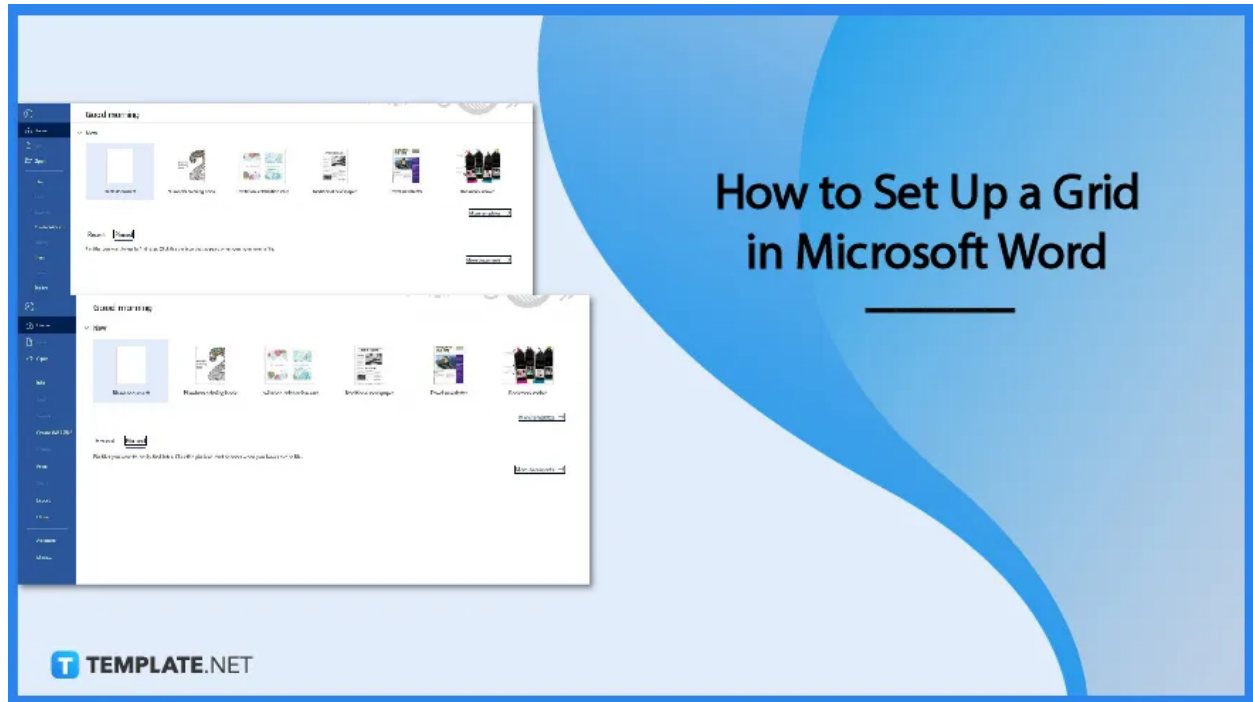# How to Set Up a Grid in Microsoft Word

Microsoft Word is not limited to setting up text-based content. You may not know it, but you can also set up a grid in Microsoft Word.
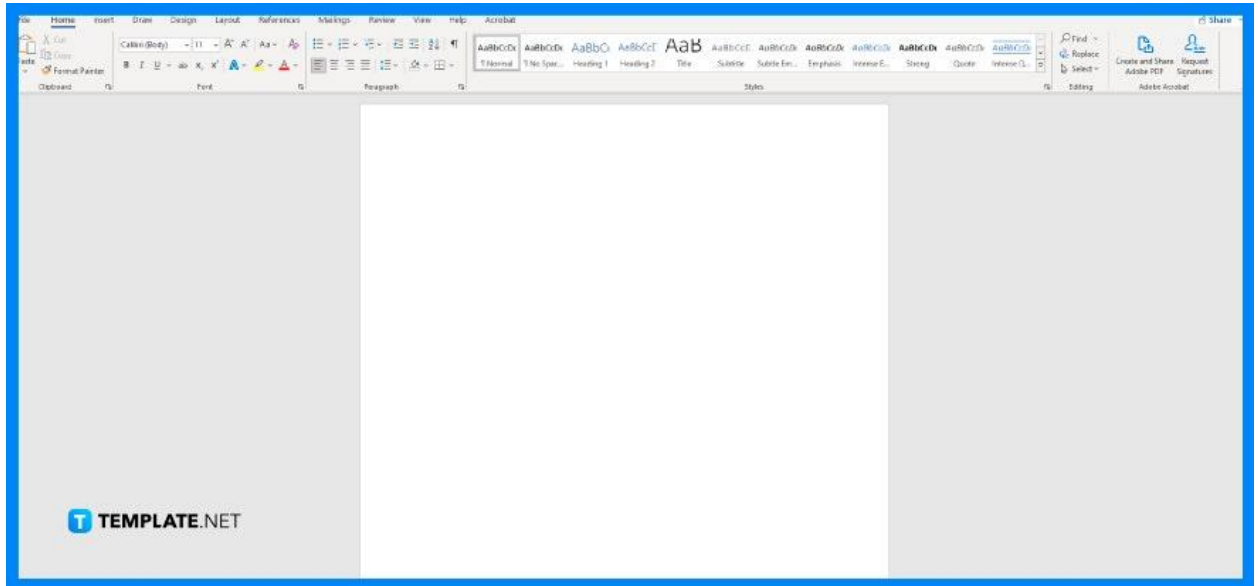

