

# 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 select OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the CHAPTER 15 folder of the WORD 2023 SUPPORT FILES, open the file:

Sections

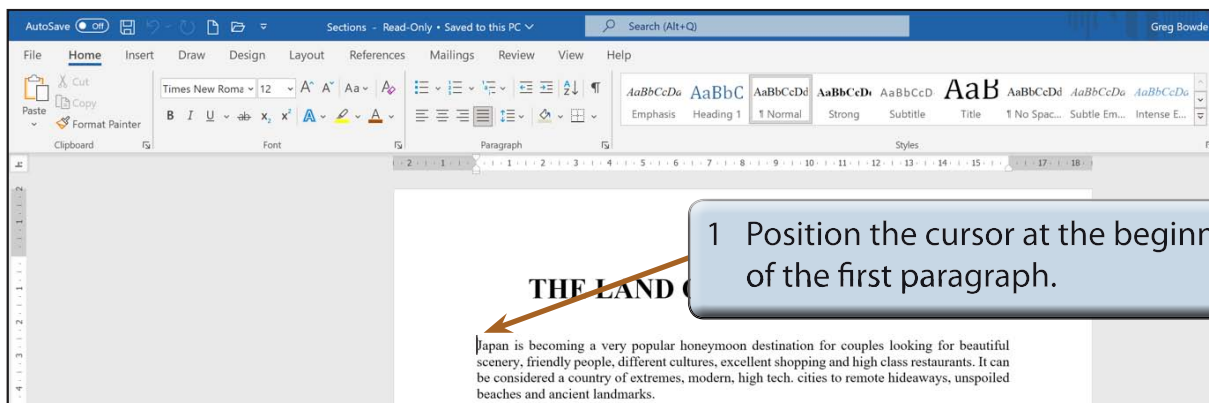
Selecting YES to the READ-ONLY message.

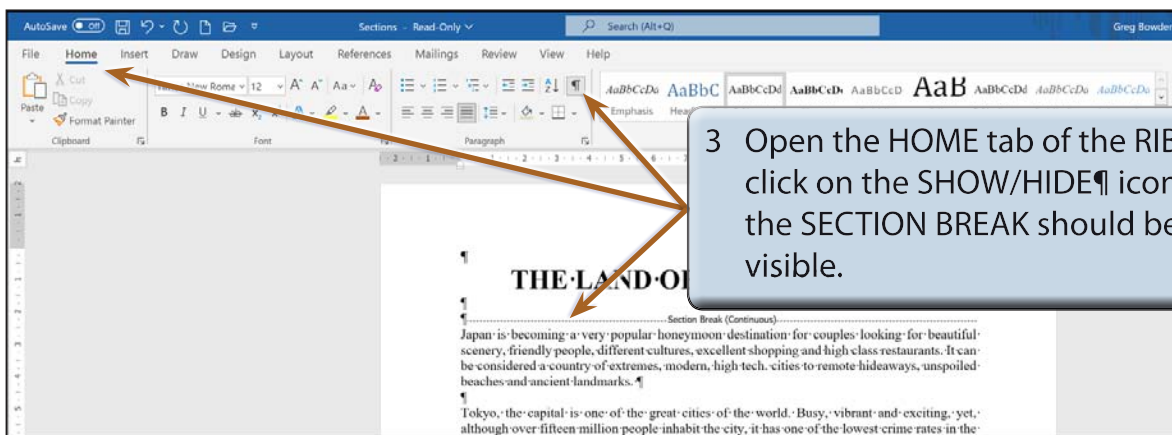
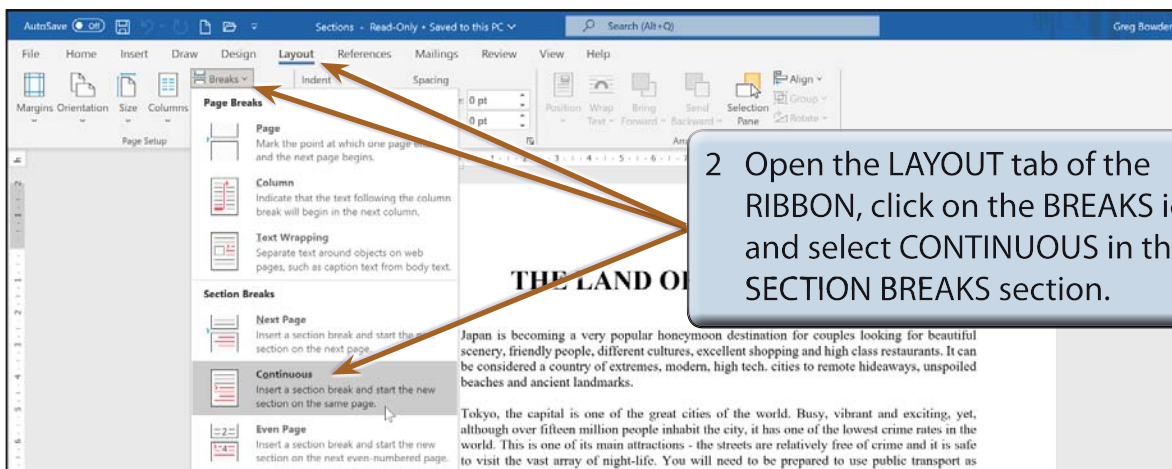
- 3 Click on the FILE tab, select SAVE AS, browse to your WORD PROCESSING folder and save the document as:

