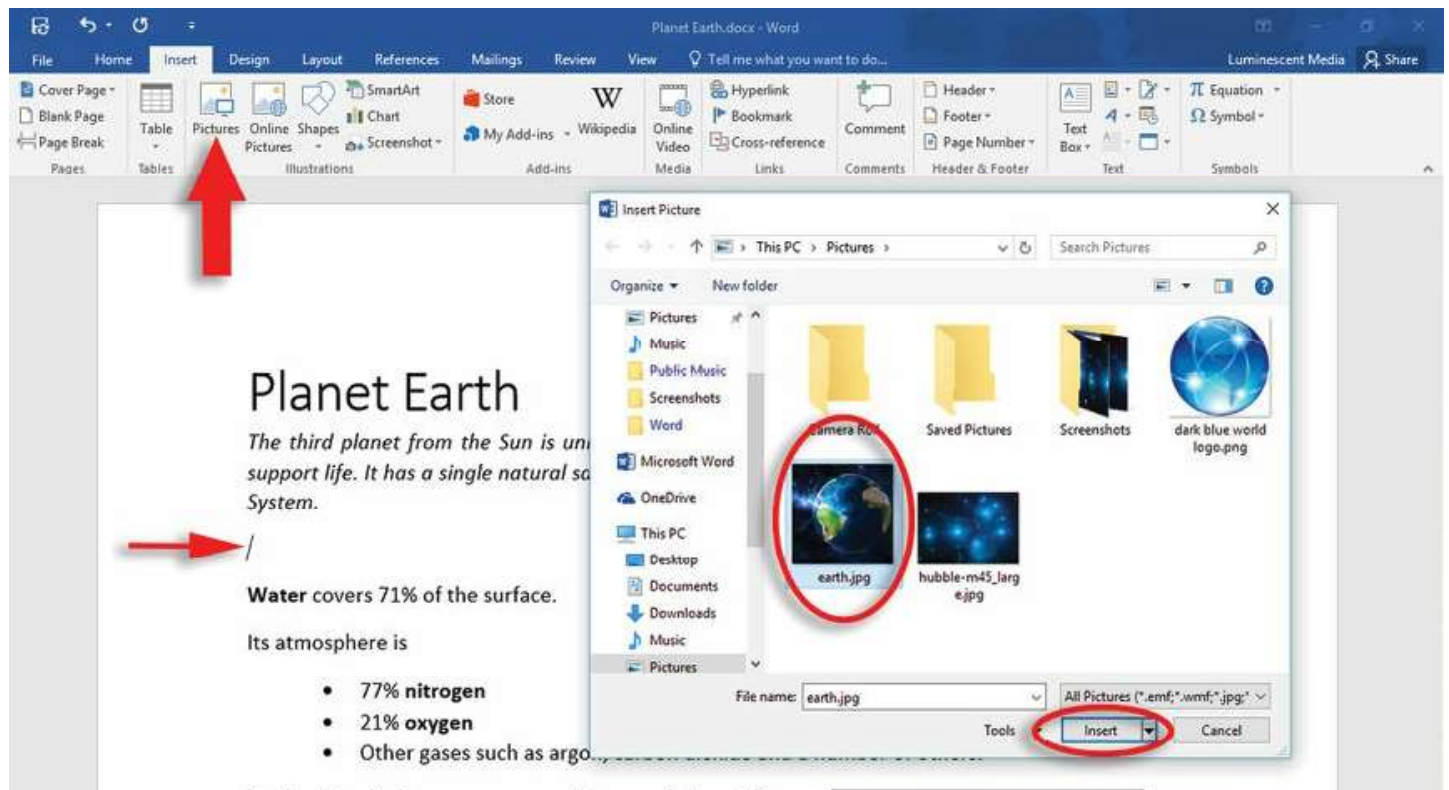
Adding images to your document is easy.

There are two ways.

- Your own photos and pictures stored on your computer or OneDrive.
- Clipart. This is a large library of images that can be used in your documents.

Click on the line in your document where you want your photograph or image to appear.

Go to your insert ribbon and click on 'Pictures'



Choose the picture or photo you want from the dialog box that appears.

Click insert.

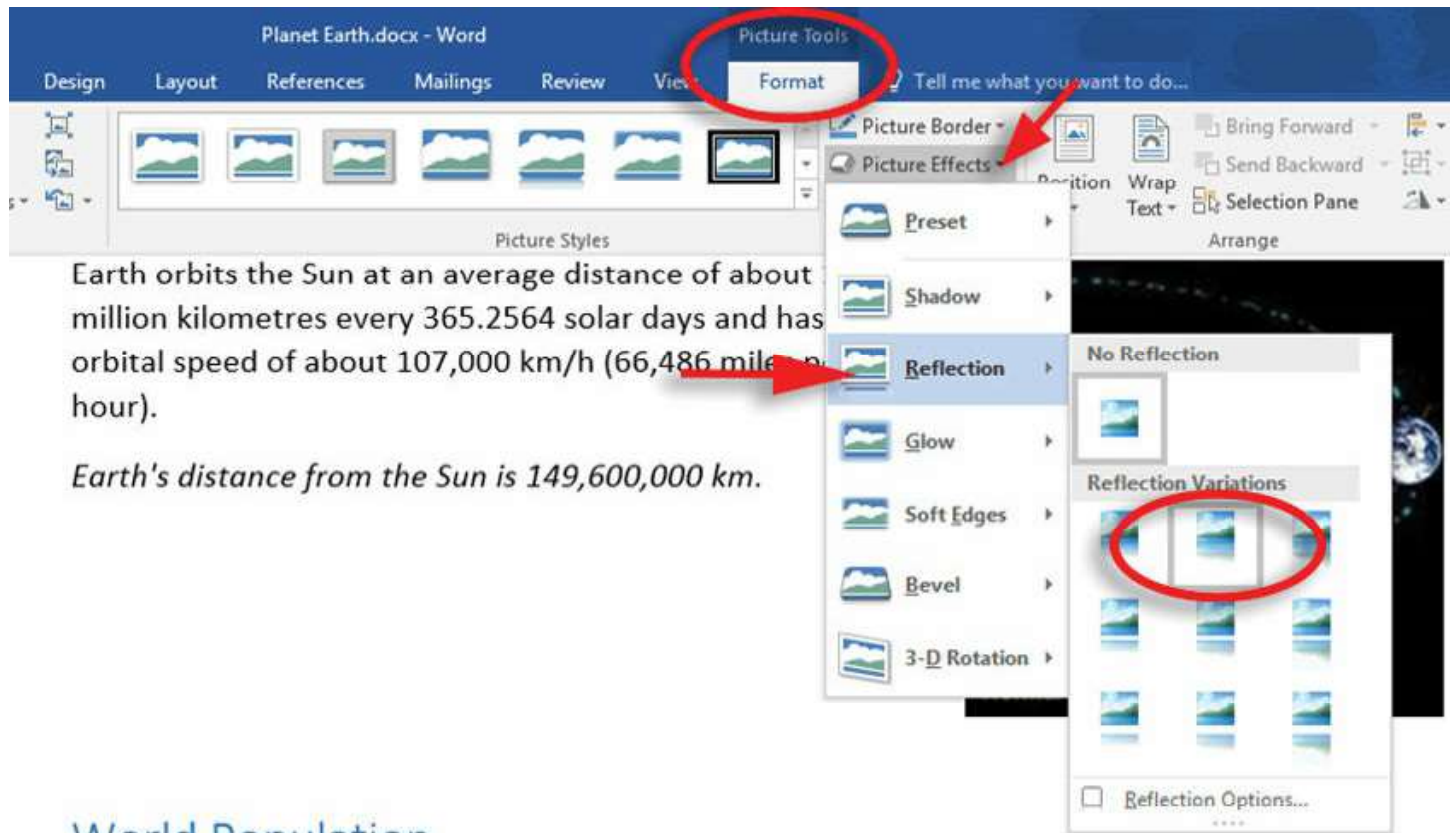
This will insert your photo into your document.