How to Set Up a Grid in Microsoft Word

Setting up a grid is as easy as creating a table in Microsoft Word. No need for complicated user training; just follow these steps we've compiled and you'll have a grid in your Microsoft Word document very soon.
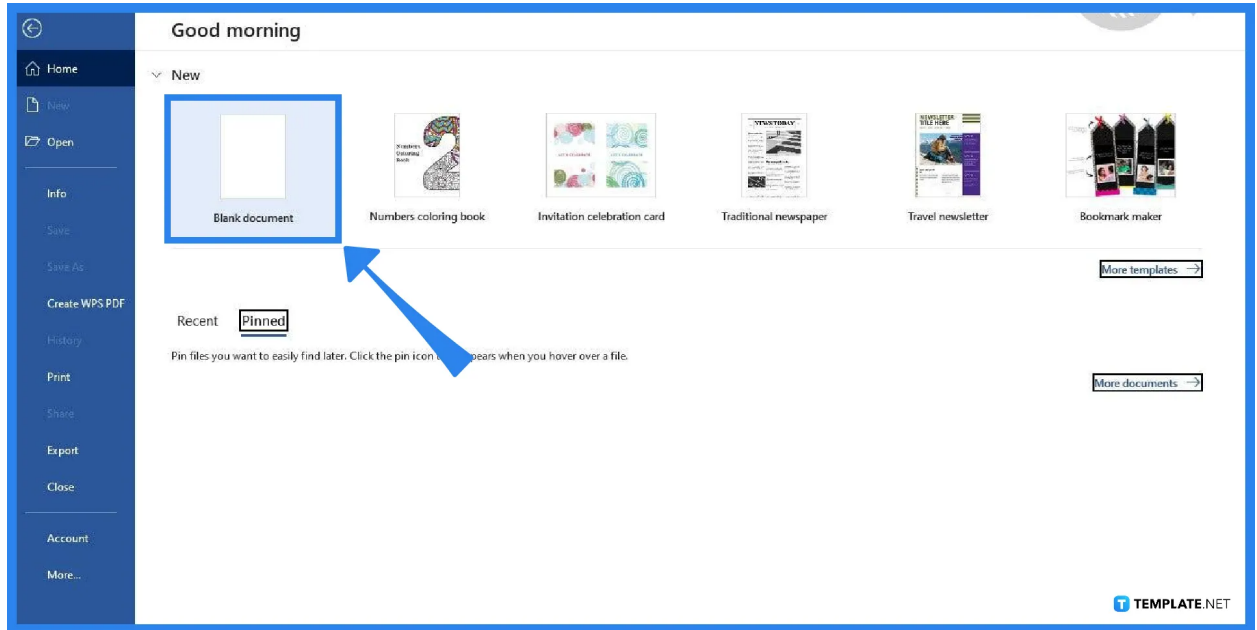
- **Step 1: Launch MS Word on Your PC or Device**
  Launch Microsoft Word on your computer or device. After launching, make sure to
  sign in to Microsoft Word with your Microsoft 365 account. When signing in, make
  use of your email address.
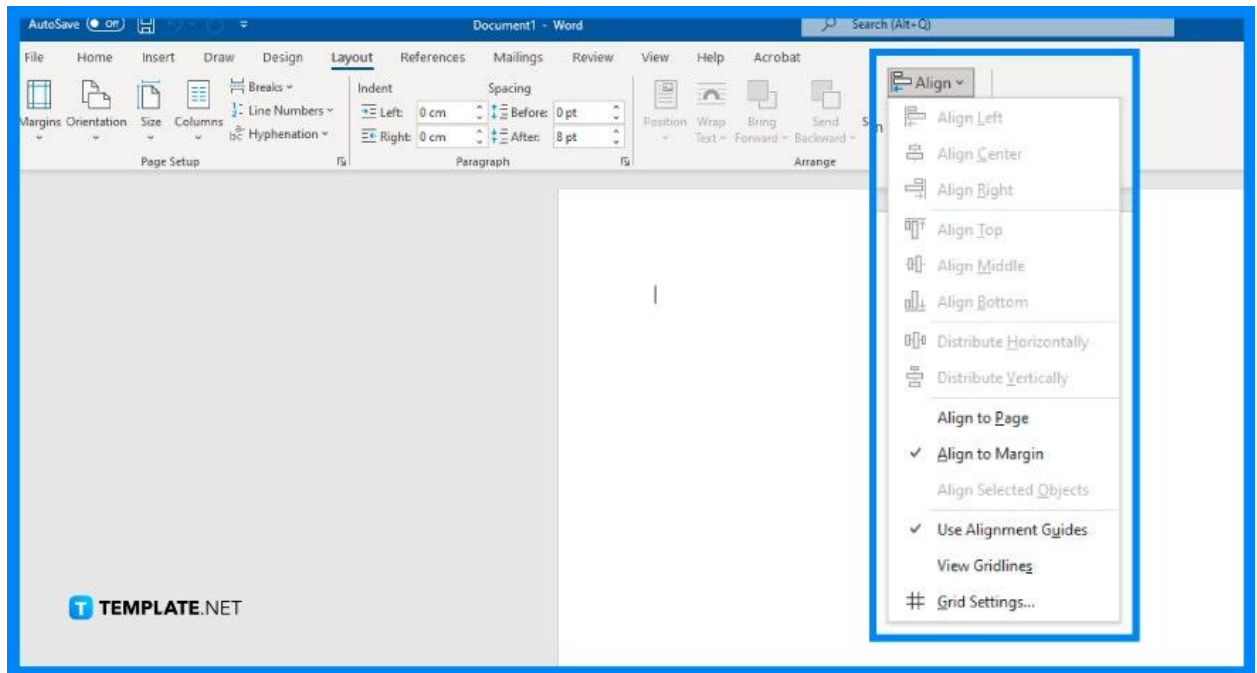
- **Step 2: Open a Blank Document**
  On the Microsoft Word home page, click the Blank Document option to start a new blank document. It's a lot easier to set up a grid with a blank document.

