



Computer sciences

Second Stage

First Semester

Lec 4

Microsoft Word

M.Sc. Muntadher Mohammed Ahmed

Breaks:

When you're working on a multi-page document, there may be times when you want to have more control over how exactly the text flows. Breaks can be helpful in these cases. There are many types of breaks to choose from depending on what you need, including page breaks, section breaks, and column breaks.

To insert a page break:

1. Place the insertion point where you want to create the page break.
2. On the Insert tab, click the Page Break command. You can also press Ctrl+Enter on your keyboard.

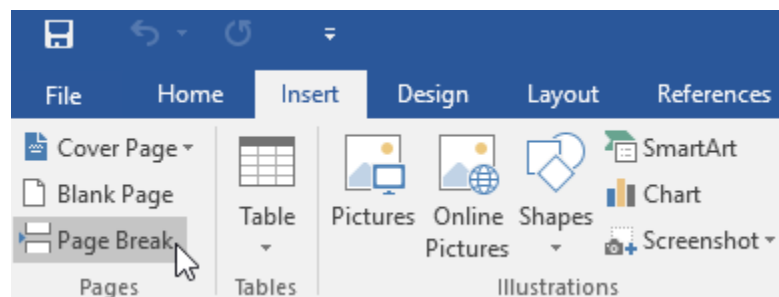


Figure 1 : break page command

3. The page break will be inserted into the document, and the text will move to the next page.

*By default, breaks are invisible. If you want to see the breaks in your document, click the Show/Hide command on the Home tab.

Section breaks:

Section breaks create a barrier between different parts of a document, allowing you to format each section independently. For example, you may want one section to have two columns without adding columns to the entire document. Word offers several types of section breaks.

1. **Next Page:** This option inserts a section break and moves text after the break to the next page of the document.
2. **Continuous:** This option inserts a section break and allows you to continue working on the same page.
3. **Even Page and Odd Page:** These options add a section break and move the text after the break to the next even or odd page. These options may be useful when you need to begin a new section on an even or odd page (like with a new chapter of a book).

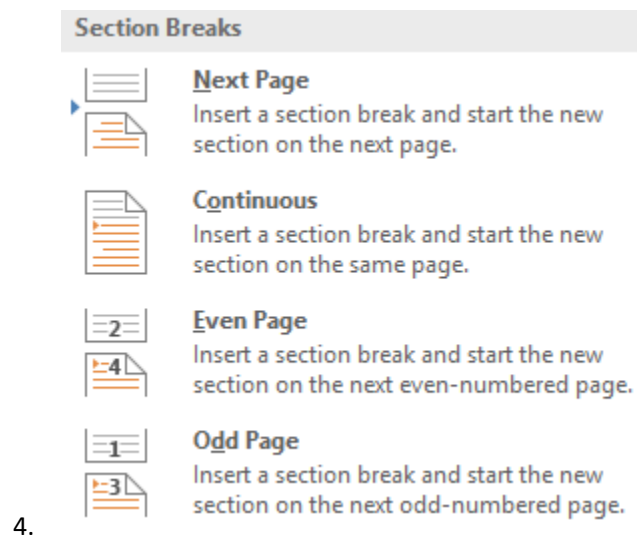


Figure 2 : break section intro

To insert a section break:

In our example, we'll add a section break to separate a paragraph from a two-column list.

1. Place the insertion point where you want to create the break. In our example, we'll place it at the beginning of the paragraph we want to separate from two-column formatting.

CLIENTS OVERVIEW

The company added 13 new clients to its roster between December 2015 and January 2016.

NEW CLIENTS

- Bancroft Preparatory Academy
- Candy Coaters and Shakes Ice Cream Parlor
- Firehouse Dalmatian Rescue
- Fly by Day Events
- General T. Sanders High School
- Homes and Hope Charity
- Julia A. Clark Middle School
- Little Jumpers Equestrian Squad
- Mason-Bowers Editing and Proofreading
- Peterson's Precision Landscaping
- Shepard, Smith, & Wolfe
- Tillie's Breakfast and Grill
- Wakanda Middle School

[Of the list above, four of the clients are schools, three are nonprofits, and six are small to medium-sized businesses. New categories of business clients we serve include landscaping, event planning, law firms, and editing houses.

Figure 3 : break section

2. On the Page Layout tab, click the Breaks command, then select the desired section break from the drop-down menu. In our example, we'll select Continuous so our paragraph remains on the same page as the columns.

