

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

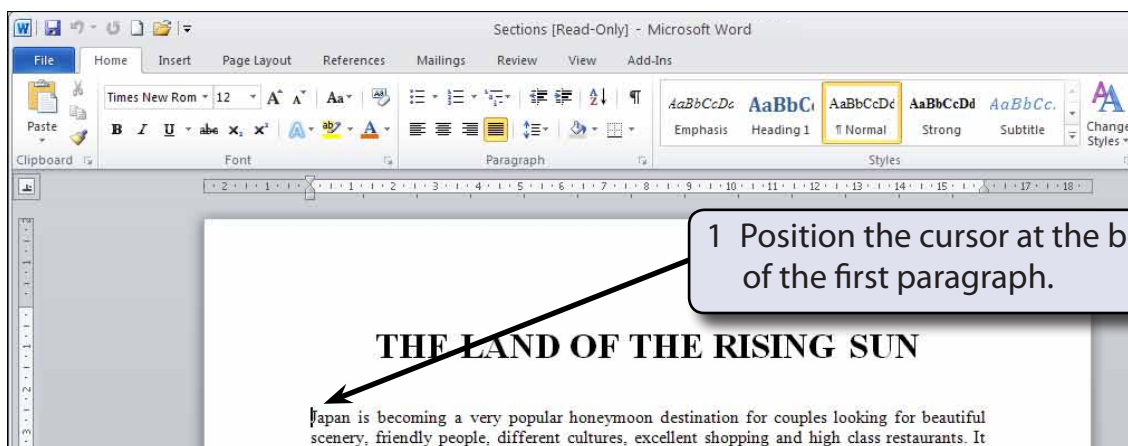
- 1 Load Microsoft Word or close the current file.
- 2 Click on the FILE tab and select the OPEN icon.
- 3 Access the CHAPTER 15 folder of the WORD 2010 SUPPORT FILES and open the file:

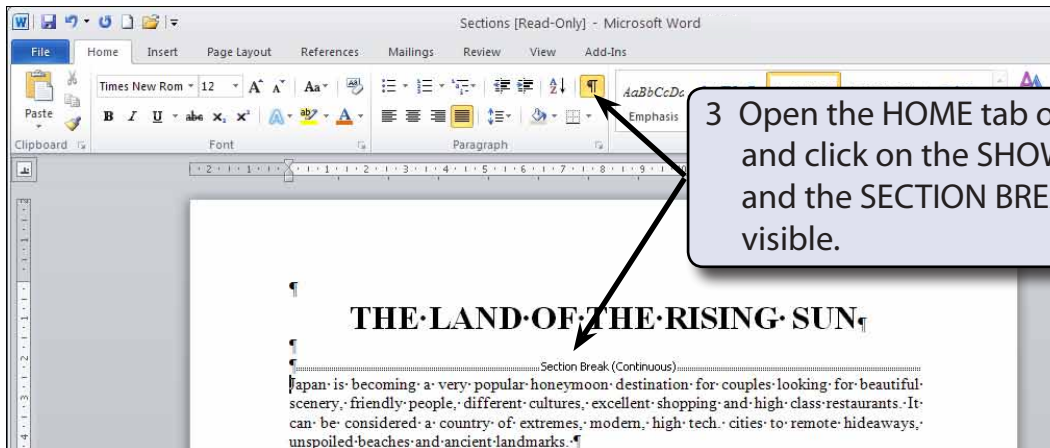
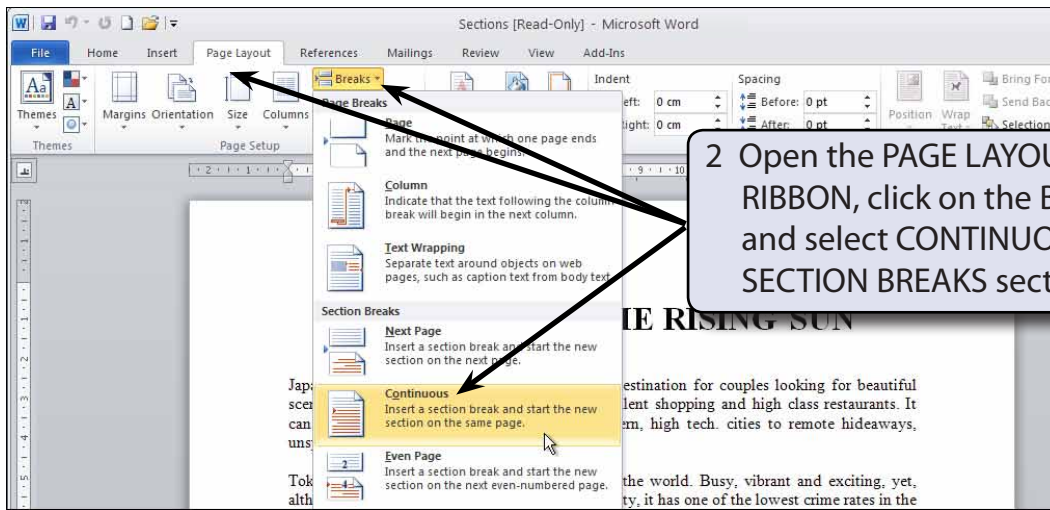
Sections