You can still set up a grid on your document with complete content. So, feel free to open a saved MS Word document or a pre-made MS Word template.
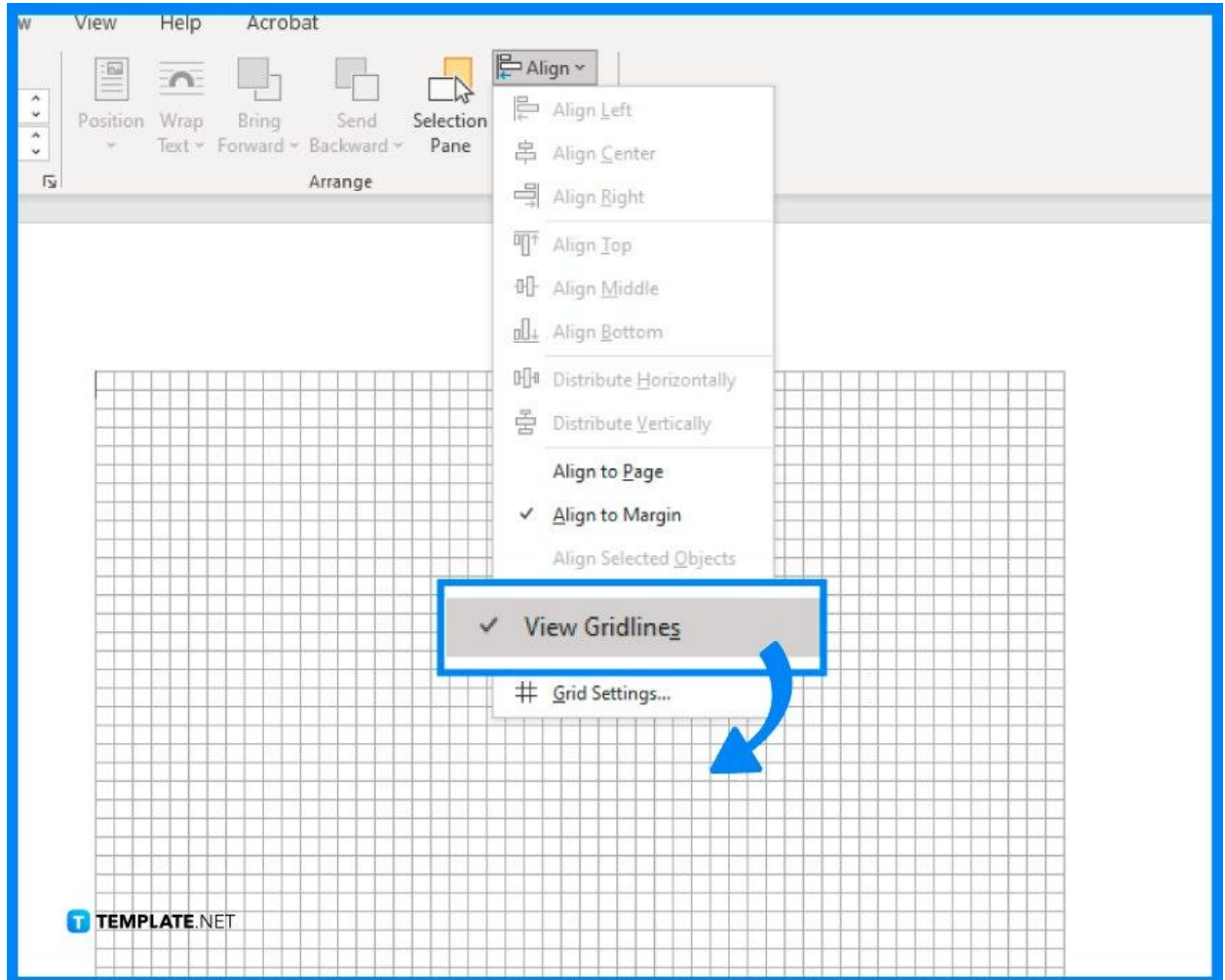
- **Step 3: Open the Layout Tab and Select Align**
  Once you've started or opened a document, you can begin