

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

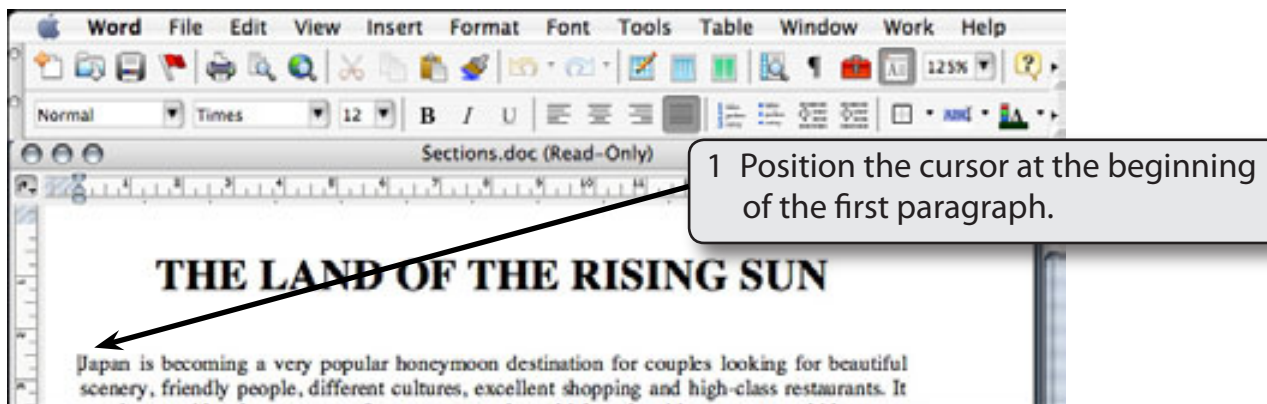
- 1 Load Microsoft Word, or close the current file.
- 2 Display the FILE menu and select OPEN.
- 3 Access the CHAPTER 15 folder of the WORD SUPPORT FILES and open the file:

SECTIONS

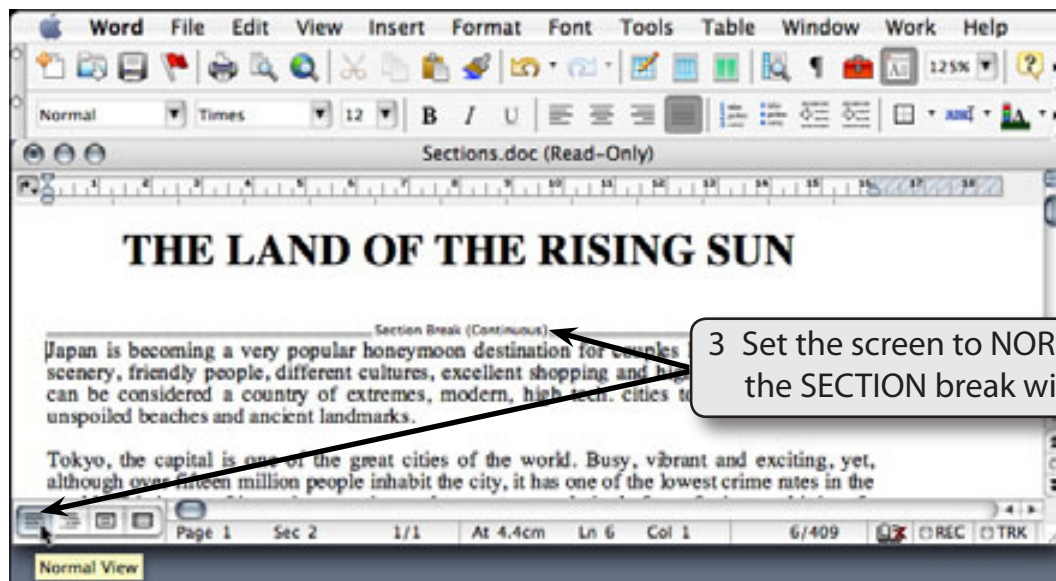
as a READ ONLY file.

