Exercise: Controlling paragraph flow

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

Log in to your Microsoft account. Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

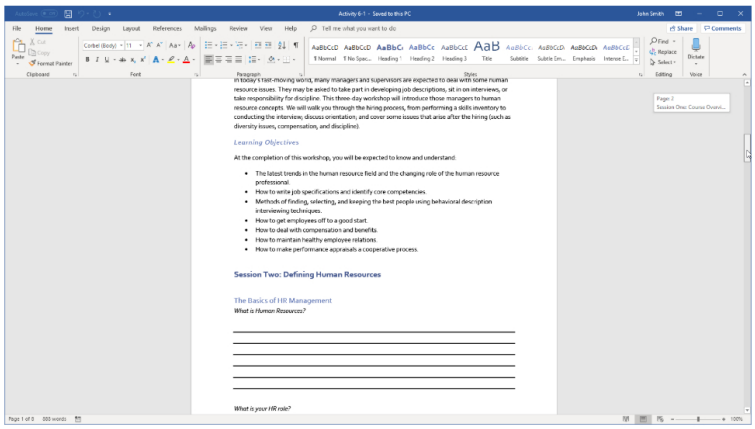
Let's get started!

In this exercise, you will use paragraph options to control text flow in a workshop handout.

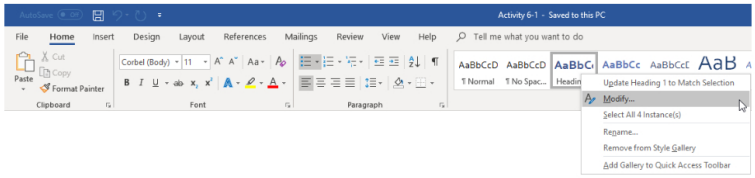
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

Exercise: Controlling paragraph flow

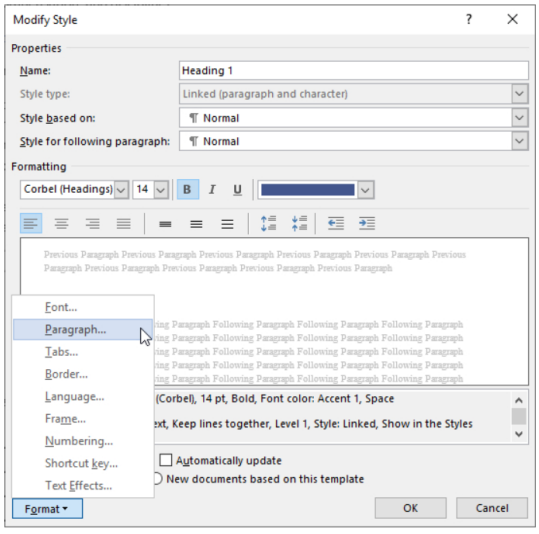
2. Scroll through the document. You can see that the pagination needs some help:



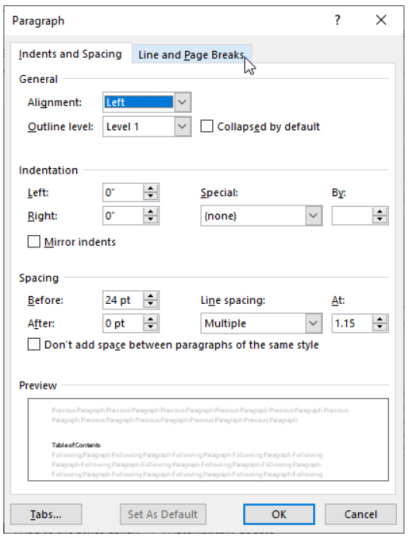
3. First, let's make sure that each session starts on its own page. Right-click the Heading 1 style in the Styles gallery and click "Modify:"



