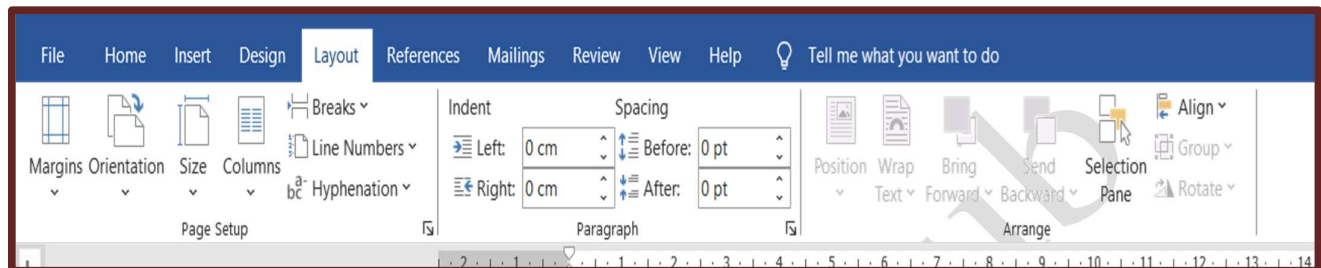


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LAYOUT TAB

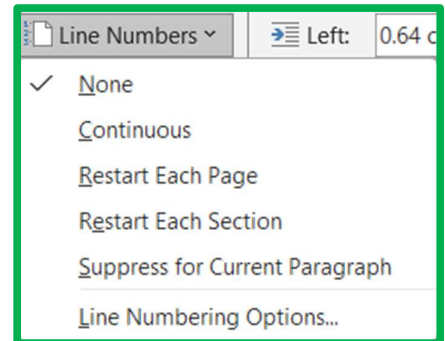


Page Setup Group

- Margins → Set page margins (top, bottom, left, right).
- Orientation → Change page to Portrait or Landscape.
- Size → Select paper size (A4, Letter, etc.).
- Columns → Divide text into columns (like newspaper).
- Breaks → Insert page break or section break.
- Line Numbers → Add numbers to each line.
- Hyphenation → Automatically break words with hyphen (-).

Line Numbers

- None → Removes all line numbers from the document.
- Continuous → Numbers lines continuously from start to end.
- Restart Each Page → Line numbering starts again from 1 on every new page.
- Restart Each Section → Line numbering restarts from 1 in each section.
- Suppress for Current Paragraph → Hides line numbers for selected paragraph only



Paragraph Group

- Indent Left → Move paragraph from left side.
- Indent Right → Move paragraph from right side.
- Spacing Before → Add space before paragraph.
- Spacing After → Add space after paragraph.

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Arrange Group

(Used when working with images/shapes)

- Position → Set object position on page.
- Wrap Text → Control how text flows around object.
- Bring Forward → Move object in front.
- Send Backward → Move object behind.
- Selection Pane → Show list of all objects.
- Align → Align objects (left, right, center).
- Group → Combine multiple objects into one.
- Rotate → Rotate or flip objects.

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