Word 2016

Breaks

Introduction

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**.

Optional: Download our **practice document**.

Watch the video below to learn more about using breaks in Word.

*Video removed from printing pages

To insert a page break:

In our example, the section headers on page three (**Monthly Revenue** and **By Client**) are separated from the table on the page below. And while we could just press **Enter** until that text reaches the top of page four, it could easily be shifted around if we added or deleted something in another part of the document. Instead, we'll insert a **page break**.

1   Place the **insertion point** where you want to create the page break. In our example, we'll place it at the beginning of our headings.

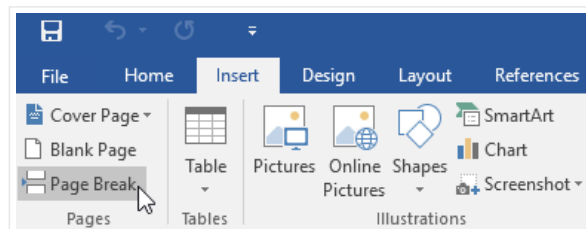2   On the **Insert** tab, click the **Page Break** command. Alternatively, you can press
      Ctrl+Enter on your keyboard.

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.
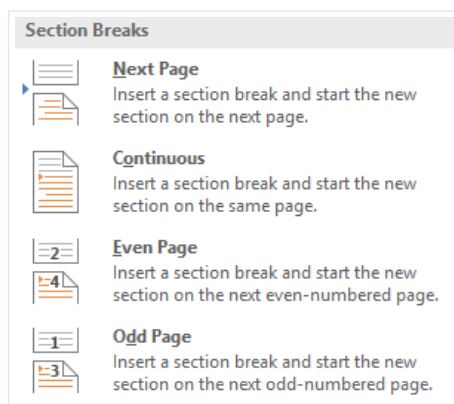
Section breaks

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.

- **Next Page**: This option inserts a section break and moves text after the break to the next page of the document.

- **Continuous**: This option inserts a section break and allows you to continue working on the same page.

- **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 (for example, a new chapter of a book).

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.

Page | 5

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.

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.
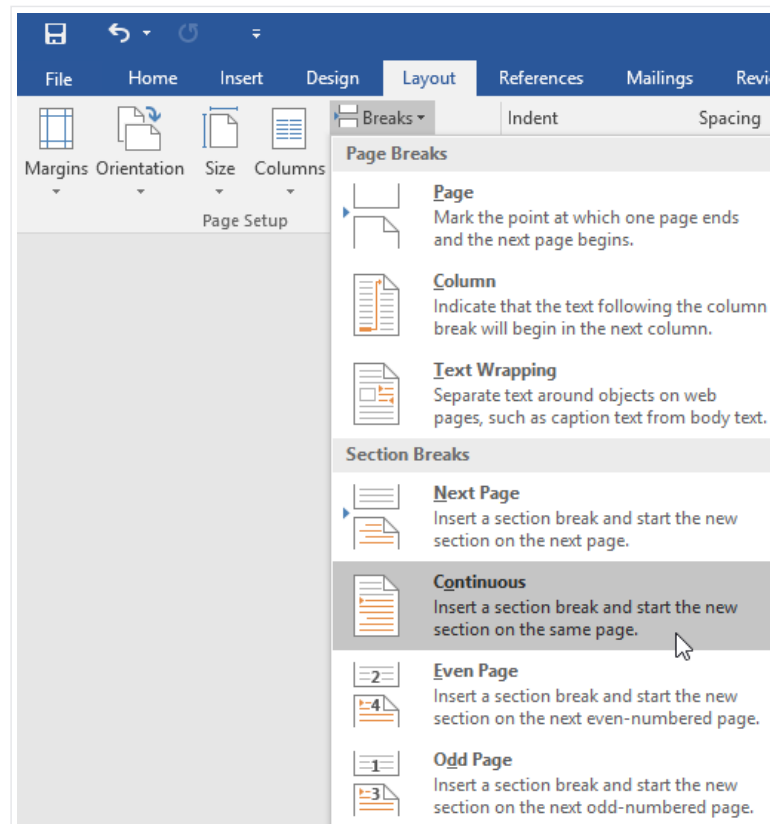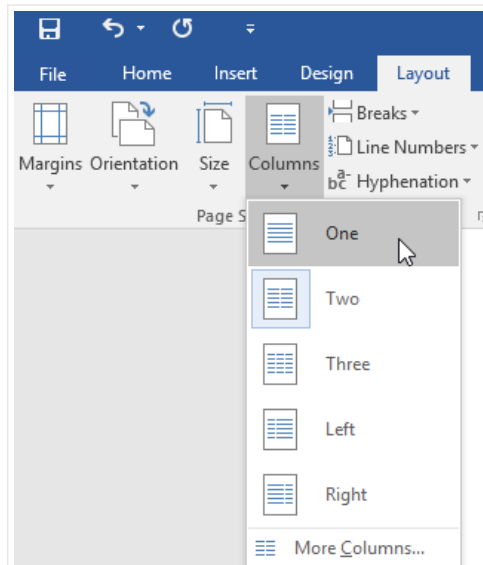

