

## Section Five: Sections and Multi-Columns

### Section Breaks

There are several types of section breaks: Next Page break, Continuous break, Odd Page break, and Even Page break.

**Next Page** break ~ will start the new section on the **next** page.

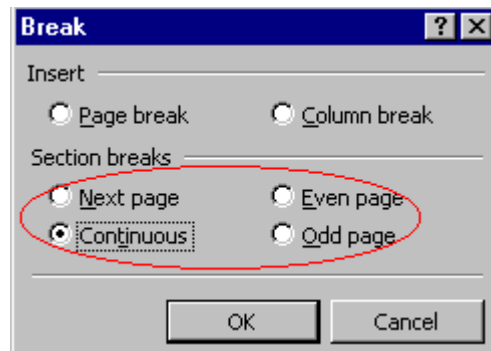
**Continuous** break ~ will start the new section on the **same** page.

**Odd Page** break ~ will start the new section on the next **odd** numbered page.

**Even Page** break ~ will start the new section on the next **even** numbered page.

#### *To Create a Section Break*

1. Move your insertion point to the location where you want to apply the section break.
2. Click **Insert** on the Menu bar. Choose **Break**.
3. In the **Section Breaks** area of the **Break** dialogue box, choose the type of break you desire.



4. Click **OK**.

#### *To Delete a Section Break*

1. Place the insertion point on the section break that you want to delete.
2. Press the **Delete** key on your keyboard.

## Columns

The following paragraph is in 2-column format:

On this particular morning, I needed some of my laundry which was hung out downstairs. I quickly ran down the seven steps (my home is a split level) and realized that I was walking in water. Horrors! The hot water tank was leaking. How long had it been leaking? Obviously, most of the night, to have made six

inches on the laundry floor. I rushed to the phone to call my efficient and friendly plumber – in ten minutes he had arrived and shut off the hot water, and arranged to take out the leaking tank. It took the remainder of the day for his crew to install a new tank. By five o'clock, I was taking my bath.

The following paragraph is in 3-column with lines between them format:

On this particular morning, I needed some of my laundry which was hung out downstairs. I quickly ran down the seven steps (my home is a split level) and realized that I was walking in water. Horrors! The hot water tank

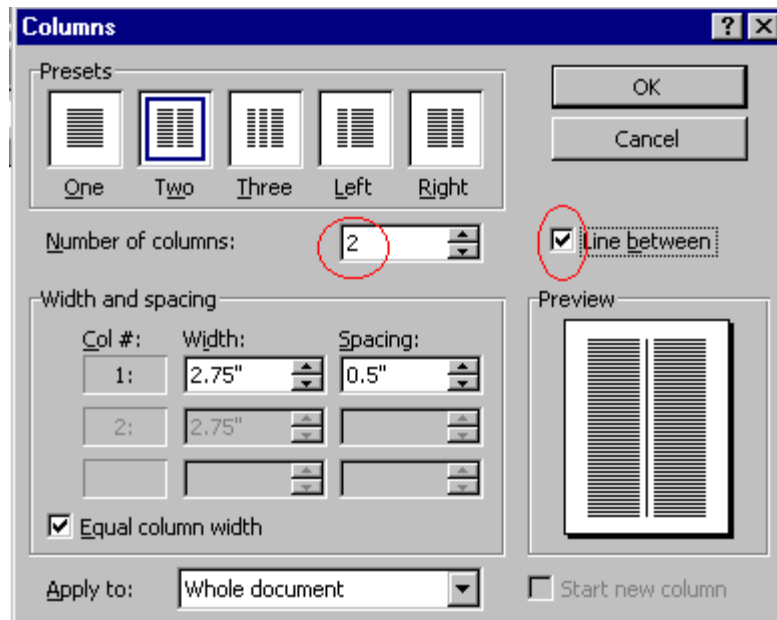
was leaking. How long had it been leaking? Obviously, most of the night, to have made six inches on the laundry floor. I rushed to the phone to call my efficient and friendly plumber – in ten minutes he had

arrived and shut off the hot water, and arranged to take out the leaking tank. It took the remainder of the day for his crew to install a new tank. By five o'clock, I was taking my bath.