You can move the photo by clicking and dragging it to the position you want it.

Adding Effects to Images

To add effects to your images, such as shadows and borders, click on your image, then select the Format ribbon.

In this example, click on the population image.



Earth orbits the Sun at an average distance of about million kilometres every 365.2564 solar days and has orbital speed of about 107,000 km/h (66,486 miles per hour).

Earth's distance from the Sun is 149,600,000 km.

World Population

The United States Census Bureau estimates that the world population exceeded 7 billion on 12th March 2012



I want to create a nice reflection style to the image. To do this, click 'picture effects', then go down to 'reflection'. Select a variation as shown above.

Try different effects, such as 'shadow', 'bevel' or 'glow'.

See what affect they have...

Cropping Images

If you insert an image into your document, and it has unwanted parts, or you want to concentrate on one particular piece of the picture, you can crop the image

First, insert an image from your pictures library into your document.

Planet Earth.docx - Word

Home Insert Design Layout References Mailings Review View **Format** Tell me what you want to do...

Compress Pictures Reset Picture Shadow Effects Picture Border Dashes Weight Position Wrap Text Bring Forward Send Backward Selection Pane Align Group Rotate Crop Height: 3.32 cm Width: 5.72 cm Size

Earth orbits the Sun at an average distance of about 150 million kilometres every 365.2564 solar days and has an orbital speed of about 107,000 km/h (66,486 miles per hour).

Earth's distance from the Sun is 149,600,000 km.

World Population

The United States Census Bureau estimates that the world population exceeded 7 billion on 12th March 2012.

The world population has experienced continuous growth since the end of the Great Famine and the Black Death in 1350, when it was near 370 million.

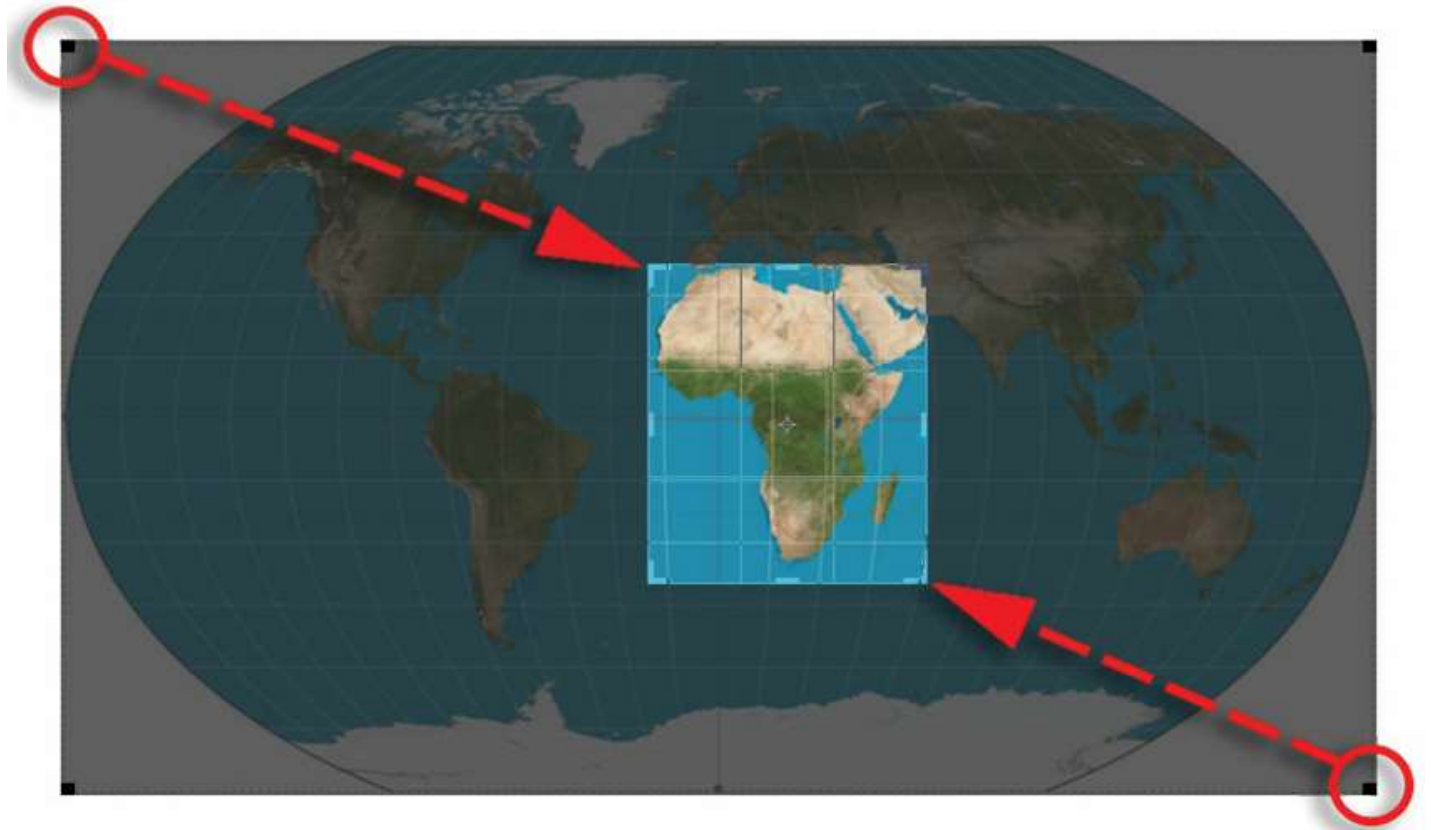
- The highest growth rates – global population increases above 1.8% per year – occurred briefly during the 1950s, and for longer during the 1960s and 1970s. The global growth rate peaked at 2.2% in 1963, and has declined to 1.1% as of 2012.
- Total annual births were highest in the late 1980s at about 139 million, and are now expected to remain essentially constant at

239 words English (United Kingdom)

To crop, click on the image, then click the format ribbon.

From the format ribbon, click the crop icon.

If you look closely at your image, you will see crop handles around the edges, shown circled below.



Click and drag these handles around the part of the image you want to keep. Eg, I just want to show Africa in the image.

