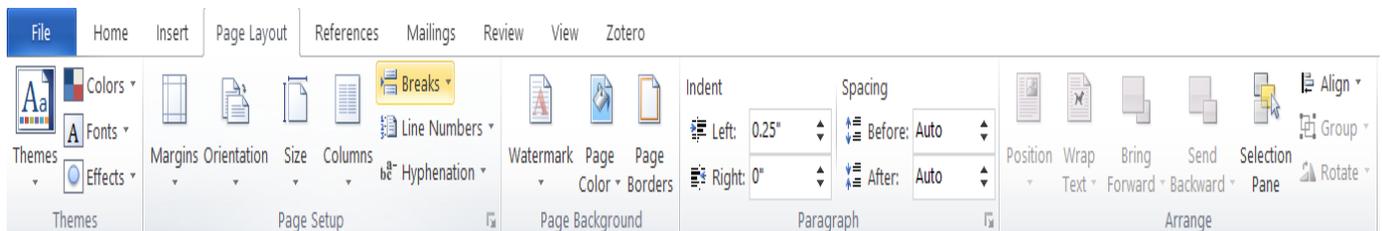


Microsoft Word Advanced: Layout, Tables & Images

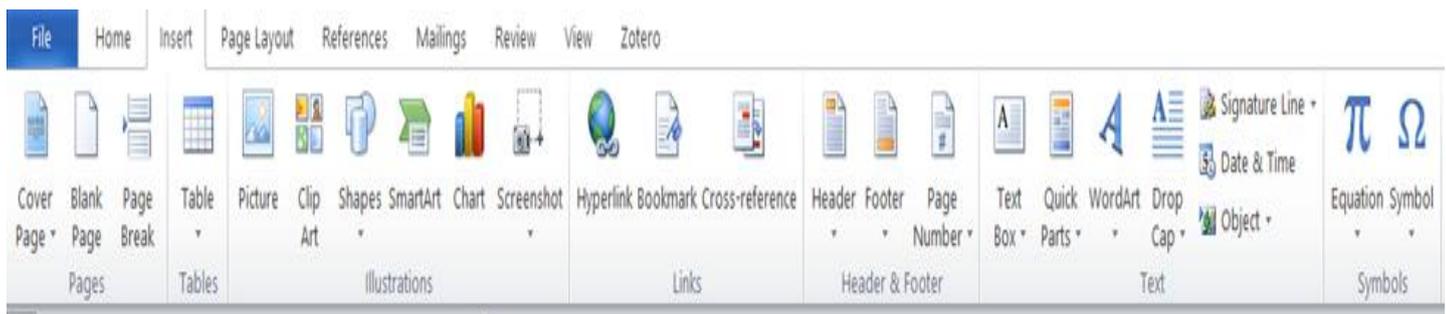
1. Page Layout Basics

Page Layout: Here you can change the position of the text on the page and the document formatting.



- Open “Layout” tab → Page setup group → Adjust margins and orientation
 - *Margins:* defines the white space around the page. You can change the margin size here.
 - *Orientation:* portrait or landscape.
- Open “Layout” tab → Paragraph group → Adjust indentation. Specify where to indent.
- ✓ **Tip:** Why do academic papers follow fixed layouts (like APA or university guidelines)? for readability, consistency, and professional presentation.

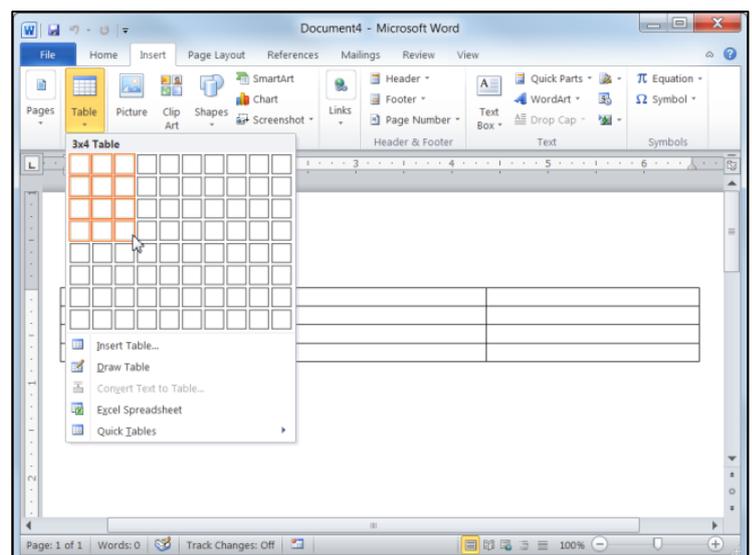
2. Insert Tab Basics



a. Creating and Formatting Tables

To create a table, you must first specify how many columns (which run up and down) and rows (which run left to right) you want to appear in your table. Cells are small, rectangular shaped boxes where the rows and columns intersect. The number of columns and rows determines the number of cells in a table.

