

## Task 5.1 Inserting section breaks

Use the **Page Layout** tab to insert a section break where you want to change the document's layout or headers and footers.



The options are: **Next Page**, **Continuous**, **Even page** and **Odd Page**.

### Try this...

1. Press **Ctrl** and **Home** to move to the beginning of the document.
2. Click on the **Home** tab, and in the **Paragraph** group, click the **Show/Hide** ¶ button, if it is not already selected.

*You will now be able to see the formatting marks, including page and section breaks.*

3. On page **1**, click in the margin next to the page break to select the break, and then press **Delete** to remove it.

*You are going to replace the page break with a section break so that you can insert a footer that appears on the first page only.*

4. Click on the **Page Layout** tab and in the **Page Setup** group, click on **Breaks**.
5. Select **Next Page**.
6. Delete the page break after the heading **Contents** and repeat steps **4** and **5** to insert another **Next Page** section break.

*This is so that you can create a Contents page that does not include a page number.*

7. Scroll to the end of the **Abstract** section, delete the page break and insert an **Odd Page** section break.

*The main body of the document will now start on an odd (right-facing) page.*

8. Right-click anywhere on the status bar at the bottom of the screen to display the **Customize Status Bar** options.