### *Apply Columns*

#### **To Apply Columns to Your Document:**

1. Click **Format** on the Menu bar. Choose **Columns**.
2. Choose an option from the **Presets** box.  
Or enter a number in the **Number of Columns** box.



3. Click to place a check mark in the **Line between** check box if you like to have a line between the columns.
4. Choose **OK**.

Or

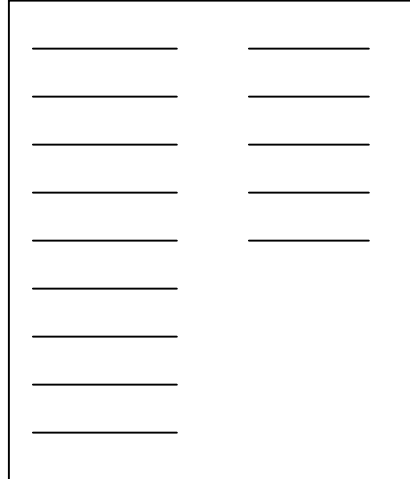
1. Click the Columns  button on the toolbar.
2. Select the number of columns.

#### *To Return the Document to One Column*

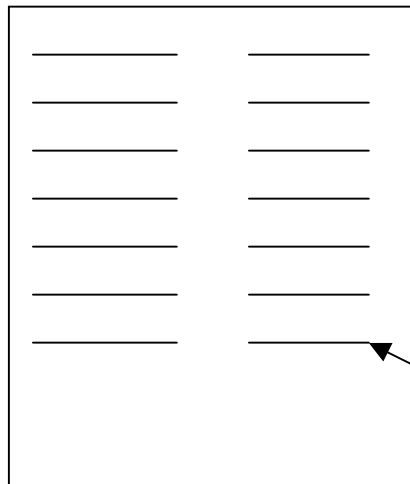
1. Click **Format** on the Menu bar. Choose **Columns**.
2. Enter **1** in the Number of Columns box.
3. Click **OK**.

### *Adjust Column lengths*

If the columns of your document are unbalanced, for example:



You can balance the columns by inserting a **continuous section break** at the end of the text in the last column.



A continuous section break has been used to balance the columns.

## Exercise (Sections and Columns)

- Open a new Word document.
- Enter the heading **Making the Most of Our Classroom Window**.
- Make this heading **20** points font size.
- **Bold** and **Center** this heading.
- Hit **Enter** three times to insert two blank lines.
- Click **Insert**, choose **Break**, click **continuous**. Click **OK**.
- Click **Format** on the Menu bar, choose **Columns**, enter **2** in the Number of columns box. Click **OK**.
- Enter the following text: (No shading is required.)

It was a Friday afternoon. Joe and I were the only two students in the classroom. We both were busy as beavers for we wanted to get our assignments done before the end of the class; as a result, the classroom was extremely quiet. All of a sudden the silence ended. Four birds flew from the lovely blue sky to the lawn just outside the classroom window. Two of the birds were prettier than two little princesses; the other two were handsomer than two princes.

These charming creatures attracted me. I stopped doing my assignment and looked out the window to watch them. They seemed a little tired but they appeared happy. They exercised all their skills in singing, chattering, and dancing for they knew the sun, the flowers and I were watching their performance. They sang in chorus. They sang solo. They sang one song after another. It was the best performance I had ever witnessed. I loved that moment.

Suddenly, a big truck drove by and honked louder than the sound of a fire alarm. It scared away the birds. They flew back to the sky faster than an airplane. The sky was still blue, the flowers were still blooming, the green grass was still smiling but without the birds all was empty. The truck had spoiled the perfect scene. Again I felt the silence. Now, all I heard was the ticking sound of the clock, which reminded me to finish off my assignment before it was too late.

- Now we like to insert a continuous break to balance the columns. At the end of your document click **Insert**, choose **Break**, click **continuous**, click **OK**.
- Your completed document should look something like the next page:

## Making the Most of Our Classroom Window

It was a Friday afternoon. Joe and I were the only two students in the classroom. We both were busy as beavers for we wanted to get our assignments done before the end of the class; as a result, the classroom was extremely quiet. All of a sudden the silence ended. Four birds flew from the lovely blue sky to the lawn just outside the classroom window. Two of the birds were prettier than two little princesses; the other two were handsomer than two princes.