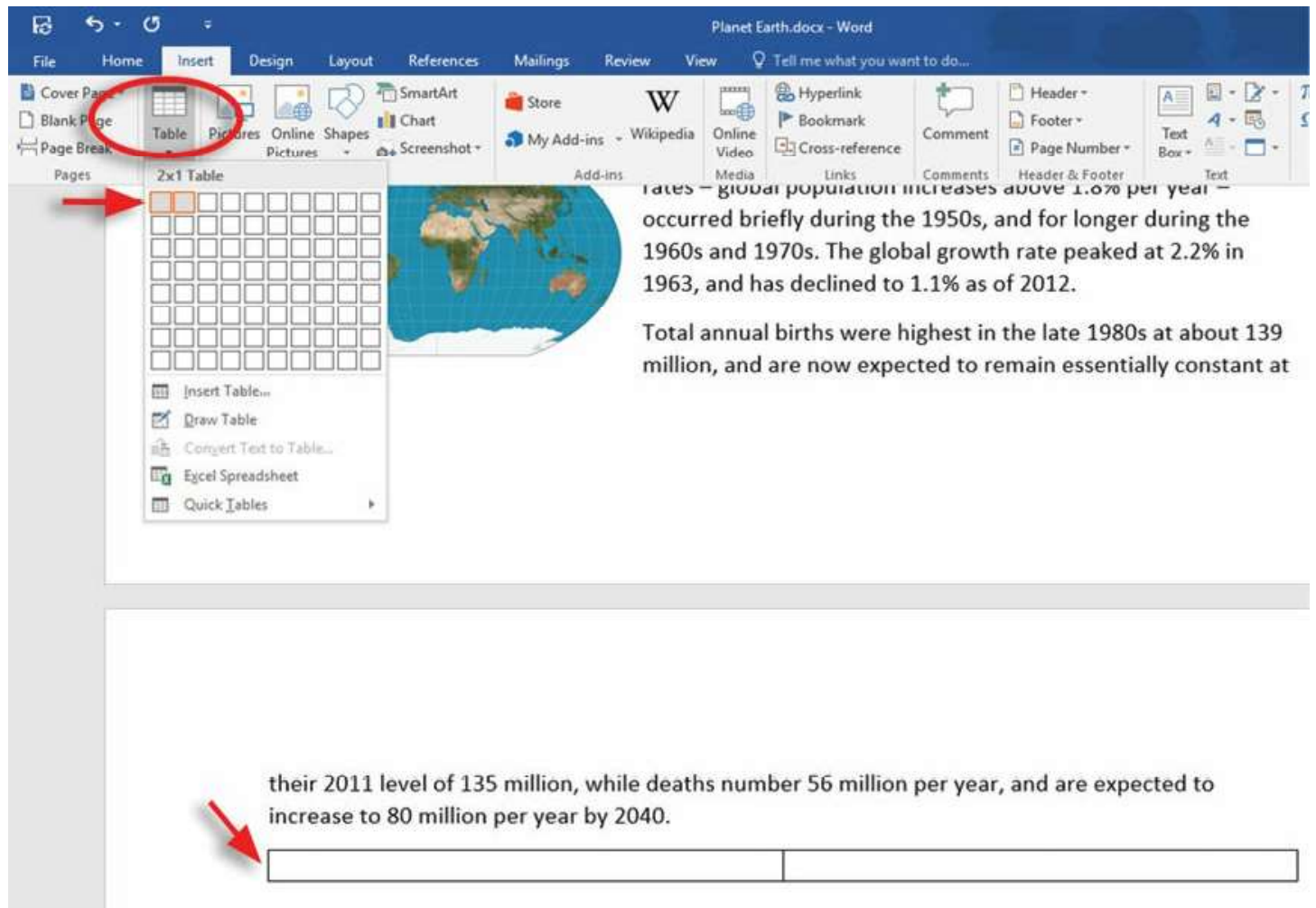
The dark grey bits will be removed to leave the bit of the image inside the crop square.



Adding Tables

We have added some more text about world population to our document. Now we want to add a table to illustrate our text.

To insert a table click on your document where you want the table to appear. In this example, I want it to appear just below world population paragraph.



Go to your insert ribbon and select table.

In the grid that appears highlight the number of rows and columns you want. For this table, 1 row and 2 columns.



This will add a table with 1 rows & columns to your document.

Now just fill in the table. To move between cells on the table press the tab key. When you get to the end of the row, pressing tab will insert a new row.

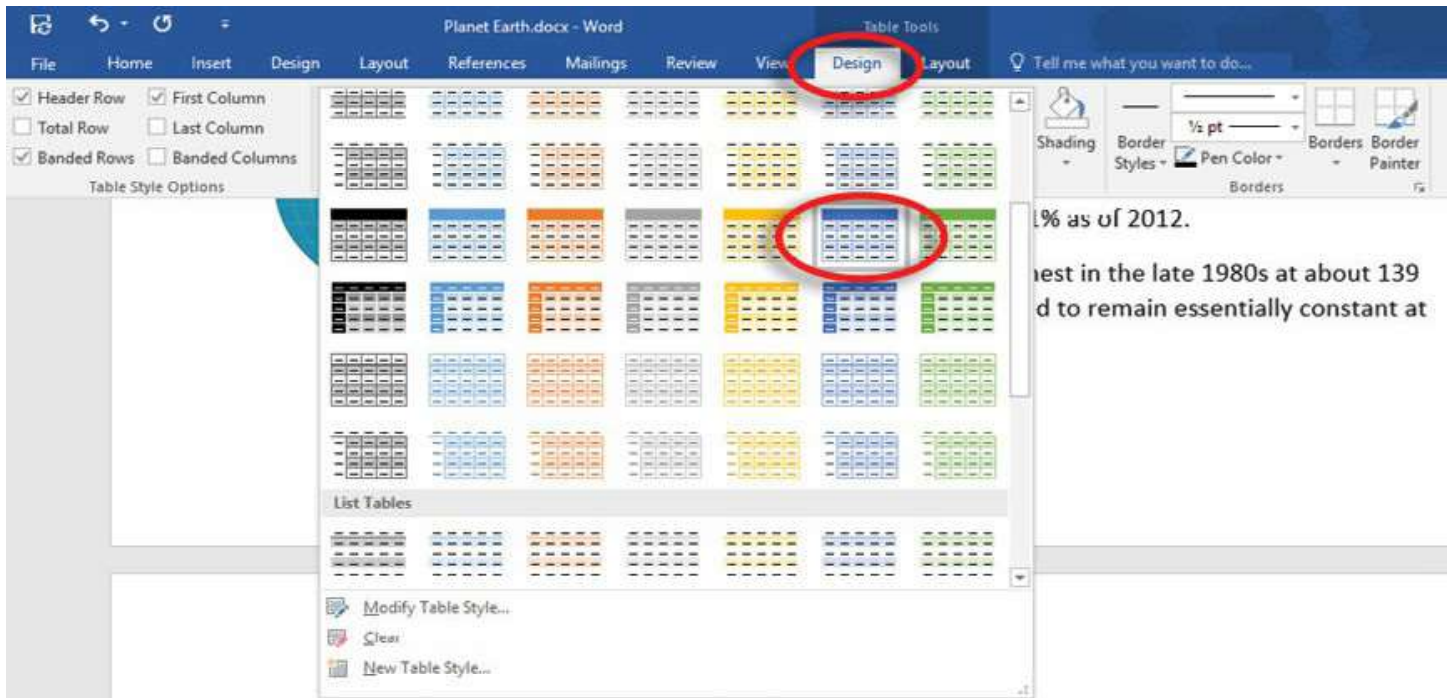
Country	Population
China	1,372,000,000
India	1,276,900,000
USA	321,793,000
Indonesia	252,164,800
Brazil	204,878,000

Formatting Tables

When working with tables, two new ribbons appear, design and layout.

The design tab allows you to select pre-set designs for your table such as column and row shading, borders etc.

For this table, I am going to choose one with blue headings and shaded rows.