If you don’t know how many columns and rows you want in your table, take an educated guess—you can always add or delete columns and rows later.

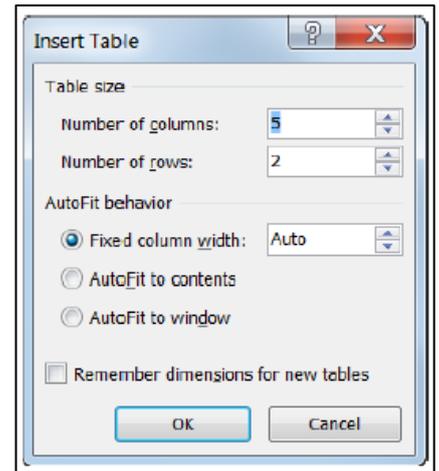


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- **Other Ways to Insert a Table:** Click the **Insert** tab on the Ribbon and click the **Table** button in the Tables group. Select **Insert Table** from the list and select the number of columns and rows you want to use in the Insert Table dialog box. Click **OK**.



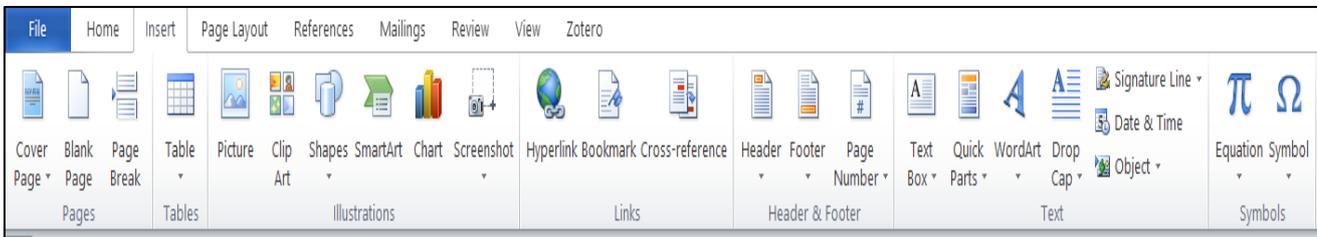
Student Task:

Students create their own 3×3 table related to language learning (e.g., grammar apps, online exercises, YouTube channels).

Then format the table:

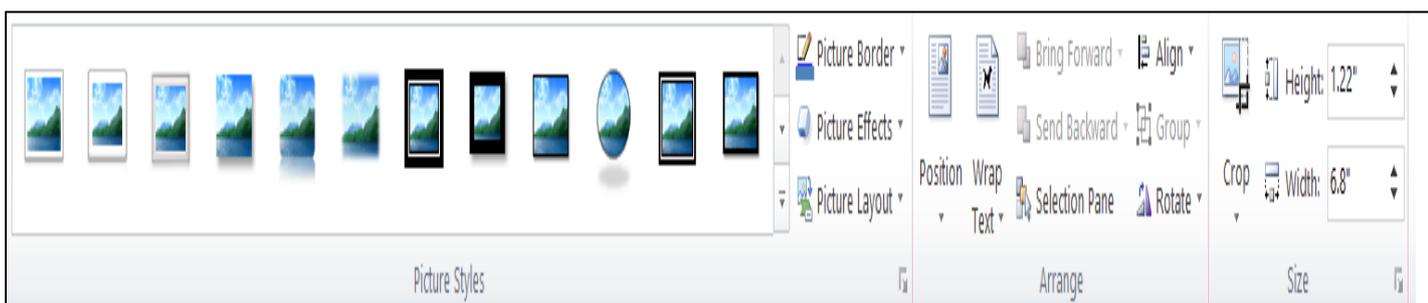
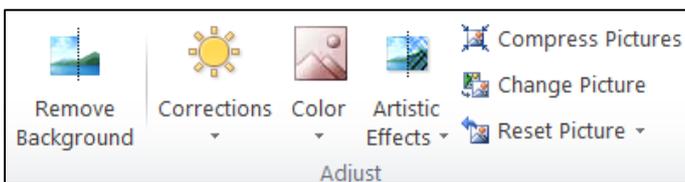
- Adjust column width
- Center text
- Apply borders or a light shading style

b. Inserting and Formatting Images



Demonstration:

- Insert → Pictures → Choose a saved image
- Picture styles group → choose any style for the image
- Resize and use *Wrap Text* → *Square* or *Tight* to move image beside text.



