

Using Sections

Microsoft Word allows you to split a document up into SECTIONS. Each SECTION can have its own formats such as columns, headers, footers, page numbers, etc. For example, in a multiple page document you might wish to have some pages with text in columns, other pages with just one column, or you might even need to have part of a page in columns and the rest of the page in one column.

Sections Within Pages

A Loading a Sample File

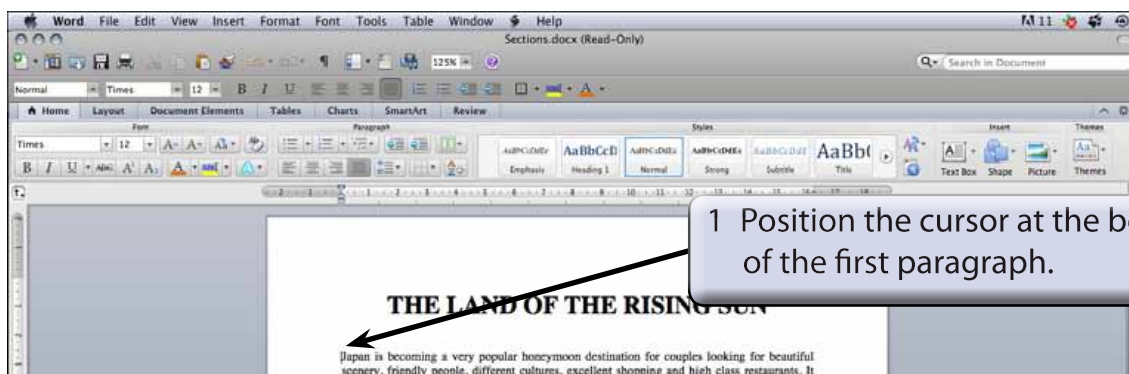
- 1 Load Microsoft Word and CANCEL the WORD DOCUMENT GALLERY dialogue box, or close any open documents.
- 2 Display the FILE menu and select OPEN.
- 3 Access the CHAPTER 15 folder of the WORD 2011 SUPPORT FILES and open the file:

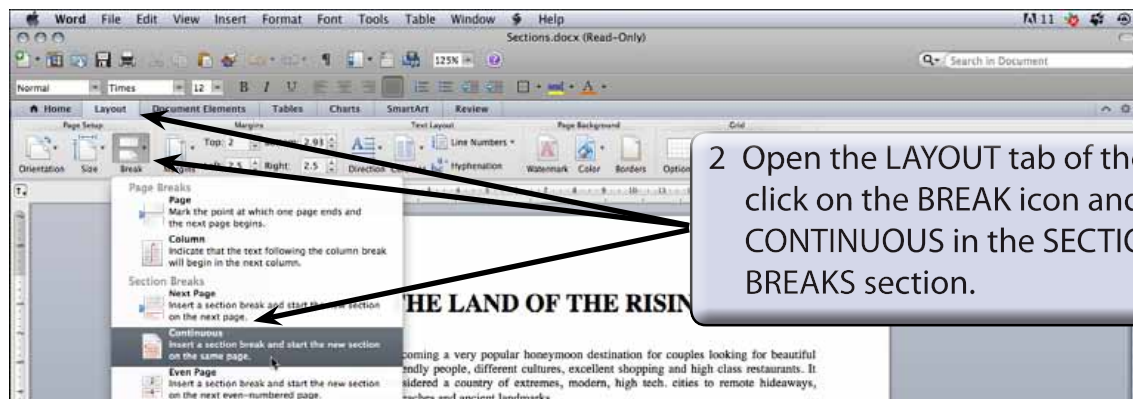
Sections

as a READ ONLY file.