3   A section break will appear in the document.

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.

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.

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.
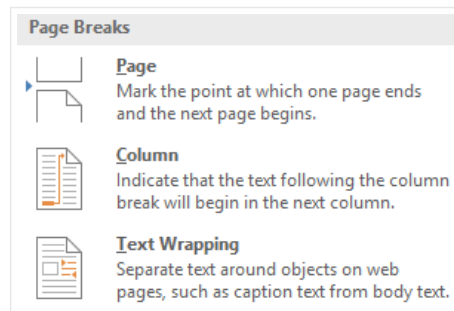
NEW CLIENTS

- Bancroft Preparatory Academy
- Candy Coaters and Shakes Ice Cream Parlor
- Firehouse Dalmatian Rescue
- Fly by Day Events
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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.

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:

- **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, visit our lesson on **Columns**.

- **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. Review our lesson on **Pictures and Text Wrapping** to learn more.

Page Breaks

Page
Mark the point at which one page ends and the next page begins.

Column
Indicate that the text following the column break will begin in the next column.

Text Wrapping
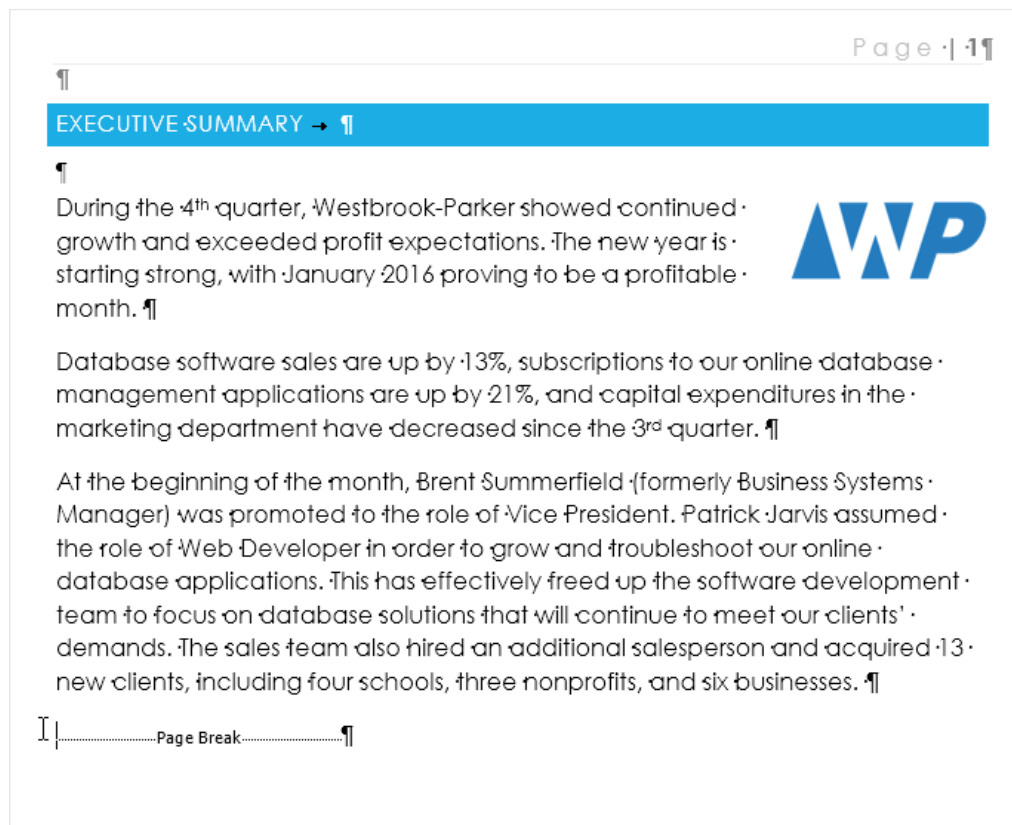Separate text around objects on web pages, such as caption text from body text.

