

How to break pages, split sections in Word 2016

When working on a document with multiple pages, you will sometimes want to control the flow of text more precisely then Breaks can help you in this case.

In Breaks, you can select many types of custom text **breaks** such as **page breaks** , **section breaks** and **column breaks** (column division).

Refer to the video below to learn more about dividing text.

Insert page break

Suppose, the titles are on the third page (*Monthly Revenue and By Client*) but their tables are on the bottom page. So to align, we can press **Enter** until the title is moved to the fourth page, but the text is easy to deflect while we edit other parts of the document. Therefore, instead of applying the above method, we will use **Page break**.

1. Place the insertion point in the position where you want to create the page break. In this example, we will place the insertion point before the titles.

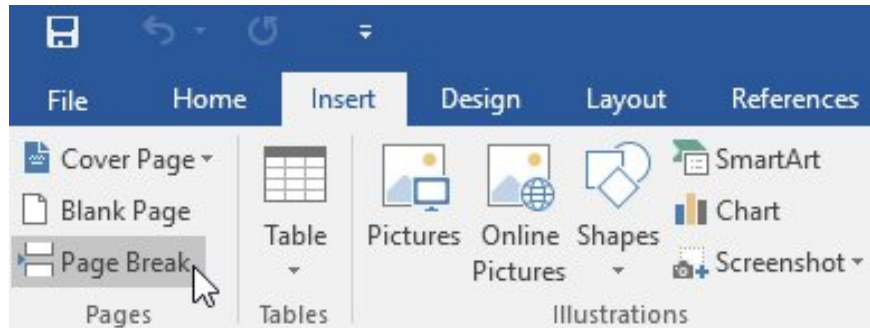
Vijay Chavan,
Software
Developer

MONTHLY REVENUE
BY CLIENT

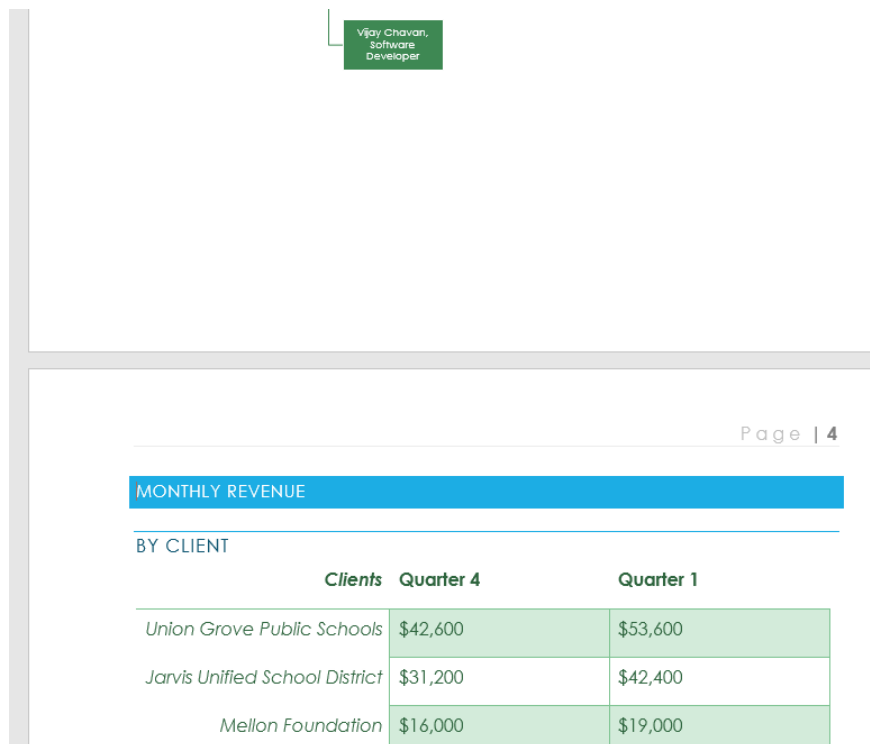
Page | 4

Clients	Quarter 4	Quarter 1
Union Grove Public Schools	\$42,600	\$53,600
Jarvis Unified School District	\$31,200	\$42,400
Mellon Foundation	\$16,000	\$19,000
Right Hand International	\$5,200	\$6,400
DigiPaws.com	\$3,600	\$4,400

