

5 Managing Text Flow

LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Setting Page Layout	Modify page setup.	1.3.1
Working with Breaks	Force page breaks. Insert breaks to create sections.	2.3.5 2.3.2
Controlling Pagination	Prevent paragraph orphans.	2.3.1
Setting Up Columns	Create multiple columns within sections. Add titles to sections.	2.3.3 2.3.4
Inserting a Blank Page into a Document		

WILEY

KEY TERMS

- columns
- hyphenation
- landscape orientation
- line break
- margins
- nonbreaking spaces
- orphan
- page break
- portrait orientation
- section break
- widow



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Health Resources is a Fortune 500 company looking to relocate its corporate headquarters. As a strategic associate for USA Health Resources, you are involved in the logistics for its relocation project. In particular, you are responsible for creating a proposal and exploring the different options that Word has. In this lesson, you learn to work with page layout, control paragraph behavior, work with section and page breaks, reference lines quickly, create and format columns, and insert a blank page.

SOFTWARE ORIENTATION

The Page Layout Tab

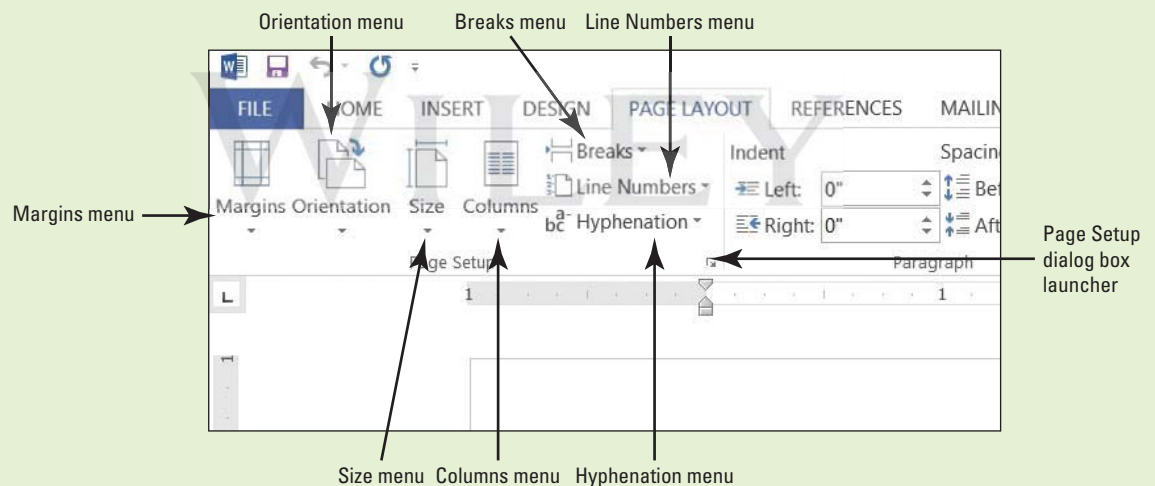


Figure 5-1

Page Layout

The Page Layout tab contains groups of commands that produce a formatted document's layout for the entire document or sections of the document. Commands in the Page Setup group (see figure 5-1) allow you to set margins, change the document's orientation, and adjust the paper size for the entire document or sections in the document. Columns allow you to split your document into two or more columns. Inserting section breaks into the document enables you to change the page setup for an existing section in the document without affecting the other pages in the document. The Show Line Numbers commands allow you to reference specific lines in your document. The Hyphenation command provides options to hyphenate words in a document automatically or manually and the non-breaking space wraps text to the next line to avoid awkward breaks at the right margin.

In the Paragraph group, Word contains features that control how a paragraph breaks within the document and pages. You control the pagination in the document by preventing widow and orphan lines of text to break in the document, or keeping text together, keeping lines together, and determining where page breaks will occur in the document.

You can also manage the text flow in the document by creating multiple columns in a document, customizing the column settings, and inserting column breaks in the Page Setup group.

Although most of the commands you will use to control the layout of your document are found on the Page Layout tab, there are a few other commands you might find helpful on the Insert tab in the Pages group.

The Bottom Line

SETTING PAGE LAYOUT

The layout of a page helps communicate your message. Although the content of your document is obviously important, having appropriate margins, page orientation, and paper size all contribute to the document's readability and appearance.

Setting Margins

Margins are the white space that borders the top, bottom, and sides of a document. You can change margins from Word's default size of one inch using commands in the Page Setup group in the Page Layout tab. You can choose preset options from a gallery or set Custom Margins in the Page Setup dialog box. In the Page Setup group, click the *Margins* menu, and a set of predefined margin settings are available for selection. Click the setting of your choice and the whole document will reflect the changes. Click the *Custom Margins* command to display the Page Setup dialog box, where you can specify custom margin sizes. In this exercise, you customize a document's margins.

STEP BY STEP

Set Margins



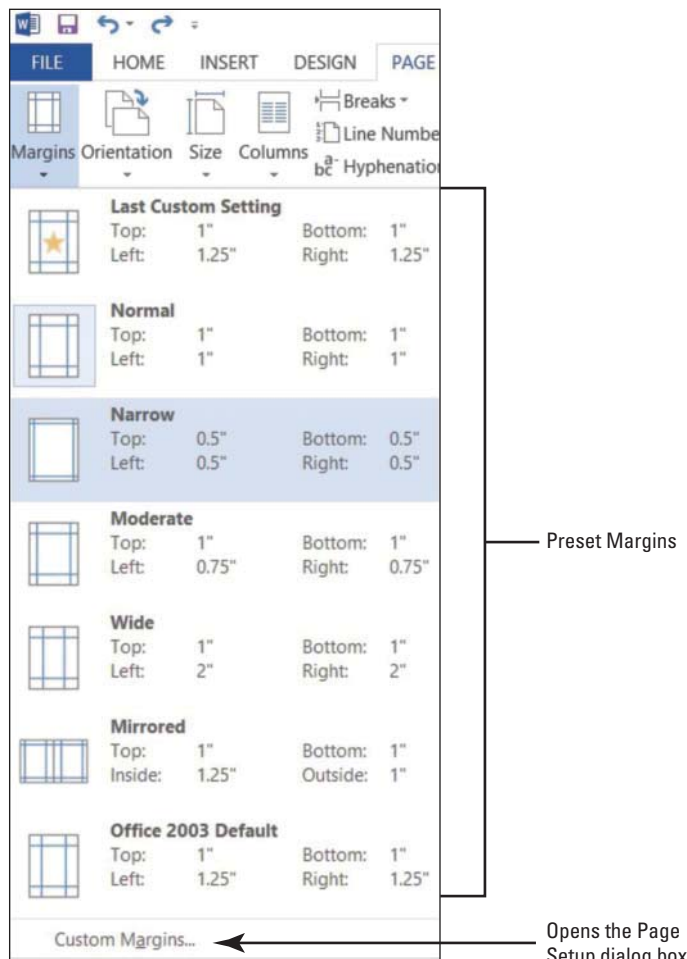
GET READY. Before you begin these steps, be sure to launch Microsoft Word.



1. **OPEN** the *Proposal* file for this lesson.
2. Delete the extra blank lines above *USA Health Resources*.
3. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** to display the Margins menu.
4. Choose **Narrow**, as shown in Figure 5-2. The margins are set to 0.5" from top, bottom, left, and right.

