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, display the FILE menu and select OPEN.
- 2 Navigate to the CHAPTER 15 folder of the WORD 2019 SUPPORT FILES and open the file:

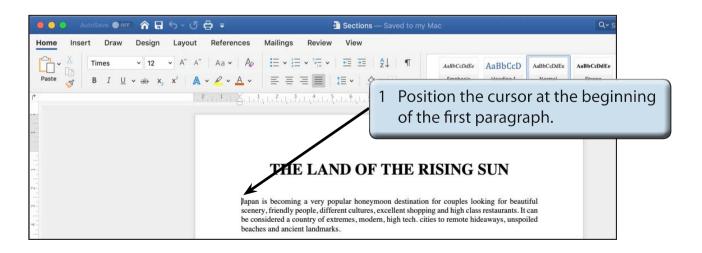
Sections

as a READ ONLY file.

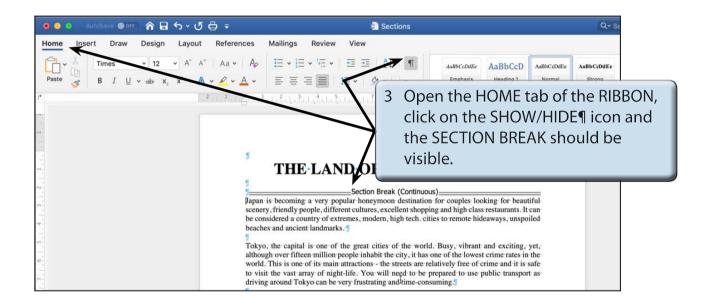
3 DUPLICATE the file and save it in your WORD PROCESSING folder.

B Creating the First Section

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



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Home Insert Draw Desig	Indent	v View Spacing Spacing		
Margins Orientation Size Columns	Page Breaks Page Mark the point at which one page ends and the next page begins. Column Indicate that the text following the column break Begin are the next column. Section Breaks	2 Open the LAYOUT tab of the RIBBON, click on the BREAKS icon and select CONTINUOUS in the SECTION BREAKS section.		
	Next Page Insert a section break and such the new section on the next page.	ND OF THE RESERVE SET		
	Continuous Insert a section break and start the new section on the same page.	-pular honeymoon destination for couples looking for beautiful prent cultures, excellent shopping and high class restaurants. It can ttremes, modern, high tech. cities to remote hideaways, unspoiled ks.		
	Even Page Insert a section break and start the new section on the next even-numbered page.	f the great cities of the world. Busy, vibrant and exciting, yet, people inhabit the city, it has one of the lowest crime rates in the n attractions - the streets are relatively free of crime and it is safe		



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

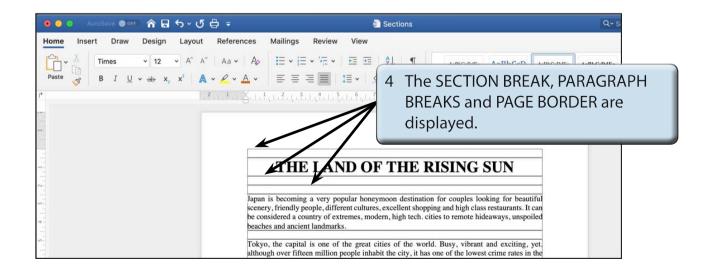
NOTE: In effect you have split the page up into two distinct parts. The CONTINUOUS SECTION BREAK command is used to create sections within a page.

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.

1 Display the WORD menu and select PREFERENCES.

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D Completing the Banner

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

