The structure of a *Word* document

**The content of a document is divided into parts that make it easy for us to read and understand. We may use headings to organize the different parts in a meaningful way. All the different parts of a document can be formatted.**

# **Text**

Text usually refers to the words that make up the sentences and the paragraphs. This text can be edited or changed in various ways. You can use different font types, sizes and styles to emphasize your point.

Text can also include punctuation marks (full stops, commas, etc.), and special characters (small images known as symbols).

# **Paragraphs**

*Word* regards anything you type before pressing Enter as a paragraph. This could also be a heading or even a single word. When you consider writing a document, remember that paragraphs are also meaningful arrangements of text.

# **Objects in a document**

You can add objects such as pictures or shapes into a *Word* document. We use objects in a document to clarify or illustrate the content.

Editing objects can be a lot of fun. We can change images to appear in different ways. Photographs can be edited by changing their colours, or by applying special effects to them.

# **Pages and sections**

Just as a book is divided into pages and chapters, so we can divide a *Word* document into pages and sections. For example, we can set the size and orientation of a page, and the size of the margins around the page.

# **Headers and footers**

At the top and bottom of each page we find the *header* and the *footer*. Anything that we want to appear on all (or only on certain) pages of the document should be placed in the header or the footer. Examples are automatic page numbering or other information about the document.

# **Viewing the structure of the document**

You can view the structure of a *Word* document by clicking *View* and selecting *Navigation Pane* in the *Show* group.