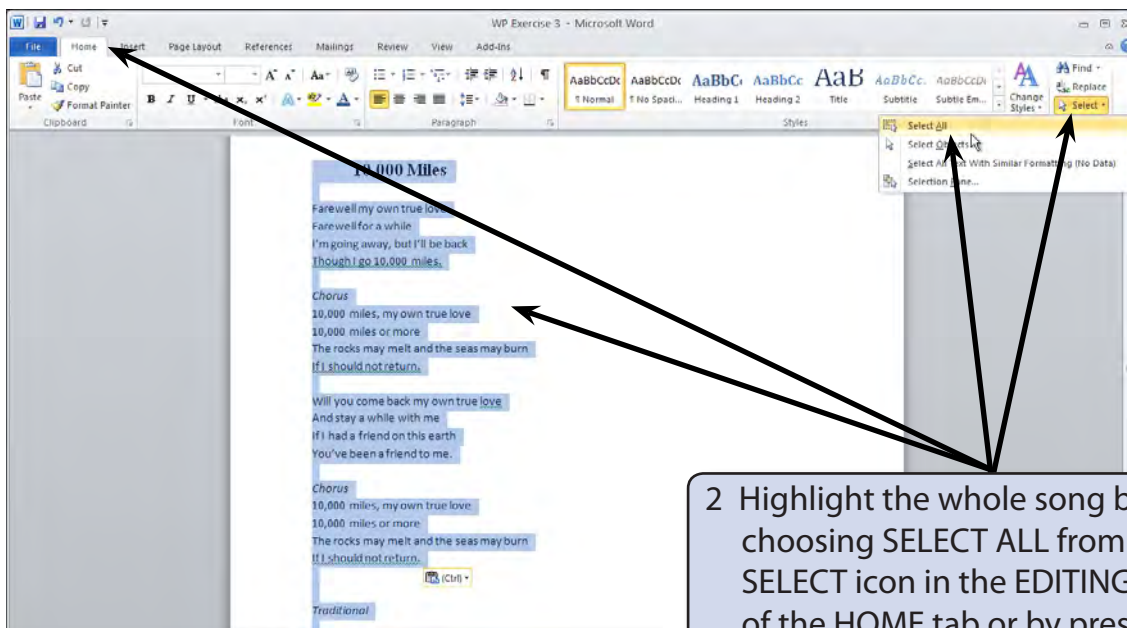


Inserting Page Breaks and Moving Text

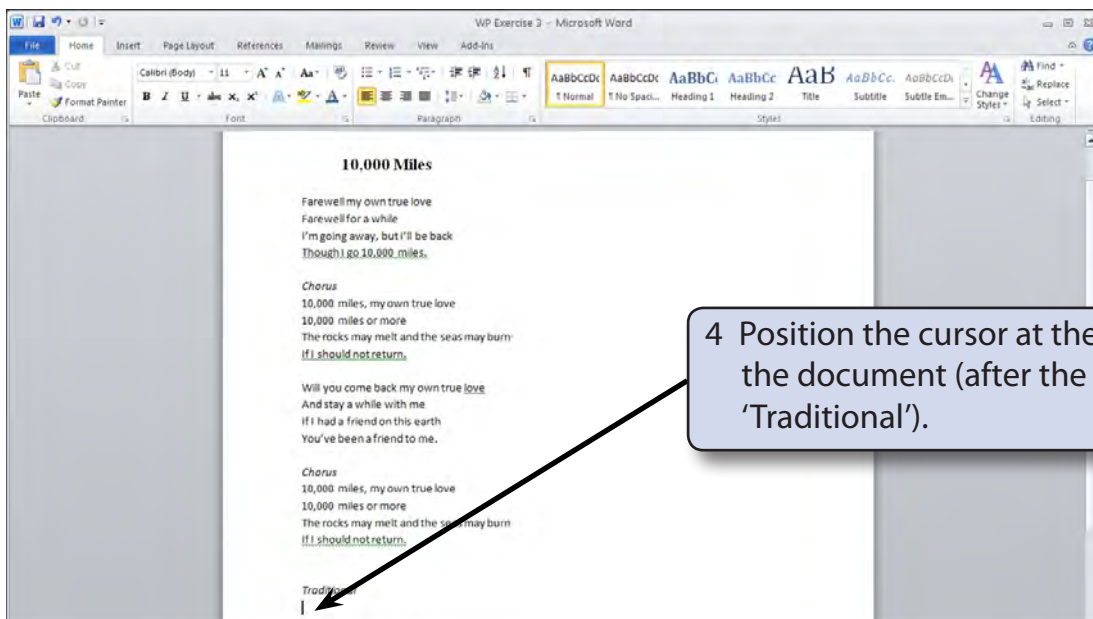
In this exercise you will adjust the song lyrics you entered in the last exercise by copying them to a second page, inserting page numbers and moving text in the copied version of the song.