Figure 5-2

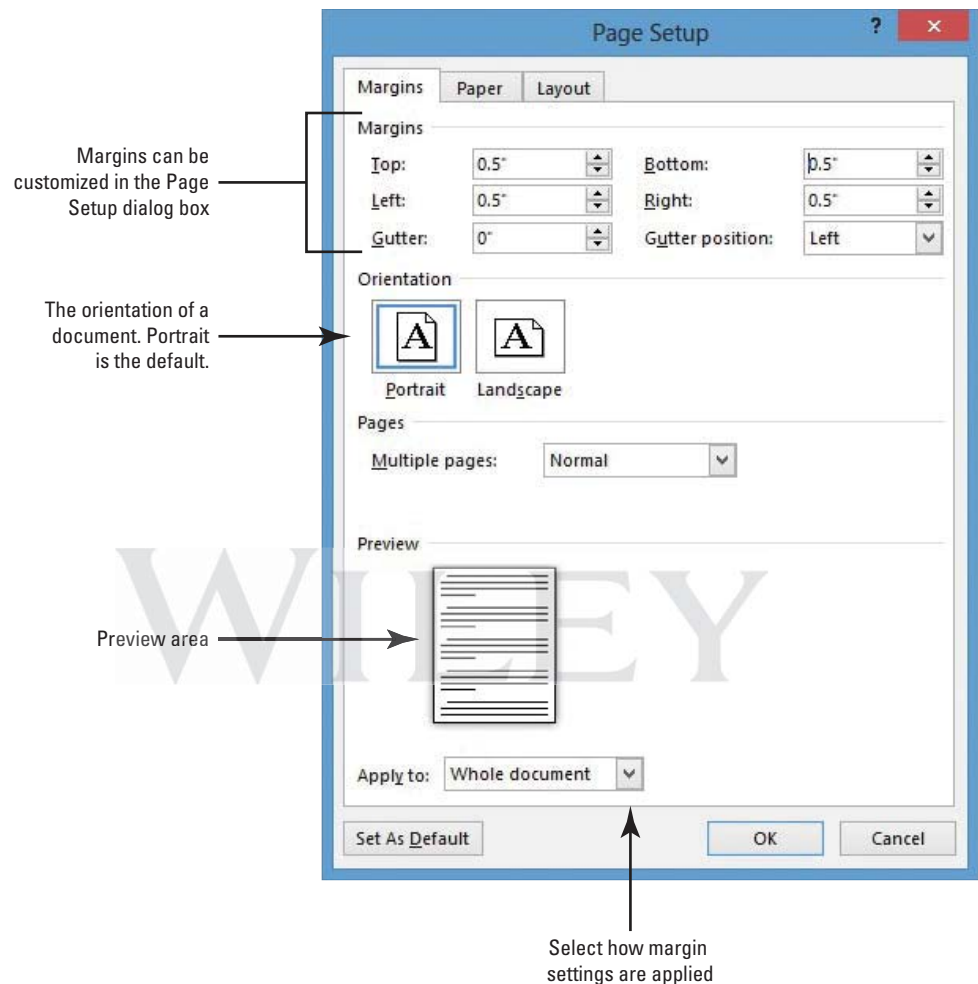
Margins menu



5. In the Page Setup group, click the **drop-down arrow** to display the Margins menu.
6. Click **Custom Margins** to open the *Page Setup* dialog box shown in Figure 5-3.

Figure 5-3

Page Setup dialog box



**CERTIFICATION
READY?** **1.3.1**

How would you change
margins in a document?

7. Change the bottom, left, and right margins to **1"** and the top margin to **2"**. Changing the margins affects all pages within the document. Click **OK**.
8. **SAVE** the document as **Draft Proposal** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.



Another Way

The Page Setup dialog box can also be accessed through Backstage by clicking *File*, *Print*, and *Page Setup*.

Selecting a Page Orientation

A document's orientation determines what direction the text extends across the page. A letter size document in portrait orientation is 8 ½" by 11" and the text extends across the shorter width of the document, whereas a letter size document in landscape orientation is 11" × 8½" and orients the text extending across the longer dimensions of the page. As you plan and format a document, you must choose its page orientation. In **portrait orientation**, which is commonly used for business documents, text extends across the shorter length of the document. **Landscape orientation**, which is commonly used for brochures, graphics, tables, and so on, orients text across the longer dimension of the page. In this exercise, you change a document's orientation from portrait (the default) to landscape.

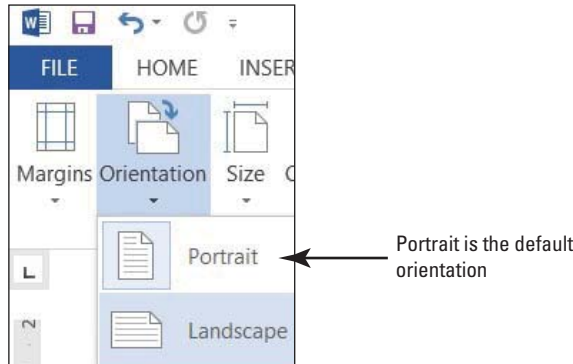
STEP BY STEP**Select a Page Orientation**

USE the document that is open from the previous exercise.

1. In the Page Setup group of the Page Layout tab, click the **drop-down arrow** to display the Orientation menu.
2. Select **Landscape**, as shown in Figure 5-4. The page orientation changes to Landscape.

Figure 5-4

Orientation menu



3. Click the **File** tab, and then click **Print**, to preview the document in Backstage view. On the right side of the pane, the document displays in landscape and under Settings, you see Landscape Orientation as the setting. Also, notice you can access the Page Setup dialog box from the Print screen. It is good practice to preview your document before printing to ensure the text will print correctly.
4. **SAVE** the document as **Draft1 Proposal** in the lesson folder on your flash drive.

**CERTIFICATION
READY? 1.3.1**

How would you change the orientation in a document?

PAUSE. LEAVE the document open to use in the next exercise.

Choosing a Paper Size

Although the standard paper size of 8½" × 11" is the default setting, Word provides several options for formatting documents for a variety of paper sizes. Word provides preset document sizes or you can customize the paper size by clicking the *More Paper Sizes* command. For instance, invitations, postcards, legal documents, or reports all require a different paper size. Many printers provide options for printing on different sizes of paper, and in some cases, you might need to change or customize the paper size in Word as you format your document. Legal documents, for example, must be formatted for 8½" × 14" paper. In this exercise, you change the size of paper from the default.

STEP BY STEP**Choose a Paper Size**

USE the document that is open from the previous exercise.

1. In the Page Setup group of the Page Layout tab, click the **drop-down arrow** to display the Orientation menu, and then select **Portrait**. The orientation is changed back to portrait from the previous exercise.
2. From the Page Setup group of the Page Layout tab, click the **drop-down arrow** to display the Size menu, and then select **Legal**, as shown in Figure 5-5.

