

Learn about Section in Microsoft Word 2010

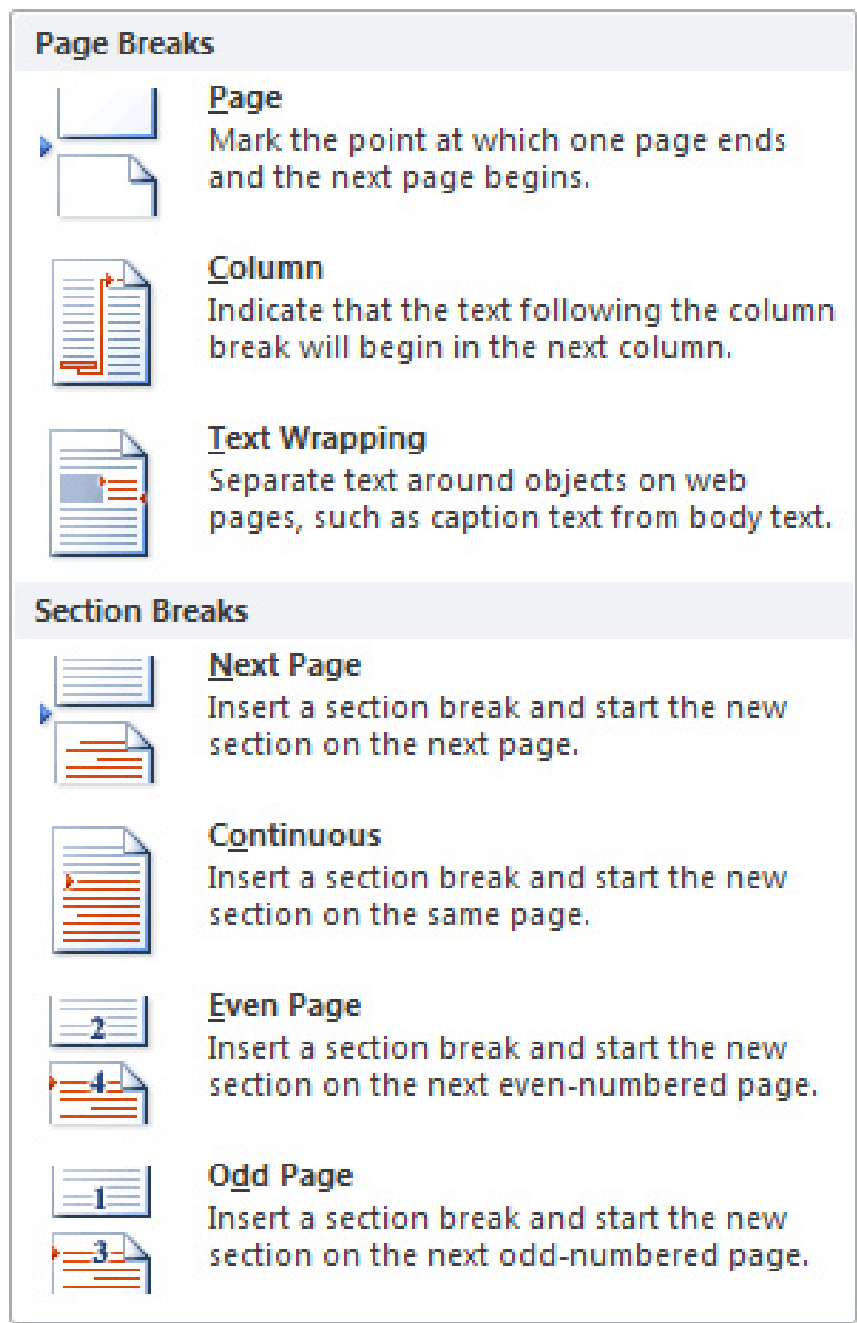
In the tutorial article below, we will introduce you to some of the basic features of the Section in the Microsoft Word 2010 application. Dividing and inserting a Section into a Word document is an extremely useful solution. if you have to do some things like this ...

TipsMake.com - In the tutorial article below, we will introduce you to some basic features of the Section in Microsoft Word 2010 application. Dividing and inserting sections into Word documents will be 1 prize. The solution is extremely useful if you have to do some things like this:

- Using sequence numbers starting with 1 for each section in that document, the typical example is having multiple chapters in the same text.
- Display characters in 2 columns with 1 part of text, then return to normal mode
- Display different header and footer sections in each section of the text page

Therefore, we can understand that the process of dividing document documents into different sections, thereby applying many different types of formats according to needs.

To insert a **section break** , click **Page Layout> Page Setup> Breaks**, the control panel shown below will show:



Here, we will have many Section options to apply. Eg:

- **Next Page:** start a new page and insert a new section on this page.

- **Continuous :** this function will not create a new page of text, so we can create multiple sections on this page. You should use continuous break if you want to apply multiple formats on the same page. Or simply, this option will help us insert a new Section from the position of the cursor.

- **Even and Odd:** this feature will automatically insert corresponding break sections, then start the new section on the next numbered page. (Even is an even numbered page, and Odd is an odd page.).

When you want to delete a Section Break section, the text sections that are applied in that section will be broken. Note that we cannot see this action in the default View Print Layout mode, so switch to Draft by clicking **View> Document Views> Draft**. Here, we will see dotted lines as well as the current section break format types. And to delete Section Break, click on the dotted line and press the **Delete** key.

>>>**Video reference**

Use Section Break in Word 2007

Use Section Break in Word 2010

>>>**Print a section section in the Word document**

Good luck!

You finished reading the article "**Learn about Section in Microsoft Word 2010**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.