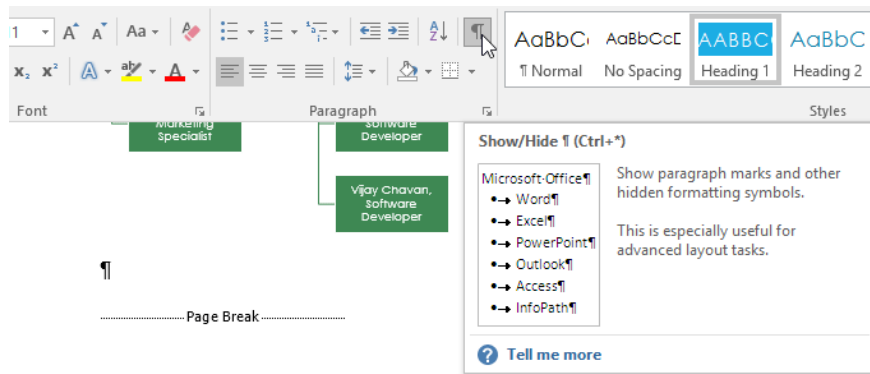
2. In the **Insert tab**, click the **Page Break** command or press **Ctrl + Enter** .



3. **Page break** is inserted into the document and the title will move to the next page.



By default, breaks are usually in hidden mode. So if you want to see breaks in the document, click the **Show / Hide** command on the **Home** tab .



Ph?n breaks

Section breaks create lines between different parts of the document, allowing formatting from a separate section. For example, you want a section to be divided into two columns without the need to add columns to the document. Word provides several types of **section breaks**.

1. **Next Page:** This option inserts a break section and starts a new section on the next page of the text.
2. **Continuous:** Insert the break section and allow the new section to continue on the same page.
3. **Even Page and Odd Page:** These options add a section break and move the text to the next odd or even page. These options can be useful when you need to start a new section on an even or odd page.

Section Breaks

	<p><u>N</u>ext Page</p> <p>Insert a section break and start the new section on the next page.</p>
	<p><u>C</u>ontinuous</p> <p>Insert a section break and start the new section on the same page.</p>
	<p><u>E</u>ven Page</p> <p>Insert a section break and start the new section on the next even-numbered page.</p>
	<p><u>O</u>dd Page</p> <p>Insert a section break and start the new section on the next odd-numbered page.</p>

Insert break section

In this example, we will add a section break to separate a paragraph from the column list.

1. Put the insertion point into the position you want to add the split part. We will place it before the paragraph we want to split.

CLIENTS OVERVIEW

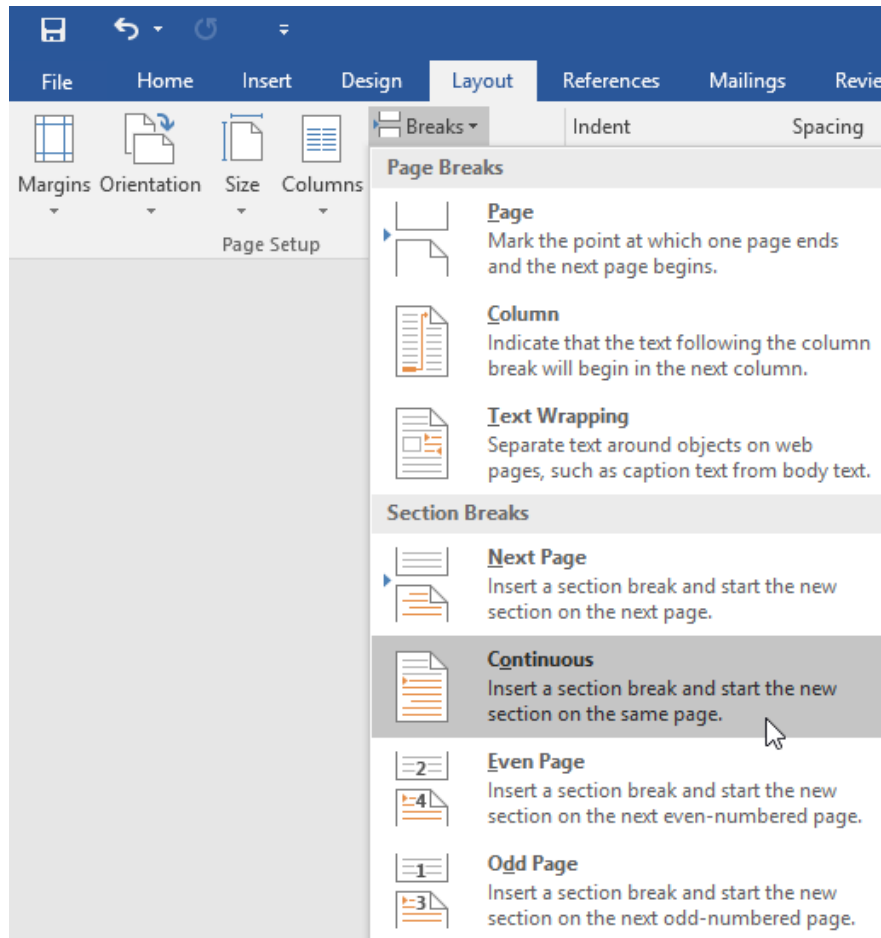
The company added 13 new clients to its roster between December 2015 and January 2016.