immediately. Open the Layout tab on the menu bar; you can find it between the Design tab and the References tab. Once you've opened the Layout tab, select Align. The Align option can be found on the right-most side of the Layout tab.
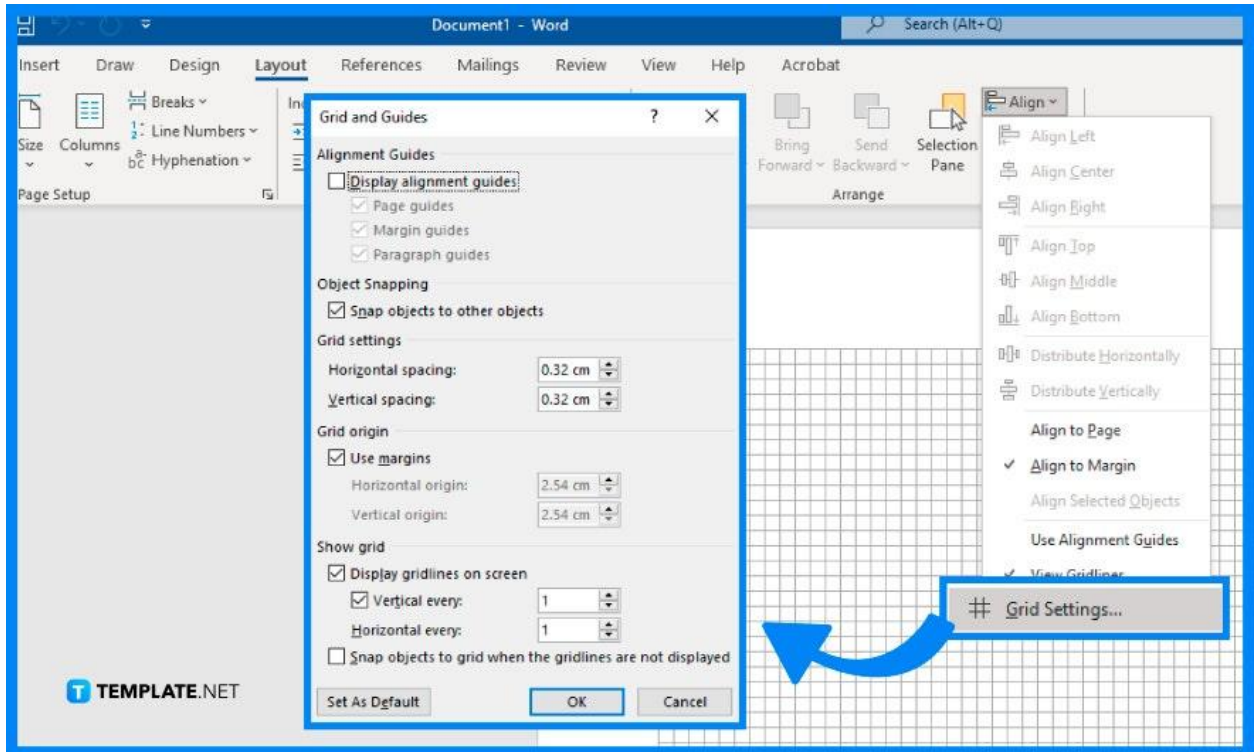
● **Step 4: Select View Gridlines**

