

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).

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

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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.

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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).