as a READ ONLY file.

B Creating the First Section

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



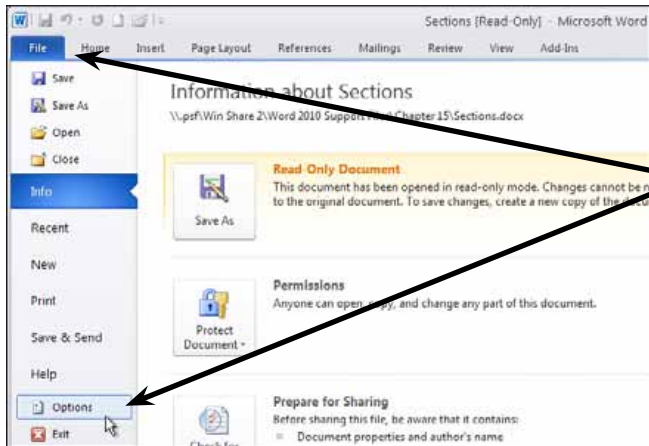


4 Click on the SHOW/HIDE ¶ icon again to turn it off.

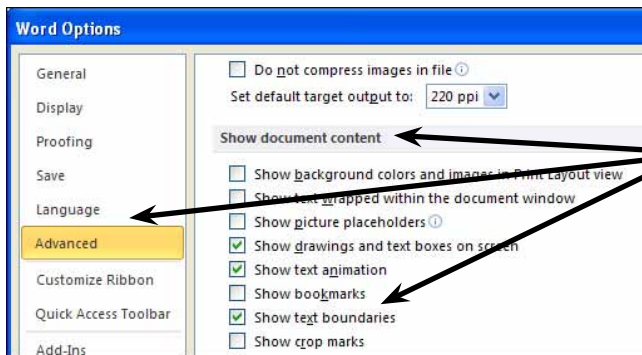
NOTE: In effect you have split the page up into two distinct parts. The CONTINUOUS SECTION BREAK command is used to create sections within a page.

C Turning on Text Boundaries

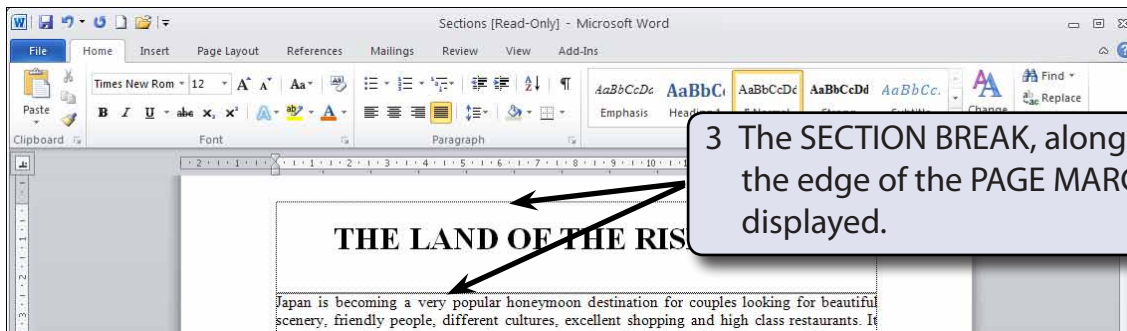
It is handy to permanently see where section breaks are when using them within a page. This can be achieved by turning on TEXT BOUNDARIES.



