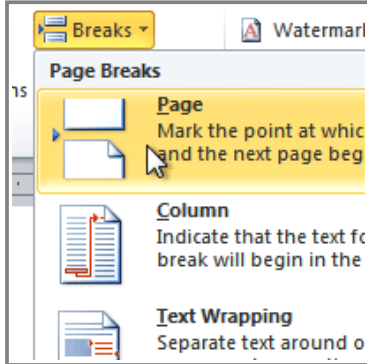




Introduction

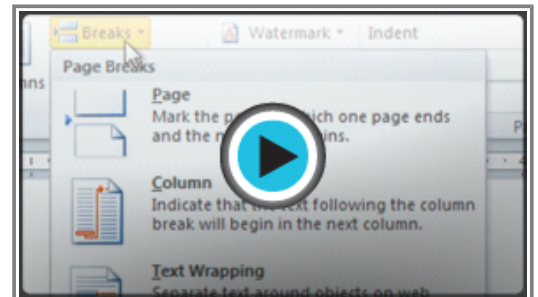


Word has several different types of **breaks** that you can add to your document to change the layout and pagination. Each type of break serves a different purpose and will affect the document in different ways. **Page breaks** move text to a new page before reaching the end of a page, while **section 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.

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.

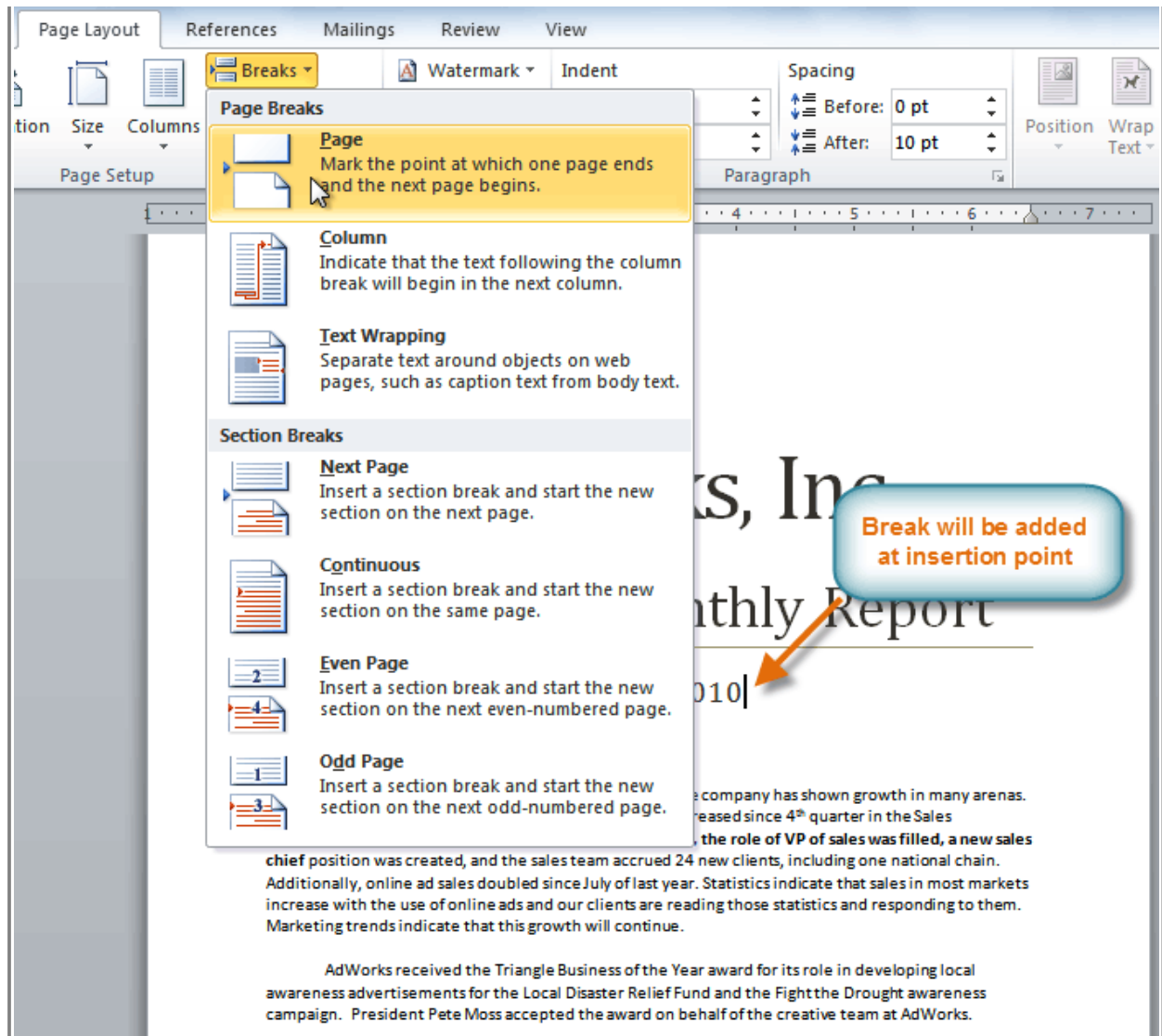
➤➤➤ Watch the video to learn how to do create and delete breaks.