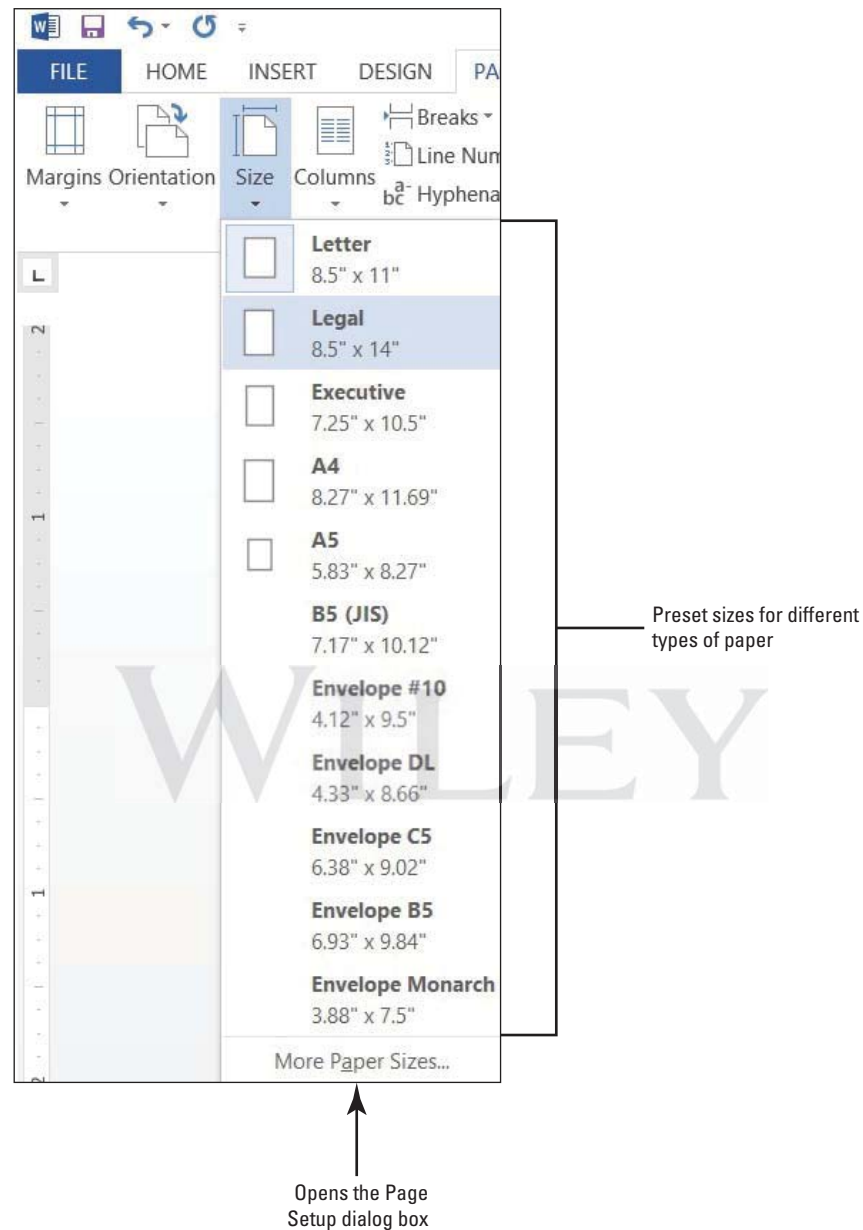


Troubleshooting

If your printer cannot print on legal size paper, you won't see *legal size* as an option here. You should select another paper size instead.

Figure 5-5

Size menu



3. On the File tab, click **Print** to preview your document in Backstage view. On the right side of the pane, the document displays in portrait orientation and legal size.

Cross
Ref

In Lesson 1, you learn to use the Quick Access Toolbar. To customize the Quick Access Toolbar, click the down arrow and select *Print Preview* and *Print*.

4. Return to the document by clicking on the **Return to Document** button.
5. Click the **Page Layout** tab, and then click the **drop-down arrow** to display the Size menu; next, select **Letter**.
6. **SAVE** the document as **Draft2 Proposal** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY?** **1.3.1**

How would you change the
paper size in a document?

WORKING WITH BREAKS

The Bottom Line

Word automatically starts a new page in long documents when the text reaches the bottom of the page. There might be times, however, when you will work with documents that contain various objects or special layouts that require you to control where a page or section breaks. You can insert

and remove these manual page breaks and section breaks, and you can control word hyphenation or set nonbreaking spaces in Word.

Inserting and Removing a Manual Page Break

A **page break** is the location in a document where one page ends and a new page begins. You can let Word determine where the break will occur, and you can also decide where to insert the manual page break or set specific options for those page breaks. Manual page breaks display as a single dotted line with the words *Page Break* in the center when you enable the Show/Hide button (as shown in Figure 5-6). In Print Layout view, Word displays a document page by page, one after the other. In this exercise, you learn to insert and remove a manual page break.

The Breaks menu contains options for inserting three types of Page Breaks:

- **Page:** Inserts a manual page break where one page ends and a new page begins.
- **Column:** Inserts a manual column break where text will begin in the next column after the column break.
- **Text Wrapping:** Separates the text around objects on a web page, such as caption text from body text.

STEP BY STEP

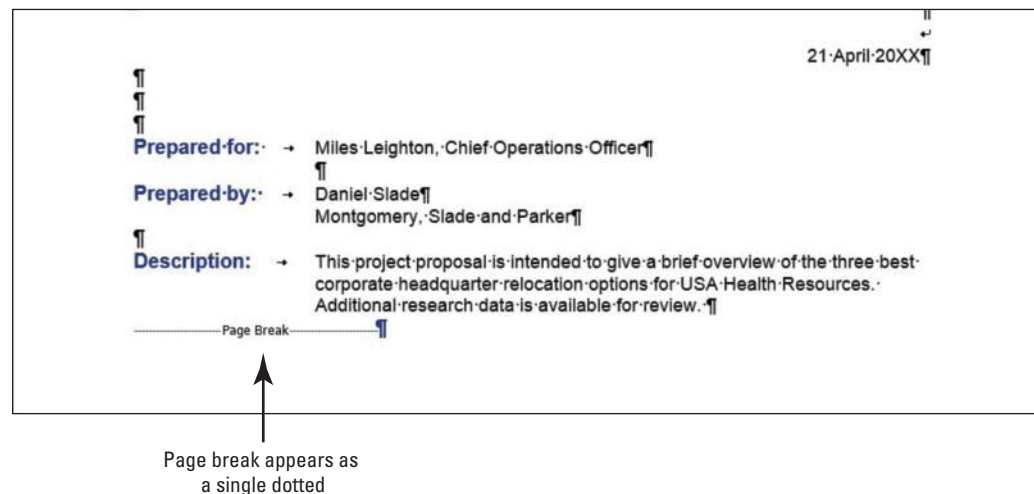
Insert and Remove a Manual Page Break

USE the document that is open from the previous exercise.

1. **DELETE** all blank lines above *Proposal Description*. The insertion point should be positioned before *P* in the *Proposal Description* heading.
2. On the Insert tab, in the Pages group, click the **Page Break** button. A manual page break is inserted and the *Proposal Description* paragraph is forced to the next page.
3. Scroll up to the first page and notice the page break marker that has been inserted and that displays as a single dotted line, as shown in Figure 5-6. If you cannot see the page break marker, make sure the command Show/Hide is turned on.

