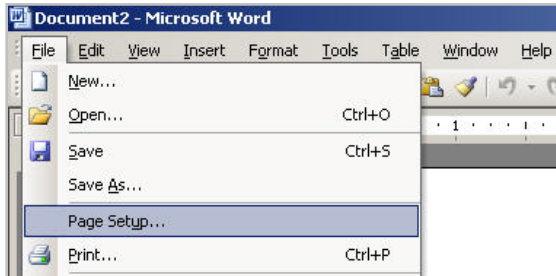




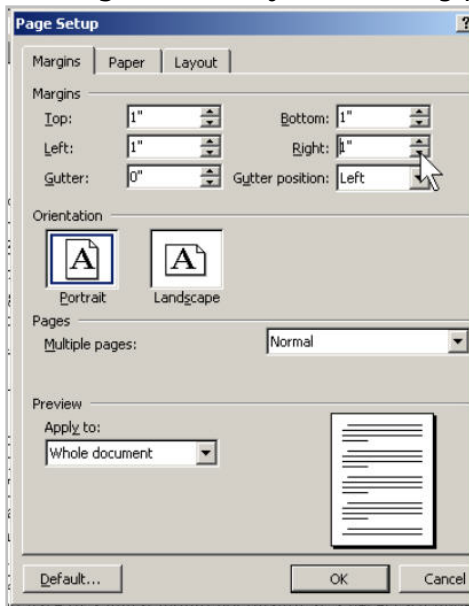
Microsoft Word 2003 Basics

Setting Margins

Select File | Page Setup



Select the **Margins** tab – adjust accordingly



Quick method for adjusting margins

Move your cursor to the *Ruler* line and position it over the margin you want to adjust
The cursor takes the shape of a double-headed arrow.



Note: Press and hold the **[Alt]** key while adjusting the margins to display the margin measurements.



