Page Setup

in MS Word 2021

Paper Size, Orientation and Margins

Page Orientation

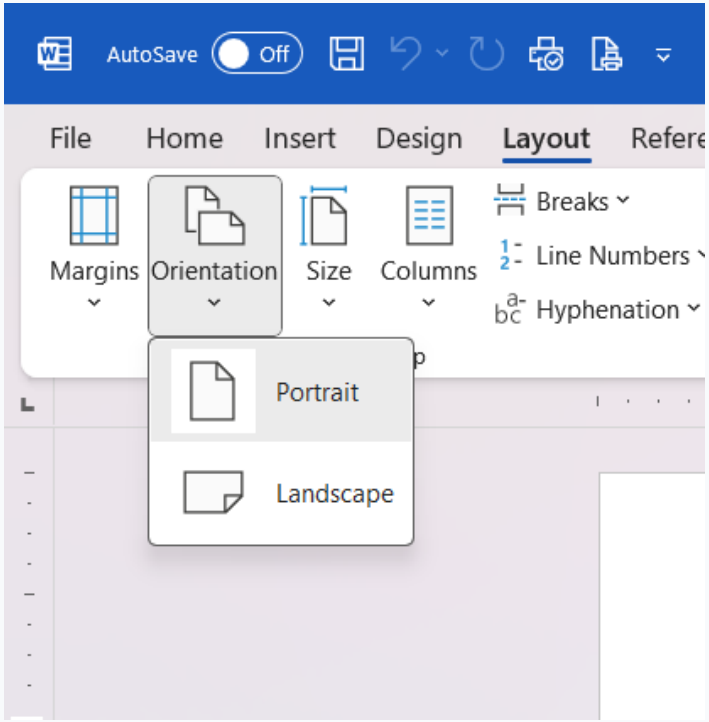
Access: Layout Tab → Page Setup group → Orientation

PORTRAIT (Vertical)

- Height > Width — A4 = 21×29.7 cm
- Default orientation in Word 2021
- Best for: letters, reports, essays

LANDSCAPE (Horizontal)

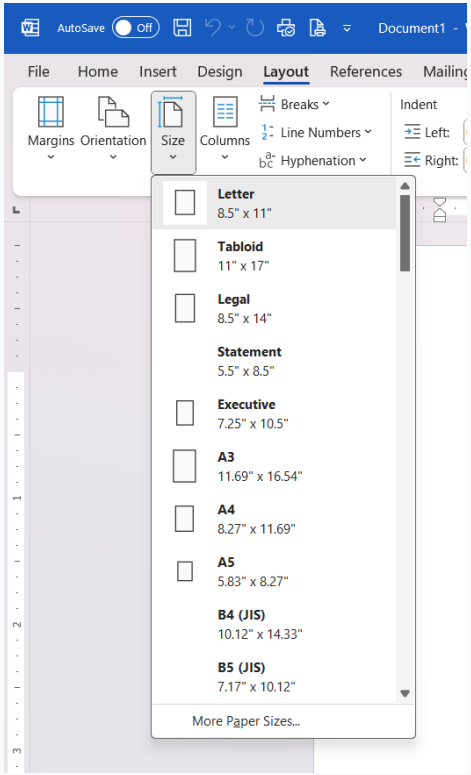
- Width > Height — A4 = 29.7×21 cm
- Tables, charts, certificates
- Wide content fits landscape best



Paper Sizes

Paper Size	Dimensions	Common Use
A4	21.0 cm × 29.7 cm	Most common worldwide — offices and schools
A5	14.8 cm × 21.0 cm	Booklets, notepads — half of A4
Letter	8.5 × 11 inches	USA and Canada standard
Legal	8.5 × 14 inches	Legal documents, contracts
A3	29.7 cm × 42.0 cm	Posters, large diagrams — double A4
B5	17.6 cm × 25.0 cm	Books, journals and magazines

Access: Layout Tab → Page Setup group → Size dropdown

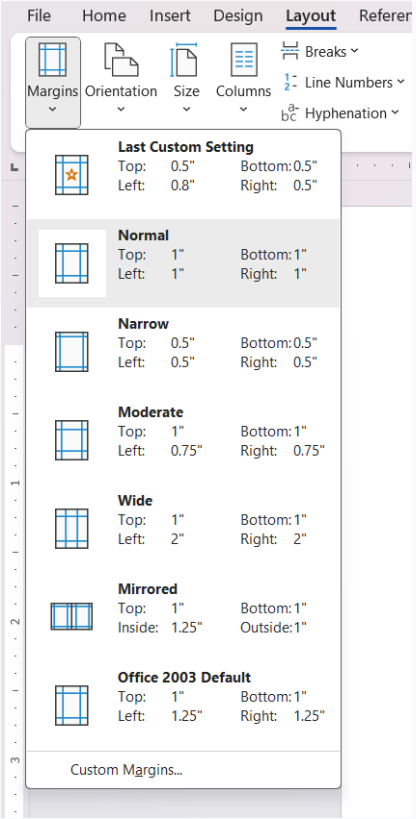


Page Margins

Margin Preset	Top / Bottom	Left / Right	Best Use
Normal (default)	2.54 cm (1")	2.54 cm (1")	Standard documents, reports
Narrow	1.27 cm (0.5")	1.27 cm (0.5")	Maximise content; flyers
Wide	2.54 cm (1")	5.08 cm (2")	Side notes or binding space
Moderate	2.54 cm (1")	1.91 cm (0.75")	Slightly more than Normal
Mirrored	2.54 cm (1")	Inside/Outside	Double-sided with binding

Custom Margins Steps

- Layout Tab → Margins → Custom Margins... → enter Top/Bottom/Left/Right values in cm → OK



📌 Key Takeaways — Page Setup

Portrait / Landscape + **A4 = 21×29.7 cm** = **Margins**

Quick Recap

- Orientation: Portrait (vertical, default) vs Landscape (horizontal) — Layout Tab → Orientation
- Most common paper size: A4 (21 × 29.7 cm) — set via Layout Tab → Size
- Margins: Normal = 2.54 cm all sides | Narrow = 1.27 cm | Custom via Layout → Custom Margins
- LibreOffice: Format → Page Style for all page setup options