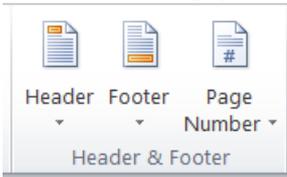
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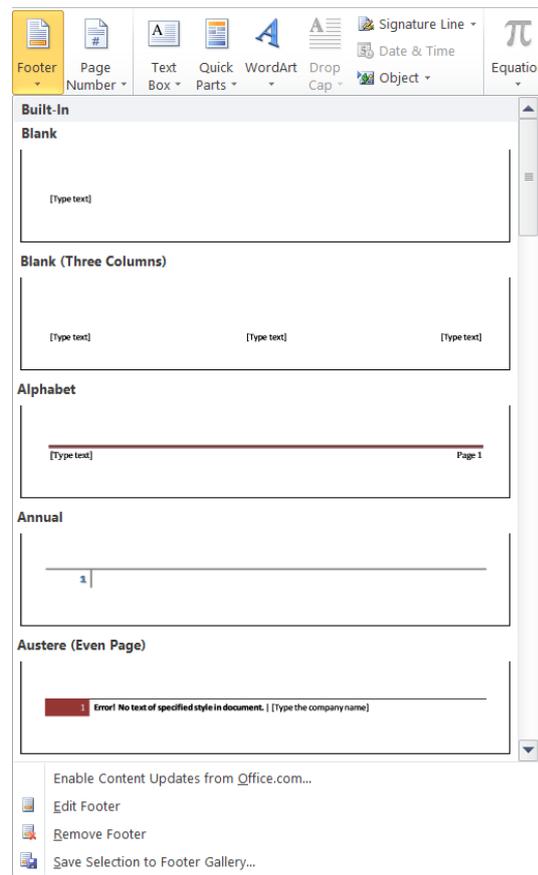
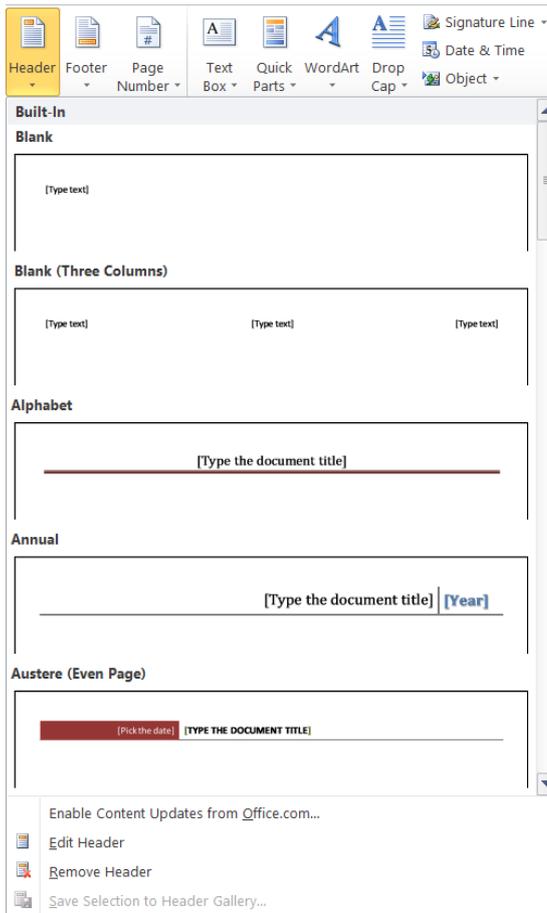
d. Document Finalisation & Export

Documents with several pages often have information—such as the page number, the document’s title, or the date—located at the top or bottom of every page. Text that appears at the top of every page in a document is called a *header*, while text appearing at the bottom of each page is called a *footer*



Insert a built-in header or footer

Click the **Insert** tab on the Ribbon and click the **Header** or **Footer** button in the Header & Footer group. A list of built-in options appears. Each option looks different and contains different attributes. For example, some include placeholders for the title and date, while others include cross-references to styles within the document.



Tip: Point to a built-in header or footer option to view its attributes and a description of how it might be used best.

