

## Thesis Landscape Table Format

1. Insert table by doing the following:
  - a. Select the **Table** button found on the **Insert** tab. Select the **Insert Table** option from the menu and customize the table size as needed.
2. Go to the **Layout** tab and select **Landscape** from the **Orientation** drop down menu.
3. On the **Layout** tab, select **Margins** and **customize** to:
  - a. Top = 1.25
  - b. Bottom = 1
  - c. Left = 1.5
  - d. Right = 1
4. Now, go to the **Insert** tab, select the **Text Box** button, and choose **Draw Text Box** from the drop down menu.
5. Draw the text box from the top left corner of the page to the bottom left corner, about an inch wide. The tool bar also gives you the option to resize the box.
6. Select the **Text Direction** button and choose to **rotate all text 90 degrees**.
7. Select the **Shape Outline** button and choose **No Outline**.
8. Select the **Home** tab and choose **Center Alignment**.
9. Select the **Insert** tab, click on **Page Number** and select **Current Position** then **Plain Number**.
10. The page number should be aligned in the center of the left side of the page.