

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 that page in one column.

Sections Within Pages

A Loading a Sample File

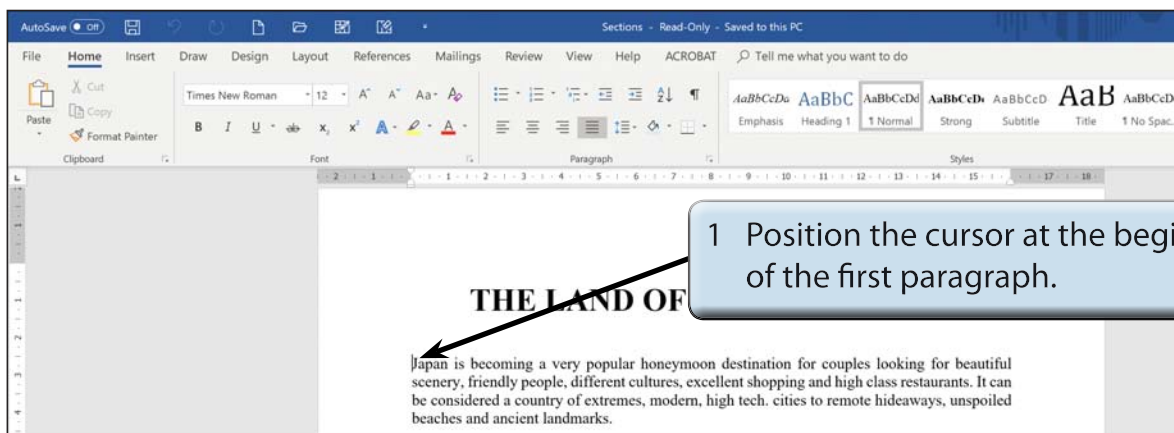
- 1 Load Microsoft Word and click on OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the CHAPTER 15 folder of the WORD 2019 SUPPORT FILES, open the file:

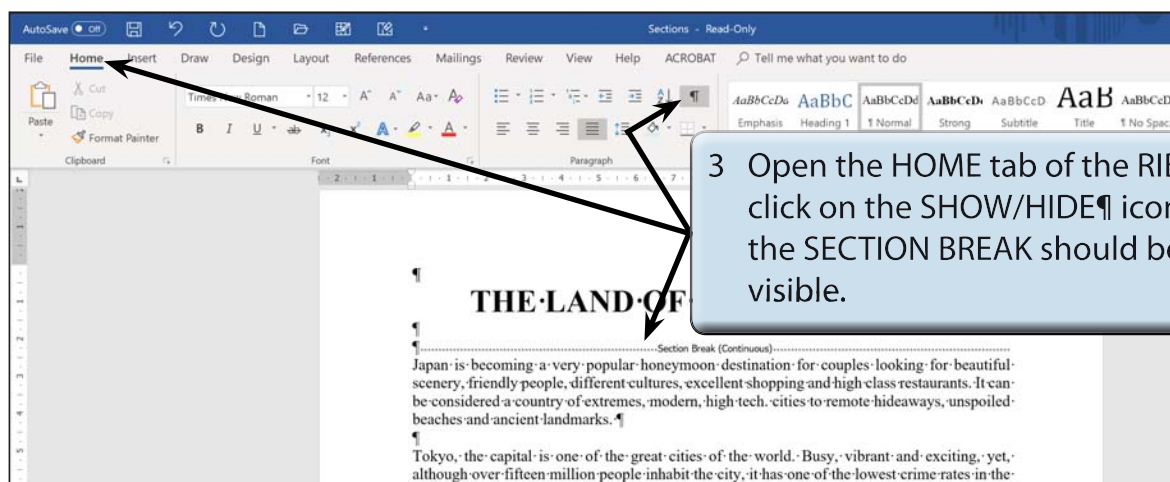
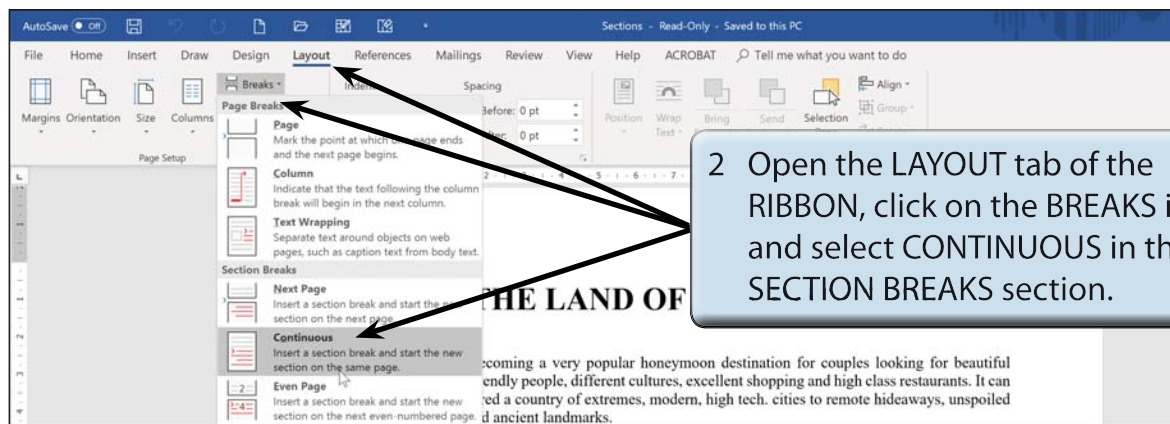
Sections

as a READ ONLY file.