Inserting Page Breaks

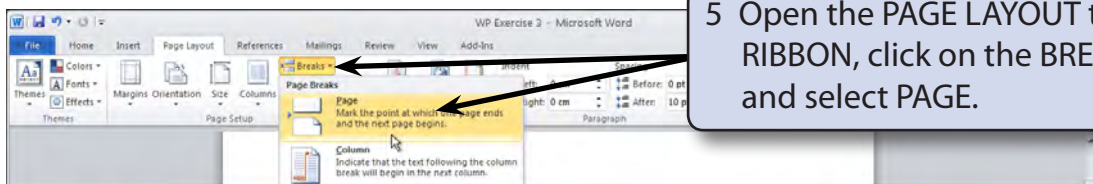
- 1 Load the song lyrics from the previous exercise.



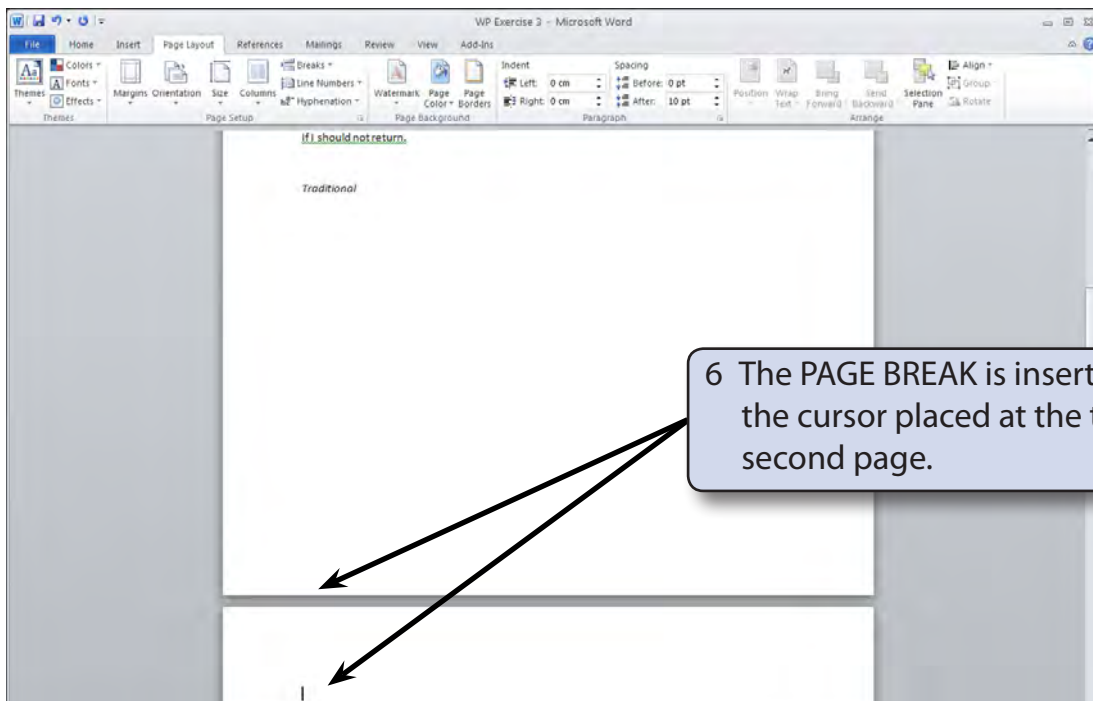
- 3 Copy the text by pressing CTRL+C or by clicking on the COPY icon in the CLIPBOARD group of the HOME tab of the RIBBON.



