# PAGE ORIENTATION IN WORD 2010

Page Orientation is useful when you print your pages. By default Microsoft Word shows a page in **portrait** orientation and in this case page width is less than page height and page will be 8.5 inches x 11 inches. You can change page orientation from portrait to **landscape** orientation in which case page width will be more than page height and page will be 11 inches x 8.5 inches.
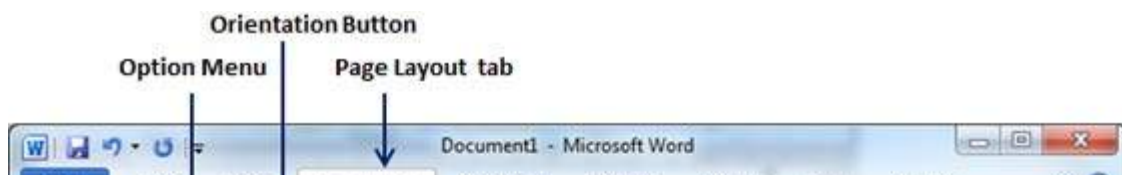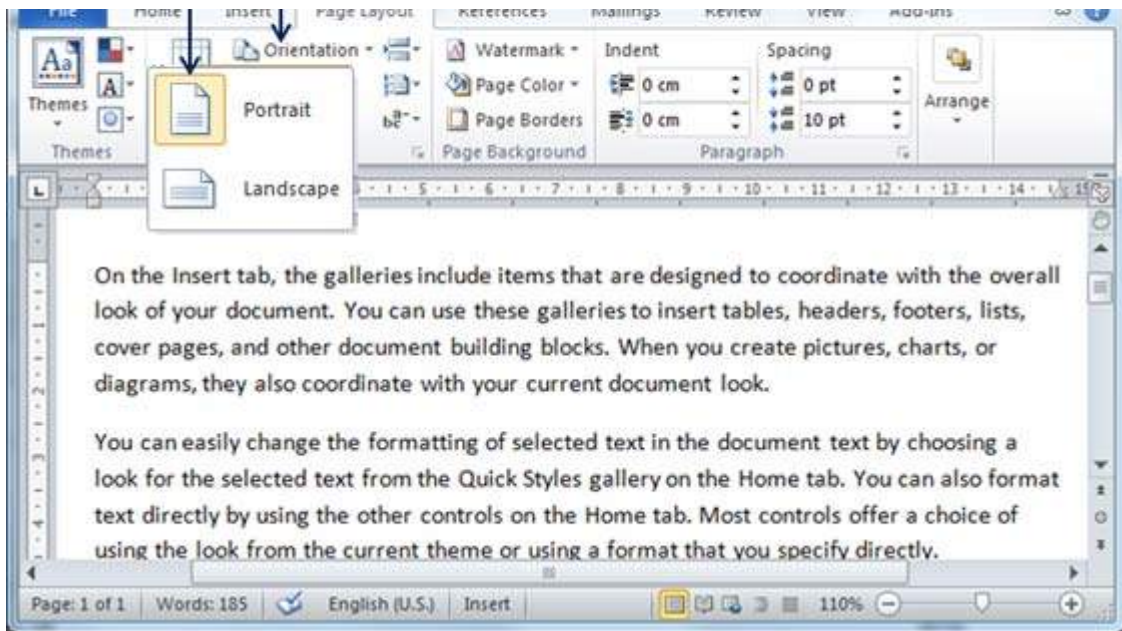
Change Page Orientation:

Following are the simple steps to change the page orientation of a word document.

Step 1: Open a word document for which you want to change the orientation. By default, orientation will be **Portrait Orientation** as shown below.
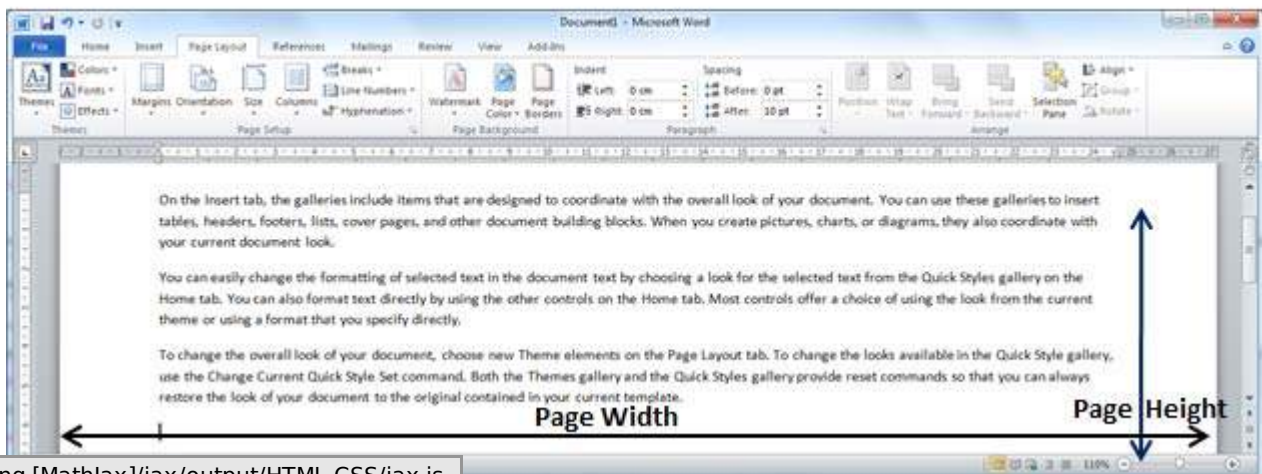