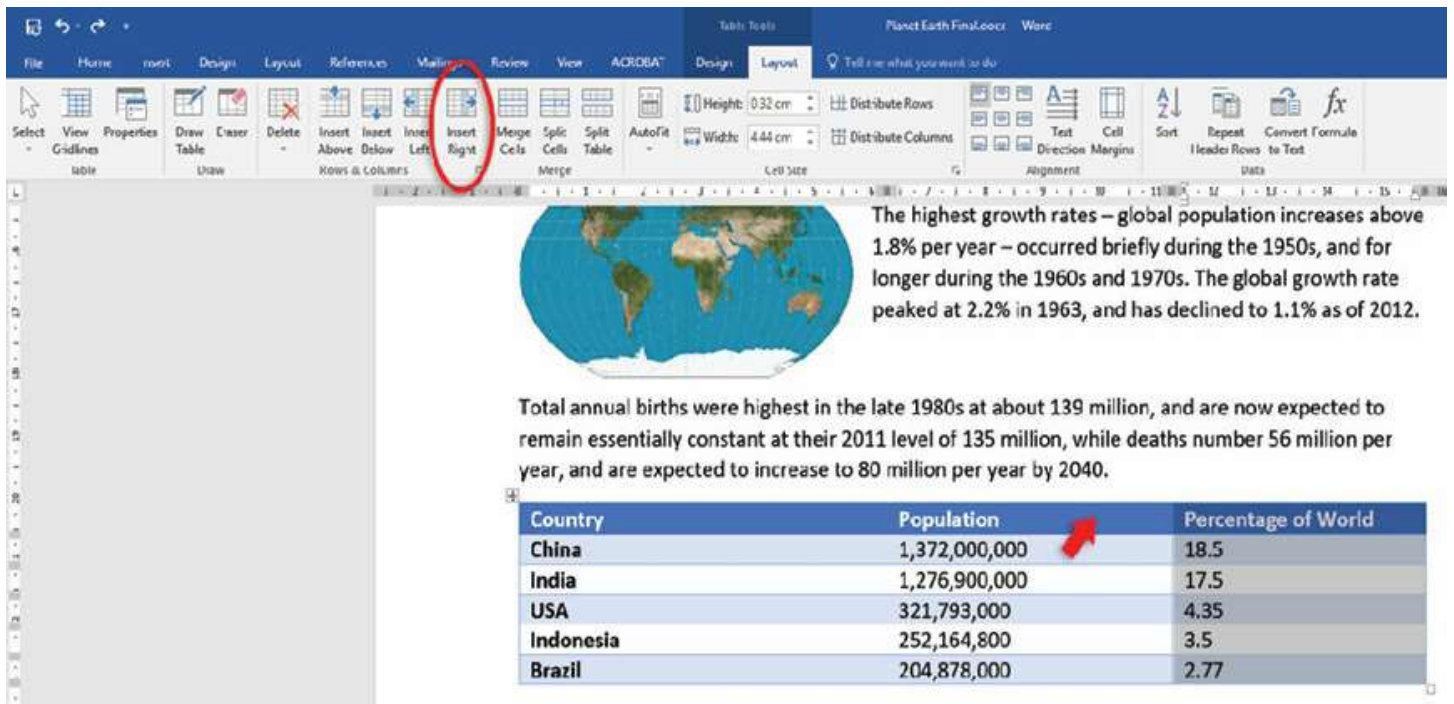
their 2011 level of 135 million, while deaths number 56 million per year, and are expected to increase to 80 million per year by 2040.

Country	Population
China	1,372,000,000
India	1,276,900,000
USA	321,793,000
Indonesia	252,164,800
Brazil	204,878,000

Click any cell in the table and click the design ribbon. From the designs, select one you like.

Add a Column

You can add a column to the right hand side of the table. To do this, click in the end column and select 'insert right' from the layout ribbon.



The highest growth rates – global population increases above 1.8% per year – occurred briefly during the 1950s, and for longer during the 1960s and 1970s. The global growth rate peaked at 2.2% in 1963, and has declined to 1.1% as of 2012.

Total annual births were highest in the late 1980s at about 139 million, and are now expected to remain essentially constant at their 2011 level of 135 million, while deaths number 56 million per year, and are expected to increase to 80 million per year by 2040.

Country	Population	Percentage of World
China	1,372,000,000	18.5
India	1,276,900,000	17.5
USA	321,793,000	4.35
Indonesia	252,164,800	3.5
Brazil	204,878,000	2.77

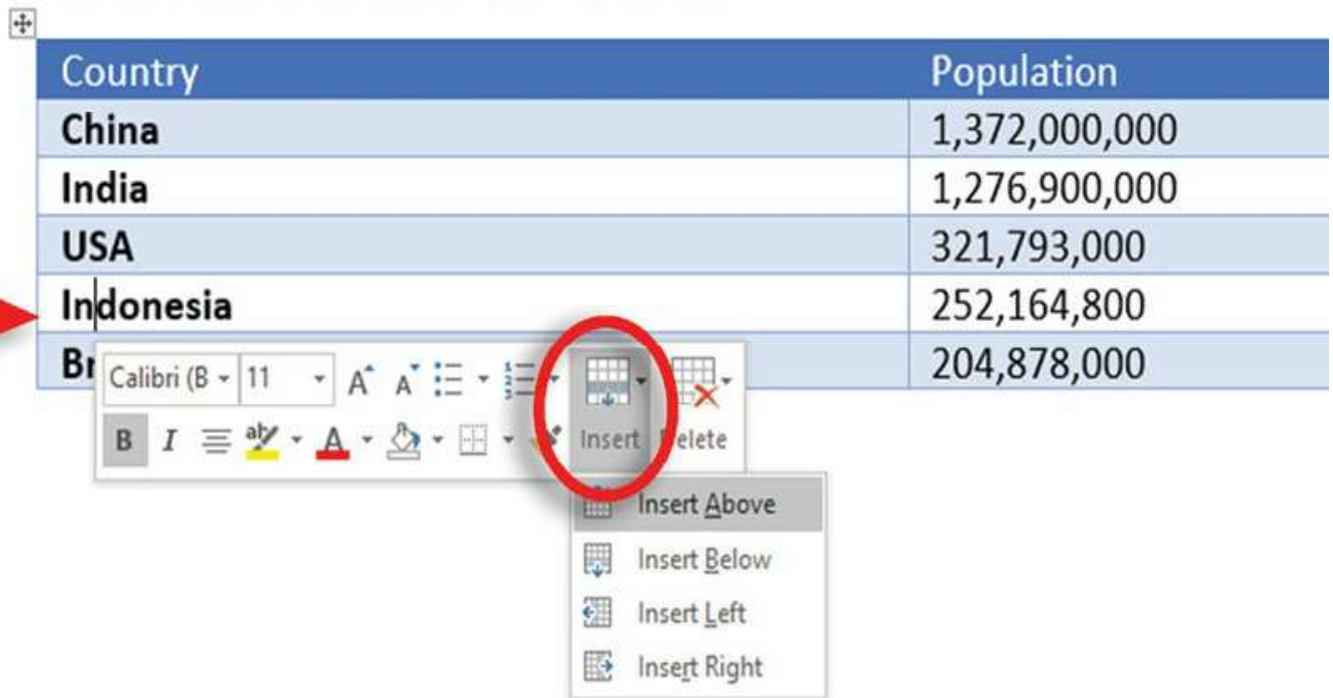
Insert a Row

To add a row, right click on the row where you want to insert. For example, I want to add a row between USA and Indonesia. So right click on Indonesia

From the drop down menu that appears, click insert.

Click 'insert above'. This will insert a row above the one you right clicked on.

their 2011 level of 135 million, while deaths number 56 million per year, an increase to 80 million per year by 2040.




Country	Population
China	1,372,000,000
India	1,276,900,000
USA	321,793,000
Indonesia	252,164,800
Br	204,878,000

Resizing Rows & Columns

You can resize the column or row by clicking and dragging the row or column dividing line to the size you want.