Figure 5-6

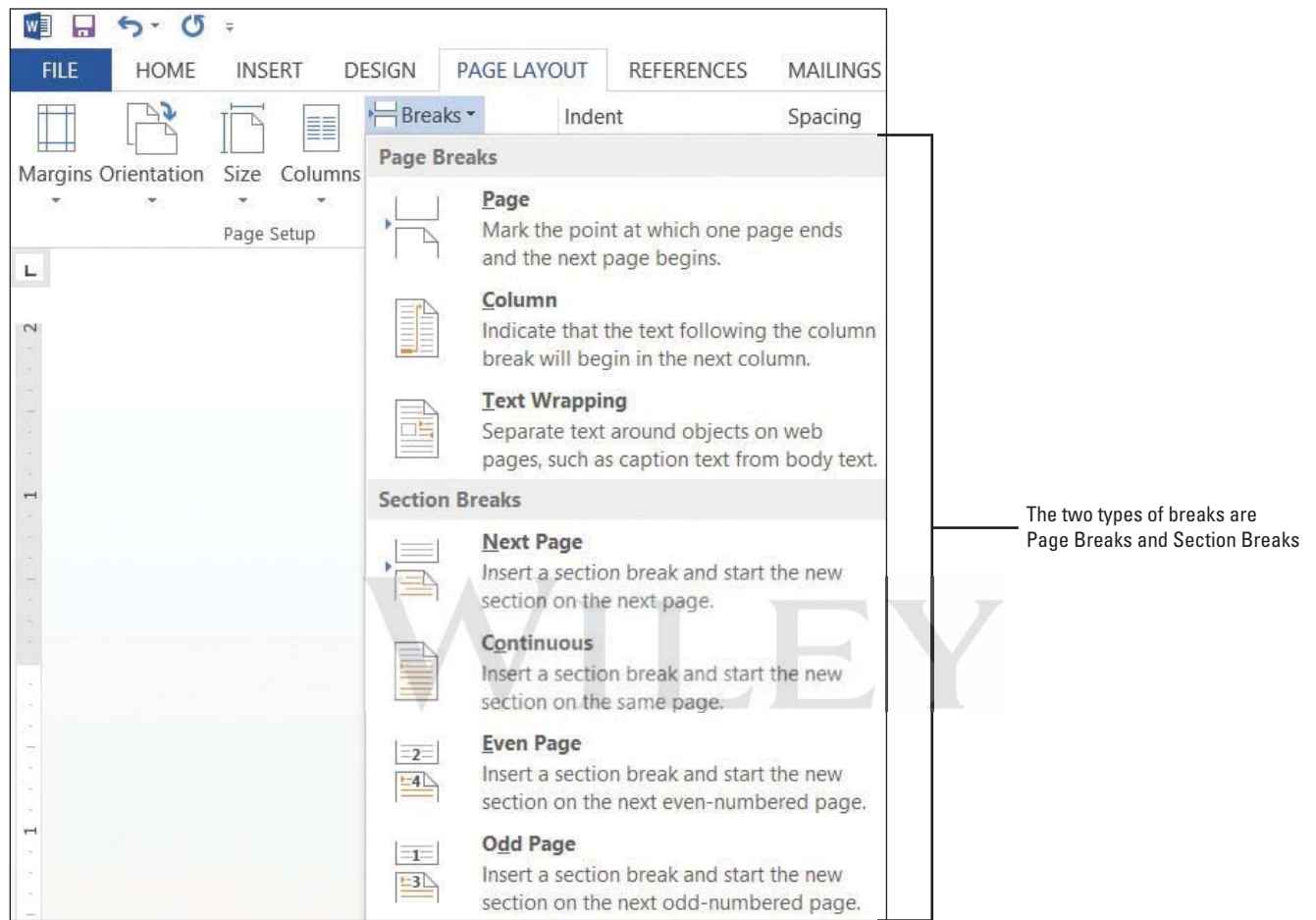
Page Break in Print Layout view



4. Scroll down and position the insertion point before the *O* in the *Option 1* heading.
5. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** to display the **Breaks** menu. The Breaks menu appears, as shown in Figure 5-7.

Figure 5-7

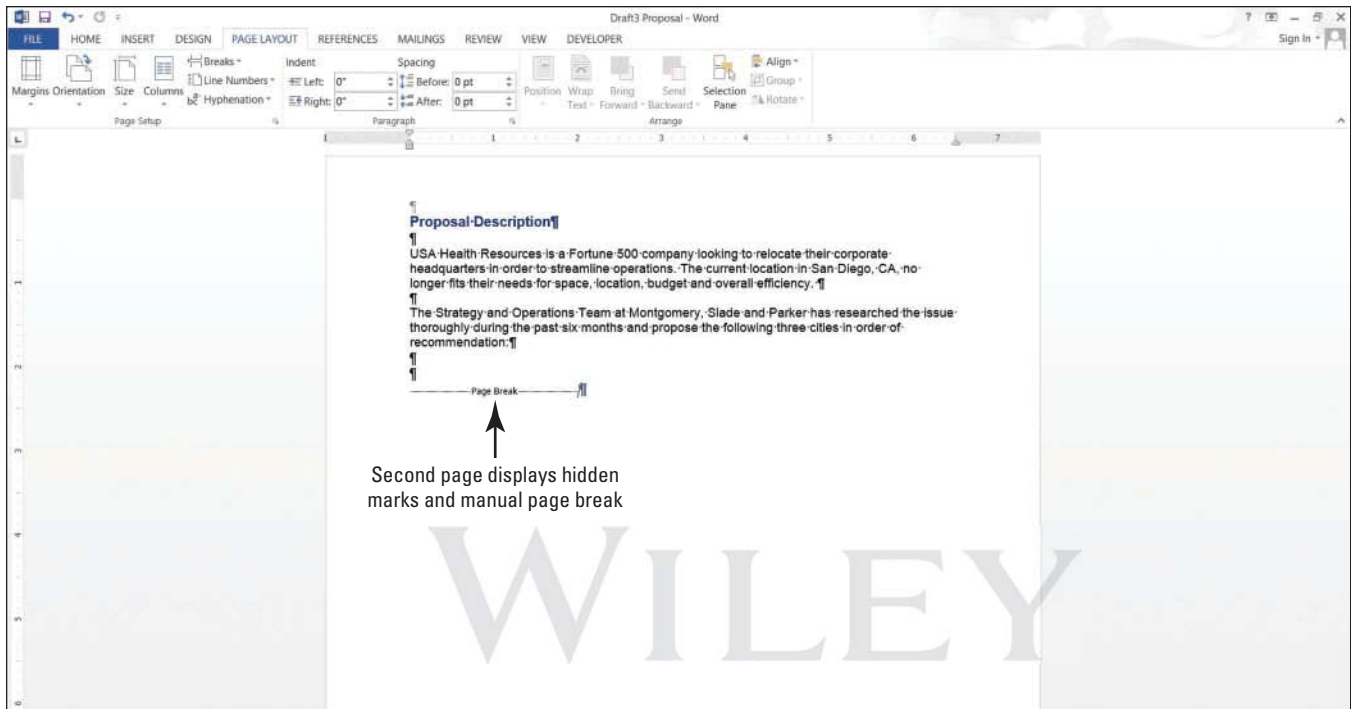
Breaks menu



6. Select **Page** from the menu and a manual page break is inserted, and text is forced to the next page.
7. Position the insertion point before the *O* in the *Option 2* heading and repeat steps 5 and 6.
8. Position the insertion point before the *O* in the *Option 3* heading and press **Ctrl+Enter** to enter a manual page break using the keyboard shortcut.
9. **SAVE** the document as **Draft3 Proposal** in the lesson folder on your flash drive.
10. Click the **View** tab, change the view to **Draft**, and review the page breaks in your document.
11. Return to the **Print Layout** view.
12. Scroll to the second page and notice the manual page break marker, shown in Figure 5-8.

Figure 5-8

Manual page break
with hidden formatting
marks displayed



13. On page 2, select the **Page Break** marker.
14. Press the **Backspace** key. The page break is deleted, and text from the next page is moved to page 2.
15. Scroll up to page 1, select the **Page Break** marker below the last paragraph in *Description*, and press the **Backspace** key. The *Proposal Description* heading is moved to page 1.
16. Select the remaining **Page Break** markers and press **Delete**.
17. Keep the document open without saving the changes made in the last three steps.

PAUSE. LEAVE the document open to use in the next exercise.

Take Note Click the *Show/Hide*  button to view page breaks and section breaks for editing purposes.

**CERTIFICATION
READY? 2.3.5**

How would you insert a
manual page break?

Inserting Section Breaks

A **section break** is used to create multiple sections in the same document. You can even create different sections on the same page. Each section can have its own layout or formatting. You can use section breaks to create a section in your document that contains a page with margins and orientation that is different from the remainder of the document. A section break appears with a dotted double line, labeled *Section Break*. You can select and delete section breaks just as you can remove page breaks. In this exercise, you insert a continuous section break and then change the margins for that section.

There are four available options for creating Section Breaks in Word, as shown in Table 5-1.

