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Using accessibility features

Set save options

Controlling page appearance

Controlling text flow

✓ **Video:** Control paragraph flow
2 min

✓ **Reading:** Exercise: Controlling paragraph flow
10 min

✓ **Video:** Insert section breaks
3 min

📖 **Reading:** Exercise: Inserting section breaks
10 min

📺 **Video:** Insert Columns
1 min

📖 **Reading:** Exercise: Inserting columns
10 min

📺 **Video:** Link text boxes to control text flow
2 min

Work Smarter with Microsoft Word > Module 5 > Exercise: Inserting section breaks

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Exercise: Inserting section breaks

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!

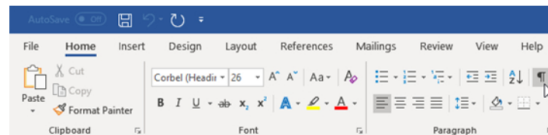
Let's get started!

In this exercise, you will use section breaks to improve the appearance of our workshop handout.

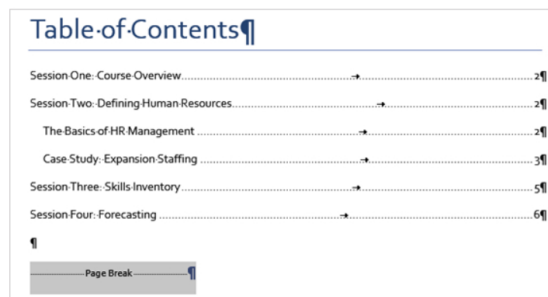
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Inserting Section Breaks](#)

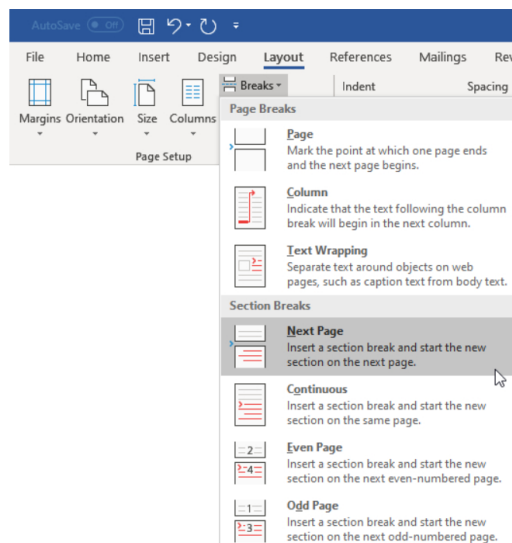
2. In order to work with section breaks, we should turn on formatting marks. Click Home → Show/Hide:



3. Now, select the page break and the page character at the bottom of the first page. Press "Delete" on your keyboard:

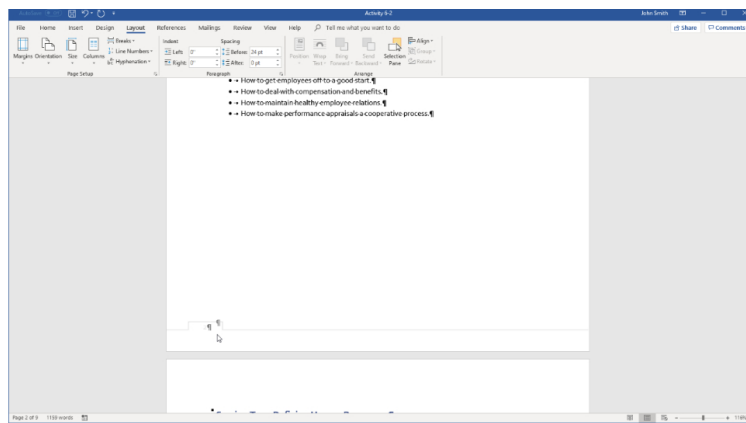


4. Without moving your cursor, click Layout → Breaks → Next Page:

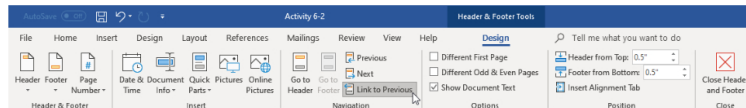


Instructor Tip: To demonstrate this feature, we have removed the automatic page breaks before Heading 1, which were added in the last exercise.

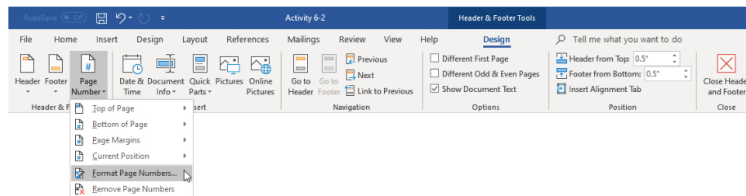
5. The section break is now inserted. Double-click in the footer area of the second page:



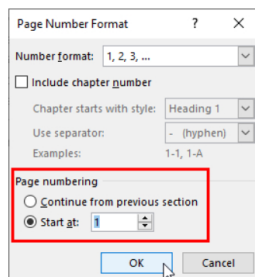
6. The Header & Footer Tools – Design tab will become active. Deselect “Link to Previous.”