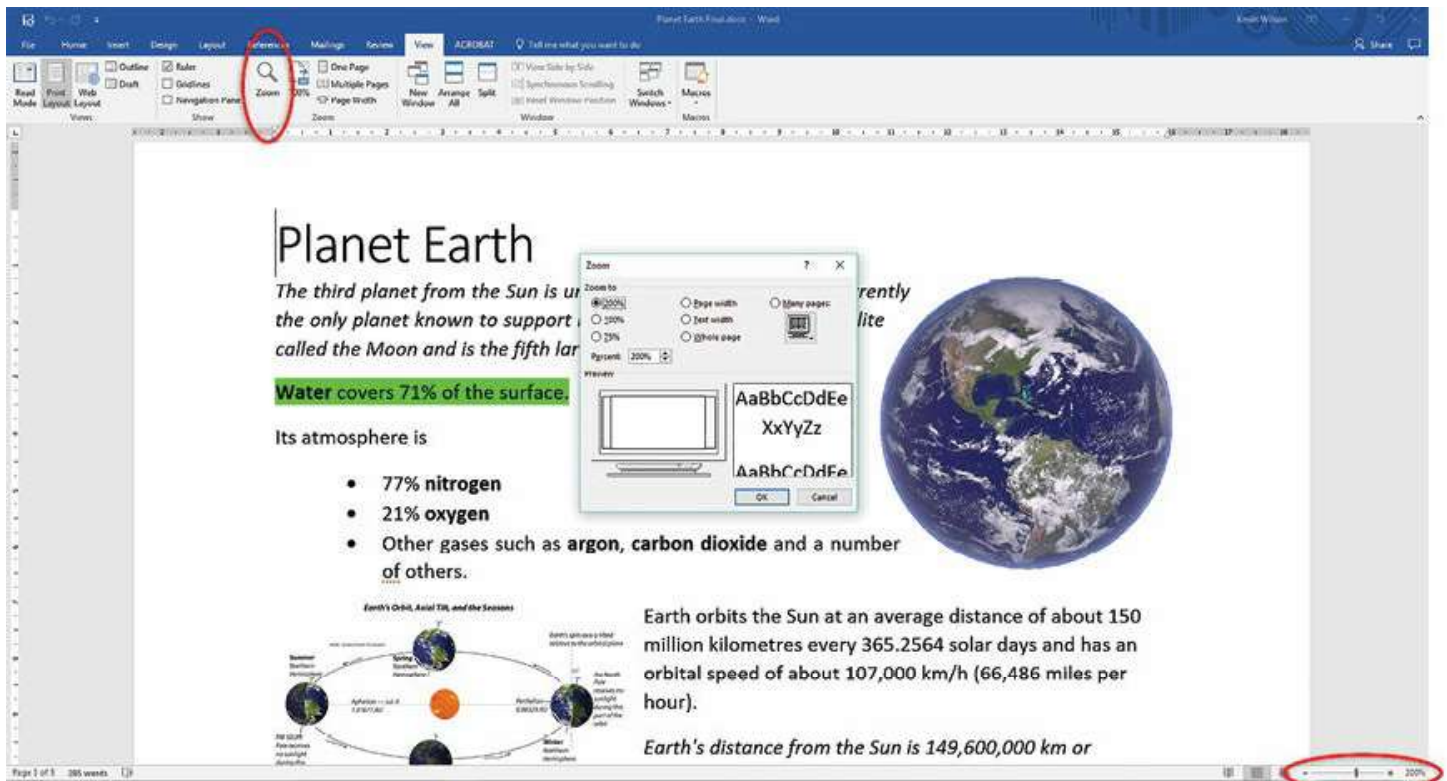
Total annual births were highest in the late 1980s at about 139 million, and are now expected to remain essentially constant at their 2011 level of 135 million, while deaths number 56 million per year, and are expected to increase to 80 million per year by 2040.

Country	Population
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Brazil	204,878,000

The image shows a table with two columns: 'Country' and 'Population'. The table has a blue header and light blue data rows. Red arrows point to the vertical line between the columns and the horizontal line between the rows, indicating where to click and drag to resize them.

Zoom Controls

You can quickly adjust your zoom using the controls on the bottom right of your screen. Shift the slider to the right to zoom in, and to the left to zoom out.



You can also zoom using the controls on the view ribbon. Click 'zoom' and from the dialog box, select your zoom level.

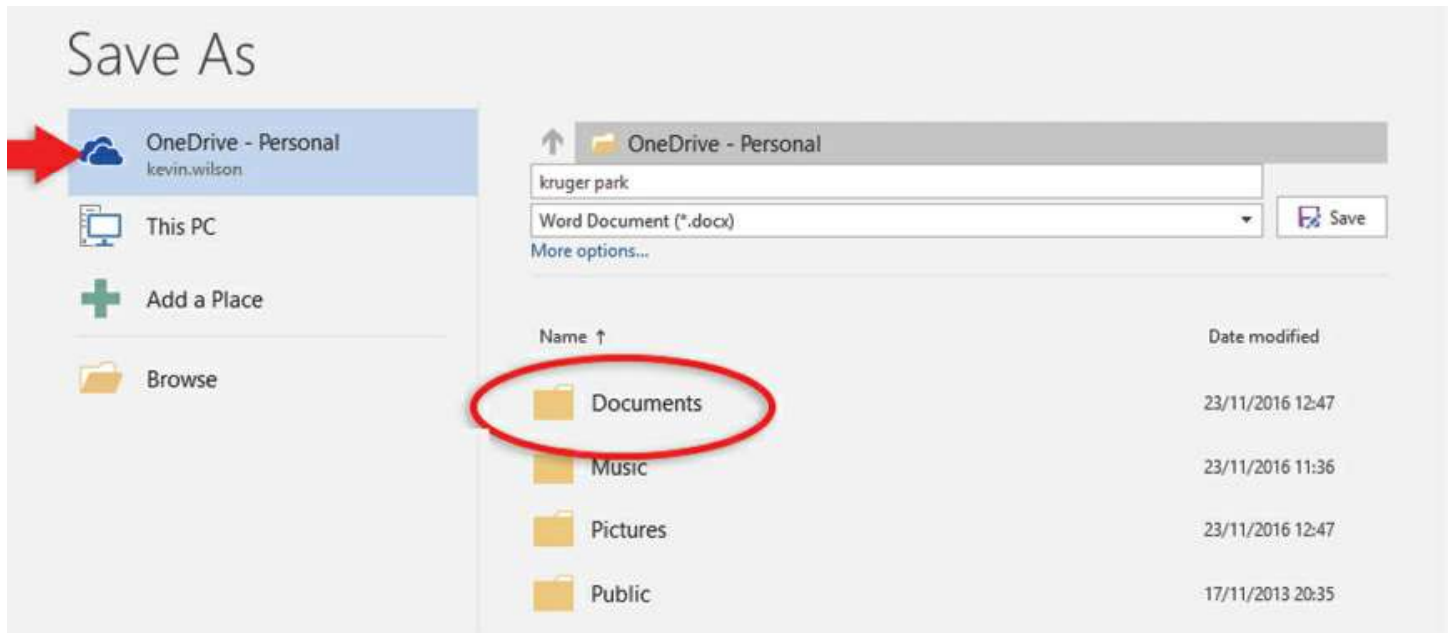
Zoom to 'page width' and 'whole document' are worth keeping in mind. Zoom to page width zooms into your document to the width of the page giving you a clear view of your document and is useful for editing and reading.

Zoom to whole document, zooms out to show the whole document on the screen at a time. This helps when you want to see what your document looks like at full page.

