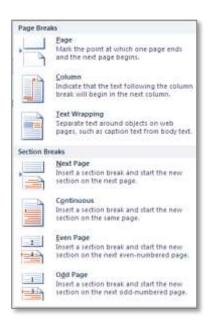
Task 5.1 Inserting section breaks

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* 1 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.

 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.