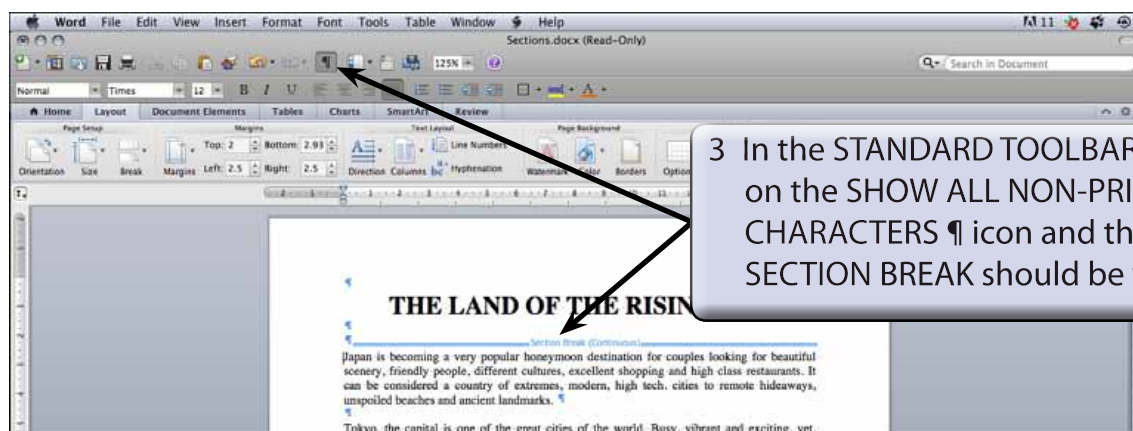
B Creating the First Section

The heading will be placed in its own section then formatted.





2 Open the LAYOUT tab of the RIBBON, click on the BREAK icon and select CONTINUOUS in the SECTION BREAKS section.



3 In the STANDARD TOOLBAR click on the SHOW ALL NON-PRINTING CHARACTERS ¶ icon and the SECTION BREAK should be visible.

4 Click on the SHOW ALL NON-PRINTING CHARACTERS ¶ icon again to turn it off.

NOTE: In effect you have split the page up into two distinct parts. The CONTINUOUS SECTION BREAK command is used to create sections within a page.

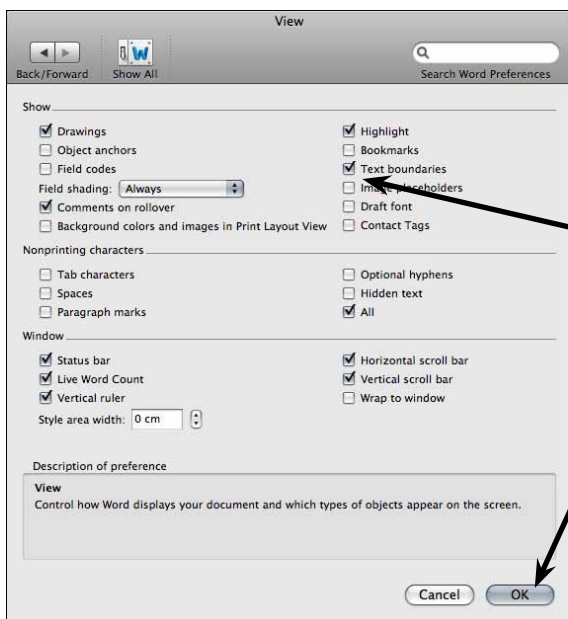
C Turning on Text Boundaries

It is handy to permanently see where section breaks are when using them within a page. This can be achieved by turning on TEXT BOUNDARIES.

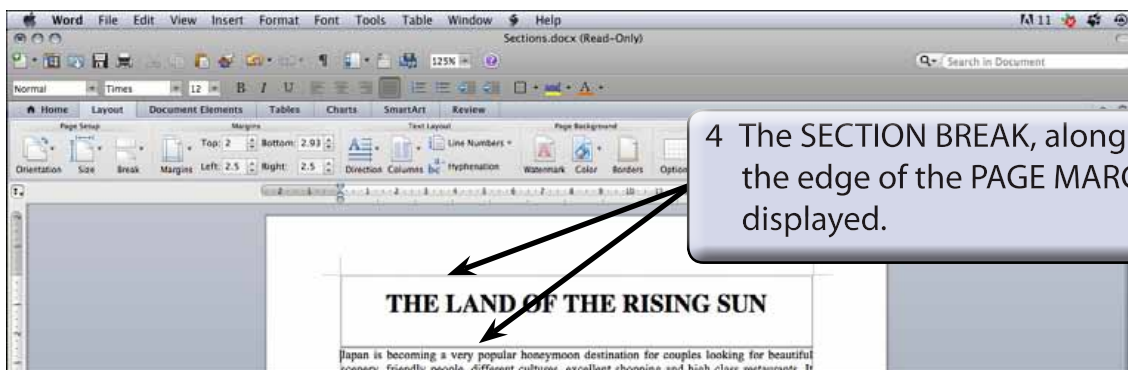
- 1 Display the WORD menu and select PREFERENCES.