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.
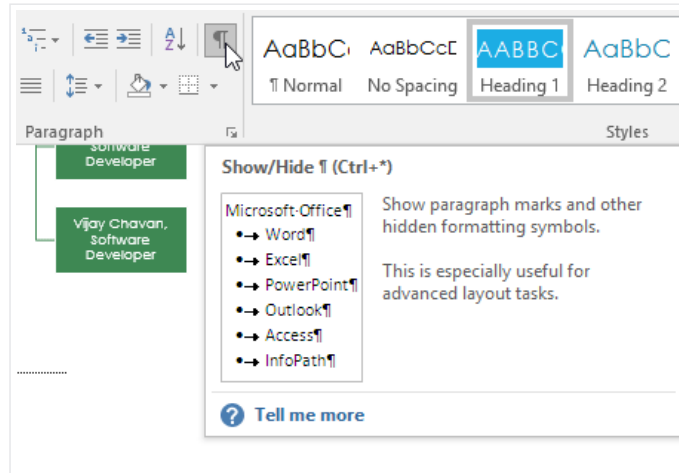
2 Locate the **break** you want to delete, then place the insertion point at the beginning of the break.

3 Press the **Delete** key. The break will be deleted from the document.

Challenge!

1   Open our **practice document**.

2   Scroll to the **Revenue Projections** section near the end of the document.

3   **Remove** the page break after the **Quarter 2 Projections by Client** chart.

4   Place your cursor at the beginning of the header **Web App Projections**.

5   Insert a **Next Page section break**.

6   In the **Page Setup** group on the **Layout** tab, click the **Columns** drop-down menu and choose **One**. This formats the page back to one column and should allow the Web App Projections header and the table below it to span across the page. You will learn more about columns in our next lesson.

7   When you're finished, the last two pages should look something like this:

REVENUE PROJECTIONS

Quarter 2 Projections by Client
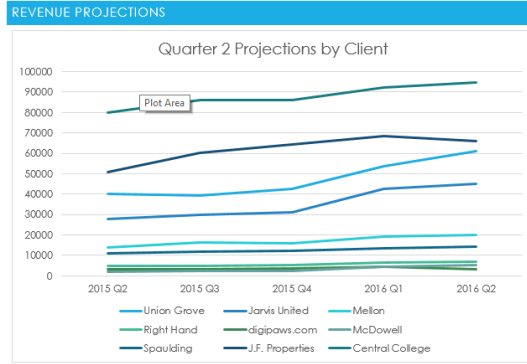
Summary:

- 7 out of 9 clients are projected to increase revenue during Quarter 2
- 2 clients, J.F. Properties and digipaws.com are expected to see decreases in revenue.
- Additional support should be sent to J.F. Properties and digipaws.com during Q1

- Detailed projection analysis needs to occur for J.F. Properties and digipaws.com
- Continued support should continue for Mellon, Spaulding, and Right Hand who are showing steady, but slow growth

P a g e | **7**

WEB APP PROJECTIONS

Applications	Quarter 2	Quarter 3
DataFielder	$130,281	$131,294
DataHoop	$175,235	$171,274
DatabaseReporter	$58,928	$59,134
RounData	$51,238	$52,650