Sections

### B Creating the First Section

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



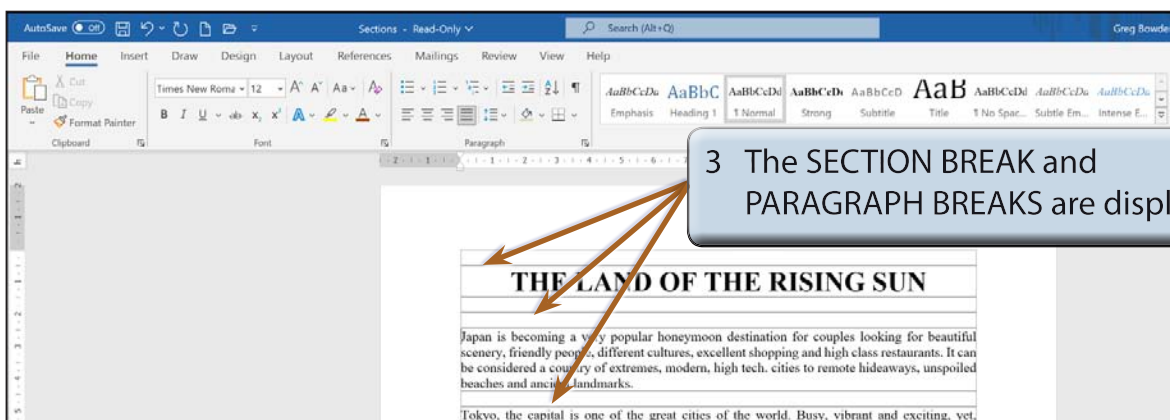
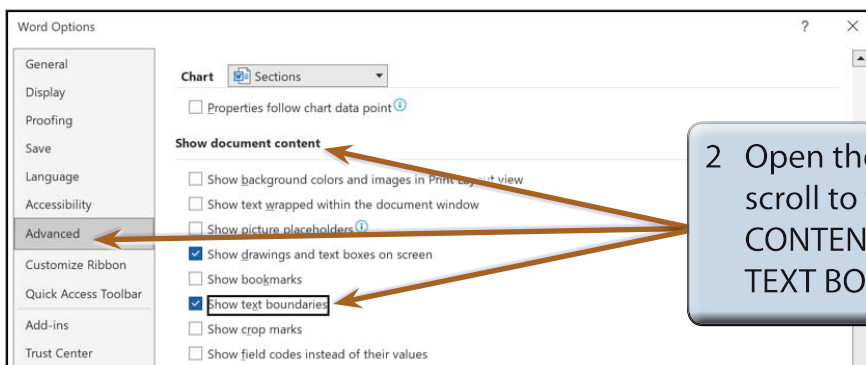
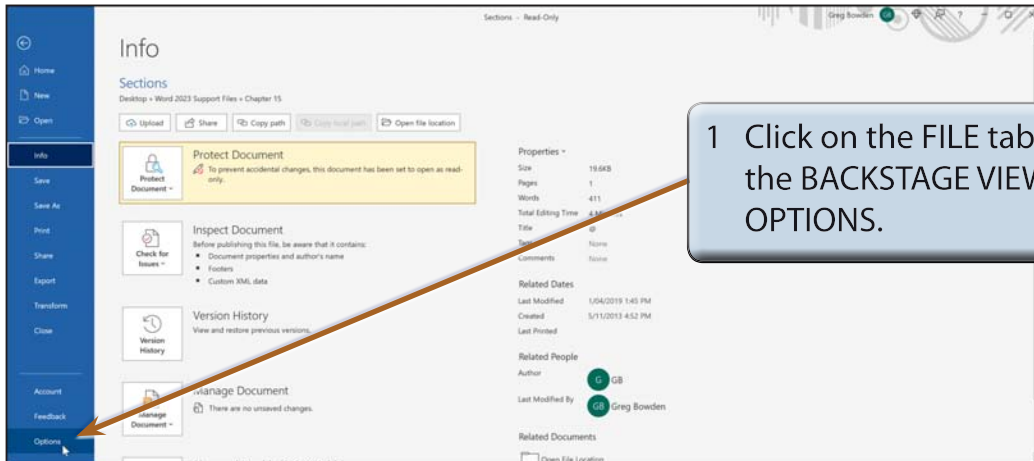