B Creating the First Section

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

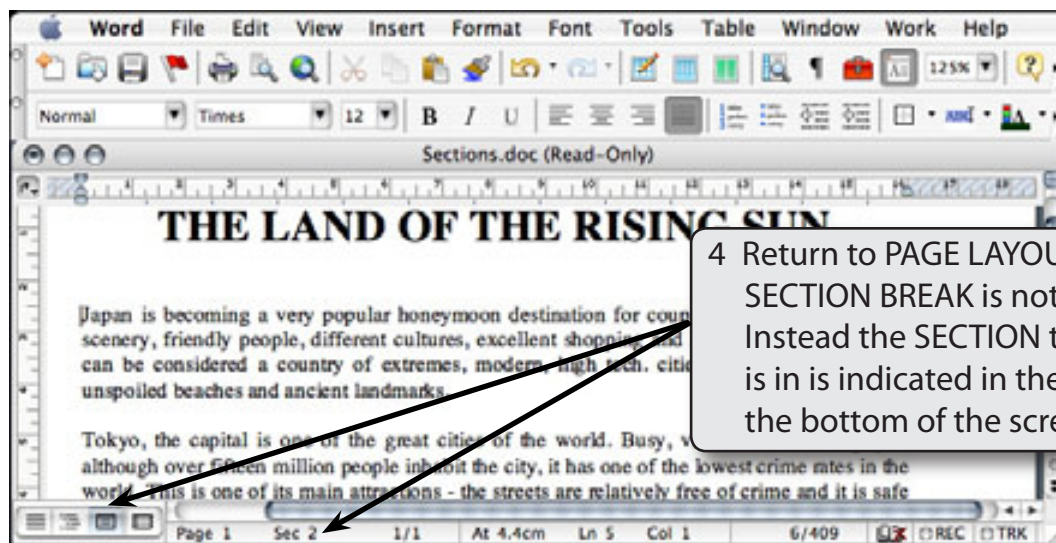


- 2 Display the INSERT menu, highlight BREAK and select SECTION BREAK (CONTINUOUS).



3 Set the screen to NORMAL view and the SECTION break will be displayed.

NOTE: In effect you have split the page up into two distinct parts.

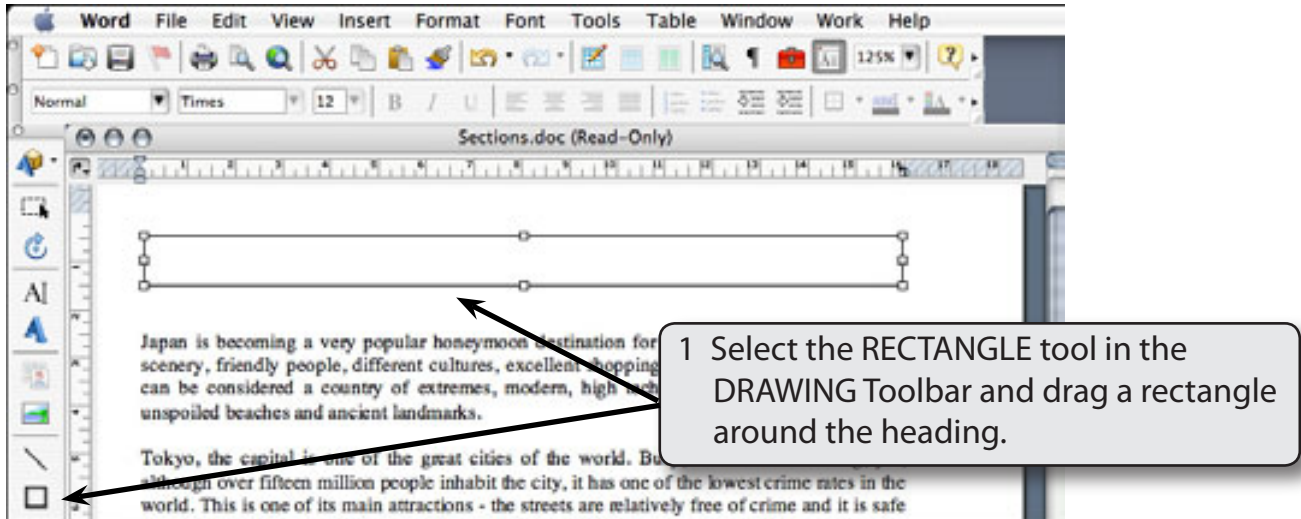


4 Return to PAGE LAYOUT VIEW. The SECTION BREAK is not displayed. Instead the SECTION that the cursor is in is indicated in the STATUS BAR at the bottom of the screen.