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

To Insert a Break:

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



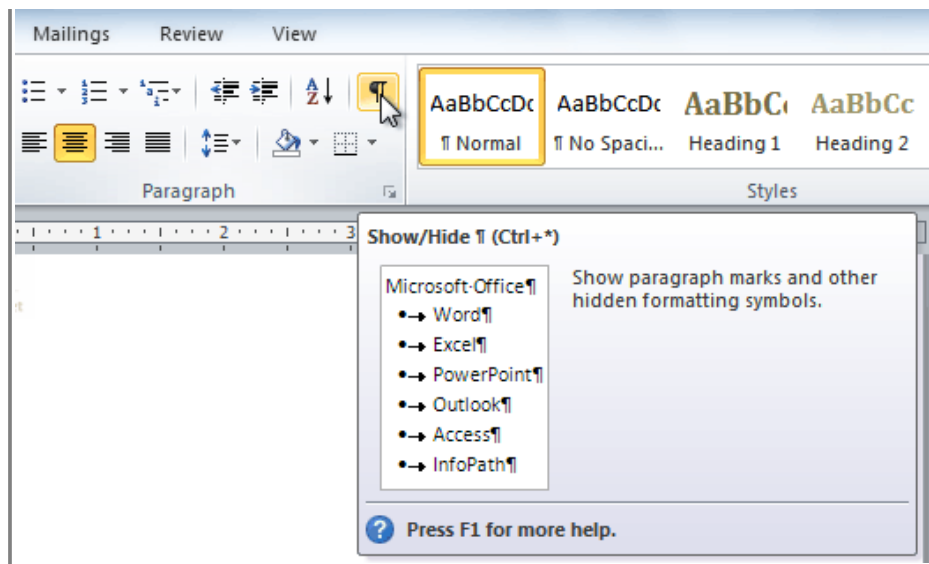
Adding a page break

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

To Delete a Break:

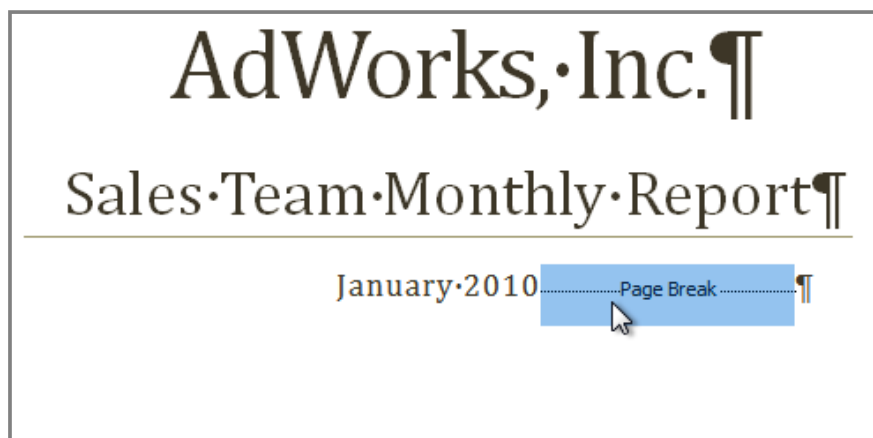
Breaks are **hidden by default**. If you want to delete a break, then you'll probably want Word to show the breaks so you can find them for editing.

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



Showing paragraph markings

2. Double-click the break to select it.



Selecting the break

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

Challenge!



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.