ACADEMIC TECHNOLOGY SUPPORT

Microsoft Office
Word
Section Breaks

INFORMATION TECHNOLOGY SERVICES
EAST TENNESSEE STATE UNIVERSITY
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Overview

Microsoft Word is probably the most used software on our campus. This guide will introduce you to Microsoft Office Word 2013 and show you ways to section and organize a document.

Objectives for MS Word Section Breaks

This session is a hands-on see and do training session.

Participants will have skills and knowledge following this training to:

- Paginate, section and organize a document 100% of the time with verbal guidance at the end of the workshop.

Using Section Breaks

A section break allows a user to create special formatting within a document. Breaks allow for changes of orientation, addition of columns, removing or adding different types of page numbering and even insertion of even and odd page running heads or chapter formatting. Types of breaks:

- Next Page break moves text after the break to a new page and it will always be on a new page
- Continuous inserts a break so columns could be added in the middle of the page or a change in orientation can be introduced without losing continuous page numbering.
- Even Page and Odd Page move the text after a break to the next even or odd page. This is helpful if beginning a new Chapter of a book.

To see or delete a break go to Draft View. Deletion happens when placing the cursor just in front of the Page Break or on the Page Break and press the delete key.

Changing Layout

Imagine the document contains tables that are landscaped layout and text that is in portrait layout. Position the cursor at the end and to the right of the last character on the Portrait layout page. Insert a Next Page Break by going to Page Layout and Page Breaks. Look at the Next Page Break by changing to Draft Mode. Place the cursor on the page that is to be Landscape and in Page Layout change the orientation. Go to the last character on the Landscape Layout Page and place the cursor to the right of the last character. Return to Page Layout and add another Next Page Break. Place the cursor to the left of the first character on the page that is to be Portrait Layout and change the orientation.

Adding Columns

Select Page Layout and the Columns command. Columns can be formatted with the Presets.

Support Contact: Barbara Chamberlain (knightb@etsu.edu; 439-8611)
Column breaks can be added so the first column breaks over to next column at designated points to help balance the look of data on a page.

Using Headers and Footers

**Headers and Footers**

Go to the Insert Tab on the Ribbon. Here you will find the Header and Footer options. As we have already mentioned, look closely and you can see the tiny upside down triangle for dropdowns.
You can select one of the automated Headers or you can edit a current Header. Another option is to remove a Header you already have in the document. If you modify a header, you can also save the selection to the Header Gallery for use again.

Once you select a header, to edit it, more options appear for you.
You will be able to add page numbers, modify the first page, and change the behavior of even and odd pages. Once a Header or Footer is inserted and it is selected, all the tools are available for use. Headers and Footers are not viewable when a document is in draft view. When toggling from draft to print view, the Header or Footer will appear dim. To edit, click inside the Header or Footer area. A document can be hidden while you are editing the Header, uncheck the box called Show Document Text. The user may want to add page numbers to header or footer. Locate the Page Number Command with the Header or Footer selected.

Select Page Number and tell MS Word where the page number will be located. Page numbers can be formatted as needed from the same dropdown. Restart page numbering in a document by adding a Next Page page break. Select the page number on the next page and double click the header or footer. Select the Page Number command and click Start At:

Changing a header or footer content in a document can be difficult. Use section breaks to change content from one section to another. If adding section breaks do not take care of the changes perform the following steps.

- Go to the header or footer
- Locate same as previous in the header or footer
- Place cursor on same as previous
- Go to header/footer ribbon command and toggle Link to Previous to acquire the changes needed