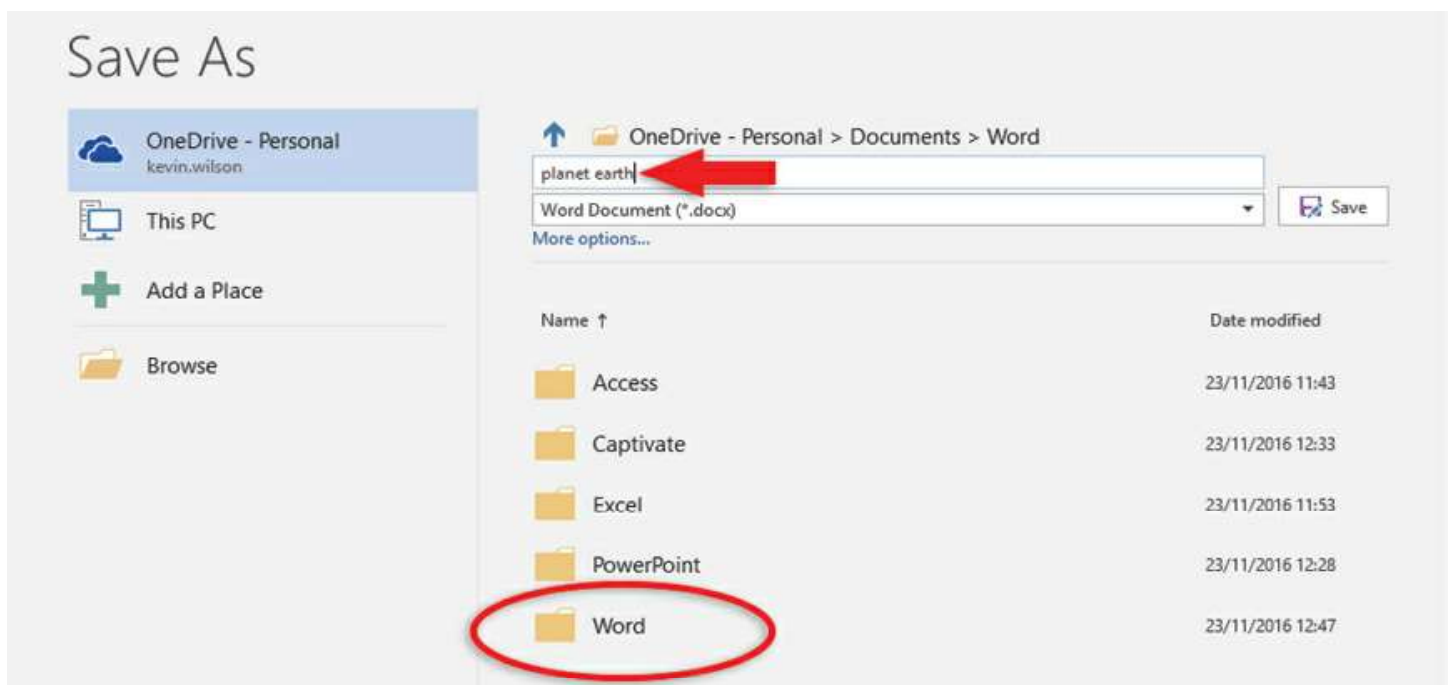
Saving Documents

To save your work, click the small disk icon in the top left hand corner of the screen.

In the save as screen, you need to tell Word where you want to save the document.



Save it onto “OneDrive Personal”, in the documents/word folder created in the previous section. Click OneDrive, Double click ‘documents’, then double click ‘Word’.



In text box, indicated above with the red arrow, type in a meaningful name describing the work. In this case “planet earth”

Click Save. This will save directly to your OneDrive account.

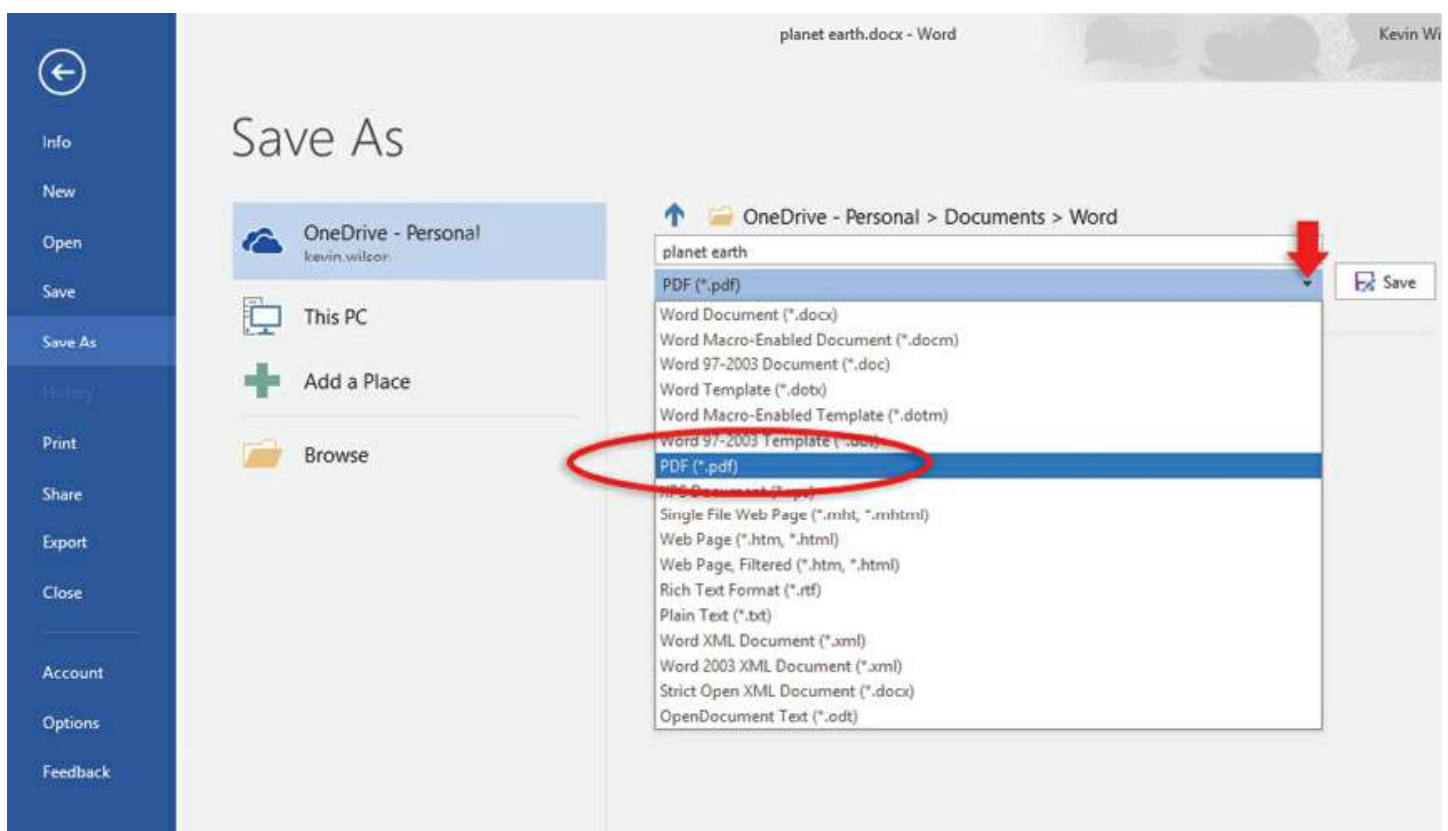
Saving as a Different Format

Sometimes you'll want to save a document in a different format. This can be useful if you are sending a document to someone that might not be using Windows or have Microsoft Office installed.

Word allows you to save your document in different formats. A common example is saving files as PDFs, which is a portable format that can be read on any type of computer, tablet or phone without the need to have Microsoft Word installed.

With your document open, click File on the top left of your screen and select 'save as'.

From the backstage, click OneDrive, select 'documents' then 'word'.