2 In the WORD PREFERENCES dialogue box click on the VIEW icon.



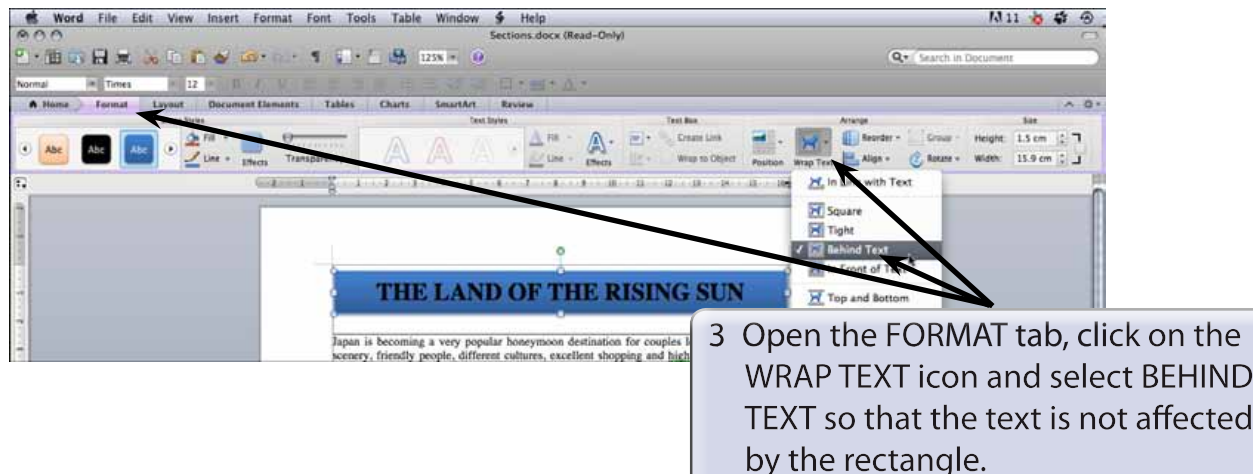
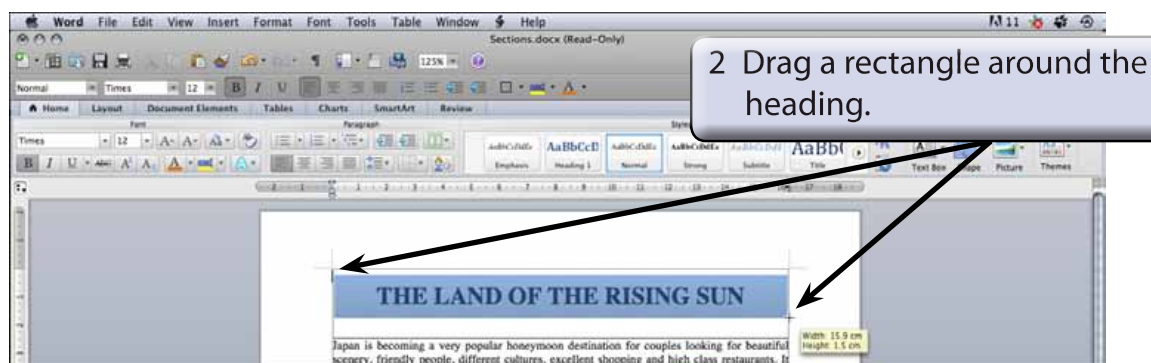
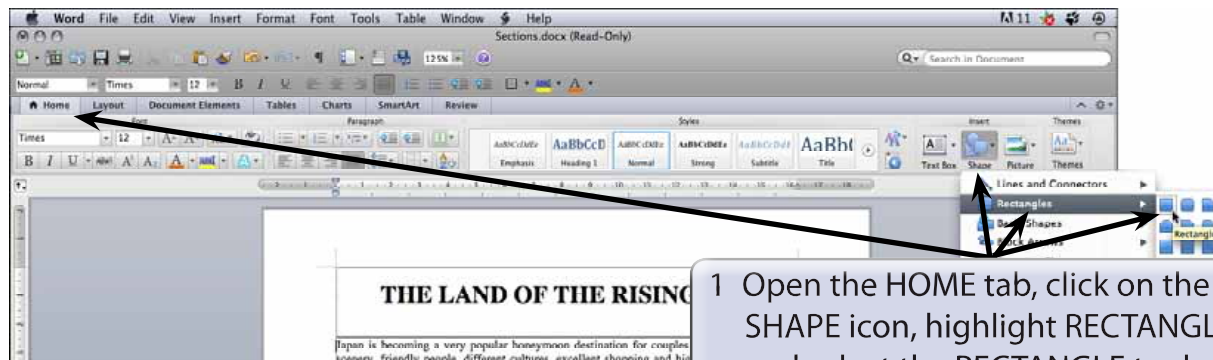
3 Turn on TEXT BOUNDARIES in the SHOW frame of the VIEW dialogue box and select OK.



4 The SECTION BREAK, along with the edge of the PAGE MARGINS are displayed.

D Completing the Banner

A rectangle will be used to highlight the heading in section 1.



NOTE: You can use the **ARROW** keys to nudge the rectangle into place over the text.