4. Click Format → Paragraph:

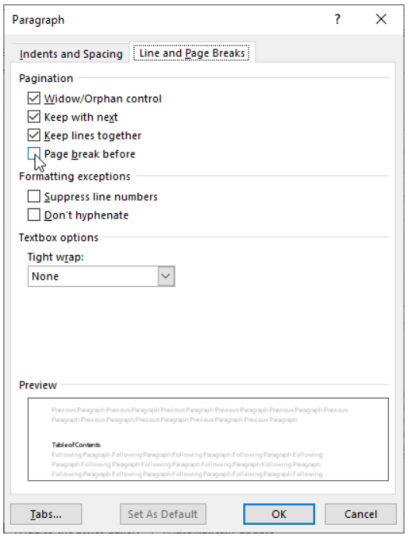


5. The Paragraph dialog box will open. Click the “Line and Page Breaks tab” if it is not already selected:

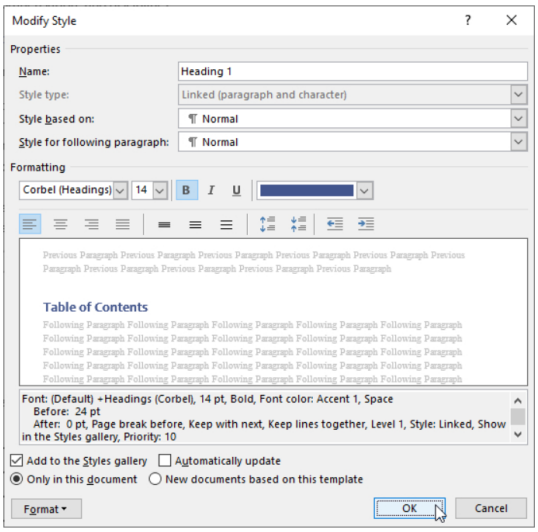


(If this tab is selected, skip to the next step.)

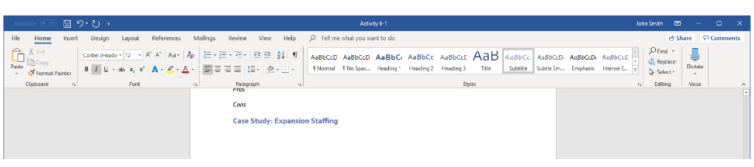
6. Check the “Page break before” box and click “OK:”

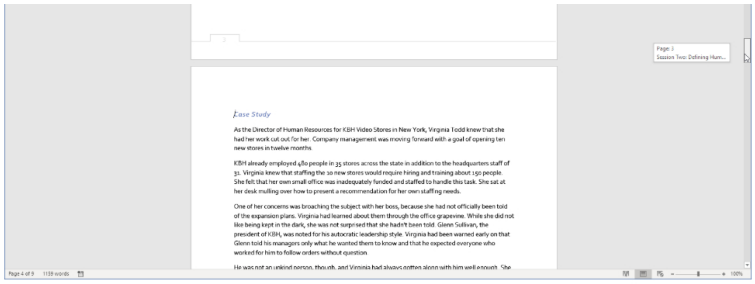


7. Click “OK” to save the style settings:

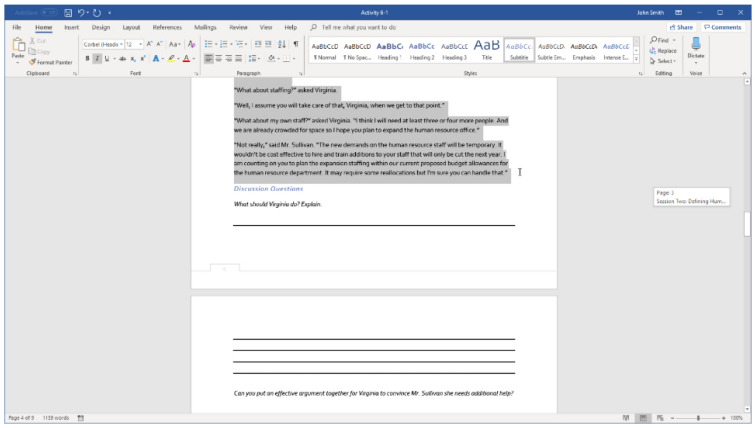


8. Now, let’s see what our changes look like. Scroll through the first two pages and stop at page three:

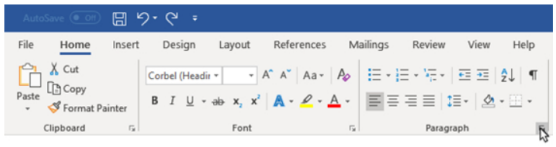




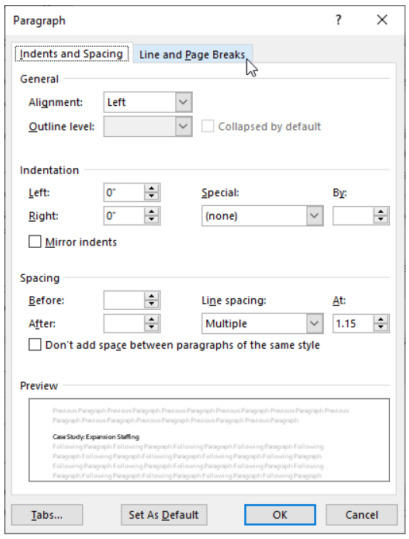
9. You will see that the “Case Study: Expansion Staffing” title is abandoned on its own line. Select it as well as the contents of page four (up to the next heading):