1 Click on the FILE tab and select OPTIONS.



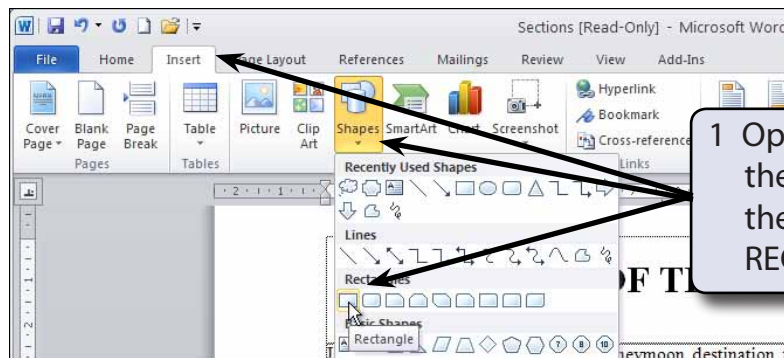
2 Open the ADVANCED category, scroll to the SHOW DOCUMENT CONTENT section, turn on SHOW TEXT BOUNDARIES and select OK.



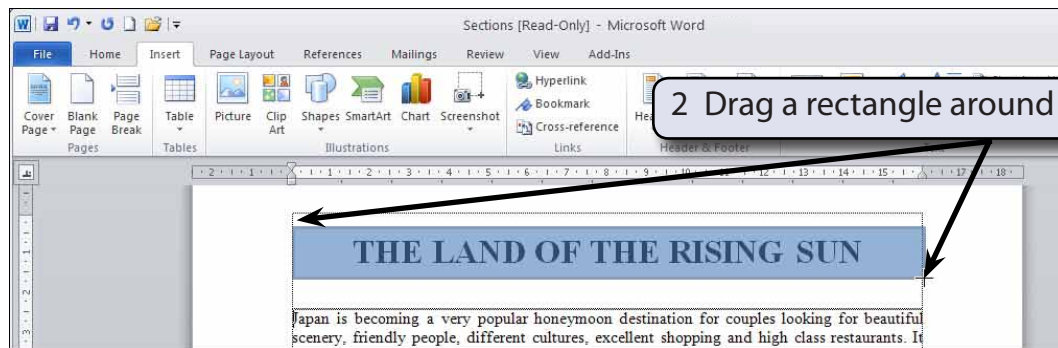
3 The SECTION BREAK, along with the edge of the PAGE MARGINS, are displayed.

D Completing the Banner

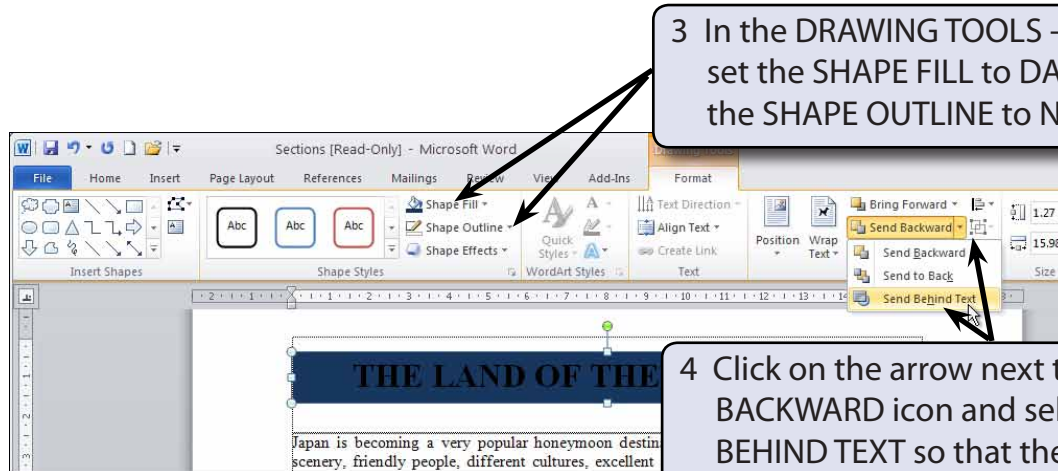
A rectangle will be used to highlight the heading in section 1.



