

# RHP Computer Applications Class

2-5 Page Setup & Password Protect

Name \_\_\_\_\_



In this assignment, you will be sending the instructor two separate emails to be graded.

The Page Setup command allows you to control a number of aspects about your document. To access Page Setup, pull down the *File* menu and choose *Page Setup*. The page setup window will appear.

By default, Word gives you an incredible amount of margin space (most of the time it's too much). First, adjust the top and bottom margins to .5" each.

Next, adjust the Left and Right margins to .5" each. Notice that the Preview shows you how your text will look with the new changes.

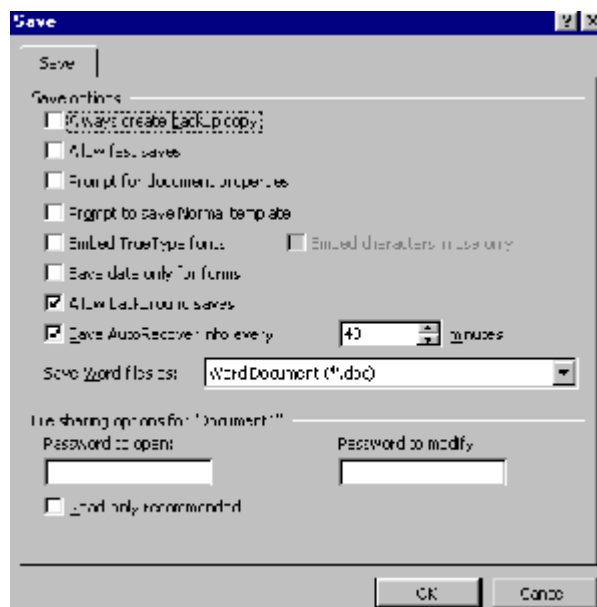
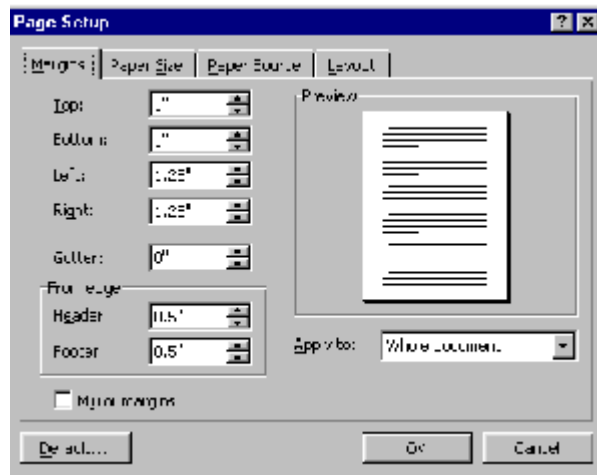
Next, click on the Paper Size tab. Here, you can choose to print on different sizes of paper or envelopes, and you can change the orientation of the paper. Under Orientation, click on Landscape. Your page will turn sideways.

Click on OK. Adjust your zoom to 50% so that you can see the entire page. Type **Landscape**. Format the word Landscape using the font Arial Bold and the point size of 135. It should fit on one line if you set your margins correctly. You can also adjust your margins by dragging them in the rulers on the top and side. Save this document and email it to me at [rhp@denovodental.com](mailto:rhp@denovodental.com). The Subject is **compapp 2-5 lastname**.

If you ever need to protect your files from others, you can save your document with a password. In order to do this, you must supply a password that no one else knows.

To password protect your document, pull down the file menu and choose **Save as...**

On the right will be an **Option** button. Click on it and the following window will appear. Near the bottom, there is field that says **Password to Open**. Type in your password here (use the same password everytime, and make sure it is one you can remember and that no one else knows). To the right is another field; **Password to Modify**. You can type the same password in here, or use a different one. When you have entered your two passwords, click on OK. It will ask



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you to confirm your passwords, and then save the document.

Email me this password so that the instructor can open up your protected file. The subject is **compapp 2-5a lastname**. MAKE SURE YOU SUPPLY ME WITH THE PASSWORDS YOU USED IN THE BODY OF YOUR EMAIL.