Landscape Table Format

1. Input table
2. Select **Page Layout Tab** and change **Orientation** to **Landscape**
3. Select **Margins** and **customize** to:
    a. Top=1.25
    b. Bottom=1
    c. Left=1.5
    d. Right=1
4. Select **Insert Tab Text Box** and insert **Draw Text Box**
5. Draw from **top Left corner to bottom Left edge** of page, **about an inch wide**
6. **Click on Text Direction once** to change it to face Left and Up
7. Select **Shape Outline** and choose **No Outline**
8. Select **Home Tab** and change **Alignment** to **Center Alignment**
9. Select **Insert Tab**, click on **Page Number** and select **Current Position** then **Plain**
10. The page number should be aligned in the center of the left side of the page!