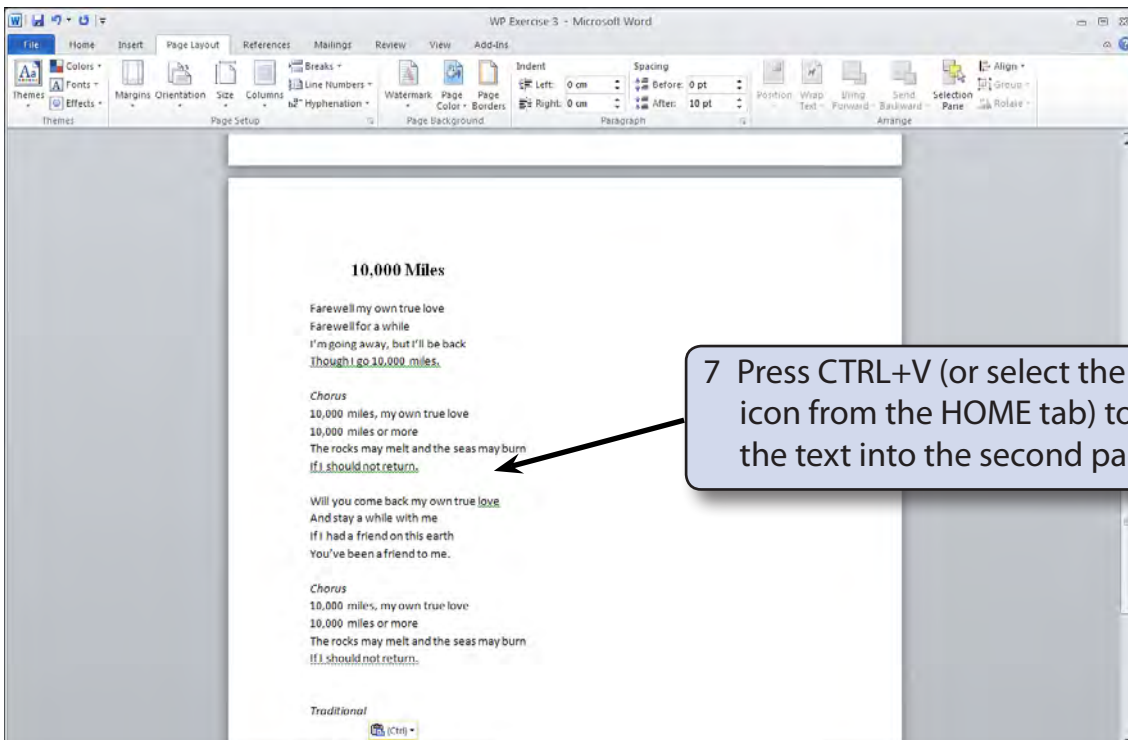
4 Position the cursor at the end of the document (after the word 'Traditional').



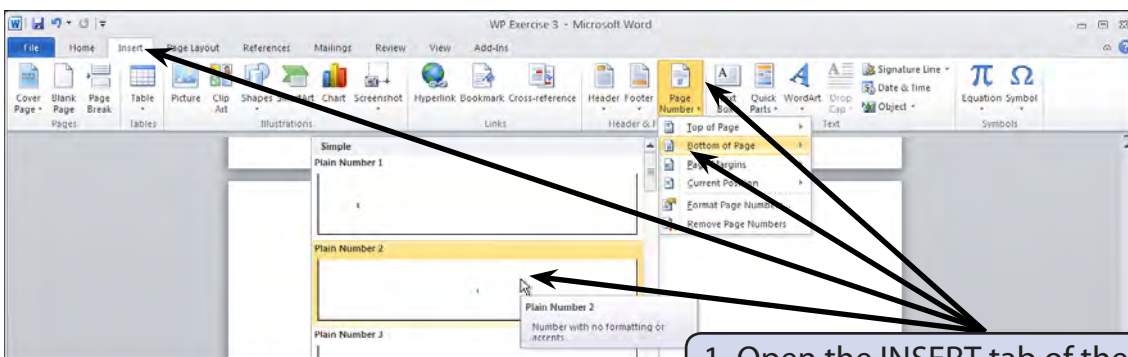
5 Open the PAGE LAYOUT tab of the RIBBON, click on the BREAKS icon and select PAGE.

