

By default, Word documents are created with a **single section** and therefore any formatting will be applied to the entire document.

But by inserting **section breaks**, you are able to split a document into two or more sections, which allows you to apply different formatting or page layout to individual sections. This is particularly useful where you want different headers and footers for each section, or you want to change the page orientation for specific pages within a document, for example.

In this session you will:

- ✓ gain an understanding of section breaks and sections
- ✓ learn how to insert a next page section break
- ✓ learn how to insert a continuous section break
- ✓ learn how to insert an even page section break
- ✓ learn how to insert an odd page section break.

UNDERSTANDING SECTION BREAKS

Section breaks enable you to split a document into several sections, enabling you to apply different formatting and layouts to each **section**. For instance, having two sections in a document

enables one section to have portrait orientation and the other to have landscape orientation. There are several types of sections breaks that you can insert depending on the requirements of the document.

What is a Section?

First of all, it is important to understand that page formatting and layout options are applied to the entire document in Microsoft Word, irrespective of whether it consists of one page or one hundred pages. Examples of document-wide formatting and layout options include headers and footers, margins, page orientation and vertical text alignment.

However, consider a situation where you want to change the orientation of a single page to landscape, enabling you to neatly insert a table with thirty columns. Or perhaps you are writing a book? In that case, you will want different headers and/or footers for each chapter.

The way to achieve this is to **section** off each part of the document that requires alternative formatting or layout. By inserting **section breaks**, you create sections and effectively isolate each part of the document and protect it from formatting applied to other sections.

Types of Section Breaks

NEXT PAGE

As the name implies, a **Next Page** section break will start the section on the next page. You would use this break when the changes you want to apply affect entire pages. For example if you want to: create different headers and footers for different chapters, or if you want to change the page size, orientation or the margins for one or a number of pages, then **Next Page** section breaks are ideal.

CONTINUOUS

A **Continuous** section break enables you to isolate text within a page and can be used, for instance, to create newspaper-style columns. By default, text on a page is in one column, which spans from the left to the right margin. By inserting two continuous section breaks (one at the beginning of the text you want to isolate and the other at the end) you can apply a multi-column format to the section.

EVEN AND ODD PAGE

The **Even** and **Odd Page** section breaks are typically used in longer documents and books, such as where headers and footers must mirror each other. For example, you might create a footer for even-numbered pages, where the page number appears on the left side of the page, and an odd page footer for odd-numbered pages, where the page number appears on the right side of the page. Using **Even Page** and **Odd Page section** breaks, you can ensure that the footers appear where they're supposed to.

Use an **Even Page** break when you want the next page to start on an even-numbered page, and use **Odd Page** breaks when you want the next page to start on an odd-numbered page.

NEW COLUMN

When multiple columns have been used in a document, the **New Column** section break enables you to push text to the next column. For instance, to force a heading that is currently lingering at the bottom of column one to the top of column two, you could insert a **New Column** break at the front of the heading.

INSERTING A NEXT PAGE SECTION BREAK

The **next page** section break is probably the most commonly-used of the section breaks, especially in longer documents. By inserting **next page** section breaks you can control pagination,

as well as isolating and controlling the layout and setup of the pages in each section, such as page numbering, headers and footers, page orientation and the vertical alignment of text.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W828 Section Breaks_1.docx...*

1 Click to the left of **Introduction**, then click on the **View** tab, then click on **Draft**  in the **Document Views** group

This view will enable you to see the section breaks...

2 Click on the **Page Layout** tab, then click on **Breaks**  in the **Page Setup** group and select **Next Page**

The Status bar indicates that the text has moved to page 2. We will now change the layout of the first page...

3 Press **Ctrl** + **Home** to position the insertion point at the start of the document

4 Click on the **View** tab, then click on **Print Layout** to switch to the default page view

5 Click on the **Page Layout** tab, then click on the **dialog box launcher**  for the **Page Setup** group to display the **Page Setup** dialog box

6 Click on the **Layout** tab, then click on the drop arrow  for **Vertical Alignment** and select **Centre**

7 Click on **[OK]** and then save the document

The text on this page is now centred on the page, but this layout option has not affected the other pages because of the section break

Alpheius Global Enterprises

Caring, Responsible and Attentive to Frogs for Today and Yesterday

Summary Report into Frog Populations

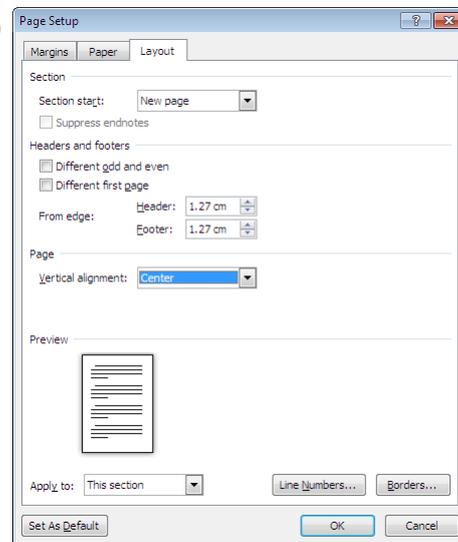
Introduction

The current status of the world's health is a largely unknown factor and the collection of useful, comparative data is only in infancy. It is not yet possible to determine meaningful trends, due to this lack of data. One element of data collection involves monitoring frog populations.