10. Click the option button in the Paragraph group of the Home tab:

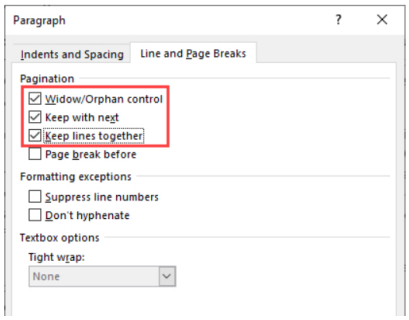


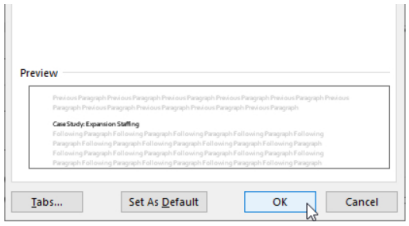
11. Click the “Line and Page Breaks tab” if it is not already selected:



(If this tab is selected, skip to the next step.)

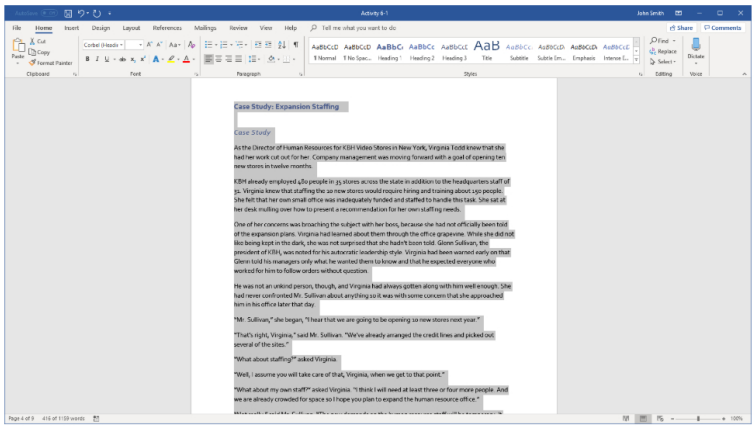
12. Ensure that the first three options in the Pagination section are checked. Click “OK:”



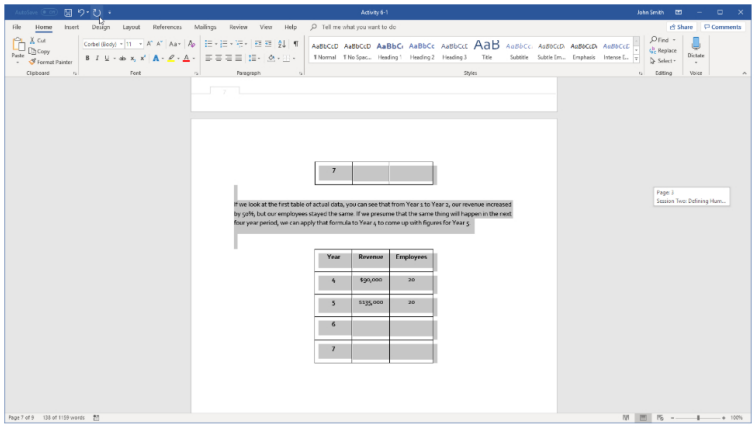


(If a box is shaded, it means that the setting is only applied to part of the text. Clicking the box will re-check it and apply the setting to all text.)

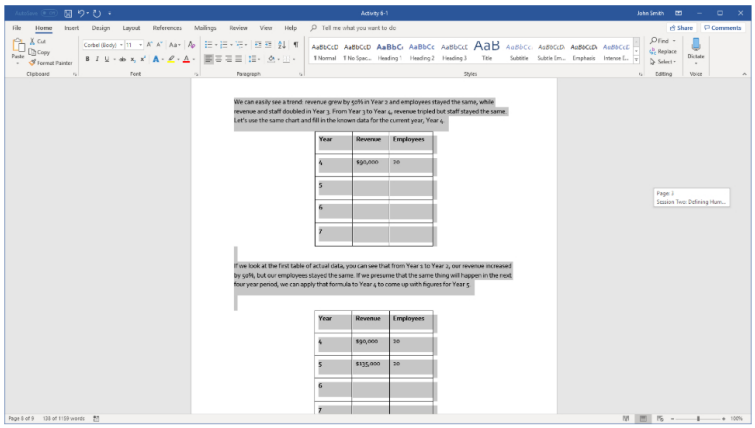
13. You will see that the text is now kept together over two pages:



14. Scroll to page seven. Let's see if we can use the same setting to fix the pagination of this paragraph and table. Select the affected items that span two pages and click the Repeat arrow on the Quick Access Toolbar:



15. The problem should now be fixed:



16. Save your document as Activity 6-1 Complete. Close Microsoft Word 365 to complete this activity.

17. Now, you can check out an example of a completed document in the link below:

Completed exercise: Controlling paragraph flow

Mark as completed

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