# 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

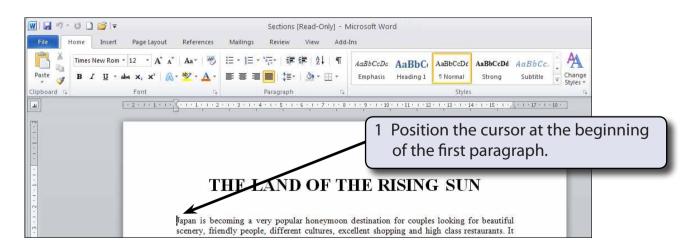
- 1 Load Microsoft Word or close the current file.
- 2 Click on the FILE tab and select the OPEN icon.
- 3 Access the CHAPTER 15 folder of the WORD 2010 SUPPORT FILES and open the file:

Sections

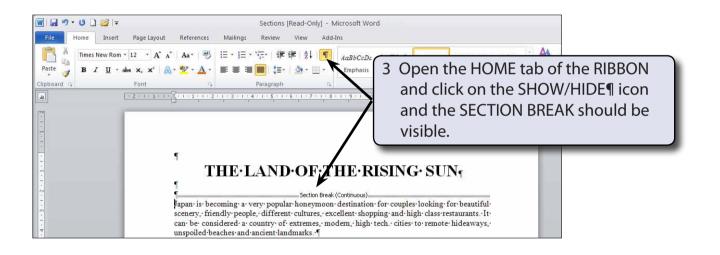
as a READ ONLY file.

### **B** Creating the First Section

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



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Action of the second se		ent eft 0 cm if Before: 0 pt if Before: 0 p
	Iext Wrapping Separate text around objects on web pages, such as caption text from body text	and select CONTINUOUS in the SECTION BREAKS section.
Jap	Next Page Insert a section break an estart the new section on the next page.	E RISING SUN estination for couples looking for beautiful
scer can uns Tok	Insert a section break and start the new section on the same page.	lent shopping and high class restaurants. It m, high tech. cities to remote hideaways, the world. Busy, vibrant and exciting, yet, tv, it has one of the lowest crime rates in the



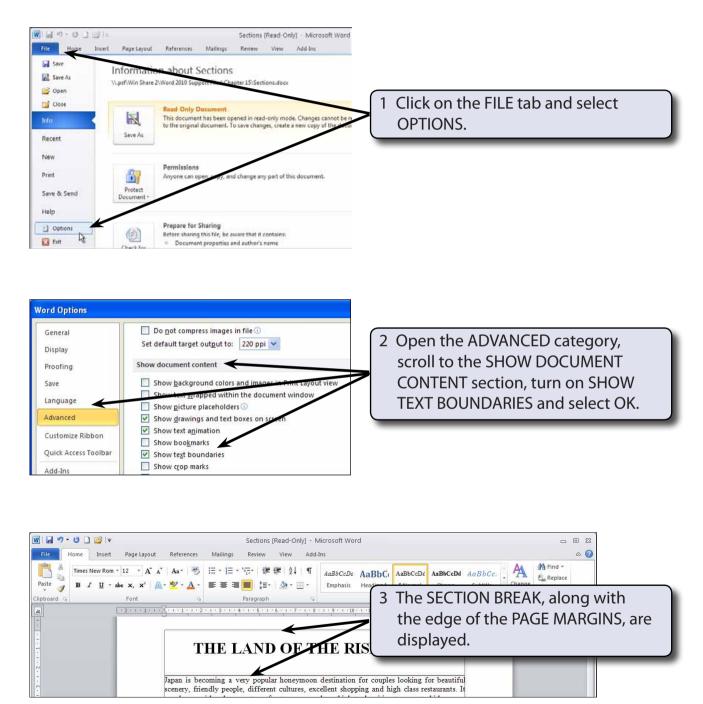
4 Click on the SHOW/HIDE¶ icon again to turn it off.

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

# 15

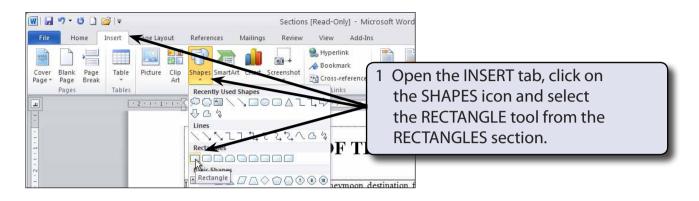
## C Turning on Text Boundaries

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.

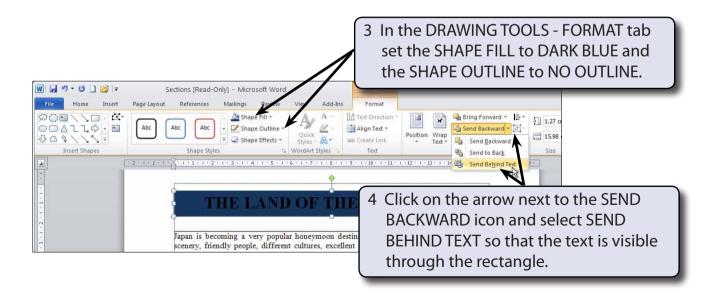


## D Completing the Banner

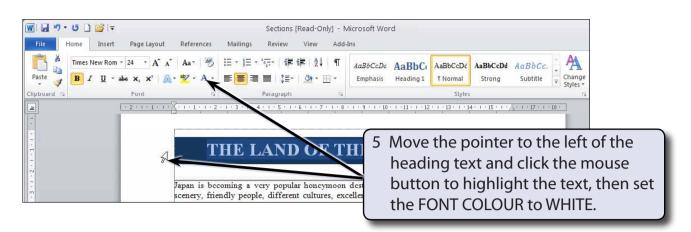
A rectangle will be used to highlight the heading in section 1.

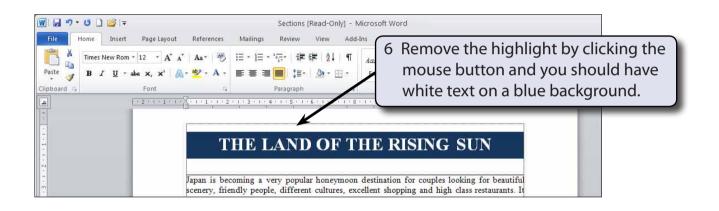


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# NOTE: You can use the ARROW keys to nudge the rectangle into place over the text.





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