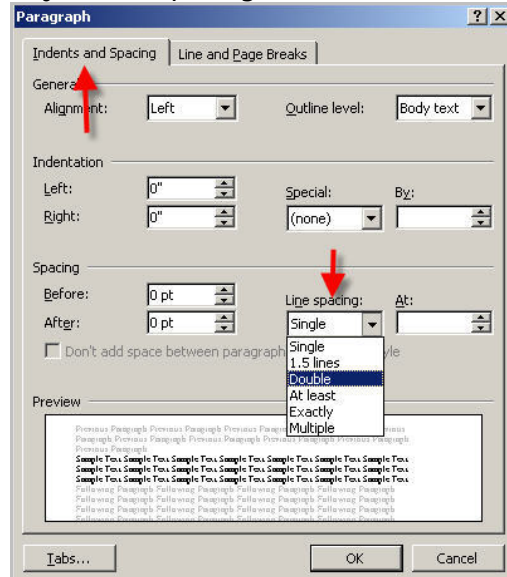
Line Spacing

Format line spacing on a blank document

Select **Format | Paragraph**

Select **Indents and Spacing** tab

Adjust line spacing as needed



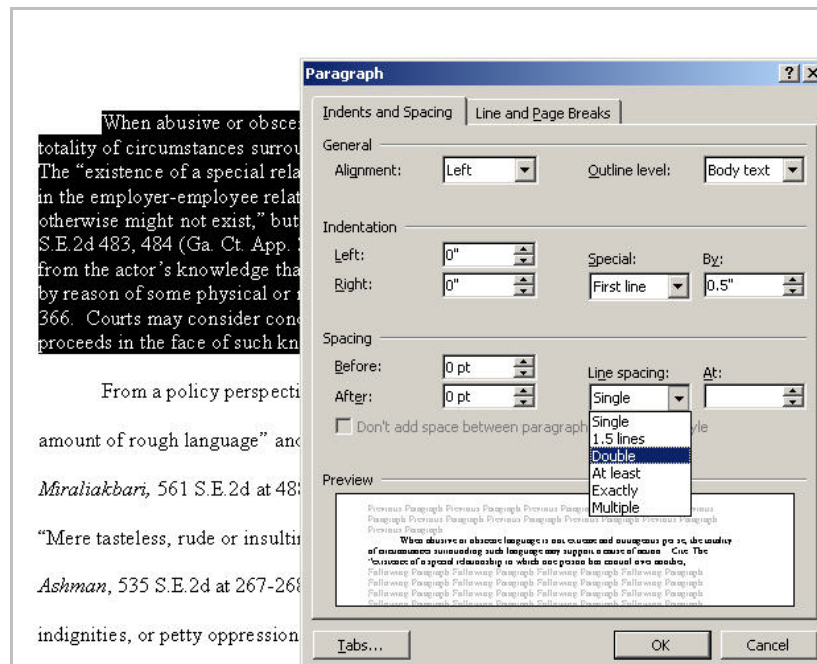
Format existing text

Highlight the text

Select **Format | Paragraph**

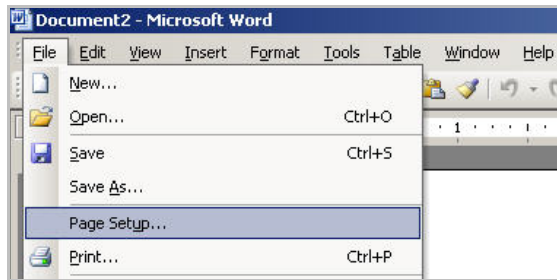
Select **Indents and Spacing** tab

Adjust line spacing as needed

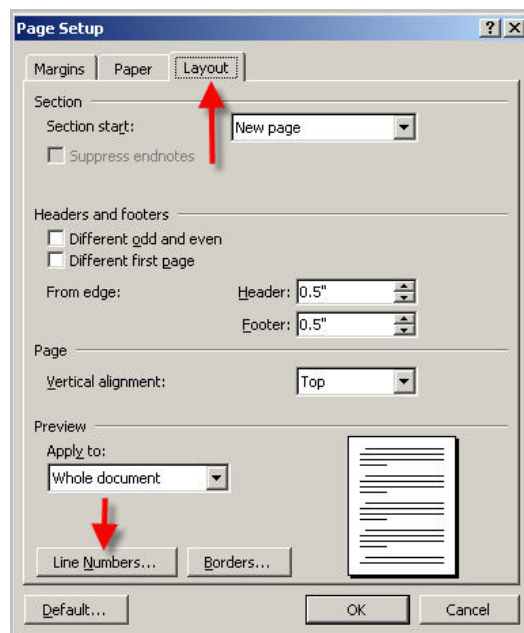


Line Numbering

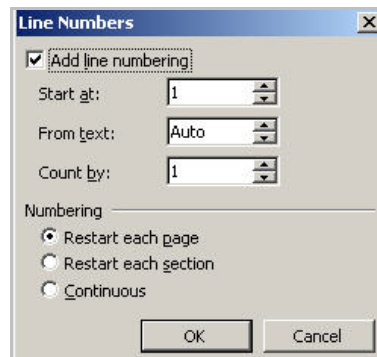
Select File | Page Setup



Select the **Layout** Tab

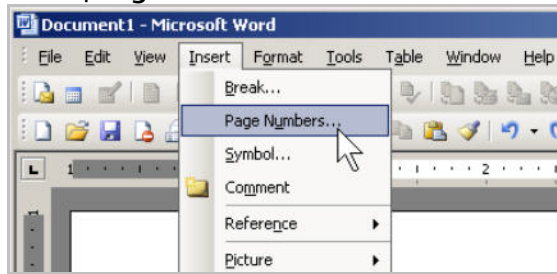


Add line numbering as needed

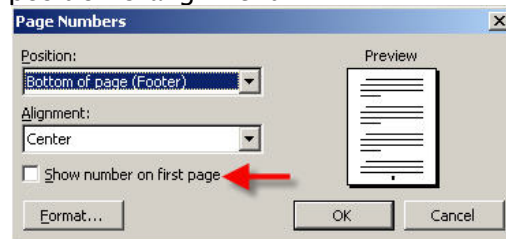


Page Numbers

Select **Insert | Page Numbers**



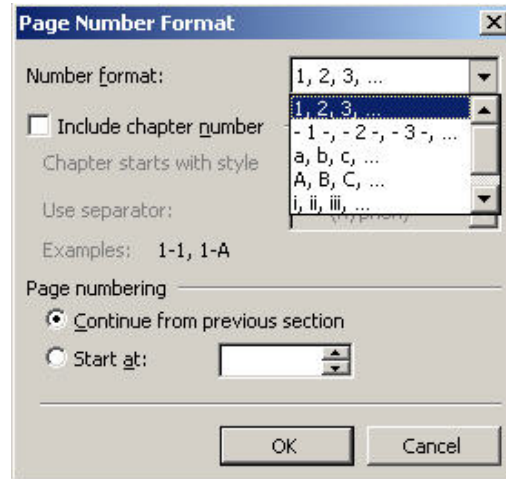
Adjust position & alignment



Position options are top of page (header), bottom of page (footer), and center

Alignment options are left, center, right, inside, and outside

Select the **Format** button



Additional Resources

Johnson, Steve. Show me Microsoft Office Word 2003, Indianapolis: Que 2003.
E-Book available at Marquette University:

<http://libus.csd.mu.edu/record=b2419360>

Word 2002: Legal Users Guide, Redmond: Microsoft 2001

Internet resource:

<http://www.microsoft.com/downloads/details.aspx?familyid=ecde0c62-e869-487a-919d-f408d3918d31&displaylang=en>