4 Click on the SHOW/HIDE SECTION BREAKS icon again to turn it off.

**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.

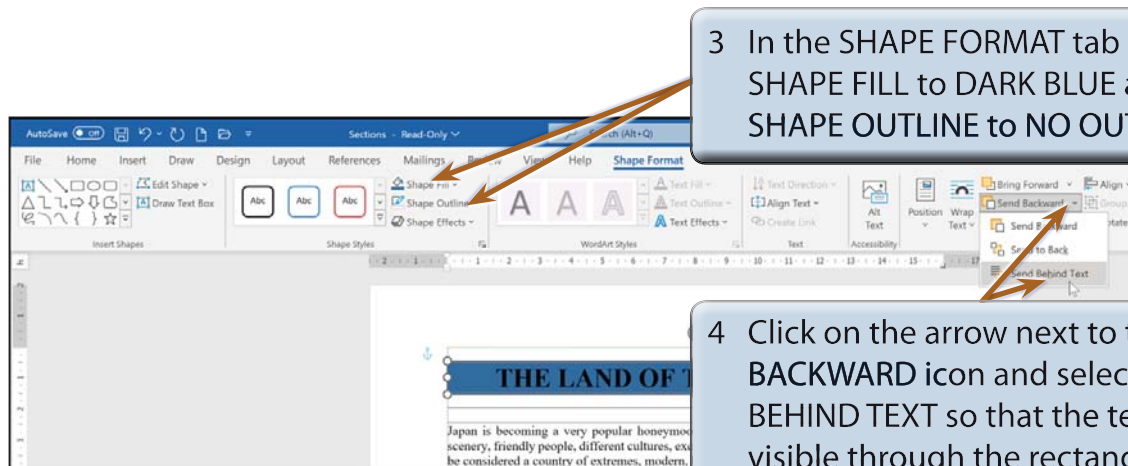
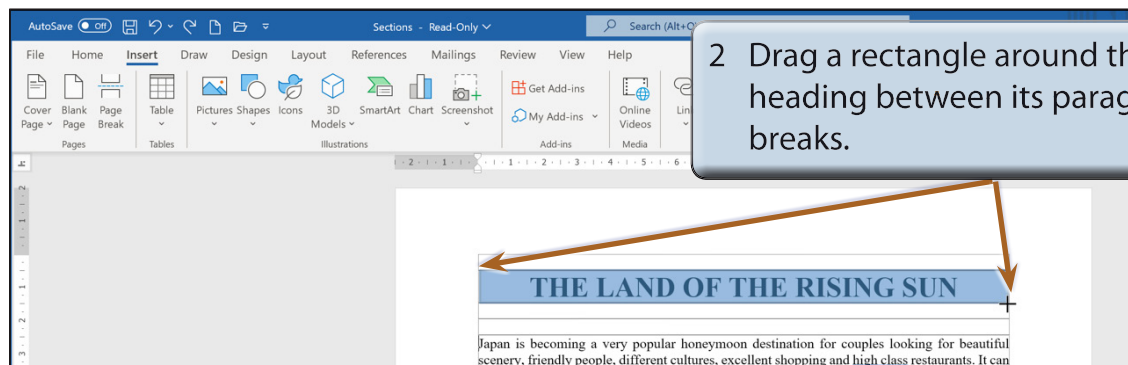
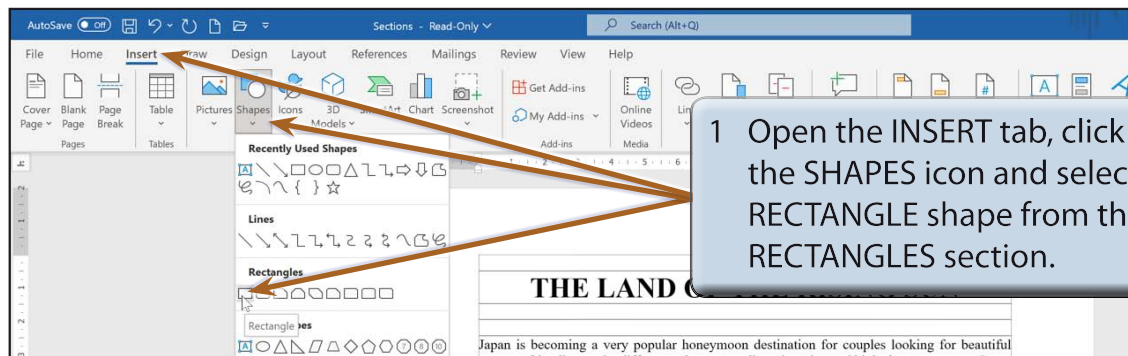
## C Turning on Text Boundaries

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.



## D Completing the Banner

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



**NOTE:** You can use the **ARROW** keys to nudge the rectangle into place over the text and use the handles to adjust the size of the rectangle.