B Creating the First Section

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



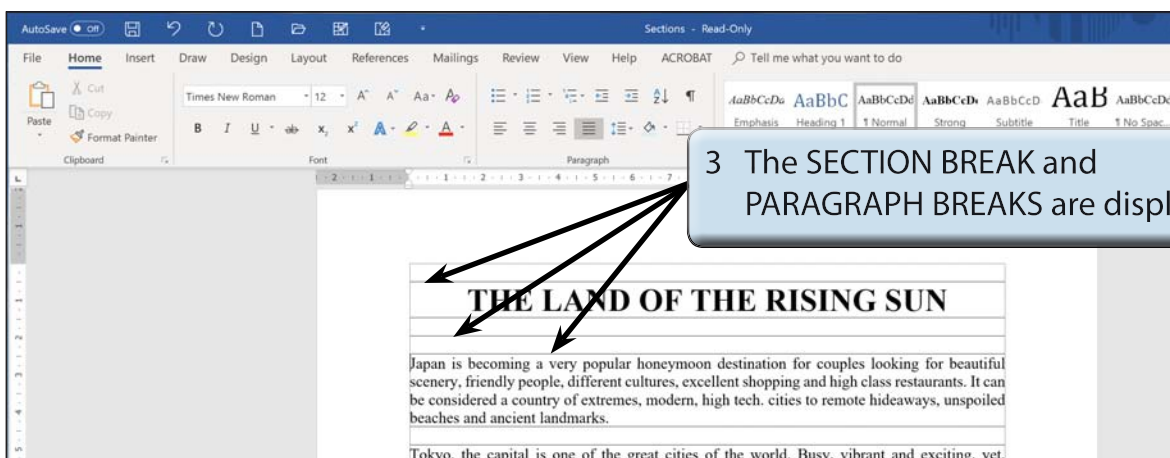
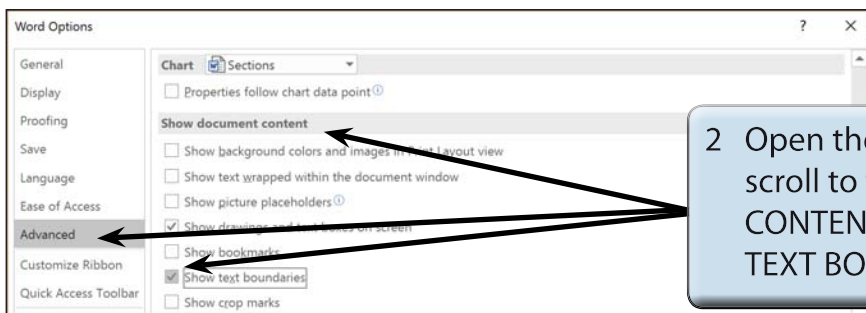
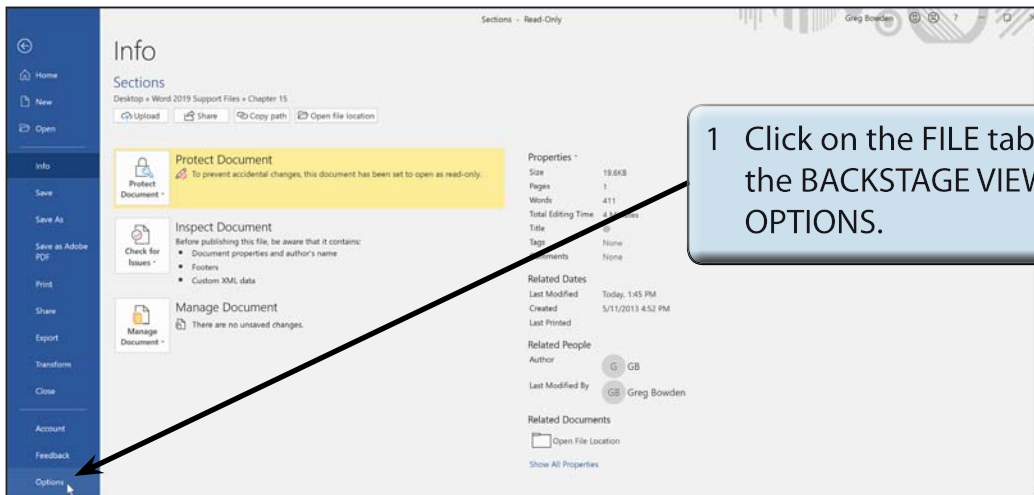


4 Click on the SHOW/HIDE SECTION BREAKS icon again to turn it off.

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.

