

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

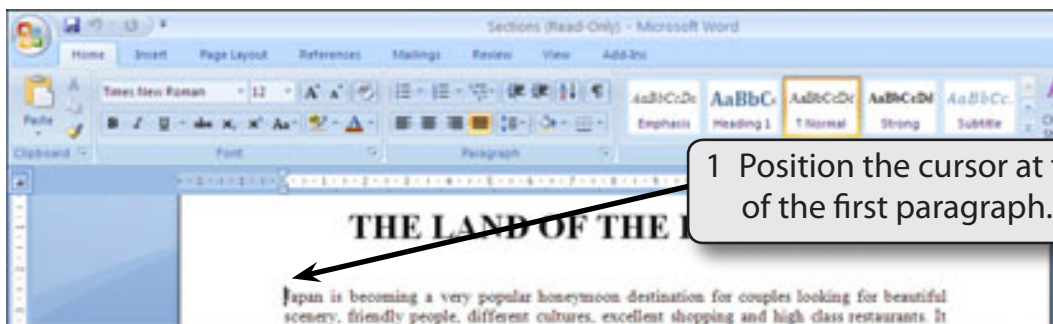
- 1 Load Microsoft Word, or close the current file.
- 2 Click on the OFFICE BUTTON and select the OPEN icon.
- 3 Access the CHAPTER 15 folder of the WORD 2007 SUPPORT FILES and open the file:

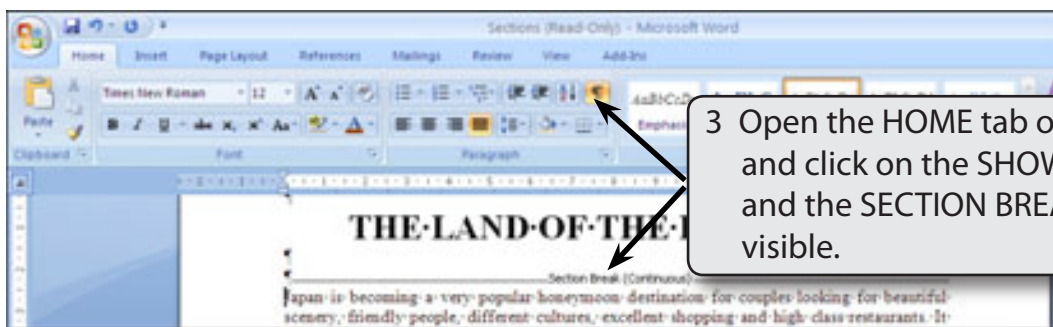
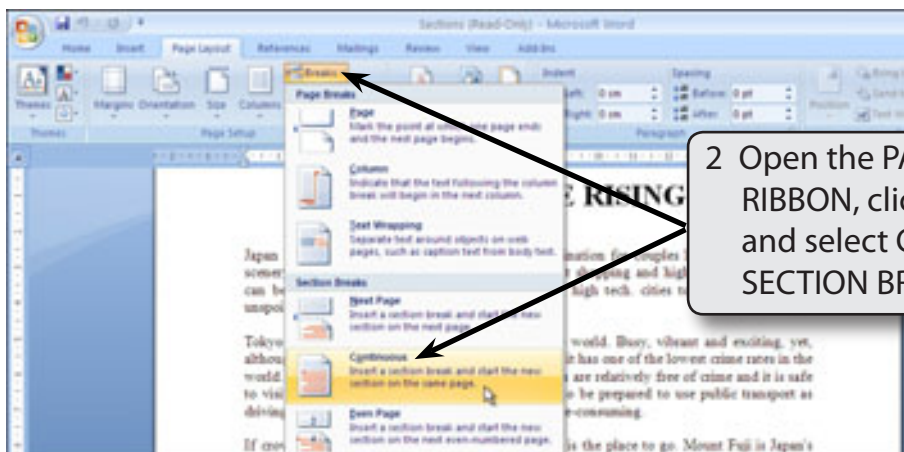
Sections

as a READ ONLY file.