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 **break section** from the drop-down menu. In this example, we select **Continuous** so that our text stays on the same page as the columns.



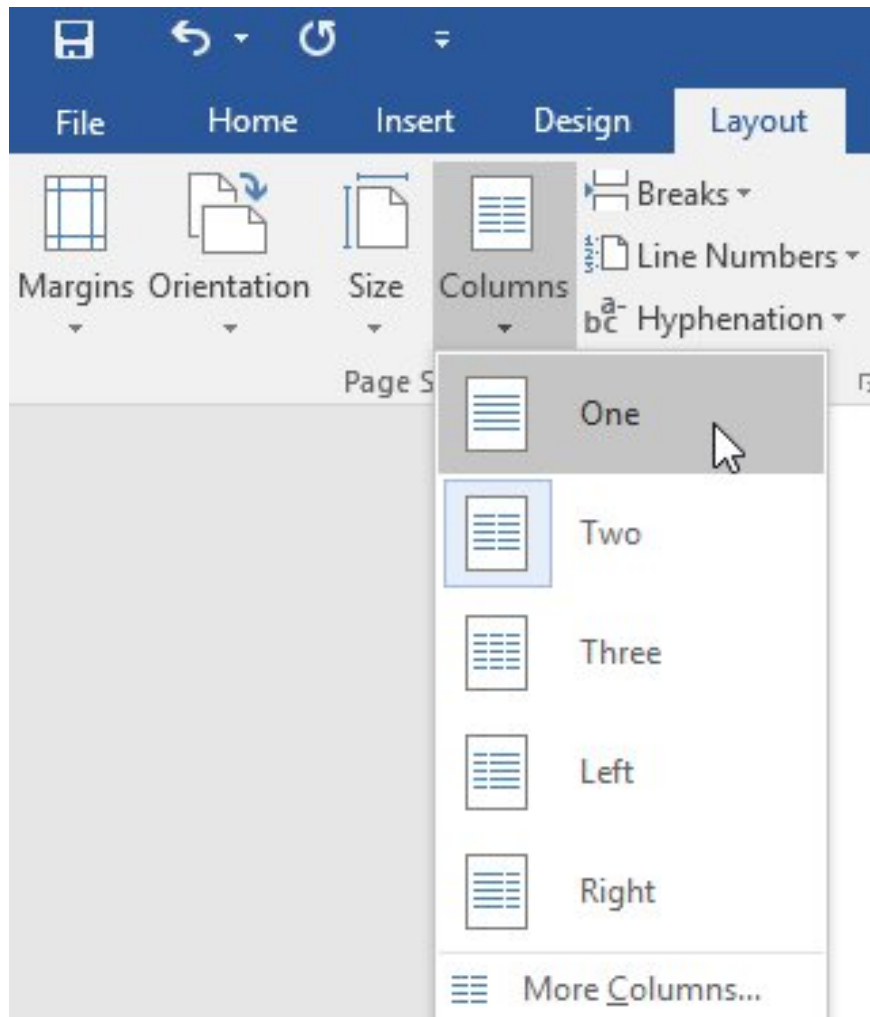
3. Text has been separated.

NEW CLIENTS

- Bancroft Preparatory Academy
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4. Text before and after the break section can be individually formatted. In this case, I apply the **one-column** format to the paragraph.



5. This format will be applied to the current break section of the document. This example, while the text above the section break applies the **two-column** format, the one-column format paragraph.

NEW CLIENTS

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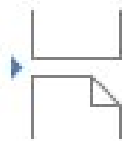
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Other types of Breaks

When you want to display the column format or specify text around the image, Word provides a few other break options:

1. **Column:** To create multiple columns, you can apply the break column to balance the column display. After using column break, the text will start in the next column.
2. **Text wrapping:** When inserting images or icons into documents, you can use text-wrapping break to capture text below the image.

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.