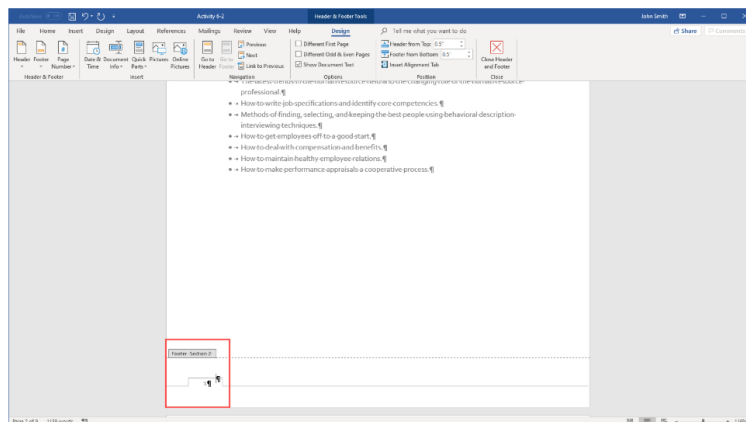
7. This will break the link between sections. Now, click Header & Footer Tools – Design → Page Number → Format Page Numbers:



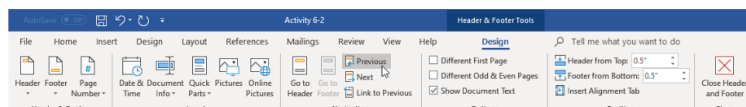
8. The Page Number Format dialog box will open. Click the “Start at” radio button and ensure that “1” is displayed in the increment box beside it. This will tell Microsoft Word to re-start numbering at this section. Click “OK.”



9. Your changes will be applied to the footer:

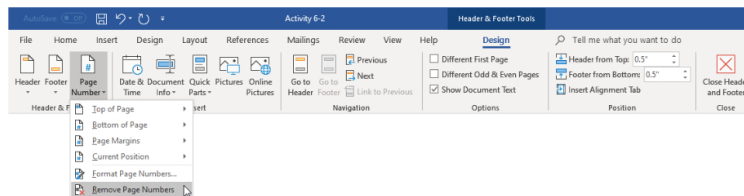


10. Click the “Previous” button on the Header and Footer Tools – Design tab:

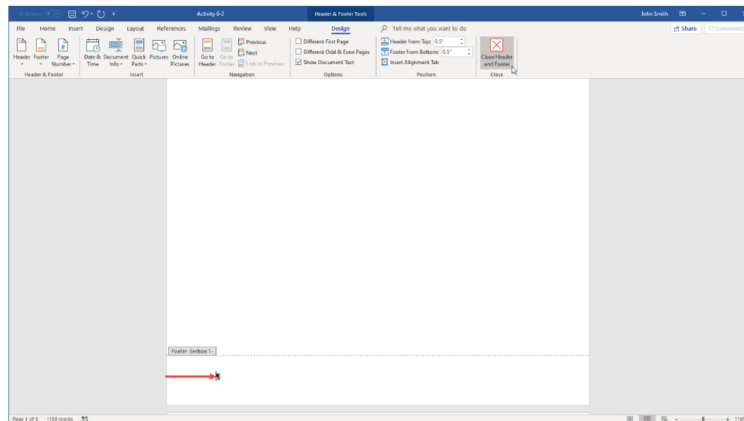


This will take you to the footer for the first page and place your cursor in that area.

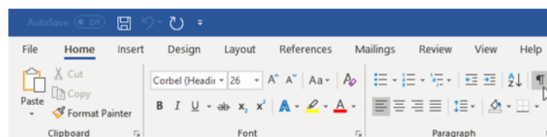
11. Click Header & Footer Tools – Design → Page Number → Remove Page Numbers:



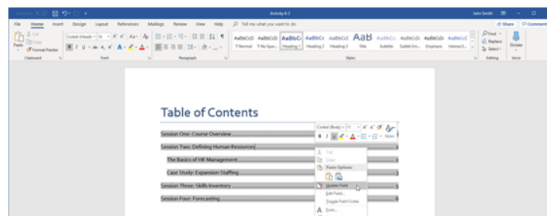
12. The footer will be removed from the table of contents page only. Close header and footer view:



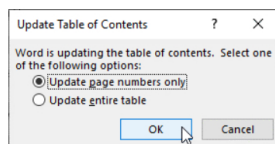
13. Click Home → Show/Hide to hide formatting marks:



14. Finally, scroll up to the top of page 1. Right-click the table of contents and click “Update Field:”



15. When prompted, choose “Update page numbers only” and click “OK:”



16. The page numbers are now properly displayed:

Table of Contents	
Session One: Course Overview.....	1
Session Two: Defining Human Resources.....	2
The Basics of HR Management.....	2
Case Study: Expansion Staffing.....	3
Session Three: Skills Inventory.....	5
Session Four: Forecasting.....	6

17. Save your document as Activity 6-2 Complete. Close Microsoft Word 365 to complete this activity.

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

[Completed exercise: Inserting Section Breaks](#)

Mark as completed

