Using Sections

There are times when you need to be able to have part of a page formatted in one way and other parts of the same page formatted differently. For example, you might want part of a page to have text in three columns and other text in the page in a single column. Using SECTIONS allows you to do this.

In this Exercise you will create an advertising page for a used car company. It will need sections to be inserted throughout the page. The text and image can be inserted from the PIT1 SUPPORT FILES.

Loading the Text

1   Load Microsoft Word 2008 and select OPEN from the FILE menu.

2   Access the PIT1 SUPPORT FILES, open the WORD PROCESSING folder followed by the WP EXERCISE 15 folder and open the WP EXERCISE 15 document.

3   Display the FILE menu and select PAGE SETUP.

4 Check that the PAPER SIZE is correct for the printer you will be printing to (it is probably A4) and select OK.

5   Display the WORD menu, select PREFERENCES and click on the VIEW button.
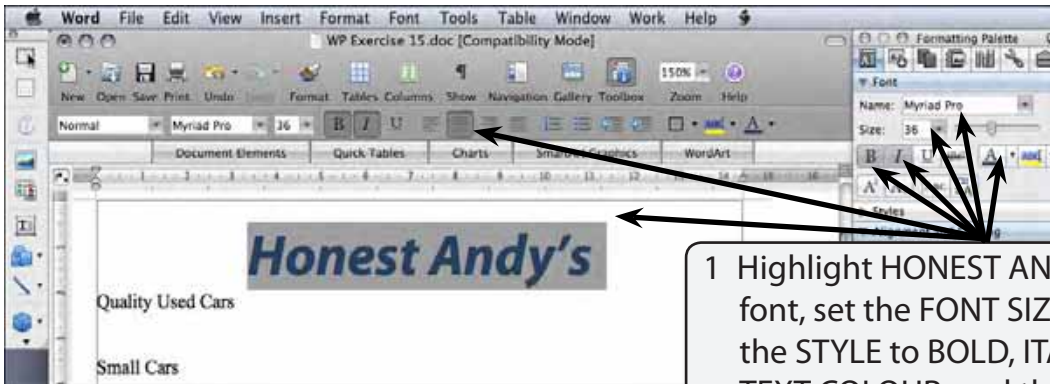

6 In the SHOW frame check that TEXT BOUNDARIES is selected. It places frames around different sections of text and also shows where the section breaks are.
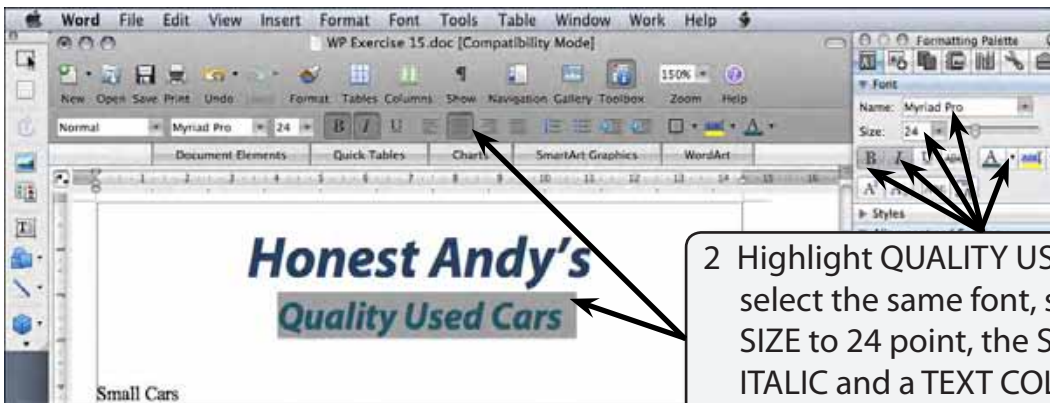
7 Select OK to return to the page.