Analysing snapshots of frog populations enables a clearer picture of environmental health to be ascertained for, as we know, frogs are sensitive creatures and populations of the amphibians rapidly decline in poor environmental conditions. However, when the environment is in good health, populations generally flourish. In this way, the frog populations can be used as indicators of environmental (and more specifically, water) health.

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For Your Reference...

To **insert a next page section break**:

1. Position the insertion point
2. Click on the **Page Layout** tab
3. Click on **Breaks**  in the **Page Setup** group and select **Next Page**

Handy to Know...

- You can display the section number in the status bar. Right-click on the status bar to display the **Customise Status Bar** menu and select **Section**. This will help you to identify the section where the insertion point is positioned.

INSERTING A CONTINUOUS SECTION BREAK

Unlike the other types of section breaks, a **continuous section break** does not alter the pagination of a document. This section break enables you to isolate text **within a page** and

change layout elements such as the number of columns in which the text appears. This might be handy, for instance, when creating a newsletter or flyer.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W828 Section Breaks_2.docx...*

1 Go to page **5** and click to the left of **New York** to position the insertion point

2 Click on the **Home** tab, then click on **Show/Hide**  in the **Paragraph** group

This is another way to view section breaks in your document...

3 Click on the **Page Layout** tab, then click on **Breaks**  in the **Page Setup** group and select **Continuous**

A continuous section break will be inserted. We will now change the layout of the text following the section break...

4 Ensure that the **Page Layout** tab is active, then click on **Columns**  in the **Page Setup** group and select **Two**

All text following the continuous section break is now arranged into two columns...

5 Click on **Show/Hide** and then save the document

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of water. The overall reduction in the recordings of the Common Froglet is a clear indicator that further analyses of these habitats should be undertaken.

Uncommonly low levels of rainfall in arid regions would tend to account for the reduced levels of the Desert Tree Frog, renowned for adopting a state of hibernation when conditions are less than ideal.

For Further Information:

We can be contacted at the following locations: Section Break (Continuous)

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For Your Reference...

To **insert** a **continuous section break**:

1. Position the insertion point
2. Click on the **Page Layout** tab
3. Click on **Breaks**  in the **Page Setup** group and select **Continuous**

Handy to Know...

- If you only want to apply columns to specific text in your document, make sure you insert a continuous break immediately after the columnised text as well as at the beginning of the text to be columnised. This will ensure that subsequent text is not columnised.

INSERTING AN EVEN PAGE SECTION BREAK

In long documents such as books and reports, an **even page section break** is a useful feature for controlling pagination. When an **even page section break** is inserted, the first page of that

section will begin on the next even-numbered page. Even page section breaks are also useful for applying different headers and footers to even- and odd-numbered pages.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W828 Section Breaks_3.docx...*

1 Click to the left of the heading **For Further Information** on page 5 to position the insertion point

2 Click on the **Home** tab, then click on **Show/Hide**  in the **Paragraph** group

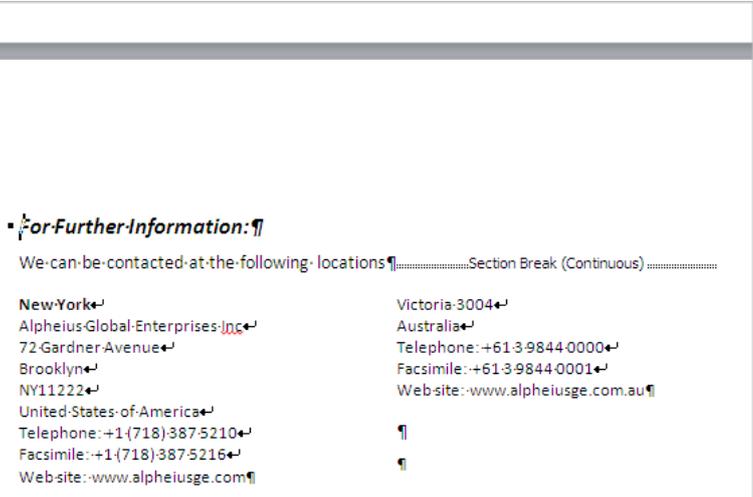
This will enable you to view section breaks in your document...

