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:
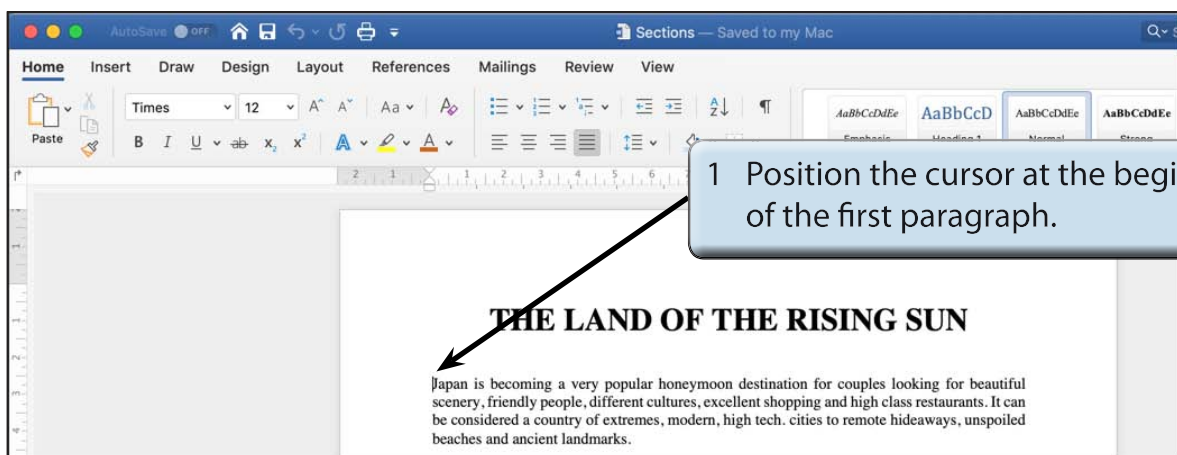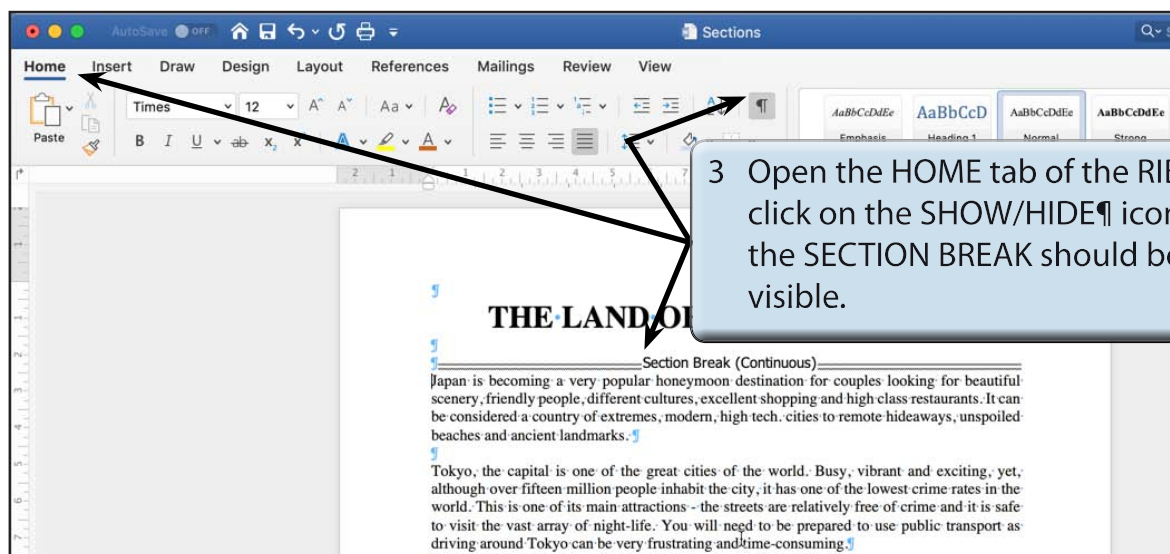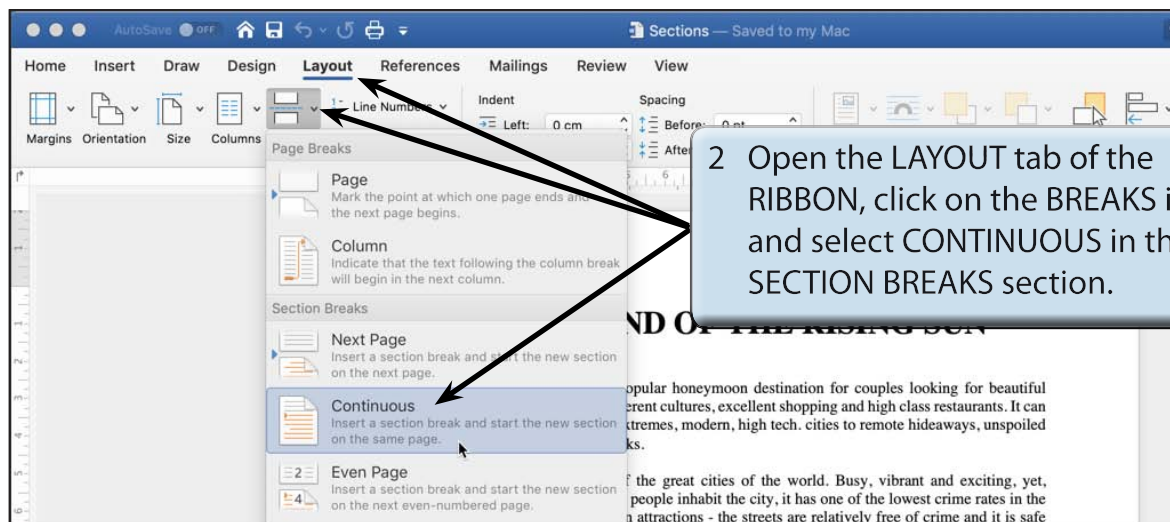
<div align="center">Sections</div>

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.