1 Open the INSERT tab, click on the SHAPES icon and select the RECTANGLE tool from the RECTANGLES section.



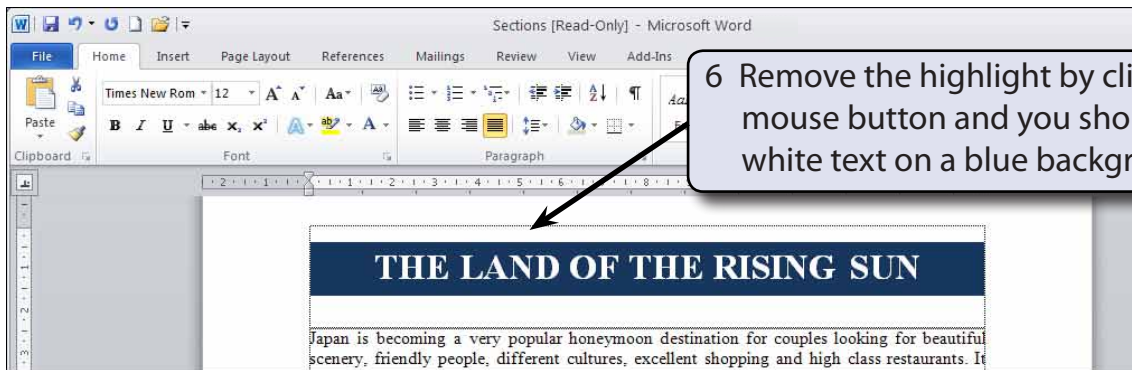
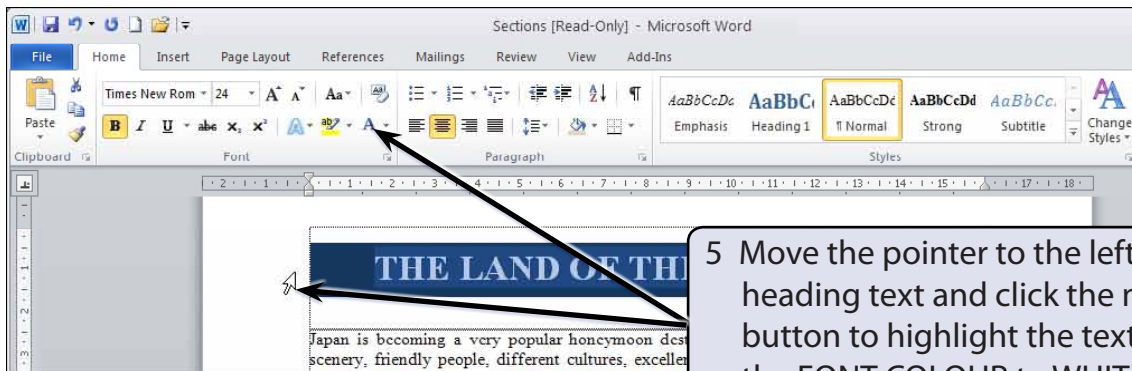
2 Drag a rectangle around the heading.



3 In the DRAWING TOOLS - FORMAT tab set the SHAPE FILL to DARK BLUE and the SHAPE OUTLINE to NO OUTLINE.

4 Click on the arrow next to the SEND BACKWARD icon and select SEND BEHIND TEXT so that the text is visible through the rectangle.

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.