Formatting the Main Headings

The first two lines of text will be formatted and the Drawing Tools used to shade them.
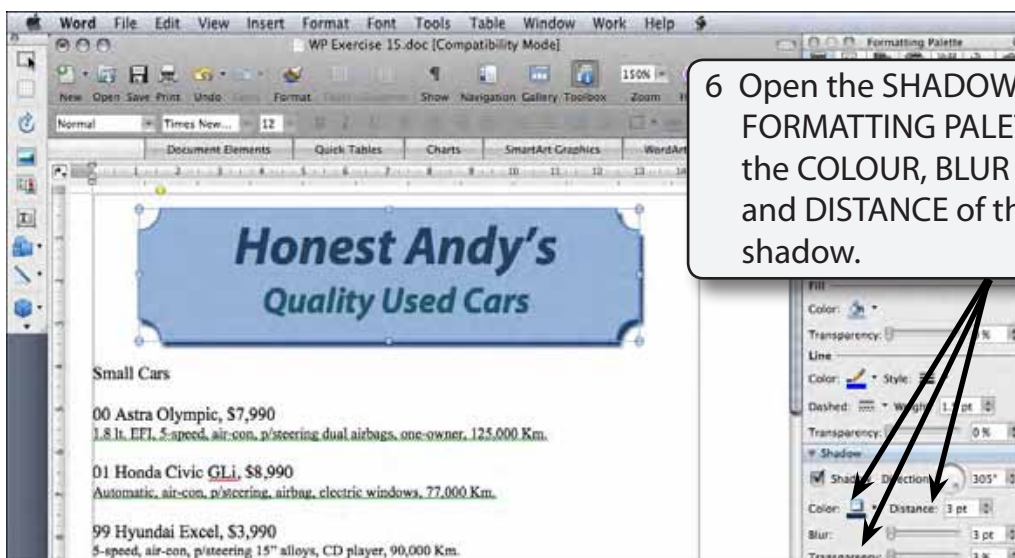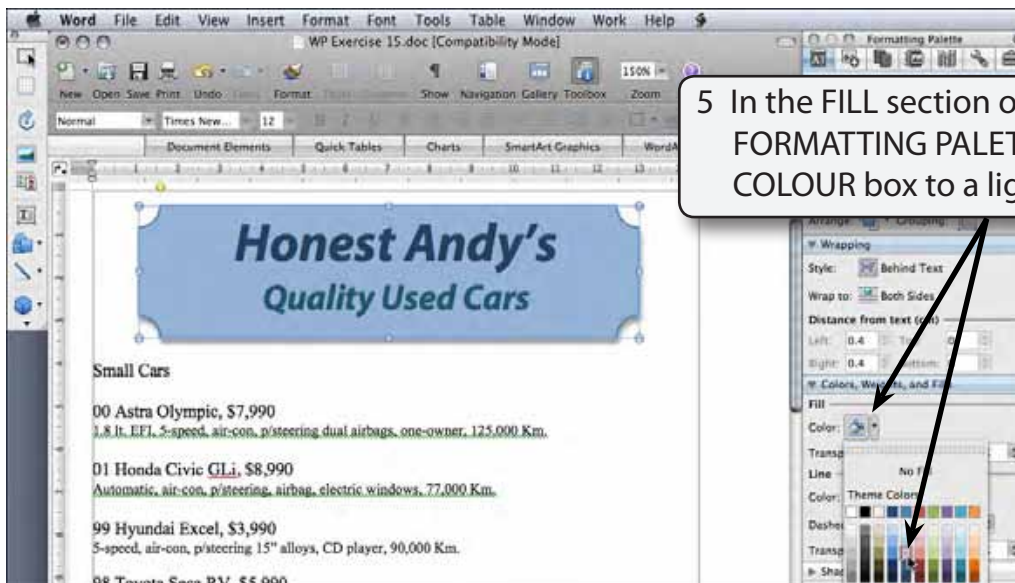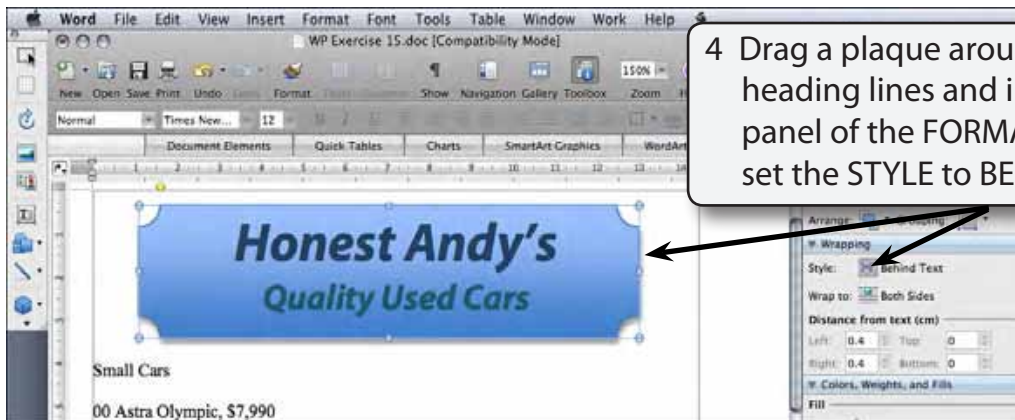