Page Orientation : Portrait
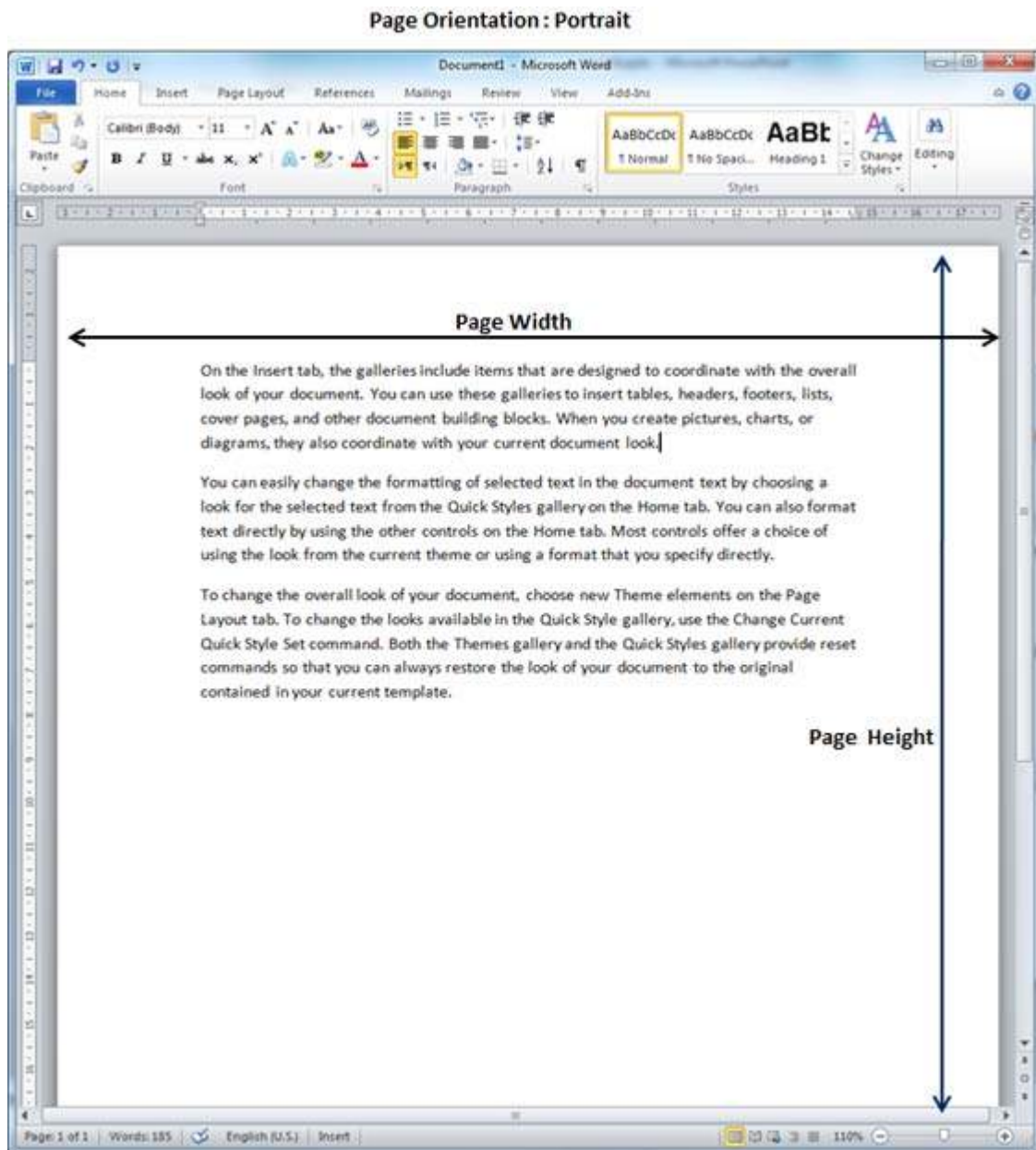
Step 2: Click the **Page Layout tab**, and click **Orientation** button available in the Page Setup group. This will display an **Option Menu** having both the options Portrait & Landscape to be selected.

Step 3: Click any of the options you want to set to orientation. Because my page is already in portrait orientation, so I will click **Landscape** option to change my orientation to landscape orientation.

Page Orientation : Landscape