

# MICROSOFT WORD 2007 – BOOK 2

## 2.2 UNDERSTANDING AND USING SECTIONS

P113

Refer to Grade 10 *Microsoft Office Word 2007* for background.

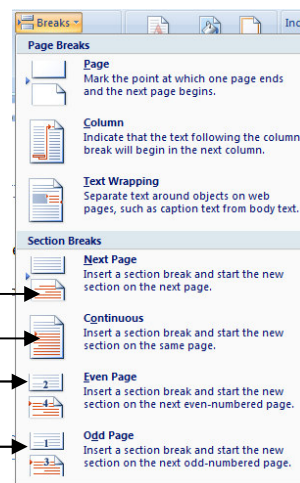
### WHAT IS A SECTION?

Sections are created by inserting a section break into a document.

- **Page Layout** tab, **Page Setup** group, **Breaks**.
- Choose an option from **Section Breaks**.

The effect that this section break will have:

- starts on a new page.
- starts on the same page.
- starts on the next odd or even numbered page.



### DIFFERENT SECTIONS ON ONE PAGE

Organising text in columns can be done in two ways:

- You can first finish typing all the information, then highlight the part you want to set in columns and then specify the columns (**Page Layout** tab, **Page Setup** group, **Columns**).
- You can select the column function immediately and then start typing. If the number of columns changes then add a *Continuous* section break, set the number of columns and then continue typing.

Tip: Switch on the gridlines to show exactly where the columns are. **View** tab, **Show/Hide** group, tick the **Gridlines** box, or **Page Layout** tab, **Arrange** group, click on **Align** and click on **View Gridlines**.

**Activity 1 P 116**

**Activity 2 P 117**

**Activity 3 P 118**

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## BALANCING TEXT IN COLUMNS

Balance the text in columns by doing the following:

- Make sure you are in Print Layout View. (**View** tab, **Document Views** group, **Print Layout**).
- Click at the end of the column you want to balance.
- **Page Layout** tab, **Page Setup** group, **Breaks**.
- Choose **Continuous**.

The text will now be evenly distributed between the columns.

### Activity 4 P 119

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## THE USE OF SECTIONS IN LONG DOCUMENTS

### Activity 5 P 119

Same as before, except for changing page orientation:

- Use the **Page Layout** tab, **Page Setup** group, **Orientation** to set the page orientation to landscape.

### Activity 6 P 120

### Activity 7 P 120