B Creating the First Section

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



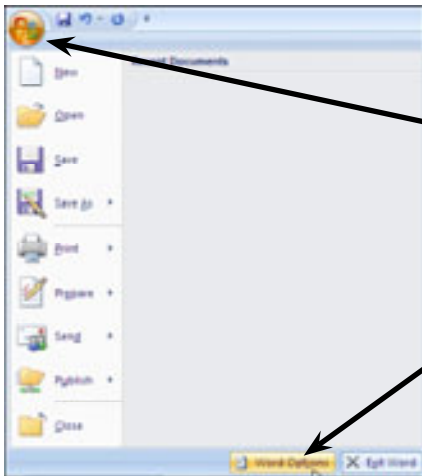


4 Click on the SHOW/HIDE ¶ icon again to turn it off.

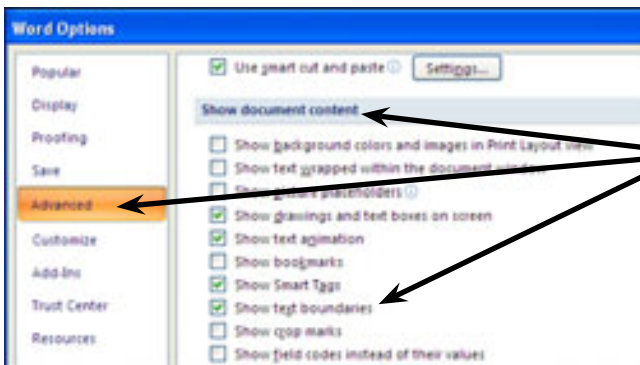
NOTE: In effect you have split the page up into two distinct parts.

C Turning on Text Boundaries

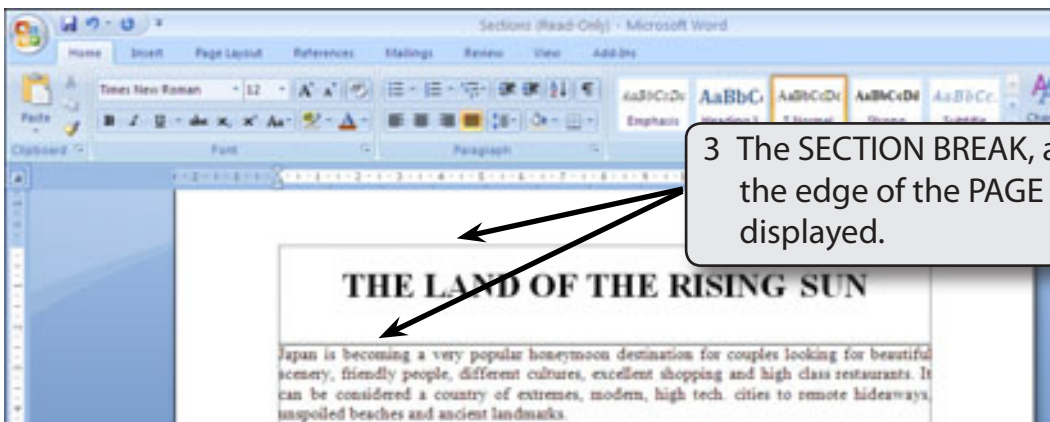
It is handy to see where section breaks are when using them within a page. This can be achieved by turning on TEXT BOUNDARIES.



1 Click on the OFFICE BUTTON and select WORD OPTIONS.



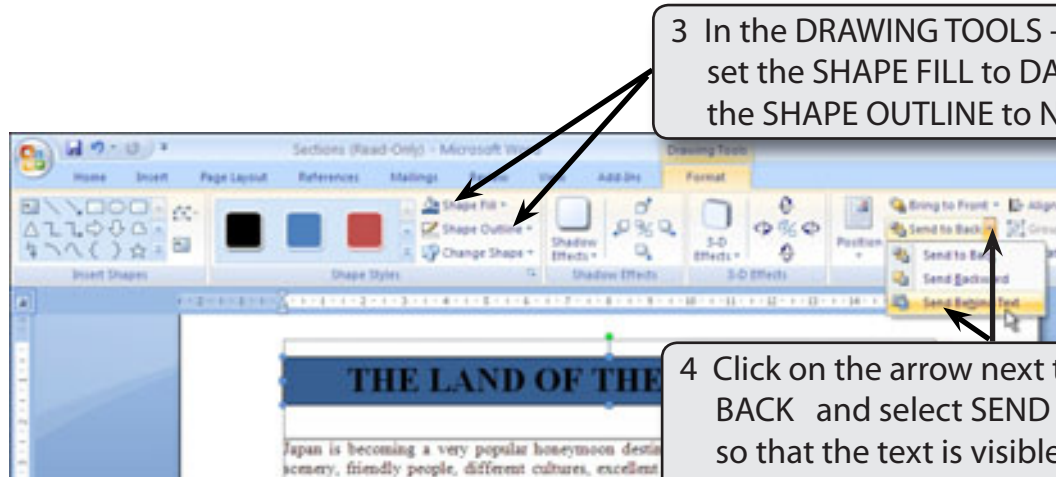
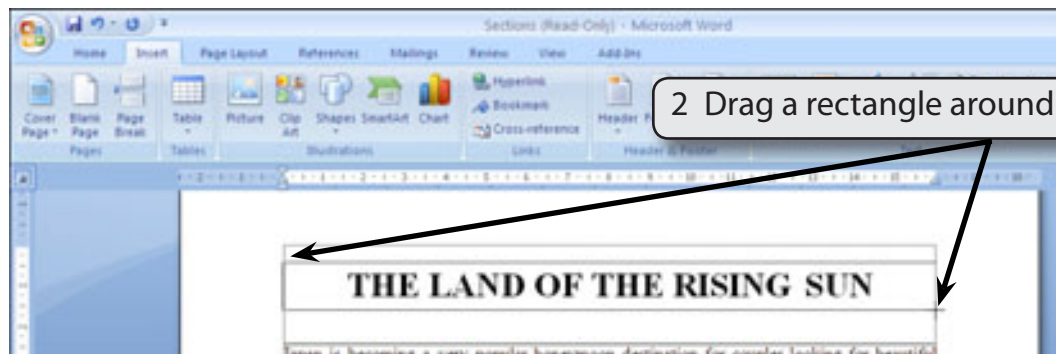
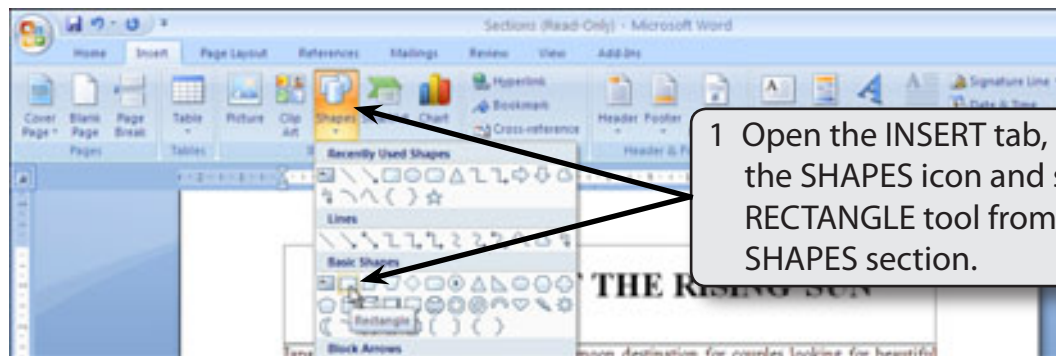
2 Open the ADVANCED category, scroll to the SHOW DOCUMENT CONTENT section, turn on SHOW TEXT BOUNDARIES and select OK.



