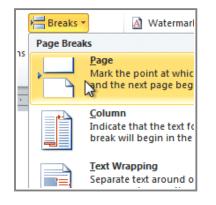




Page 1

Introduction



Word has several different types of **breaks** that you can add to your document to change the layout and pagination. Each type of break serves a different purpose and will affect the document in different ways. Page breaks move text to a new page before reaching the end of a page, while section breaks create a barrier between parts of the document for formatting purposes. Column breaks split text in columns at a specific point. In this lesson, you'll learn how to insert and delete breaks.

Page 2

Breaks

Breaks allow you to have more control over the layout of your document. You might use a page break if you're writing a paper that has a **bibliography** to ensure that the bibliography starts on a new page. Or, you might use a column break if you are using columns and want them to be arranged in a particular way.

Watch the video to learn how to do create and delete breaks.



Watch the video (2:23). Need help?

To Insert a Break:

- 1. Place the **insertion point** where you want the **break** to appear.
- Select the Page Layout tab.
- 3. Click the **Breaks** command. A menu appears.



Page Layout Re	eferences Mailings Review View				
	Breaks - Matermark - Indent	Spacing			
	Page Breaks	‡ ‡ Before: 0 pt			
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1		· · · · · · · · · · · · · · · · · · ·			
	Column Indicate that the text following the column break will begin in the next column.				
	<u>Text Wrapping</u> Separate text around objects on web pages, such as caption text from body text.				
	Section Breaks				
	Next Page Insert a section break and start the new section on the next page.	S, In Break will be added			
	Continuous Insert a section break and start the new section on the same page.	at insertion point 1thly Report			
	Even Page Insert a section break and start the new section on the next even-numbered page.	010			
	O <u>d</u> d Page Insert a section break and start the new section on the next odd-numbered page.	company has shown growth in many arenas. eased since 4 th quarter in the Sales the role of VP of sales was filled, a new sales			
	chief position was created, and the sales team accrued 24 new clients, including one national chain. Additionally, online ad sales doubled since July of last year. Statistics indicate that sales in most markets increase with the use of online ads and our clients are reading those statistics and responding to them. Marketing trends indicate that this growth will continue.				
	AdWorks received the Triangle Business of the Ye awareness advertisements for the Local Disaster Relief Fu campaign. President Pete Moss accepted the award on b	and and the Fight the Drought awareness			

Adding a page break

4. Click the desired break option to create a break in the document.

To Delete a Break:

Breaks are **hidden by default**. If you want to delete a break, then you'll probably want Word to show the breaks so you can find them for editing.

1. From the **Home tab**, click the **Show/Hide ¶** command.

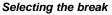


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Showing paragraph markings

2. Double-click the break to select it.





3. Press the **Backspace** or **Delete** key to delete the break.

Challenge!

Page 3





- 1. Open an existing Word document. If you want, you can use this example.
- 2. Create a page break somewhere in the document.
- 3. Show the break using the **Show/Hide ¶** command.
- 4. Delete the Break.