Time to work with the Page Layout Tab!

* Margins = the amount of space on the sides, top, and bottom of a document!
* We are going to use this document to practice different margins
* List to Ms. Erskine’s directions carefully as we practicing changing the margins!

Step 1 – Click on Page Layout Tab

Step 2 – Click on Margins

Step 3 – Change margins to “Narrow”

Step 4- Change margins to “Wide”

Step 5 – Click Custom Margins…

Please change the margins to .5 for top, bottom, left and right