

Lesson 4 Setting up a New Document

You are now ready to start to type on your first document. Good Luck. don't forget practice makes perfect.

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This feature below may be followed but you probably already have Microsoft Office on your device.

Open up a new word document.

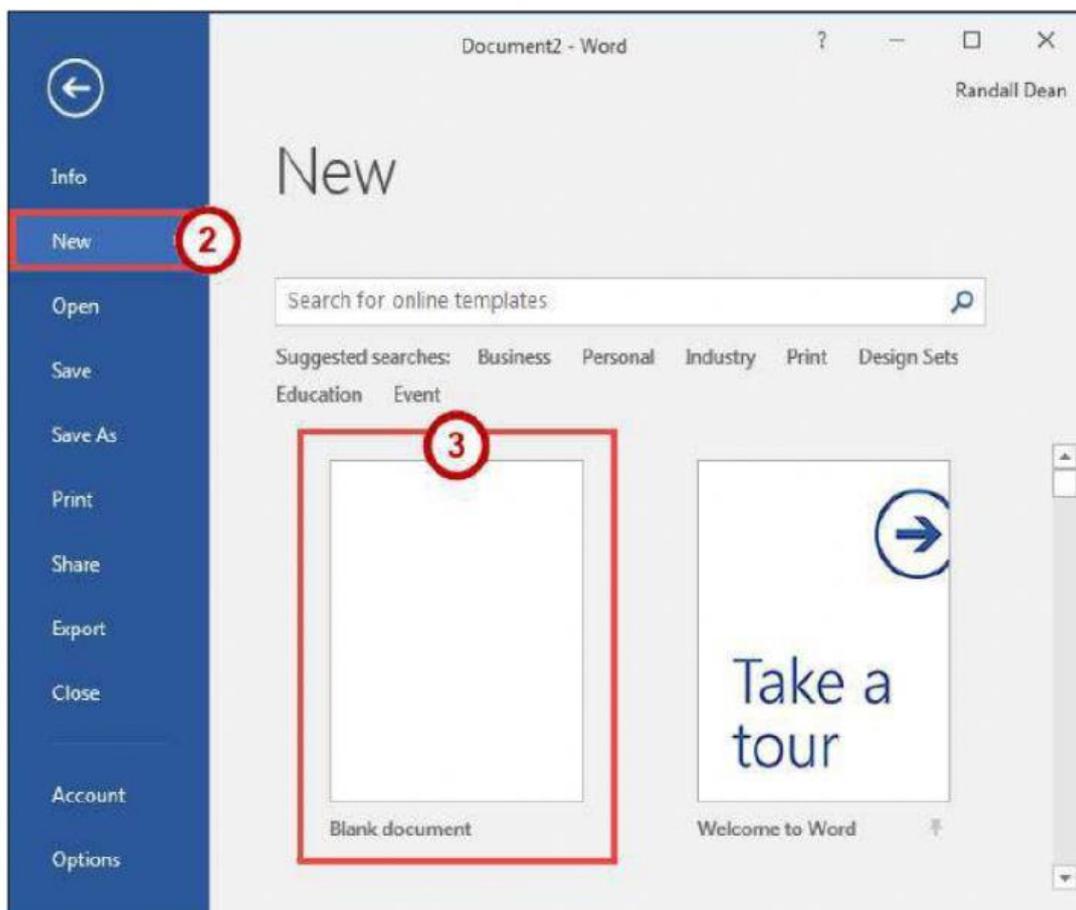


Figure 25 - Blank Document

Setting up Your Document

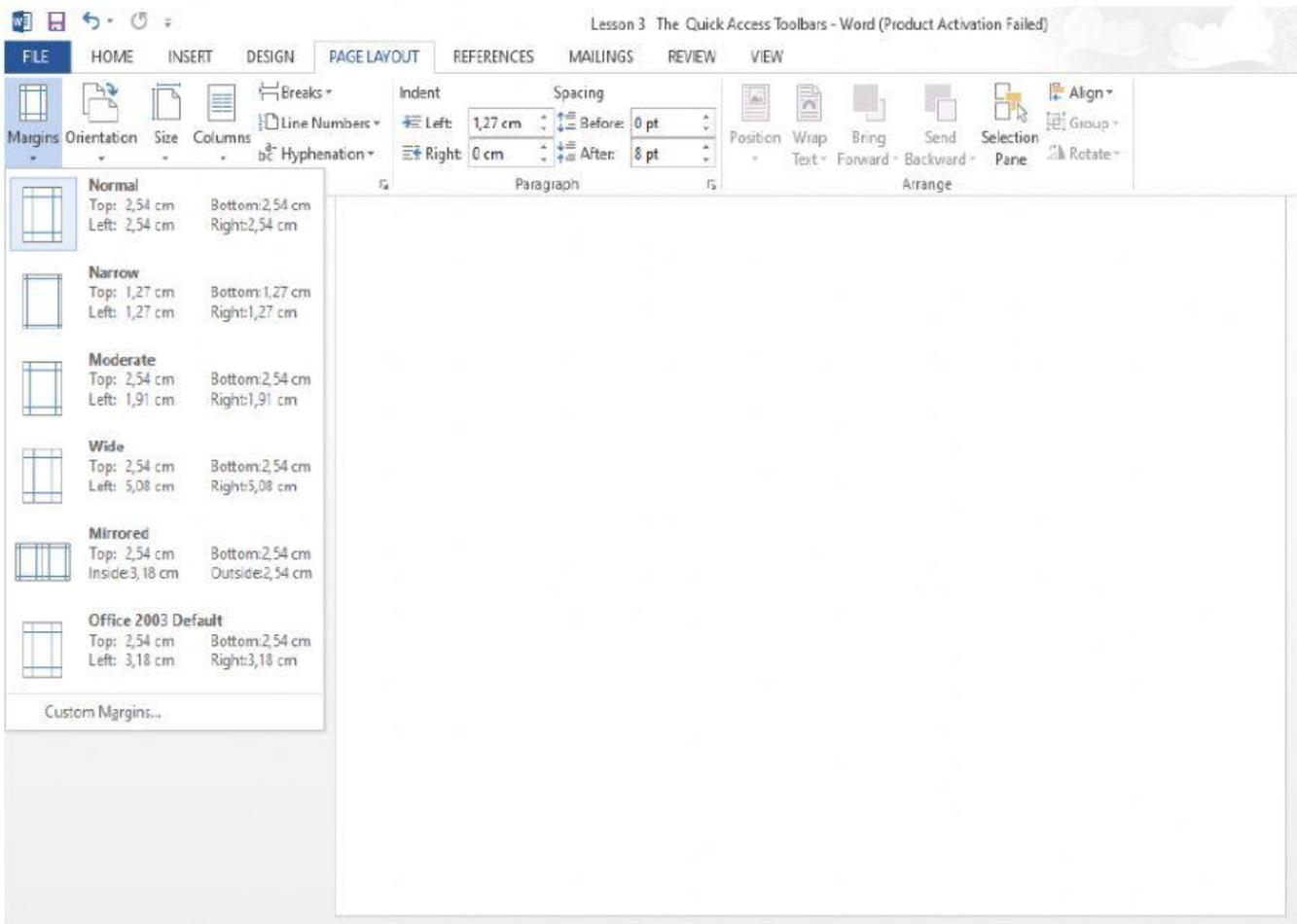
When you begin creating a new Word document, there are certain aspects of the document that you should consider, such as margin settings, fonts and styles, and line spacing. Making these choices before you begin typing could save you time editing your document later on.

Setting Margins

Page margins, the blank space around the edges of the page, can contribute to the impression your document makes, and even how easy it is to read. A few clicks set the margins for a page or an entire document. The following instructions explain how to change the margin settings:

1. Click the **Layout** tab (See Figure 26).
2. Click the **Margins** button (See Figure 26).
3. Click one of the **preset margin options** (See Figure 26).

Note: Clicking on **Custom Margins** at the bottom of the *Margin* options will open the *Page Setup* window and allow you to enter the specific margin values that you want.



Setting the Default Font

You can change the default font options so your favorite font is always selected in Word. The following explains how to change the default font options:

1. Click the **Home** tab (See Figure 27).
2. In the *Font* group, click the **Font Dialog Box Launcher** (See Figure 27).



Figure 27 - Font Dialog Box Launcher

3. In the *Font* dialog box, you can change the *Font*, *Font style*, *Size*, *Font color*, *Underline style*, and *Effects* (See Figure 28).
4. Click **Set As Default** (See Figure 28).