1 Highlight HONEST ANDY'S, select a font, set the FONT SIZE to 36 point, the STYLE to BOLD, ITALIC and a TEXT COLOUR, and the ALIGNMENT to CENTRE.

2 Highlight QUALITY USED CARS, select the same font, set the FONT SIZE to 24 point, the STYLE to BOLD, ITALIC and a TEXT COLOUR, and the ALIGNMENT to CENTRE.
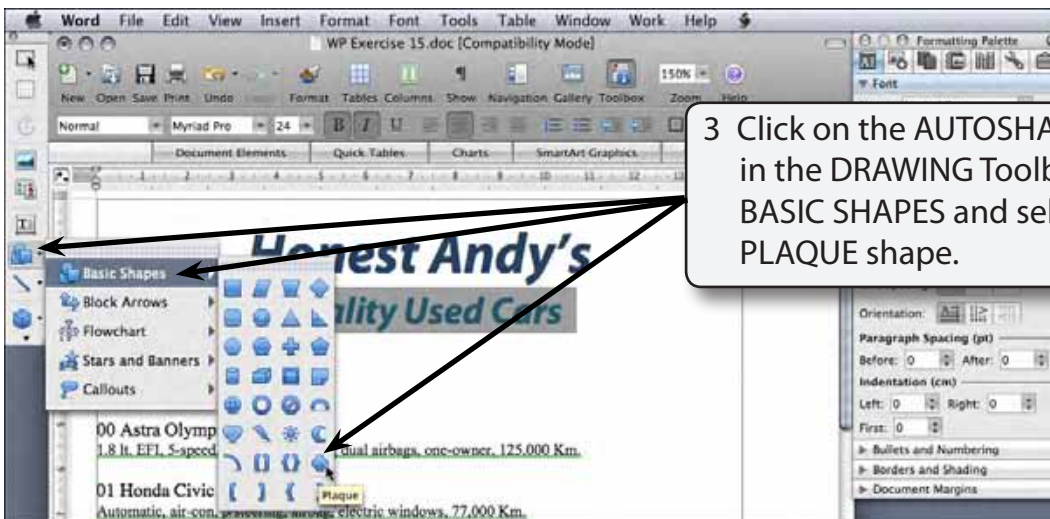

3 Click on the AUTOSHAPES button in the DRAWING Toolbar, highlight BASIC SHAPES and select the PLAQUE shape.

4 Drag a plaque around the two heading lines and in the WRAPPING panel of the FORMATTING PALETTE set the STYLE to BEHIND TEXT.