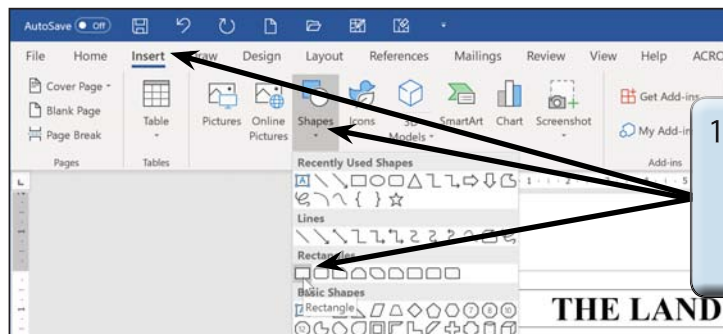
C Turning on Text Boundaries

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

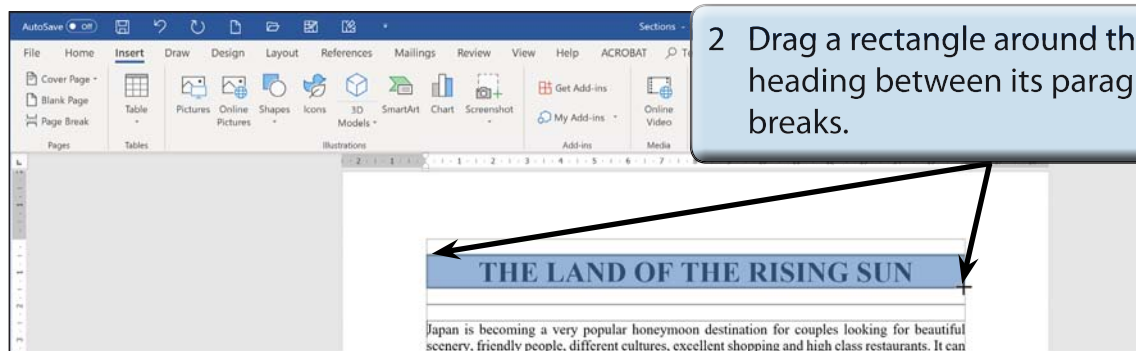


D Completing the Banner

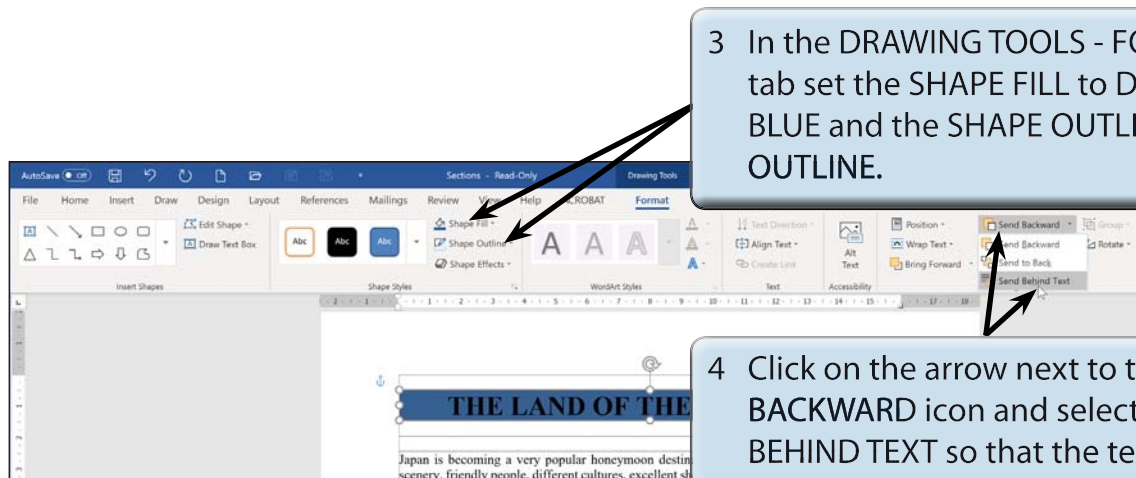
A rectangle will be used to highlight the heading in SECTION 1.



1 Open the INSERT tab, click on the SHAPES icon and select the RECTANGLE shape from the RECTANGLES section.



2 Drag a rectangle around the heading between its paragraph breaks.



3 In the DRAWING TOOLS - FORMAT tab set the SHAPE FILL to DARK BLUE and the SHAPE OUTLINE to NO OUTLINE.

4 Click on the arrow next to the SEND BACKWARD icon and select SEND BEHIND TEXT so that the text is visible through the rectangle.

NOTE: You can use the ARROW keys to nudge the rectangle into place over the text and use the handles to adjust the size of the rectangle.