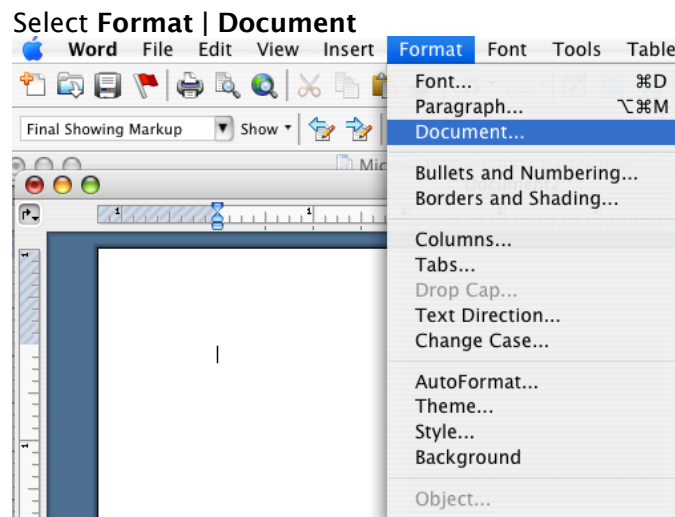


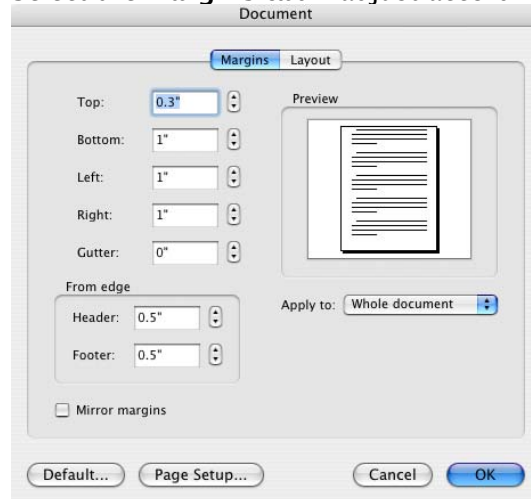


Microsoft Word 2004 for Mac Basics

Setting Margins



Select the **Margins tab** – adjust accordingly



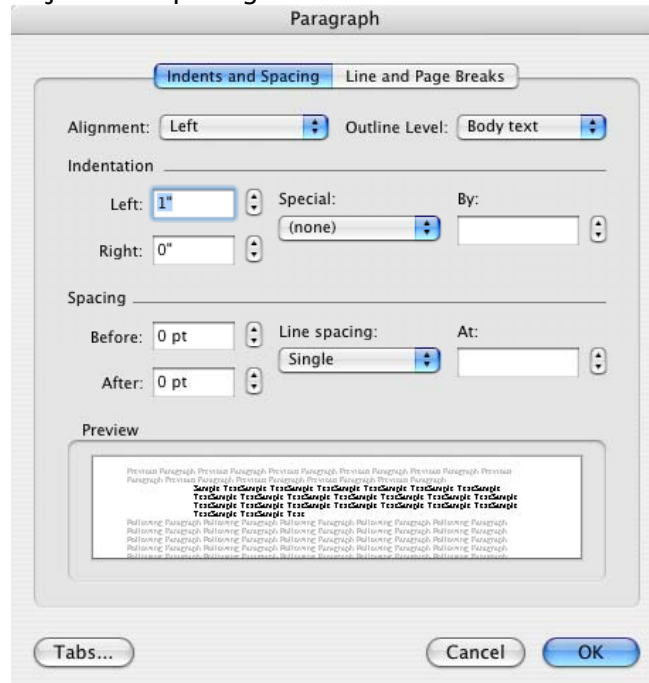
Line Spacing

Format line spacing on a blank document

Select **Format | Paragraph**

Select **Indents and Spacing** tab

Adjust line spacing as needed



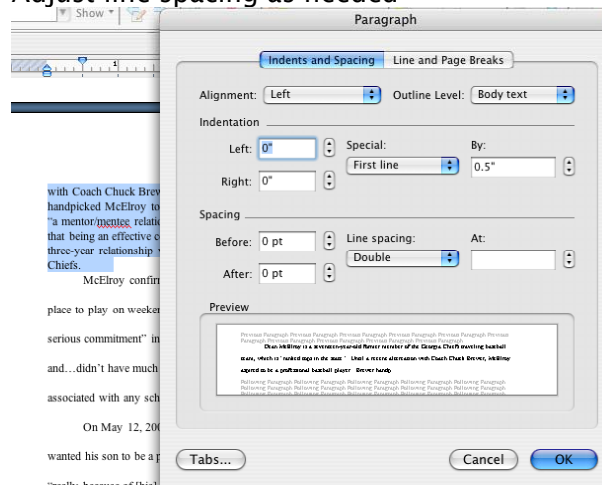
Format existing text

Highlight the text

