Microsoft Word Practice File: You Make the Changes

Chapter 4: Document

Make the changes given in the numbered paragraph below. After you are finished, compare your results with the Answer document also available from the Chapter Practice page.

1. Change the Page Orientation to “Portrait.”

2. Change the Paper Size to A4.

3. Change the margins to 1” on all sides.

4. If you have an English-language version, skip this point and ignore the line spacing. If you have an Asian language version of MS Word, go to the Page Setup dialog box, go to the Document Grid tab, and change the Document Grid settings to “No grid” (see chapter for Japanese-language version of this).

5. Click at the beginning of problem paragraph #4 above, then add a Page Break. The first page should end with #3, and the next page should begin with #4. If you turn on “Show/Hide Invisible Characters,” you should be able to see the page break.