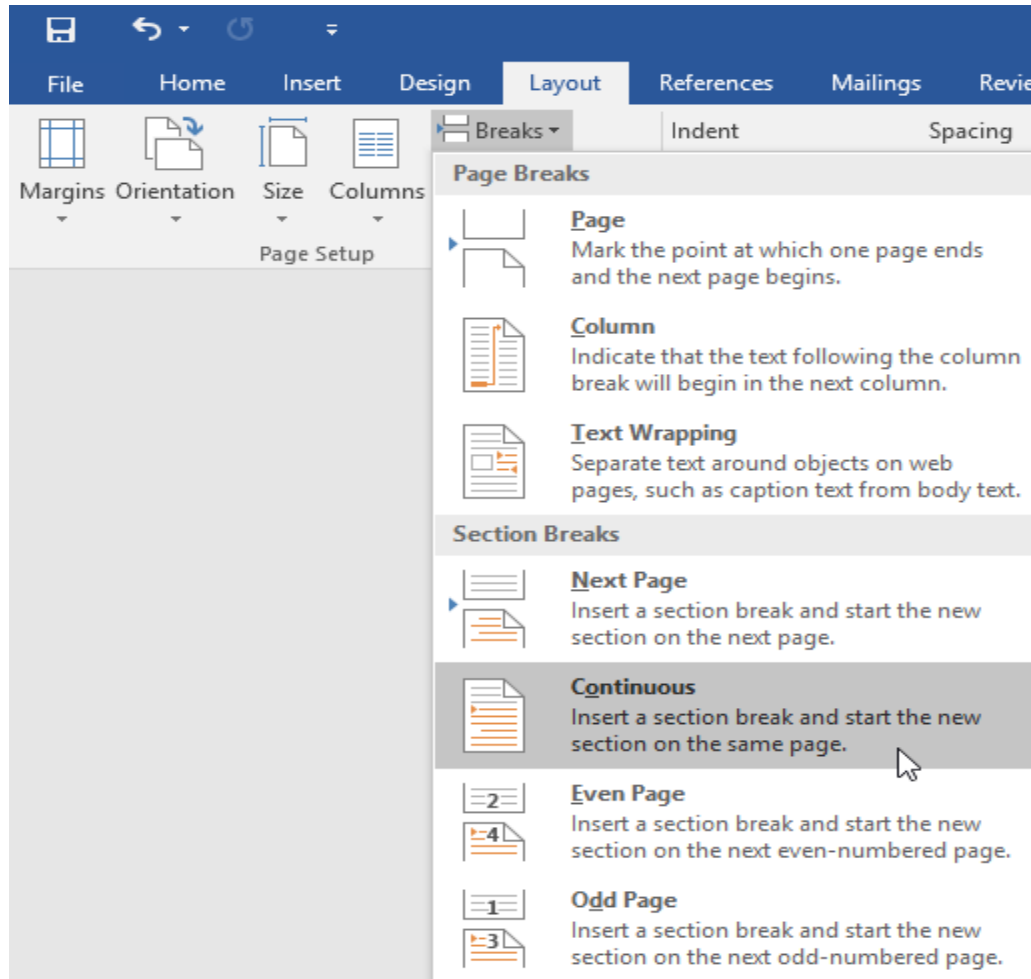


Figure 4 : break section command

3. A section break will appear in the document.

NEW CLIENTS

- Bancroft Preparatory Academy
- Candy Coaters and Shakes Ice Cream Parlor
- Firehouse Dalmatian Rescue
- Fly by Day Events
- General T. Sanders High School
- Homes and Hope Charity
- Julia A. Clark Middle School
- Little Jumpers Equestrian Squad
- Mason-Bowers Editing and Proofreading
- Peterson's Precision Landscaping
- Shepard, Smith, & Wolfe
- Tillie's Breakfast and Grill
- Wakanda Middle School

Of the list above, four of the clients are schools, three are nonprofits, and six are small to medium-sized businesses. New categories of business clients we serve include landscaping, event planning, law firms, and editing houses.

Figure 5 : break section added

4. The text before and after the section break can now be formatted separately. In our example, we'll apply one-column formatting to the paragraph.

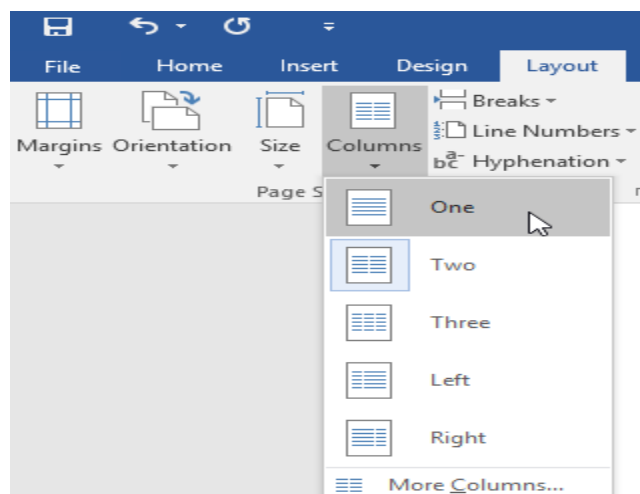


Figure 6 : break section column format

5. The formatting will be applied to the current section of the document. In our example, the text above the section break uses two-column formatting, while the paragraph below the break uses one-column formatting.