3 Click on the **Page Layout** tab, then click on **Breaks**  in the **Page Setup** group and select **Even Page**

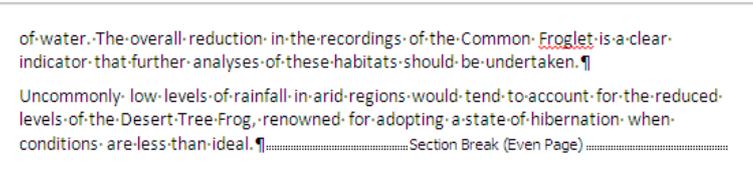
An even page section break will be inserted. You can see in the Status bar that the page now begins on the next even page: page 6. Let's view the section break...

4 Scroll up to the previous page to view the even page section break

5 Click on **Show/Hide**  to turn off reveal formatting, and then save the document



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For Your Reference...

To **insert** an **even page section break**:

1. Position the insertion point
2. Click on the **Page Layout** tab
3. Click on **Breaks**  in the **Page Setup** group and select **Even Page**

Handy to Know...

- In the example above it would appear that you could have used the **Next Page section break**. However, if pages are inserted before this page, the even page section break will ensure that the page sits on the next **even** page, and Word will insert blank pages if necessary.

INSERTING AN ODD PAGE SECTION BREAK

In long documents such as books and reports, an **odd page section break** is a useful feature for controlling pagination. When an **odd page section break** is inserted, the first page of that

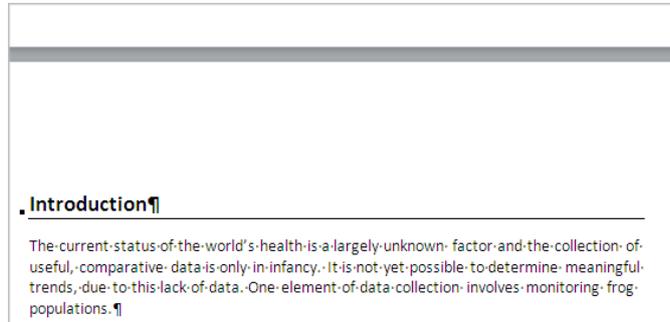
section will begin on the next odd-numbered page. Odd page section breaks are also useful for applying different headers and footers to even- and odd-numbered pages.

Try This Yourself:

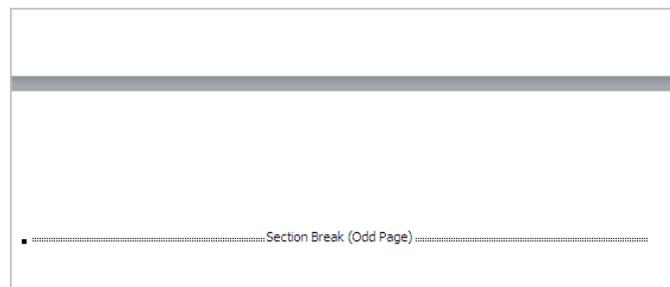
Same
File

Continue using the previous file with this exercise, or open the file *W828 Section Breaks_4.docx...*

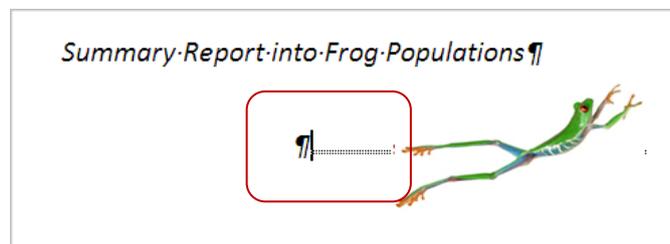
- 1 Click to the left of the heading **Introduction** on page 2
- 2 Click on the **Home** tab, then click on **Show/Hide**  in the **Paragraph** group to reveal formatting
- 3 Click on the **Page Layout** tab, then click on **Breaks**  in the **Page Setup** group and select **Odd Page**
An odd page break will be inserted, and the text has moved to the next odd-numbered page (page 3)...
- 4 Scroll up to the previous page to view the odd page section break
We no longer require the Next Page section break, so we can delete it...
- 5 Click to the left of **Section Break (Next Page)** on page 1 as shown
- 6 Press 
- The Next Page section break is removed, as well as the page formatting that was applied earlier. Only the odd page section break remains. Let's take a closer look...*
- 7 Click on the **View** tab, then click on **Draft**  to view the section breaks
- 8 Save and close the document



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For Your Reference...

To **insert** an **odd page section break**:

1. Position the insertion point
2. Click on the **Page Layout** tab
3. Click on **Breaks**  in the **Page Setup** group and select **Odd Page**

Handy to Know...

- **Print Layout** view does not display any blank pages that have been inserted as a result of inserting odd page and even page section breaks. To view blank pages, click on the **File** tab, then click on **Print** to preview and scroll through the document. Click on the **Home** tab to return to the document.