Table 5-1

Types of Section Breaks

Type	Description
Next Page	Inserts a section break and starts the new section on the next page
Continuous	Inserts a section break and starts the new section on the same page
Even Page	Inserts a section break and starts the new section on the next even-numbered page
Odd Page	Inserts a section break and starts the new section on the next odd-numbered page

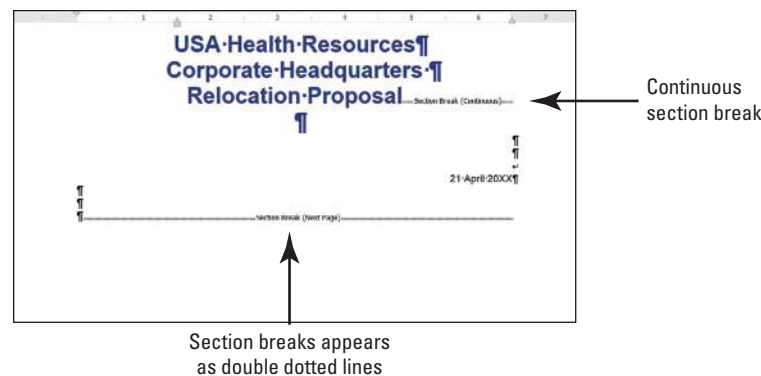
STEP BY STEP**Insert a Section Break**

USE the document that is open from the previous exercise.

1. Press **Ctrl+Home** to move to page 1 and position the insertion point after *Relocation Proposal*.
2. On the Page Layout tab, in the Page Setup group, click the **Breaks** button.
3. Under Section Breaks, select **Continuous**. A Continuous Section Break is inserted, which begins a new section on the same page.
4. Position the insertion point on the blank line before *P* in *Prepared for* . . .
5. On the Page Layout tab, in the Page Setup group, click the **Breaks** button.
6. In the Section Breaks section of the menu, select **Next Page**. A next page section break is inserted in your document, as shown in Figure 5-9. Inserting a section break allows you to format the page without affecting the other pages in the document.

Figure 5-9

Section breaks

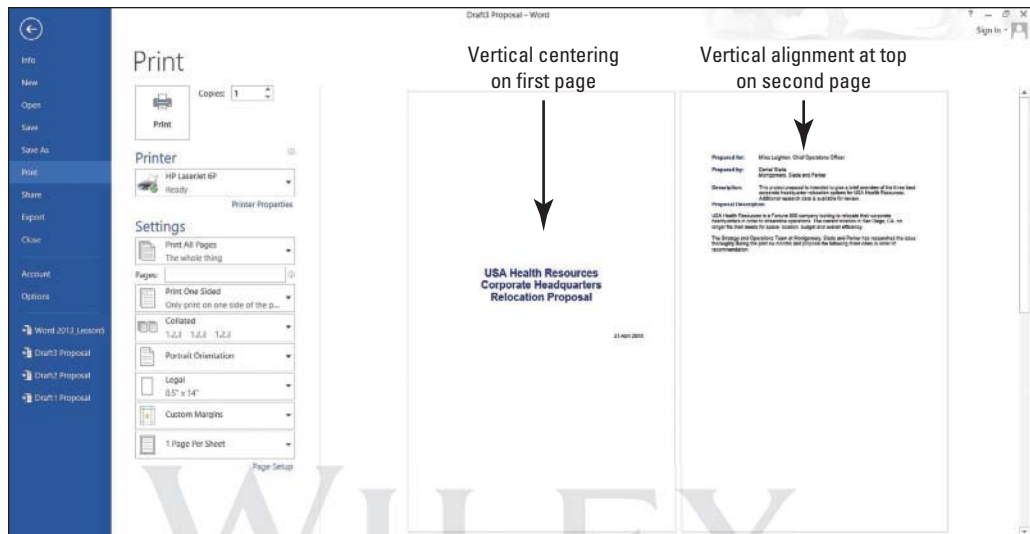


7. Position the insertion point before the *O* in the *Option 1* heading.
8. On the Page Layout tab, in the Page Setup group, click the **Breaks** button.
9. Under Section Breaks, select **Next Page**. The Next Page break begins a new section on the following page.
10. Place the insertion point on page 1 and select the three line headings to include the blank line below.
11. Click the **dialog box launcher** in the Page Setup group to display the *Page Setup* dialog box.
12. In the Margins tab using Custom Margins, change the top margin from 2" to 1". In the lower-left corner of the dialog box, notice the Apply to section displays as Selected sections.
13. Click the **Layout** tab and under the Page section, Vertical alignment, select **Center**, and then click **OK**. The changes made in the Layout tab are applied to this section.

14. Click the **File** tab, and then click **Print** to preview your document in Backstage view. The first page is vertically centered, as shown in Figure 5-10; whereas the remaining pages are vertically aligned at the top with a 2" margin. Use the **Next Page** button in Backstage to go to the next page. Then use the **Previous Page** button to return to page 1.

Figure 5-10

Document with section break and vertical centering



CERTIFICATION READY? 2.3.2

How would you insert a continuous break?

CERTIFICATION READY? 2.3.2

How would you insert a next page break?

CERTIFICATION READY? 2.3.2

How would you insert an even-numbered page break?

CERTIFICATION READY? 2.3.2

How would you insert an odd-numbered page break?

15. Click the **Return to Document** button.
16. Position the insertion point anywhere on page 3.
17. In the Page Setup group, click the **dialog box launcher** to display the *Page Setup* dialog box.
18. In the Margins tab, change the top margin from 2" to **1"**.
19. Click **OK**. The margins for pages 3 and 4 are set to 1".
20. **SAVE** the document as **Draft4 Proposal** in the lesson folder on your flash drive.
21. Remove each of the section breaks that you have applied.
22. On the first page, position the insertion point before the *P* in *Prepared for*.
23. On the Page Layout tab, in the Page Setup group, click the **Breaks** button.
24. Under Section Breaks in the Breaks menu, select **Even Page** to start a new section on the next even-numbered page. The status bar reads **PAGE 2 of 3**.
25. Position the insertion point before *O* in the *Option 1* heading.
26. On the Page Layout tab, in the Page Setup group, click the **Breaks** button.
27. Select **Odd Page** to start a new section on the next odd-numbered page. The status bar reads **PAGE 3 of 4**. Section breaks have been inserted for both even and odd pages.
28. **SAVE** the document as **Draft5 Proposal** in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.

Section breaks can be used to change types of formatting for:

- Columns
- Footnotes and endnotes
- Headers and footers
- Line numbering
- Margins
- Page borders

- Page numbering
- Paper size or orientation
- Paper source for a printer
- Vertical alignment of text on a page

Take Note Remember that when you delete a section break, you remove the section formatting as well.

Using Hyphenation

Hyphens, shown as the punctuation mark -, are used to join words and separate syllables of a single word. When a word has a hyphen, the different parts of the word can appear on different lines. By default, **hyphenation** is off in Word; all words appear on a single line, rather than hyphenated and split between lines. As you format a document, however, you might need to determine when to apply a hyphen. In this exercise, you practice using Word's hyphenation feature.

Note the differences here between a document with hyphenation and one without hyphenation.

Without hyphenation:

As a strategic associate for USA Health Resources, you are involved in the logistics for their relocation project.

With hyphenation:

As a strategic associate for USA Health Resources, you are involved in the logistics for their relocation project.

STEP BY STEP

Insert Hyphens in a Document

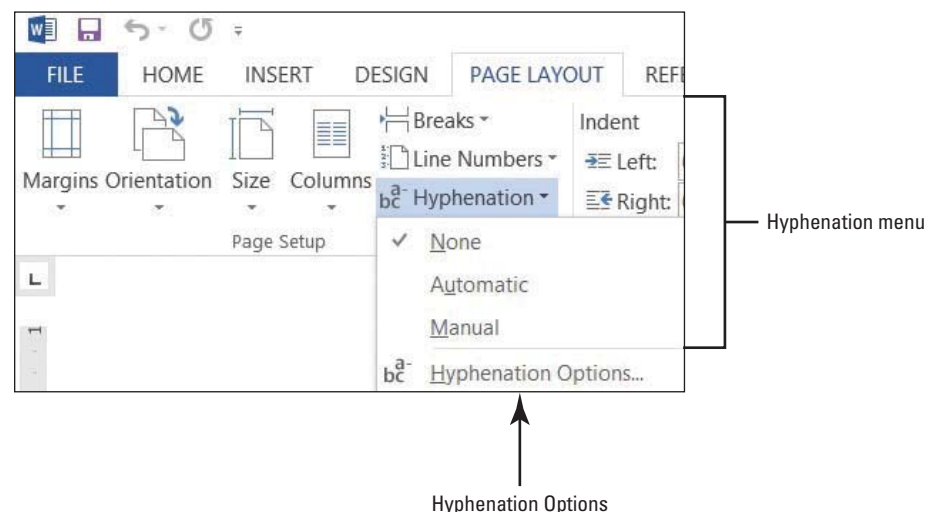


OPEN *Relocation Proposal* from the data files for this lesson.