Upon selecting Align, the Align drop-down menu will appear on your screen. It contains a long list of options. Among those options, you need to select the View Gridlines option. In doing so, a grid will appear in your blank MS Word document.
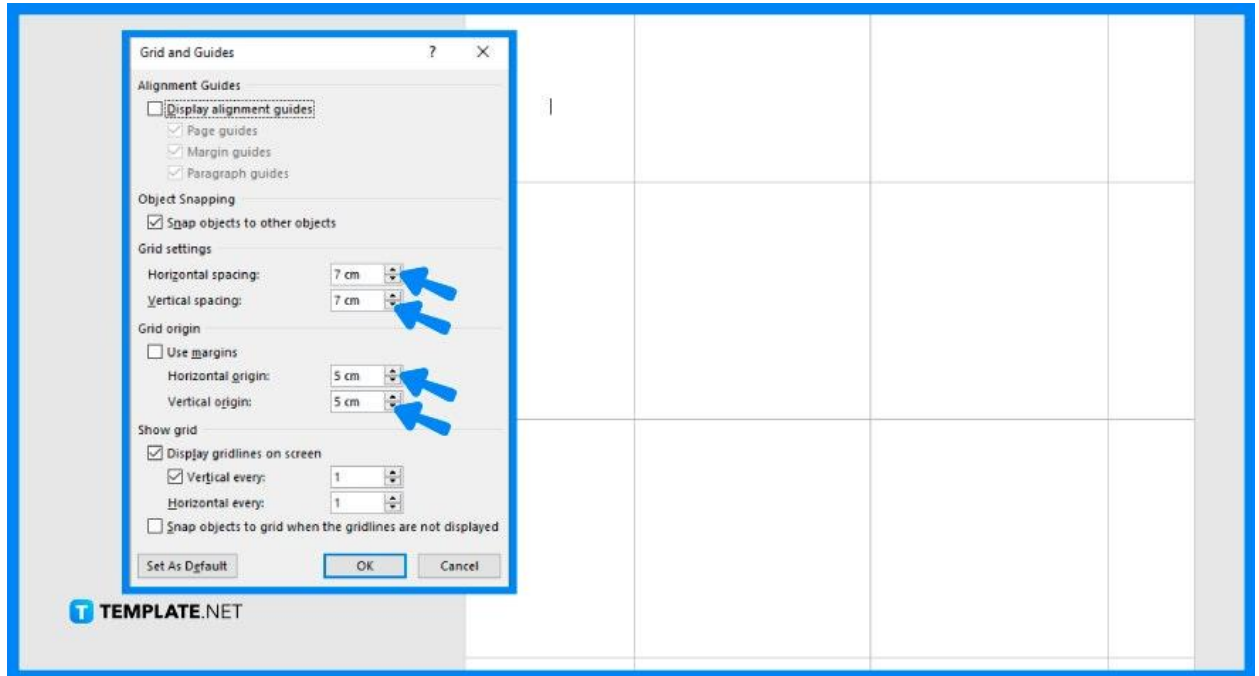
- **Step 5: Go to Grid Settings**
  You can adjust the measurements of the gridlines so the grid fits perfectly on the page. To do that, open the Align drop-down menu again, and this time, select the Grid Settings option. The Grid Settings option is located below the View Gridlines option.

You can skip Steps 5 and 6 if you're okay
with the default measurements of the gridlines.

- **Step 6: Make the Grid Adjustments**
  While you're in the Grid Settings panel, you can adjust the horizontal and vertical spacing of the grid. Adjust the spacings however you want as long as it's convenient for you. Once you're done adjusting, simply click OK to apply the adjustments.

FAQs

What is the purpose of gridlines in MS Word?

Gridlines can help you to properly insert and position shapes and objects in an MS Word document, and you can use them as a guide to making sure they're well-aligned with each other like a ruler.

Can I also set up charts in MS Word?

Yes, you can also set up charts in MS Word by going to the Insert tab and selecting the Chart option, wherein you can choose to insert pie charts, bar charts, column charts, line charts, and more.

Can I print gridlines in MS Word?

Yes, you can print gridlines in MS Word, but before printing, make sure to select the Gridlines check box in the Print Setup tab.