Give your file a name, in this case 'planet earth'

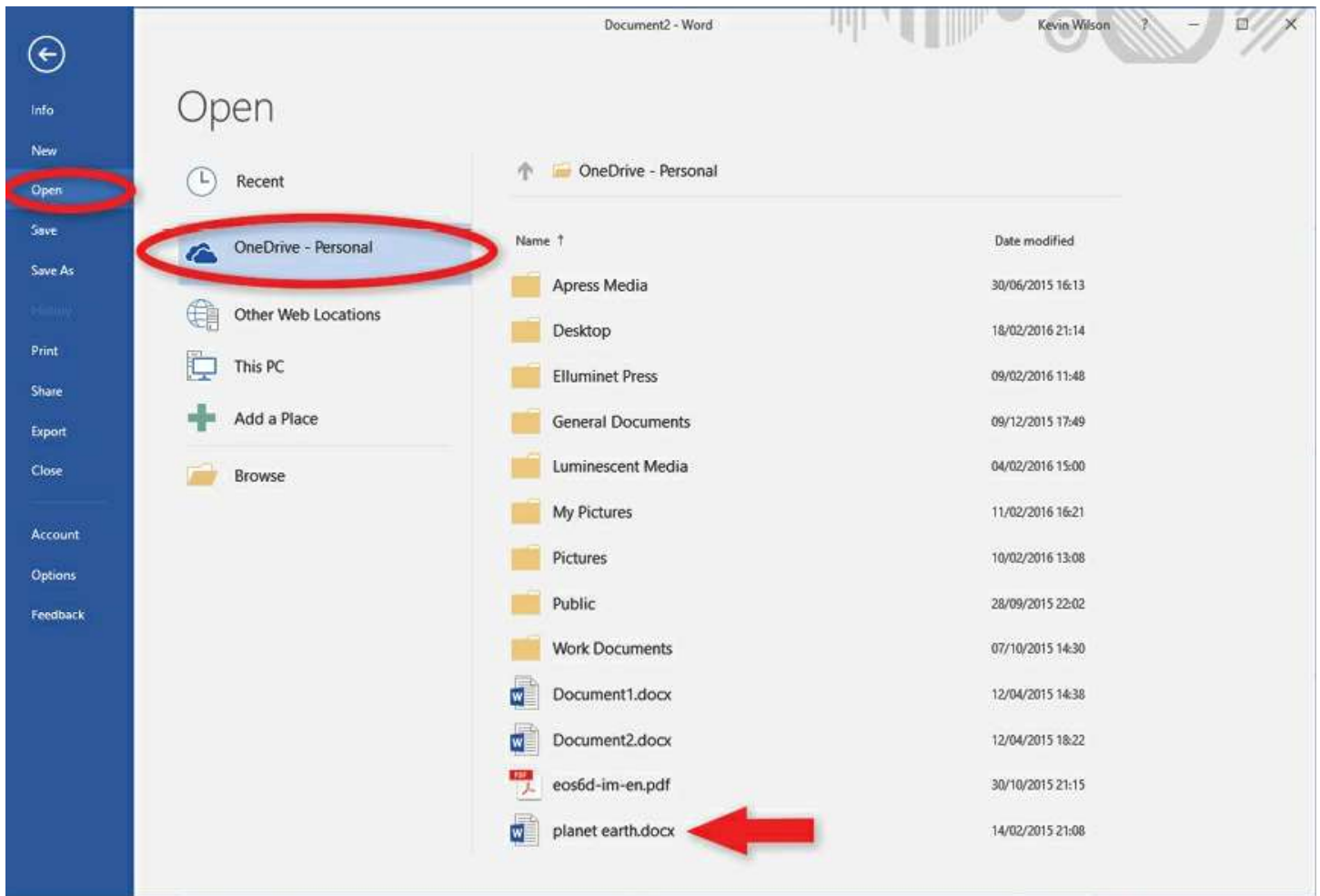
Now to change the format, click the down arrow in the field below and from the list, click PDF

You can also save as a web page, rich text and so on. Bear in mind that you may lose certain formatting and effects if they are not supported in these formats.

Opening Saved Documents

If Word is already open you can open previously saved documents by clicking the FILE menu on the top left of your screen.

From the blue bar along the left hand side click 'open'



From the list, select the document you want to open. The document from the previous project was saved as 'planet earth.docx', so this is the one I am going to open here.

For convenience, Word lists all your most recently opened documents. You can view these by clicking 'Recent' instead of 'OneDrive - Personal'.

Your latest files will be listed first. Double click the file name to open it.

Document1 - Word Kevin Wilson ? - X



Open

Info
New
Open
Save
Save As
History
Print


Recent


OneDrive Personal
Other Web Locations

Yesterday

 planet earth starter.docx Kevin Wilson's OneDrive	23/02/2016 17:14	↔
 planet earth.docx Kevin Wilson's OneDrive	23/02/2016 16:56	

Last Week

 hgf Wilson.docx Kevin Wilson's OneDrive - Desktop	18/02/2016 21:14	
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Printing Documents

To print a document, click FILE on the top left of your screen.

Planet Earth
The third planet from the Sun is unique in the Universe as it is currently the only planet known to support life. It has a single natural satellite called the Moon and is the fifth largest planet in the Solar System. Earth's distance from the Sun is 149,600,000 km.

Water covers 71% of the surface.

Its atmosphere is 77% nitrogen and 21% oxygen, with traces of other gases such as carbon dioxide and a number of others.

Year	Population (millions)
1960	3
1980	4
1990	5
2000	6
2030	9
2050	12

Down the left hand side, you can select options such as number of copies, print individual pages instead of the whole document and adjust layout and margins.

Mirrored
 Top: 1.27 cm Bottom: 1.27 cm
 Inside: 2.54 cm Outside: 1.27 cm

Normal
 Top: 2.54 cm Bottom: 2.54 cm
 Left: 2.54 cm Right: 2.54 cm

Narrow
 Top: 1.27 cm Bottom: 1.27 cm
 Left: 1.27 cm Right: 1.27 cm

Moderate
 Top: 2.54 cm Bottom: 2.54 cm
 Left: 1.91 cm Right: 1.91 cm

Wide
 Top: 2.54 cm Bottom: 2.54 cm
 Left: 5.08 cm Right: 5.08 cm

Mirrored
 Top: 2.54 cm Bottom: 2.54 cm
 Inside: 3.18 cm Outside: 2.54 cm

Portrait Orientation
 Landscape Orientation

You can adjust margins, and print pages in either landscape or portrait orientation. Portrait tends to be more for documents or letters, while landscape works well with pictures and

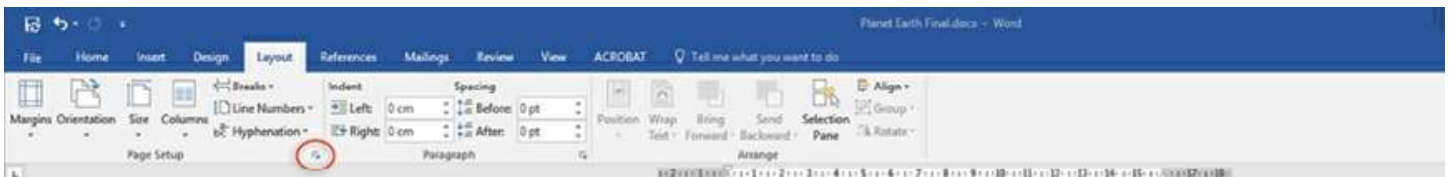
photos.

Once you have set all your options, click the print button at the top.

Page Setup

Page setup allows you to adjust margins, paper size, orientation (landscape/portrait) and general layout.

To adjust your page setup, go to your layout tab and click the expand icon on the bottom right of the page setup section.



From the dialog box that appears, you'll see your margin, paper and layout tabs.

You can adjust the margins as shown below. The top and bottom margins are colour coded in blue and the left and right margins are colour coded in red.

A screenshot showing the Microsoft Word Page Setup dialog box and a document page with margin annotations. The dialog box is open to the 'Margins' tab, showing settings for Top, Bottom, Left, and Right margins, all set to 2.54 cm. The 'Gutter' is set to 0 cm. The document page is titled 'Planet Earth' and contains text and images. Annotations show the top margin in blue (2.54 cm), the bottom margin in blue (2.54 cm), the left margin in red (2.54 cm), and the right margin in red (2.54 cm). The page number 'Page 2 of 5' and word count '285 words' are visible at the bottom left.