NEW CLIENTS

- Bancroft Preparatory Academy
- Candy Coaters and Shakes Ice Cream Parlor
- Firehouse Dalmatian Rescue
- Fly by Day Events
- General T. Sanders High School
- Homes and Hope Charity
- Julia A. Clark Middle School
- Little Jumpers Equestrian Squad
- Mason-Bowers Editing and Proofreading
- Peterson's Precision Landscaping
- Shepard, Smith, & Wolfe
- Tillie's Breakfast and Grill
- Wakanda Middle School

Of the list above, four of the clients are schools, three are nonprofits, and six are small to medium-sized businesses. New categories of business clients we serve include landscaping, event planning, law firms, and editing houses.

Figure 7 : break section done

Other types of breaks:

When you want to format the appearance of columns or modify text wrapping around an image, Word offers additional break options that can help:

1. Column: When creating multiple columns, you can apply a column break to balance the appearance of the columns. Any text following the column break will begin in the next column. To learn more about how to create columns in your document.

2. Text wrapping: When text has been wrapped around an image or object, you can use a text-wrapping break to end the wrapping and begin typing on the line below the image.

To delete a break:

By default, breaks are hidden. If you want to delete a break, you'll first need to show the breaks in your document.

1. On the Home tab, click the Show/Hide command.
2. Locate the break you want to delete, then place the insertion point at the beginning of the break.
3. Press the Delete key. The break will be deleted from the document.

Columns:

Sometimes the information you include in your document is best displayed in columns. Columns can help improve readability, especially with certain types of documents—like newspaper articles, newsletters, and flyers. Word also allows you to adjust your columns by adding column breaks.

To add columns to a document:

1. Select the text you want to format.
2. Select the Layout tab, then click the Columns command. A drop-down menu will appear.
3. Select the number of columns you want to create.

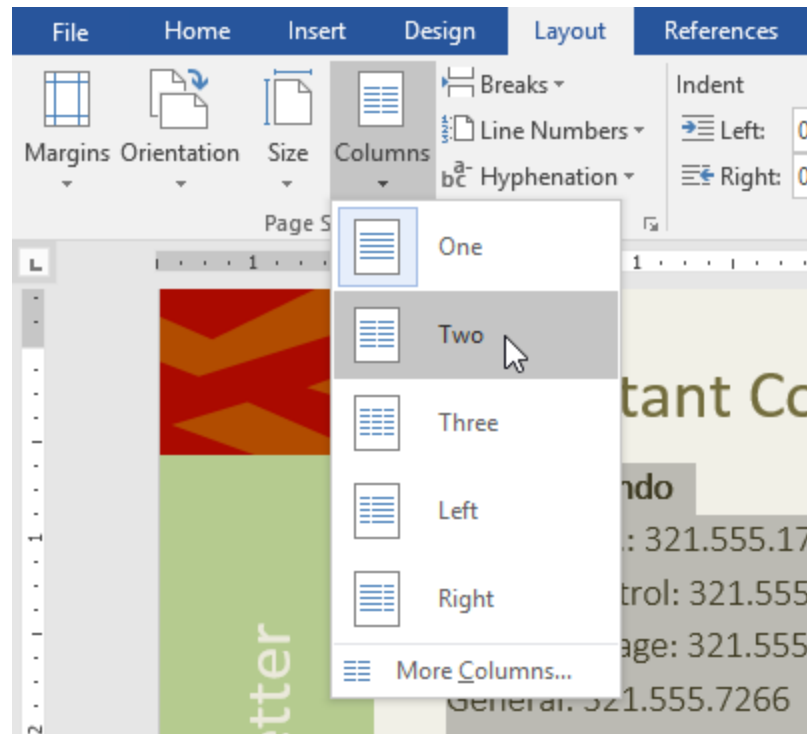


Figure 8 : columns add menu

4. The text will format into columns.

To remove columns:

To remove column formatting, place the insertion point anywhere in the columns, then click the Columns command on the Layout tab. Select One from the drop-down menu that appears.

Adding column breaks:

Once you've created columns, the text will automatically flow from one column to the next. Sometimes, though, you may want to control exactly where each column begins. You can do this by creating a column break.

To add a column break:

1. Place the insertion point at the beginning of the text you want to move.
2. Select the Layout tab, then click the Breaks command. A drop-down menu will appear.
3. Select Column from the menu.
4. The text will move to the beginning of the column. In our example, it moved to the beginning of the next column.

To remove column breaks:

1. click the Show/Hide command on the Home tab.
2. Place the insertion point to the left of the break you want to delete.
3. Press the delete key to remove the break.