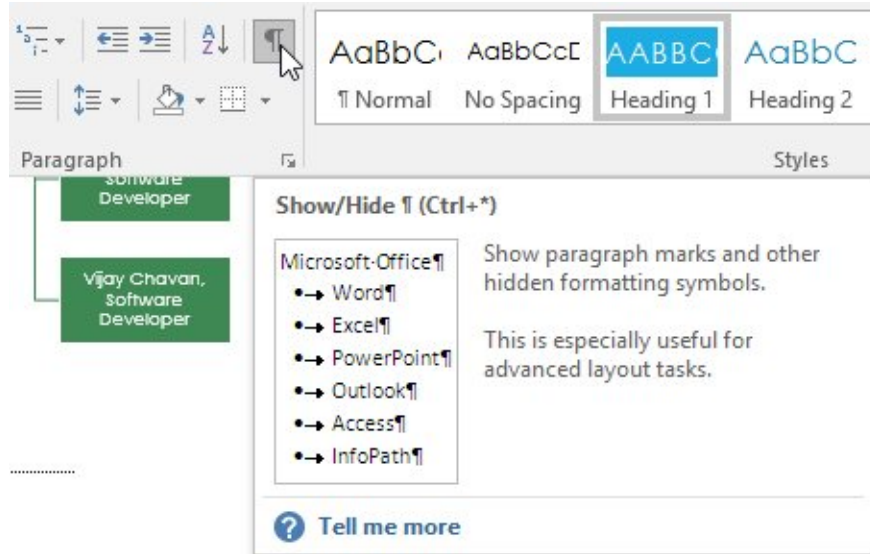
Text Wrapping

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

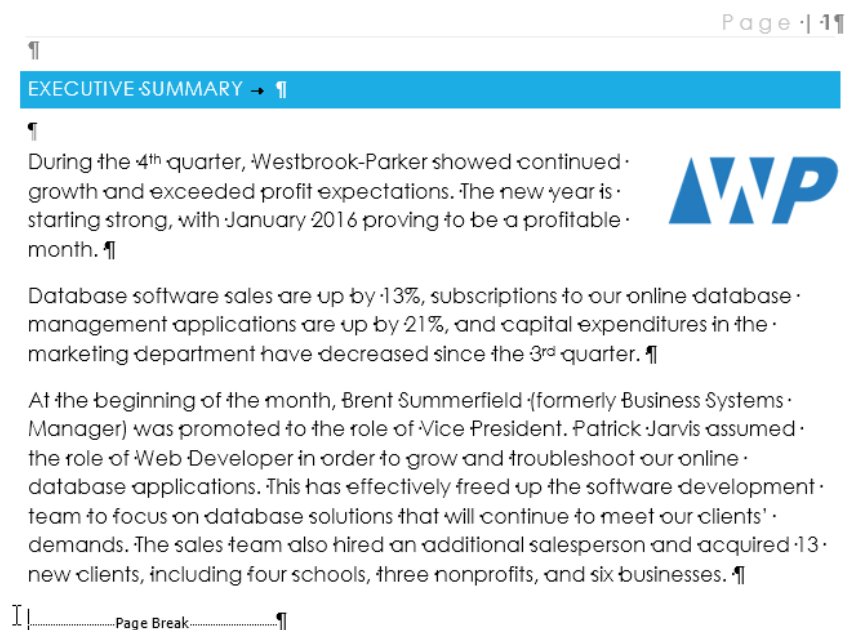
Remove split text

By default, breaks will be to hide. If you want to delete the break, you will have to display the break on the text.

1. On the **Home** tab, click the **Show / Hide** command .



2. Determine the segment you want to remove, then place the insertion point before the break.



3. Press the **Delete** button . Segment will disappear.

¶ During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The new year is starting strong, with January 2016 proving to be a profitable month. ¶



Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital expenditures in the marketing department have decreased since the 3rd quarter. ¶

At the beginning of the month, Brent Summerfield (formerly Business Systems Manager) was promoted to the role of Vice President. Patrick Jarvis assumed the role of Web Developer in order to grow and troubleshoot our online database applications. This has effectively freed up the software development team to focus on database solutions that will continue to meet our clients' demands. The sales team also hired an additional salesperson and acquired 13 new clients, including four schools, three nonprofits, and six businesses. ¶

¶ Clients report their satisfaction with the flexibility that our online database applications continue to afford them. The marketing department plans to study usage trends throughout the 1st and 2nd quarters so that the software development team can tailor our offerings to best meet demands. Marketing and sales trends indicate that our overall growth will continue. ¶

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