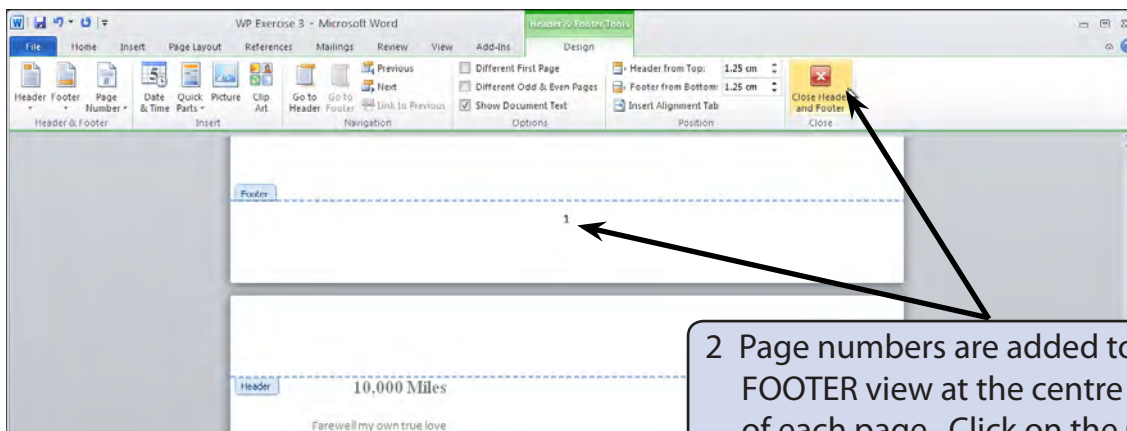


6 The PAGE BREAK is inserted and the cursor placed at the top of the second page.



Inserting Page Numbers

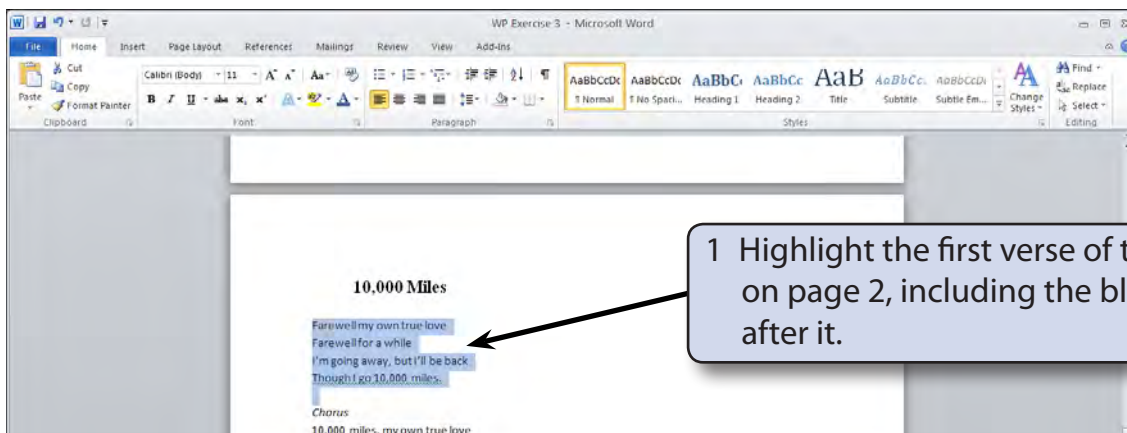





2 Page numbers are added to the FOOTER view at the centre bottom of each page. Click on the CLOSE HEADER AND FOOTER icon to return to the normal view.

Moving Text

Text can be moved within a document by cutting the text to the clipboard then pasting it to the required position. When you cut text it is removed from the screen. Let's swap the positions of the two verses in the copy of the song on page 2, that is, place the second verse first and the first verse second.



1 Highlight the first verse of the song on page 2, including the blank line after it.

- 2 Click on the CUT icon  in the CLIPBOARD group of the HOME tab (or press CTRL+X) to remove the text from the screen. It will be placed in the computer's clipboard (computer's memory).