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.