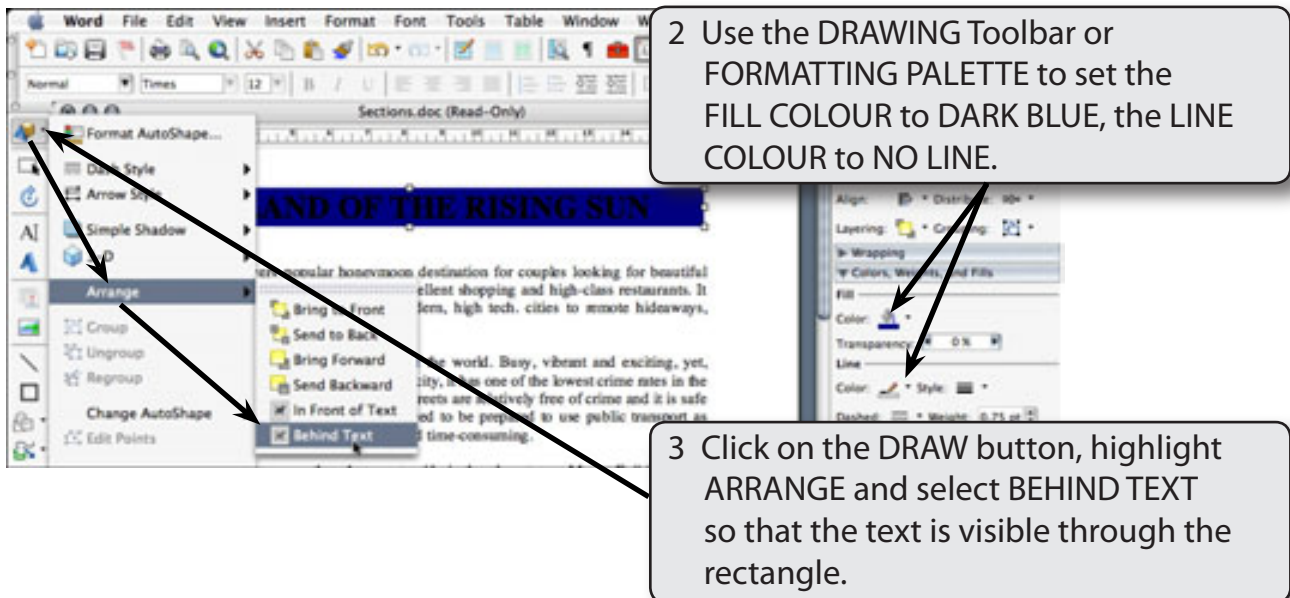
NOTE: The SHOW/HIDE ¶ button can be selected from STANDARD Toolbar to show section breaks in PAGE LAYOUT VIEW. You can also turn on TEXT BOUNDARIES (WORD menu - PREFERENCES - VIEW) and a line will indicate the position of the section break.