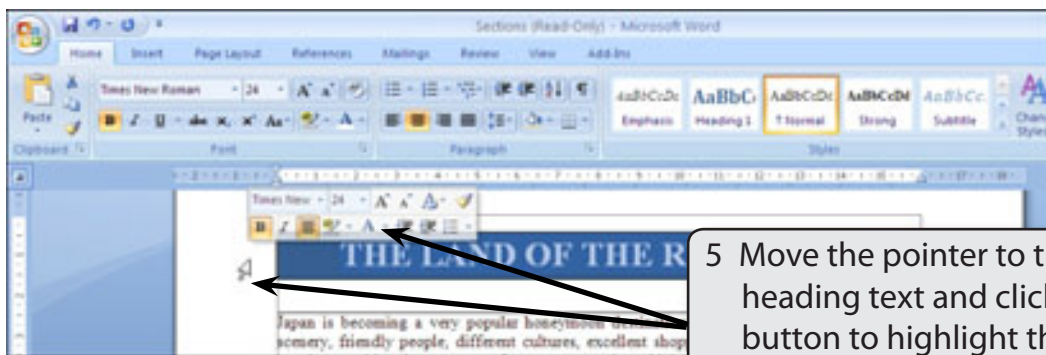
3 The SECTION BREAK, along with the edge of the PAGE MARGINS, are displayed.

D Completing the Banner

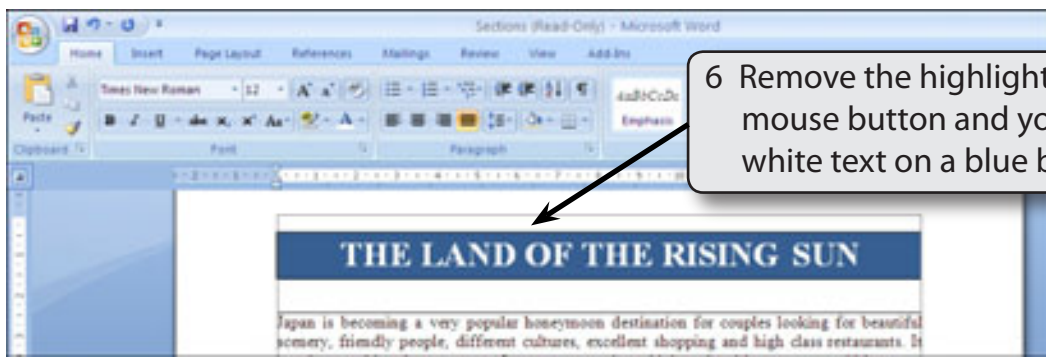
A rectangle will be used to highlight the heading in section 1.



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



5 Move the pointer to the left of the heading text and click the mouse button to highlight the text, then set the FONT COLOUR to WHITE.



6 Remove the highlight by clicking the mouse button and you should have white text on a blue background.

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

E Creating the Third Section

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

