

Student Practice 5.2

1. Set the Margin for this page as follows and press Enter to see what happens.

Top: .5"
Bottom : .5"
Left: 1.5"
Right 1.5".

2. Set the Margin for this page as follows and press Enter to see what happens.

Top: 2.0"
Bottom : 1.0"
Left: .5"
Right .5".

3. Undo the last two margin changes. You should be back to the default margins. Confirm that by checking the Page Setup window. What are the default settings:

Top:
Bottom:
Right:
Left:

4. Change the orientation of this document to Landscape.
5. Change it back to Portrait by clicking *Undo*.
6. Where can you set what size paper you will use?
7. Change the paper size to Legal paper. What happens to the bottom of the document?
8. Undo that paper size change.