Planet Earth

The third planet from the Sun is unique in the Universe as it is currently the only planet known to support life. It has a single natural satellite called the Moon and is the fifth largest planet in the Solar System.

Water covers 71% of the surface.

Its atmosphere is

- 77% nitrogen
- 21% oxygen
- Other gases such as argon, carbon dioxide and a tiny bit of others.

Earth orbits the Sun at an average distance of about 150 million kilometres every 365.2564 solar days and has an orbital speed of about 107,000 km/h (66,486 miles per hour).

Earth's distance from the Sun is 149,600,000 km or 92,957,130.4 miles.

World Population

The United States Census Bureau estimates that the world population exceeded 7 billion on 12th March 2012.

The world population has experienced continuous growth since the end of the Great Famine and the Black Death in 1350, when it was near 370 million.

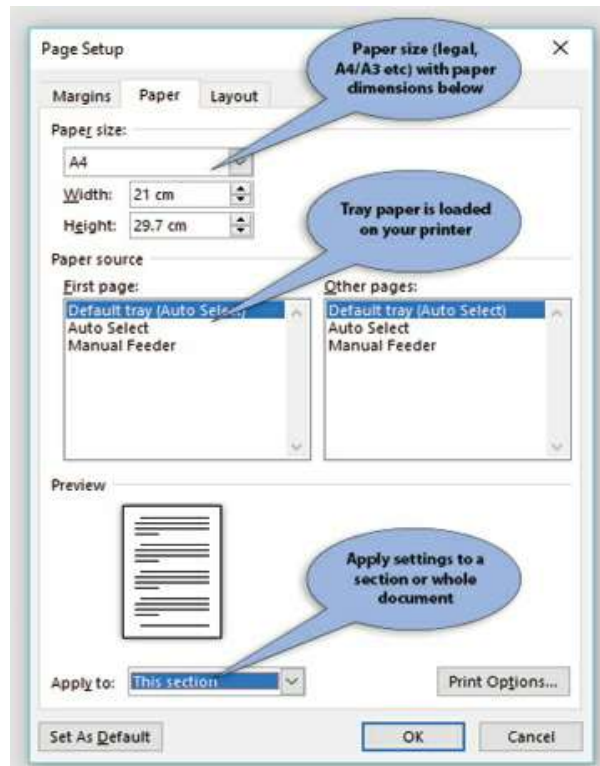
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India	1,276,900,000
USA	313,793,000
Indonesia	252,164,000
Brazil	204,878,000

If you look in the margins tab, you'll see these sizes measured in centimetres (or inches). This is the distance from the physical edge of the page. The relevant fields in the margins tab are colour coded accordingly so you can see how it works.

If we move to the next tab, 'Paper', we can change the paper size (legal, A4 or A3).



The last tab 'layout', allows you to change the header and footer margins; the distance the header appears from the physical edge of the page.

Planet Earth Final.docx - Word

File Home Insert Design Layout References Mailings Review View ACROBAT Tell me what you want to do

Page Setup Paragraph

1.25cm

Header Margin
Top Margin

Planet Earth

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1.25cm

Bottom Margin
Footer Margin

Page Setup

Margins Paper Layout

Section

Section start: New page

Suppress endnotes

Headers and footers

Different odd and even

Different first page

From edge: Header: 1.25 cm Footer: 1.25 cm

Page

Vertical alignment: Top

Preview

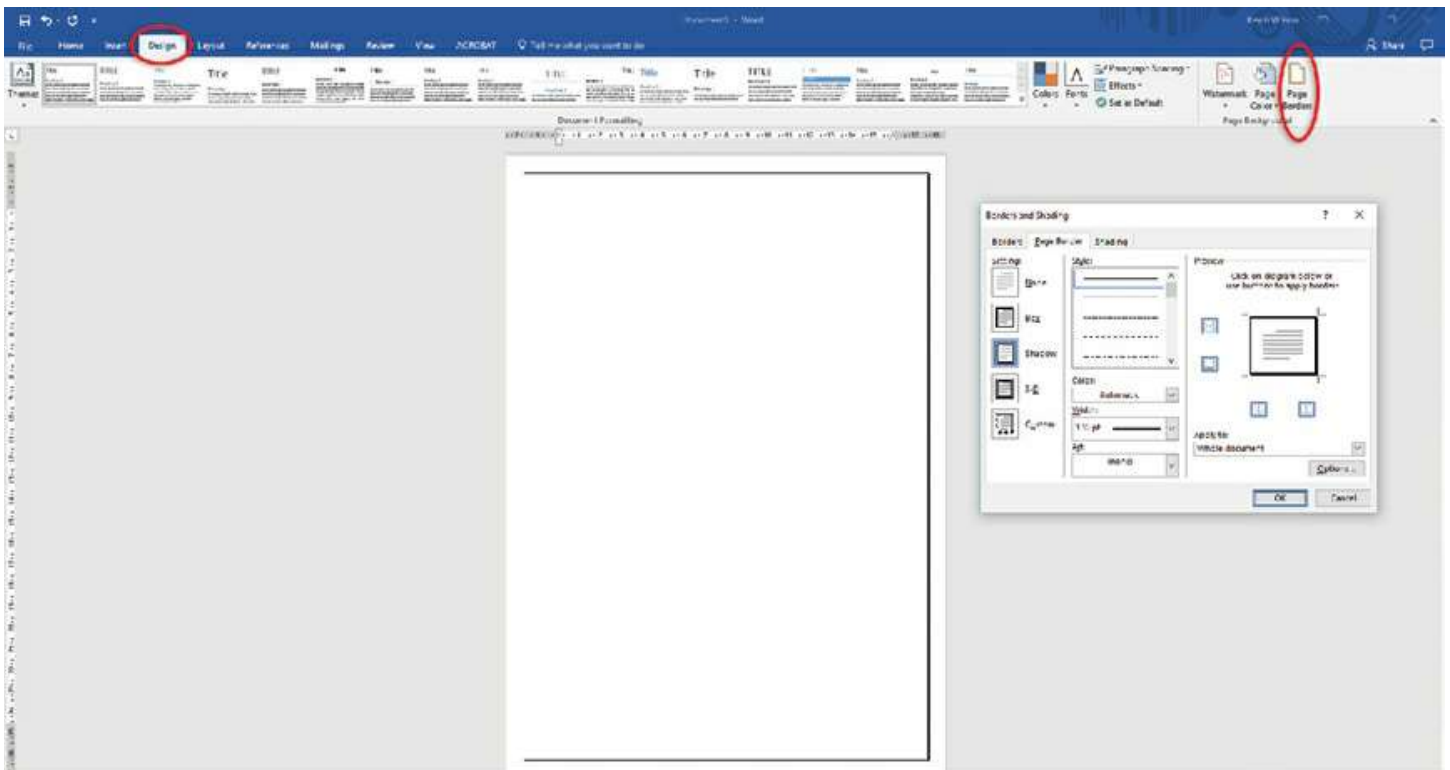
Apply to: This section

Line Numbers... Borders...

Set As Default OK Cancel

Page Borders

You can add a page border to your documents. To do this, go to your design ribbon and select 'page border'.



From the dialog box that appears, select one of the settings listed down the left hand side. I'm going to select 'shadow'.

You can adjust the thickness of the lines by adjusting the width.

Or try some border art. Border art as its name suggests allows you to create borders with pre-set clipart images.

Click on the 'art' field and select a design. Since this document is about Earth, I'm going to choose the small planets.


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Borders and Shading

Setting: **None**

Style: [Line styles]

Color: Automatic

Width: 31 pt

Art: [Globe icons]

Preview: Click on diagram below or use buttons to apply borders

Apply to: Whole document

Buttons: OK, Cancel, Options...