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## Exercise (Sections and Columns)

1. Open your word processing program (Microsoft Word), and type the following text into your computer. (No shading is required.)

### Bouncing Wall

As I sit here and look at the emptiness of the room, I wait. I wait for the date to come; to be free. I've been here long enough, in this room. The walls are white and white is all that I see, nothing else. No chair. No bed. Nothing. They've got them all, everything. Nothing is in my room. They're scared, scared that I'll do something with the furniture and hurt myself. I did that only once...but I was so mad at that time! I'm lonely. I'm isolated from everyone else. Why? I'm not always like that; it's only sometimes that I'll get mad, only sometimes. They treat me like some sort of animal; locked up, except when I'm eating. They'll sit with me and feed me, not letting me touch even a plastic spoon.

I'm lonely. I want to get out of this place. I'll go anywhere. I'll do anything to get out. I just don't want to go on living like this. I want out. I can't stand it any longer, can't take it anymore. I let out a loud scream. My troubles will be gone soon, -- I think. I'm going to leave this place, going to a better one. But how? I must think of a way out. My hands are strapped behind me, what can I do? I've got it! I get up and run; run faster than I have ever ran before. Run head first-- right into the wall. But I bounce right back. Stupid padding.

2. Insert a **continuous section break** before the **first paragraph**.
3. Click anywhere in your document.
4. Click the **Columns**  button on the toolbar.
5. Select **2** columns.
6. Insert a **continuous section break** at the end of your document.
7. When you are finished, your document should look something like the next page:

## Bouncing Wall

As I sit here and look at the emptiness of the room, I wait. I wait for the date to come; to be free. I've been here long enough, in this room. The walls are white and white is all that I see, nothing else. No chair. No bed. Nothing. They've got them all, everything. Nothing is in my room. They're scared, scared that I'll do something with the furniture and hurt myself. I did that only once...but I was so mad at that time! I'm lonely. I'm isolated from everyone else. Why? I'm not always like that; it's only sometimes that I'll get mad, only sometimes. They treat me like some sort of animal; locked up, except when I'm eating. They'll sit

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## Footnotes

A footnote appears at the bottom of a page to provide additional information about text in your document.

### *To Add Footnotes*

- ◆ Click **View** on the Menu bar. Choose **Normal** to display your document in Normal view.
- ◆ Click where you want the number of the footnote to appear.
- ◆ Click **Insert** on the Menu bar. Choose **Footnote**.
- ◆ Click **OK**.
- ◆ The number of the footnote appears in the document. Type the text for the footnote.
- ◆ When you finish typing the text click **Close**.

### *To Edit Footnotes*

To edit the footnote, double click the number of the footnote to display the footnote text.

### *To Delete Footnotes*

To delete a footnote, select the number of the footnote in the document, press the **Delete** key on your keyboard.

## Exercise (Footnote)

- ◆ Open your word processing program (Microsoft Word), and type the following story into your computer.

# Organizing Business Letters

Marty and Ed were standing outside their apartment building. They were watching construction workers laying the pavement for a city parking lot across the street.

Marty: That new parking lot is going to be a real nuisance. There's enough traffic in this neighbourhood already.

Ed: I'll say. The store owners around here are probably happy, though. They know it will really boost their business.

Marty: Sure, but meanwhile we'll have to put up with all the noise and congestion. I guess our opinion is in the minority.

Ed: What do you mean?

Marty: Don't you remember getting a letter from the city commissioner last year?

Ed: Oh, yeah, I remember. So what?

Marty: Well, the commissioner's letter said that the city was planning to build a parking lot. Anyone who was opposed to the plan was to notify the commissioner in writing. So naturally, I wrote the commissioner a letter explaining why I was against the parking lot.

Ed: I suppose I should have written a letter too, but it probably would have been a waste of time.