1   Position the cursor at the beginning of the first paragraph.

2   Open the LAYOUT tab of the RIBBON, click on the BREAKS icon and select CONTINUOUS in the SECTION BREAKS section.

3   Open the HOME tab of the RIBBON, click on the SHOW/HIDE¶ icon and the SECTION BREAK should be visible.

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.
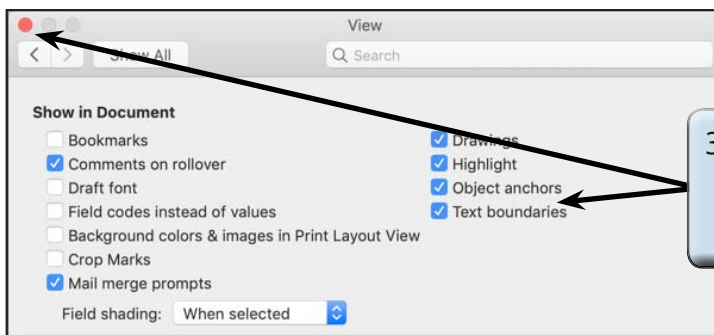
C Turning on Text Boundaries

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.
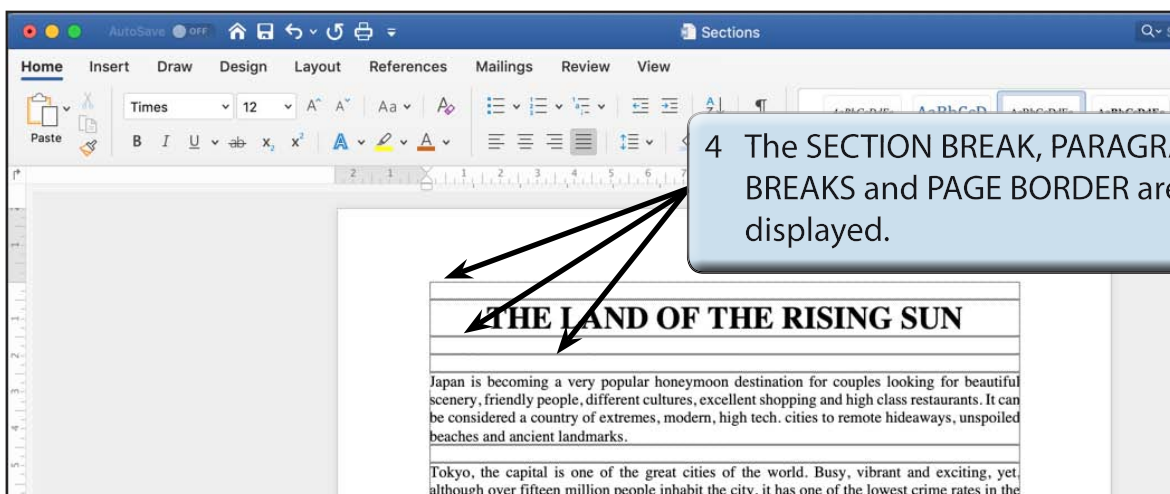
1 Display the WORD menu and select PREFERENCES.
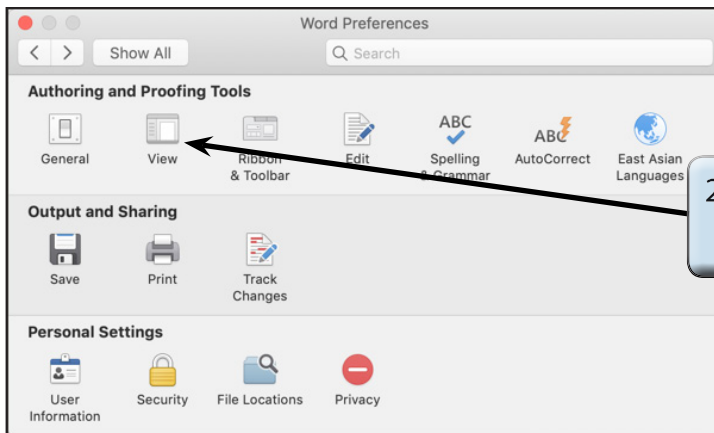
2 Click on the VIEW icon in the WORD PREFERENCES dialogue box.

3 Turn on TEXT BOUNDARIES in the SHOW IN DOCUMENT section and close the VIEW dialogue box.

4 The SECTION BREAK, PARAGRAPH BREAKS and PAGE BORDER 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 shape from the RECTANGLES section.

2   Drag a rectangle around the heading between its paragraph breaks.

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

4   Click on the WRAP TEXT icon (it may be with the ARRANGE icon) and select BEHIND TEXT so that the text is visible through the rectangle.