



Page Layout

Page layout is the term used to describe how each page of your document will appear when it is printed. In Word, page layout includes elements such as the margins, the number of columns, how headers and footers appear, and a host of other considerations.

Elements of Page Layout

✓ Page margin

A margin is the area between the main content of a page and the page edges. The margin helps to define where a line of text begins and ends. By default, a new document's margins are set to Normal, which means it has a one-inch space between the text and each edge. You can change margin size as per your wish.

✓ Page size

The default paper size in Microsoft Word is 8.5 x 11 inches. This standard page size is called Letter. You can choose a different paper size such as legal, A3, A4.