1. On the Page Layout tab, in the Page Setup group, click the **Hyphenation drop-down arrow**.
2. Select **Automatic**; review your document.
3. Click the **drop-down arrow** to display the Hyphenation menu and select **None**, as shown in Figure 5-11.

Figure 5-11

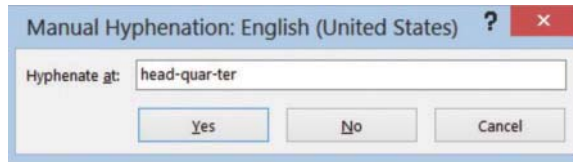
Hyphenation menu



4. Click the **Hyphenation drop-down arrow** again, and select **Manual**. The *Manual Hyphenation* dialog box stops at the first suggested text for hyphenation (*headquarter*), as shown in Figure 5-12.

Figure 5-12

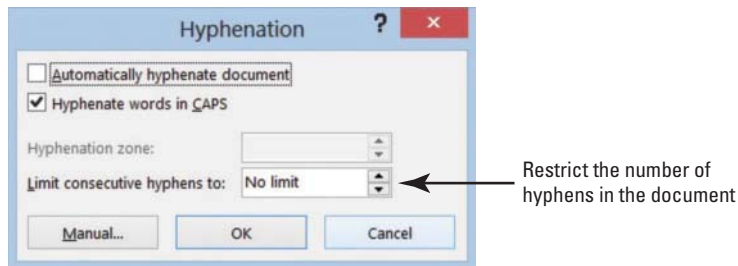
Manual Hyphenation dialog box



5. Click **Yes**. Manual Hyphenation allows you to determine where to hyphenate the word by clicking **Yes**, **No**, or **Cancel**, and you can decide where to position the insertion point.
6. Click **No** to *review*.
7. Click **Yes** to *headquarters*.
8. Click **No** to *issue*, *seeking*, and *ample*.
9. Click **Yes** to *technology* and *location*.
10. When Word stops at *transportation*, move the insertion point to the third hyphen (after "ta") and click **Yes**.
11. Click **No** to *proximity* and **Yes** to *business*.
12. A message box appears when Word has completed the process of searching for words to hyphenate within the document. Click **OK**.
13. **SAVE** the document as **Relocation1 Proposal** in the lesson folder on your flash drive.
14. Click the **Hyphenation drop-down arrow** and select **Hyphenation Options** to open the *Hyphenation* dialog box, as shown in Figure 5-13.

Figure 5-13

Hyphenation dialog box



15. Click the check box to **Automatically hyphenate document**.
16. Click **OK**. The document is automatically hyphenated.
17. Click the **Hyphenation drop-down arrow** and select **Hyphenation Options** to open the *Hyphenation* dialog box.
18. Click the **up arrow** to set the Limit Consecutive Hyphens to **2**. Click **OK**. The number of hyphens in the document is restricted once the default is changed from No Limit.
19. **SAVE** the document as **Relocation2 Proposal** in the lesson folder on your flash drive.

PAUSE. LEAVE Word open to use in the next exercise.

Inserting Line Numbers

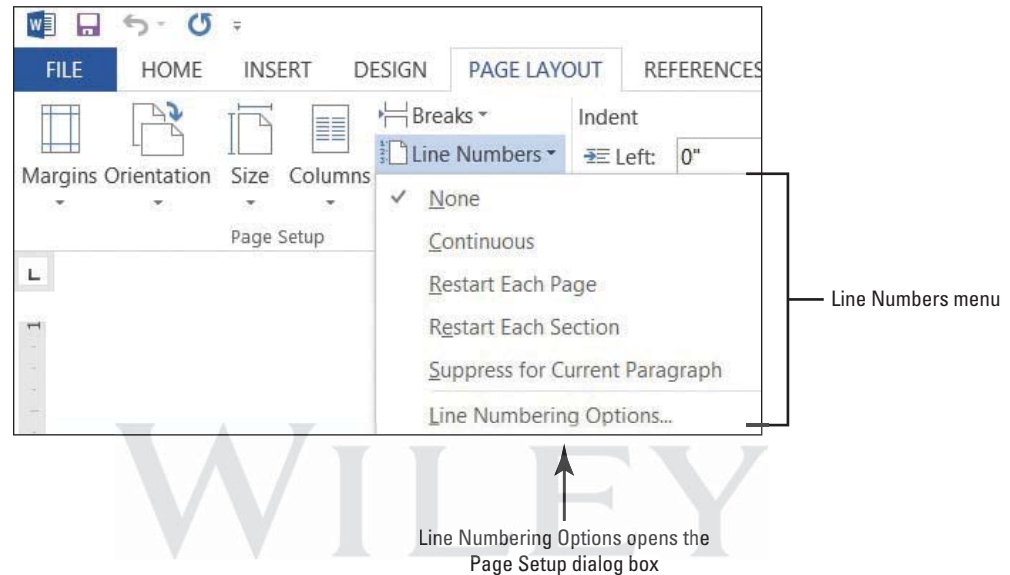
Displaying the line numbering makes it easy to reference specific places in the document. Line numbering places a number to the left of each line. You can start a new number by page or section or suppress line numbers. In this exercise, you enable the line numbering.

STEP BY STEP**Insert Line Numbers**

USE the document that is open from the previous exercise.

1. On the Page Layout tab, in the Page Setup group, click the **Line Numbers** drop-down arrow to display the menu as shown in Figure 5-14. By default, None is selected.

Figure 5-14
Line Numbers menu



2. Select **Continuous**. The line numbering is now turned on and each line where text appears is numbered.
3. Press **Ctrl+G** to use the Go To command. Select **Line** in the Go to what section, and then type **25** in the Enter line number box.
4. Click the **Go To** button. The insertion point is now placed at the beginning of line 25. Click **Close**.
5. Click **Breaks** and insert a **Next Page** section break. Notice that line 25 is now on page 2.
6. The insertion point is resting on page 2 on line 25.
7. Click the **Line Numbers** button to display the menu and select **Restart Each Section**. The line numbering begins at 1.
8. **SAVE** the document as **Relocation3 Proposal** in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.



Workplace Ready

USE LINE NUMBERS TO REFERENCE QUICKLY


Showing line numbers can be used for legal documents or for documents that a team group is reviewing. It is easier to reference the line number rather than “paragraph 6, second sentence”, which saves time from having to look for text.

Inserting Nonbreaking Spaces

Word determines when to wrap text to the next line as it reaches the right margin. In some instances, you might want to keep the text together on the same line, such as for a date (November 19, 20XX), a telephone number (999) 888-5555), a proper name (LA Martinez), and so on. In this exercise, you learn to insert **nonbreaking spaces** in Word, to keep selected text on a single line.

STEP BY STEP**Insert a Nonbreaking Space**

OPEN the document *Employment Offer Letter* from the lesson folder.

1. On the Home tab, in the Paragraph group, click the **Show/Hide**  button to display hidden marks on the page.
2. In the first paragraph of the body of the letter at the end of the second line, the month and day are in two separate lines.
3. Place your insertion point after the *r* in *November*. Select the nonprinting space mark between “*November*” and “3”.
4. Click the **Insert** tab, and in the Symbols group, click the **drop-down arrow** on Symbol, and then click **More Symbols** to open the *Symbol* dialog box.
5. Click the **Special Characters** tab, and then select the **Nonbreaking Space** option in the Character list. Click **Insert**, and then click **Close**. Inserting a nonbreaking space prevents the month and date from separating.
6. **SAVE** the document as *Employment Confirmed* in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.