Select **Format | Paragraph**

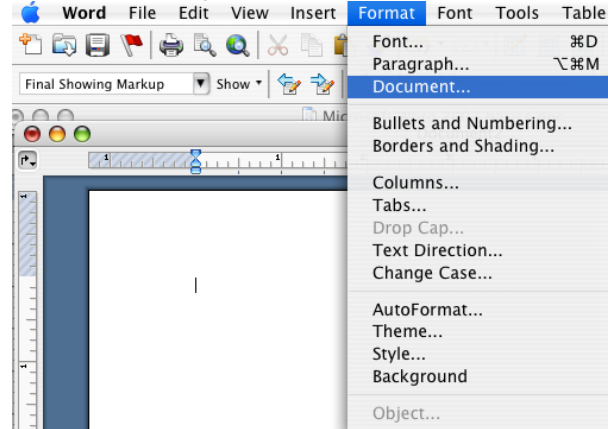
Select **Indents and Spacing** tab

Adjust line spacing as needed

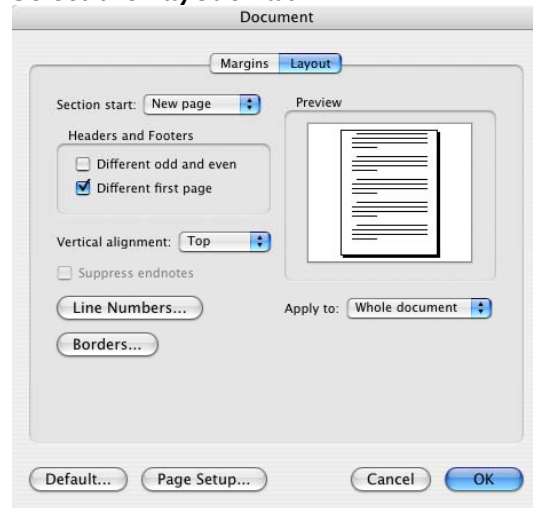


Line Numbering

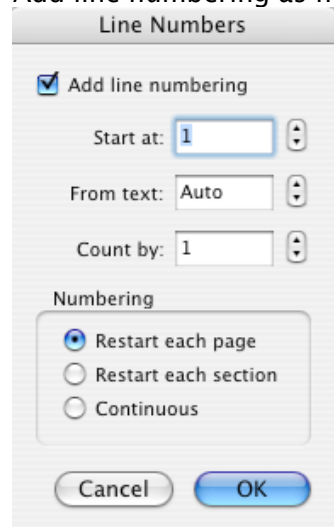
Select Format | Document



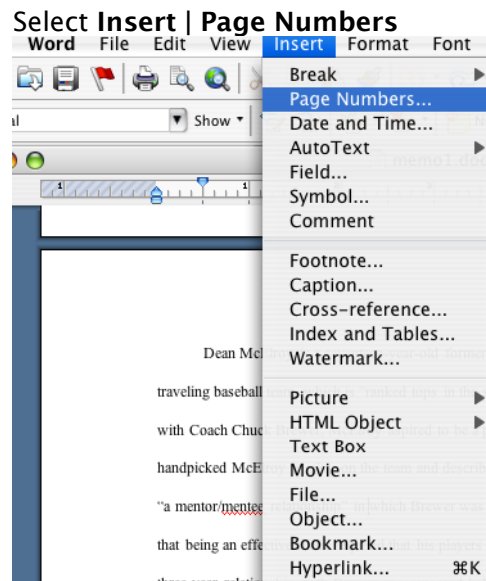
Select the Layout Tab



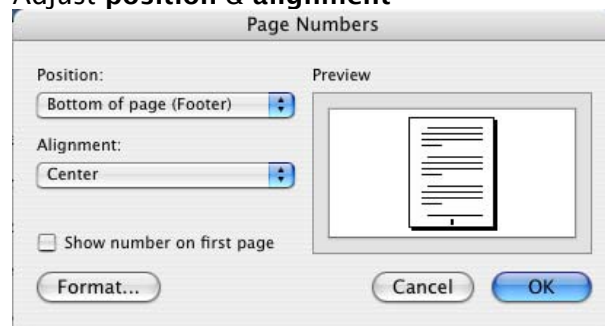
Add line numbering as needed



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