Marty: No, that's not true. Letters can have a lot of influence. In another area of the city, restaurant owners wanted to open beer gardens. You know - those bars that serve liquor outdoors in the summer? Well, people in that neighbourhood started a letter-writing campaign. The beer gardens were banned because the city commissioner received so many complaint letters.

Ed: OK, maybe you're right. I guess I just avoid writing letters. I'm not sure what to say or how to say it.

Marty: Writing a letter isn't that big of a deal. Next time, call me up. I took a course in writing business letters at the adult community centre. I'd be glad to give you some pointers.

Ed: Thanks. I'm going to take you up on that offer.

- ◆ Click **View** on the Menu bar. Choose **Normal** to display your document in Normal view.
- ◆ Click at the end of the first paragraph. (The paragraph ending with ...across the street.)

Marty and Ed were standing outside their apartment building. They were watching construction workers laying the pavement for a city parking lot across the street.

Click here

- ◆ Click **Insert** on the Menu bar. Choose **Footnote**.
- ◆ Click **OK**.
- ◆ Type the following text for the footnote:  
E. Romanek, Contemporary's Communication Skills That Work a Functional Approach For Life and Work (Chicago: Contemporary Books Inc., 1991) 111.
- ◆ Click **Close**.



Click here

- ◆ When you are finished, your document should look something like the next page.

# Organizing Business Letters

Marty and Ed were standing outside their apartment building. They were watching construction workers laying the pavement for a city parking lot across the street.<sup>1</sup>

Marty: That new parking lot is going to be a real nuisance. There's enough traffic in this neighbourhood already.

Ed: I suppose I should have written a letter too, but it probably would have been a waste of time.

Ed: I'll say. The store owners around here are probably happy, though. They know it will really boost their business.

Marty: No, that's not true. Letters can have a lot of influence. In another area of the city, restaurant owners wanted to open beer gardens. You know - those bars that serve liquor outdoors in the summer? Well, people in that neighbourhood started a letter-writing campaign. The beer gardens were banned because the city commissioner received so many complaint letters.

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Ed: OK, maybe you're right. I guess I just avoid writing letters. I'm not sure what to say or how to say it.

Ed: Oh, yeah, I remember. So what?

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Ed: Thanks. I'm going to take you up on that offer.

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<sup>1</sup> E. Romanek, *Contemporary's Communication Skills That Work a Functional Approach For Life and Work* (Chicago: Contemporary Books Inc., 1991) 111.

## The "Go To" Command

You can use the **Go To** command to place your inserting point quickly at the location you want.

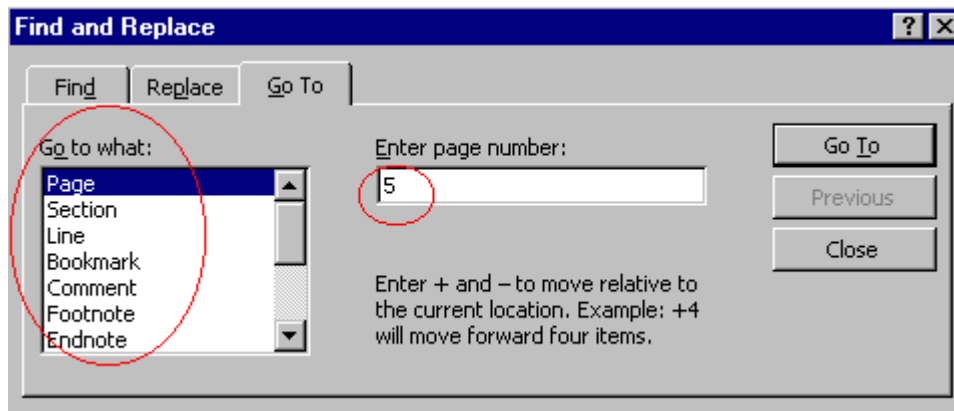
### To Use the Go To Command:

Click **Edit** on the Menu bar. Choose **Go To**.

In the **Find and Replace** dialogue box, click the **Go To** tab.

In the **Go to what** box, choose the option you want.

Enter a number in the **Enter [type] number** box.



Click the **Go To** button.