**Another Way**

Using the shortcut keys **Ctrl+Shift+Space bar** is a quick way to insert a nonbreaking space.

**Troubleshooting**

To keep text together, you must select all spaces between words and insert the nonbreaking space option in the Symbol dialog box.

Inserting Line Breaks

Using the line break instead of beginning a new paragraph keeps text together when changing the alignment in a document. For instance, if you create a title page that contains three headings separated with line breaks, there is no need to select text when changing the alignment. Because all three headings are still part of the same paragraph, placing the insertion point anywhere in one of the headings lets the lines move together when changing the alignment to center, align right, or align left. A nonprinting curved left arrow appears in the document showing that you have used the line break command. In this exercise, you learn to insert a **line break** in Word, to align text together.

STEP BY STEP**Insert a Line Break**

1. **OPEN** a blank document and turn on the Show/Hide.
2. Type **USA Health Resources**.
3. Press **Shift+Enter** to insert a line break. Notice the left arrow appears at the end of the line instead of the paragraph mark, and the insertion point is moved to the next line.
4. Type **Corporate Headquarters**.
5. Press **Shift+Enter** to insert a line break.
6. Type **Relocation Proposal**.
7. Press **Enter**. Notice a paragraph mark appears at the end of this line indicating the start of a new paragraph.
8. Place the insertion point in the second heading, and then click **Center**. Notice how all lines move together. Change the alignment to align right then to align left, then center.
9. **SAVE** the document as *Title with Line Breaks* in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.

CONTROLLING PAGINATION

The Bottom Line

A well-organized and formatted document captures and maintains the reader's attention. Microsoft Word allows you to control how your text flows onto different pages.

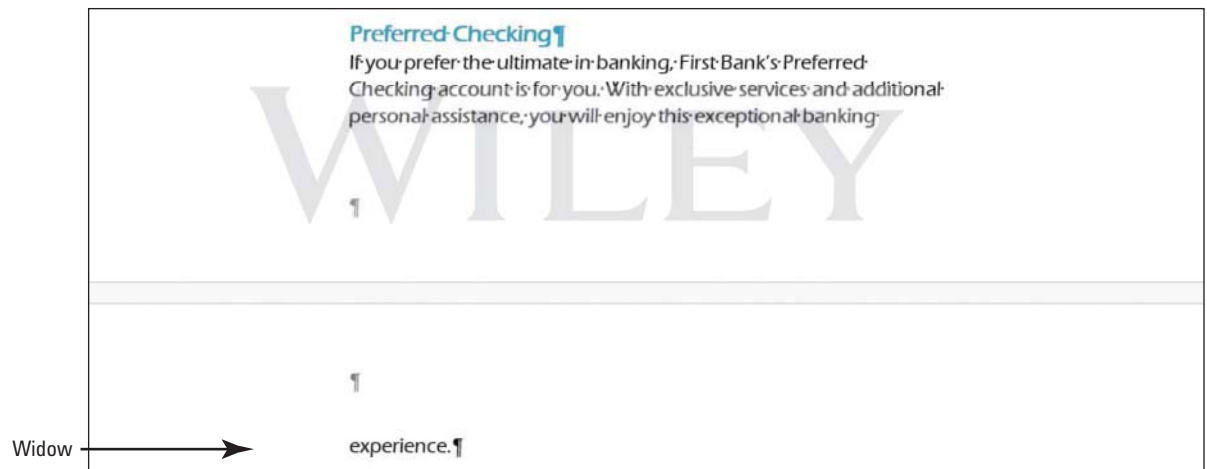
Controlling Widows and Orphans

To maintain an appealing appearance and readable content, you might need to keep the first or last line of a paragraph from appearing alone on the page. Word provides options for keeping text lines together and avoiding single lines of text at the top or bottom of a page. By default, the Widow and Orphan control is enabled. In this exercise, you manage Word's Widow/Orphan control.

A **widow** is the last line of a paragraph that appears as a single line of text at the top of a page as shown in Figure 5-15.

Figure 5-15

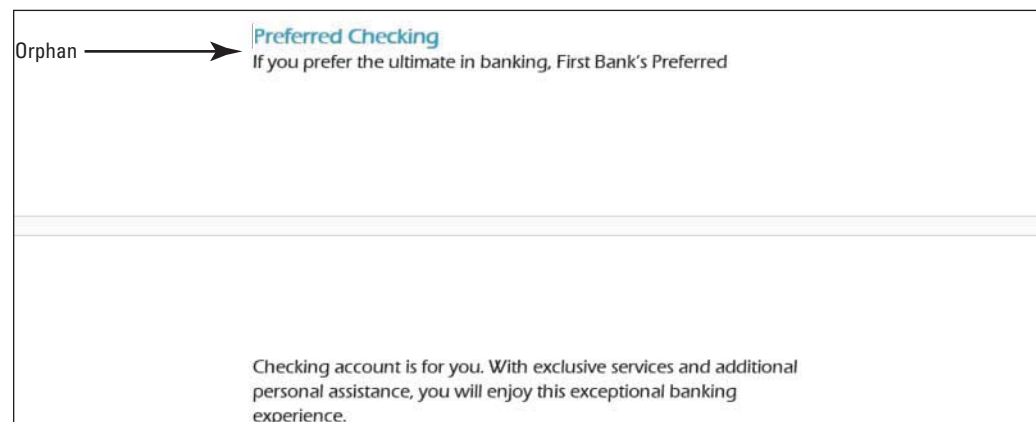
A widow at the top of a page



An **orphan** is the first line of a paragraph that appears alone at the bottom of a page as shown in Figure 5-16.

Figure 5-16

An orphan at the bottom of a page



STEP BY STEP**Turn on Widow/Orphan Control**

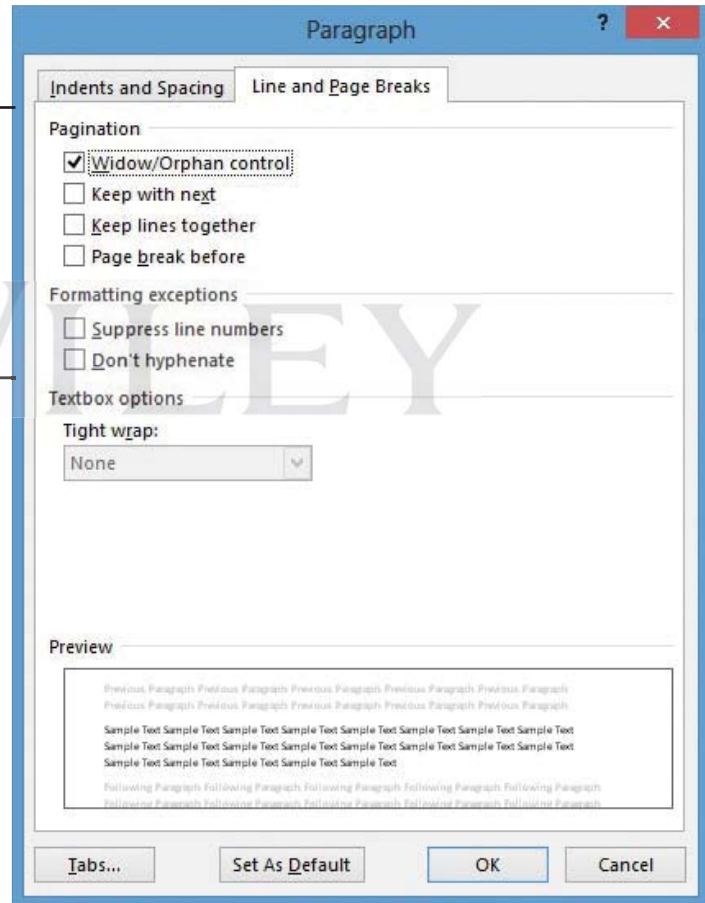
OPEN the *Checking* document from the data files for this lesson.