5 In the FILL section of the FORMATTING PALETTE set the COLOUR box to a light shade.

6 Open the SHADOW panel in the FORMATTING PALETTE and adjust the COLOUR, BLUR TRANSPARENCY and DISTANCE of the shape's shadow.
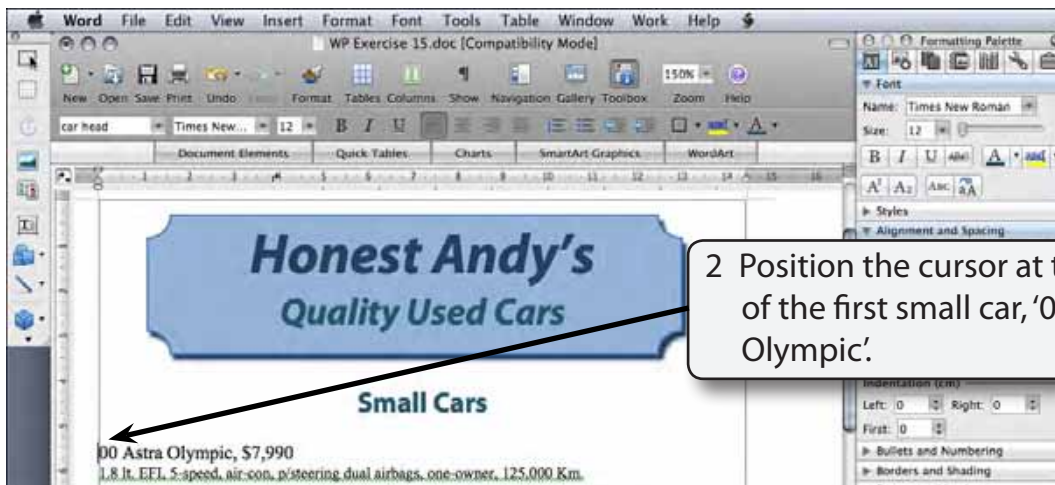
> **NOTE:** You can also click on the 3-D button at the base of the DRAWING Toolbar and select a 3D style to apply to the shape if you wish.

Formatting the Small Car Section
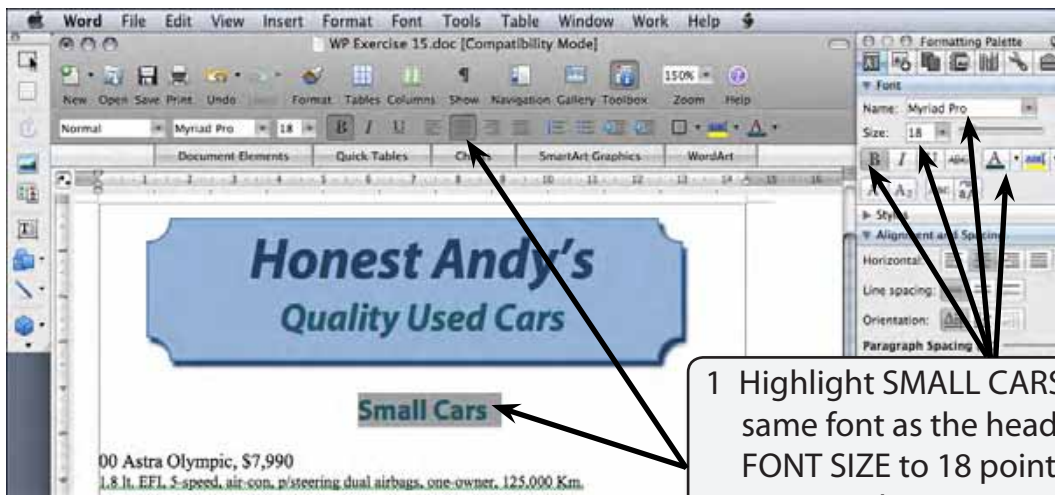
1 Highlight SMALL CARS, select the same font as the headings, set the FONT SIZE to 18 point, the STYLE to BOLD and a TEXT COLOUR, and the ALIGNMENT to CENTRE.

2 Position the cursor at the beginning of the first small car, '00 Astra Olympic'.

3   Display the INSERT menu, highlight BREAK and select SECTION BREAK CONTINUOUS).

4 A SECTION BREAK line is inserted.

5 Click on the COLUMNS button in the STANDARD Toolbar and select TWO COLUMNS to set the page to 2 columns. This will only occur in the new section.