C Completing the Banner

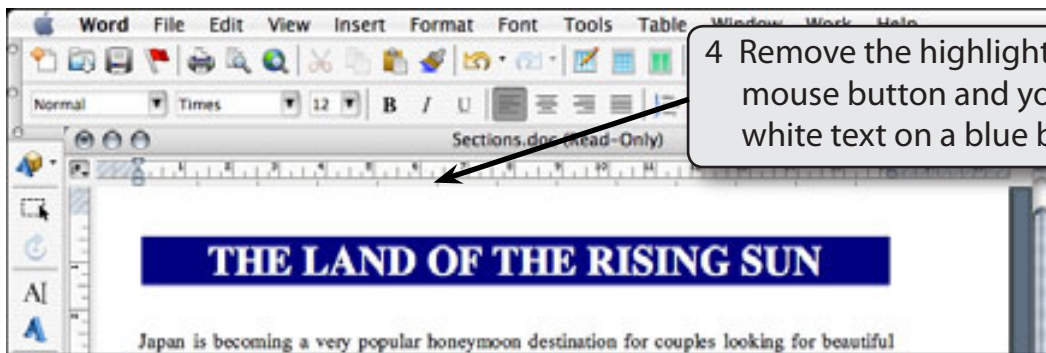
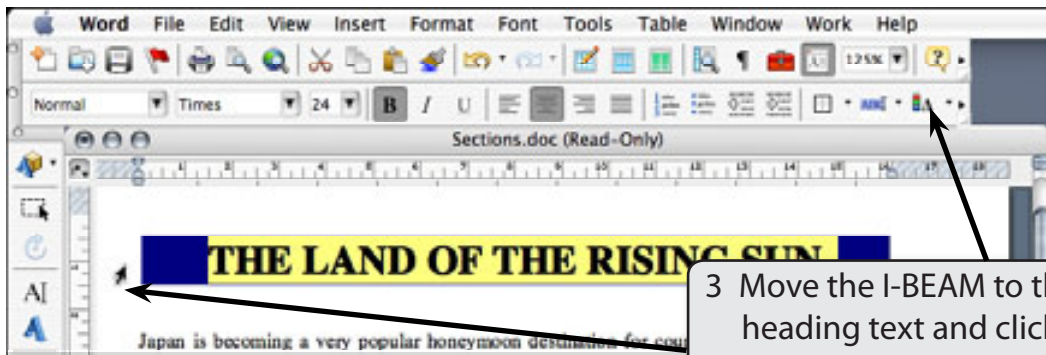
A rectangle will be used to highlight the heading in section 1.



NOTE: If the DRAWING Toolbar is not on the screen, use the VIEW menu - TOOLBARS - DRAWING to open it.



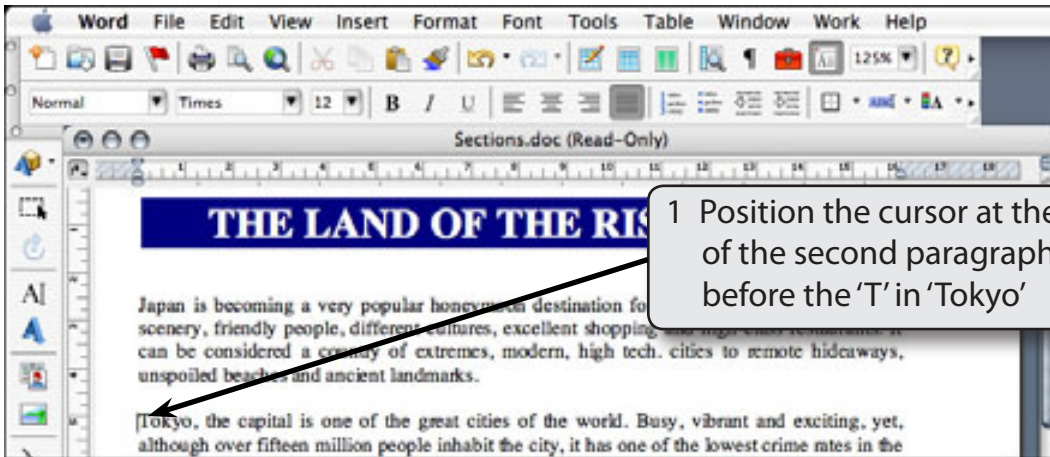
NOTE: You can use the ARROW keys to nudge the rectangle into place over the text.



NOTE: You can change the rectangle colour, add a shadow or a 3-D effect if you wish.

D Creating the Third Section

You will now leave the first paragraph formatted as one column and place the other paragraphs into three columns.



- 2 Display the INSERT menu, highlight BREAK and select SECTION BREAK (CONTINUOUS).