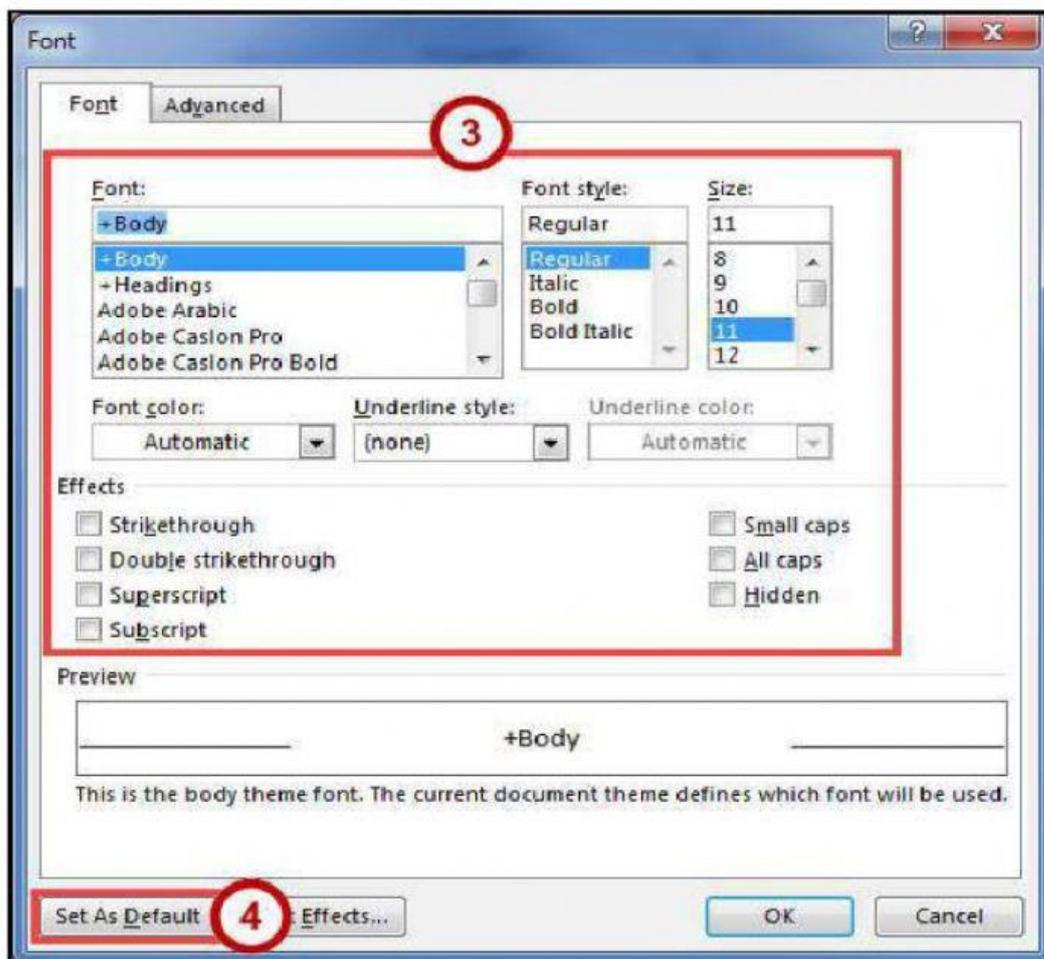


Figure 28 - Font Dialog Box

5. In the *Set As Default* dialog box, make a **selection** based on your preference (See Figure 29).
6. Click the **OK** button (See Figure 29).

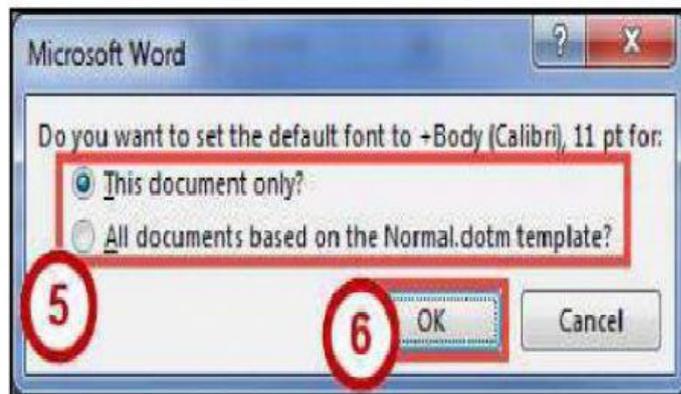


Figure 29 - Set As Default Dialog Box for Font

Questions

1. Before you start your document what must you do to have a good impressive document?
 2. What procedure so you do to make a font setting a default?
 3. Give a short paragraph on your word document with the way you would like to set it out, using fonts and settings with design and colour as you would feel fitting.
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