1. Scroll to the top of page 2 and notice the widow *experience . . .* at the top of the page.
2. On page 1 of the document, place the insertion point anywhere in the paragraph under *Preferred Checking*.
3. On the Home tab, in the Paragraph group, click the **dialog box launcher**. The *Paragraph* dialog box appears.
4. Click the **Line and Page Breaks** tab, as shown in Figure 5-17.

Figure 5-17

Paragraph dialog box

By default, Widow/Orphan Control is on

**Another Way**

The Paragraph dialog box can be opened in one Page Layout tab, in Paragraph group.

5. If necessary, . . . In the Pagination section, click the **check box** to select **Widow/Orphan control**; then click **OK**. Notice that another line of the paragraph moves to the second page.
6. **SAVE** the document as *Checking Choices* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

CERTIFICATION READY?**2.3.1**

How do you prevent an orphan from occurring in a document?

Keeping a Paragraph's Lines on the Same Page

To keep all sentences of a paragraph on the same page, you can use Word's Keep lines together command. By default, the Keep Lines Together feature in Word is off. To keep the lines of a paragraph together, select the paragraph; then open the Paragraph dialog box and click to select the *Keep lines together* check box from the Line and Page Breaks tab. In this exercise, you practice keeping lines together on the selected paragraph.

STEP BY STEP**Keep Lines Together**

USE the document that is open from the previous exercise.

1. Place the insertion point anywhere in the two lines under *Preferred Checking*.
2. On the Home tab, in the Paragraph group, click the **dialog box launcher**. The *Paragraph* dialog box appears.
3. On the Line and Page Breaks tab, in the Pagination section, click to select the **Keep lines together** check box; then click **OK**. Notice that the two lines that were at the bottom of page 1 moved to page 2.
4. **SAVE** the document with the same filename in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Keeping Two Paragraphs on the Same Page

Word considers any line of text followed by a paragraph mark to be a paragraph. For instance, when you press Enter after typing a heading, the heading becomes a paragraph. To keep two paragraphs on the same page, you select both paragraphs, and then in the Line and Page Breaks tab of the Paragraph dialog box, click to select the *Keep with next* check box. In this exercise, you practice keeping two paragraphs together on the same page, such as a heading and the text below it, using Word's Keep with next command.

STEP BY STEP**Keep Two Paragraphs on the Same Page**

USE the document that is open from the previous exercise.

1. Place the insertion point in the *Preferred Checking* heading.
2. Launch the **Paragraph** dialog box. The *Paragraph* dialog box appears.
3. On the Line and Page Breaks tab, in the Pagination section, click to select the **Keep with next** check box; then click **OK**. Notice that the two paragraphs (the heading and paragraph that follows) are together and have moved to page 2.
4. **SAVE** the document with the same filename in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Forcing a Paragraph to the Top of a Page

Automatic page breaks usually occur at acceptable places in a Word document, but there might be times when you need to force a paragraph to the top of a page. When you use this type of page break in your document, a nonprinting character (■) appears beside the text. In the previous exercise, you should also see this nonprinting character mark. This lets you know that a formatting change has been made in the document. To remove this type of page break, you need to change the paragraph formatting. In this exercise, you practice inserting a page break before a paragraph, to force the paragraph to the top of the next page.

STEP BY STEP**Force a Paragraph to the Top of a Page**

USE the document that is open from the previous exercise.

1. Position the insertion point before the S in the *Senior Preferred Checking* heading.
2. On the Home tab, in the Paragraph group, click the **dialog box launcher**. The *Paragraph* dialog box appears.

3. On the Line and Page Breaks tab, click to select the **Page break before** check box; then click **OK**. Using this command forces text to the top of a new page. Notice that you cannot actually see a page break in the document.
4. **SAVE** the document with the same filename in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

SETTING UP COLUMNS

The Bottom Line

Columns are vertical blocks of text in which text flows from the bottom of one column to the top of the next. Newspapers, magazines, and newsletters are formatted in columns to add interest and improve readability. Text formatted into columns produce shorter lines and a white space between columns. By default, Word documents are formatted as single columns, but you can change that formatting to display multiple columns or columns of varying widths. When adjusting column formatting, column breaks are used to move text to the next column. Also, a document can be formatted with many different column configurations within the same document.

Creating Columns

In this exercise, you practice creating columns within an existing Word document.

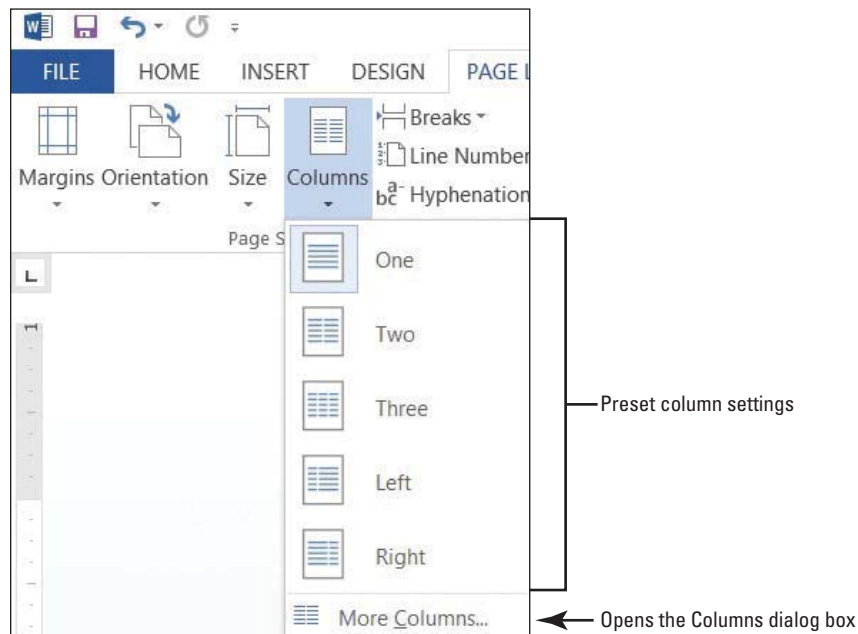
STEP BY STEP

Create Columns

USE the document that is open from the previous exercise.

1. Change the left and right margins to **1"**.
2. Place the insertion point in front of *F* in *Free Checking* on page 1.
3. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** to display the Columns menu. The Columns menu appears, as shown in Figure 5-18.

Figure 5-18
Columns menu



4. Select **Two**. The text in the document is formatted into two columns. Notice that *Senior Preferred Checking* starts at the top of a new page because it is still formatted with a page break before.
5. **SAVE** the document as **Checking Draft** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.



Troubleshooting

When formatting existing text into columns, avoid selecting the document's title heading if you want to keep it as a single column.

Formatting Columns

In addition to Word's common column formats, you can customize column formats to fit the text and the purpose of your document. By default, when you click the Columns button and select from the Columns menu options, the whole document is formatted as columns. Using the Columns dialog box, you can apply column formatting to the whole document or a selected part of the document only. You also can change a document formatted in multiple columns back to a single-column document. In this exercise, you learn to format multiple columns in Word.

On the Page Layout tab, in the Page Setup group, the Columns menu lists these options for creating common column formats:

- **One:** Formats the text into a single column
- **Two:** Formats the text into two even columns
- **Three:** Formats the text into three even columns
- **Left:** Formats the text into two uneven columns—a narrow one on the left and a wide one on the right
- **Right:** Formats the text into two uneven columns—a narrow one on the right and a wide one on the left
- **More Columns:** Contains options for customizing columns

Click the *Line Between* box in the Columns dialog box to insert a vertical line between columns.

STEP BY STEP

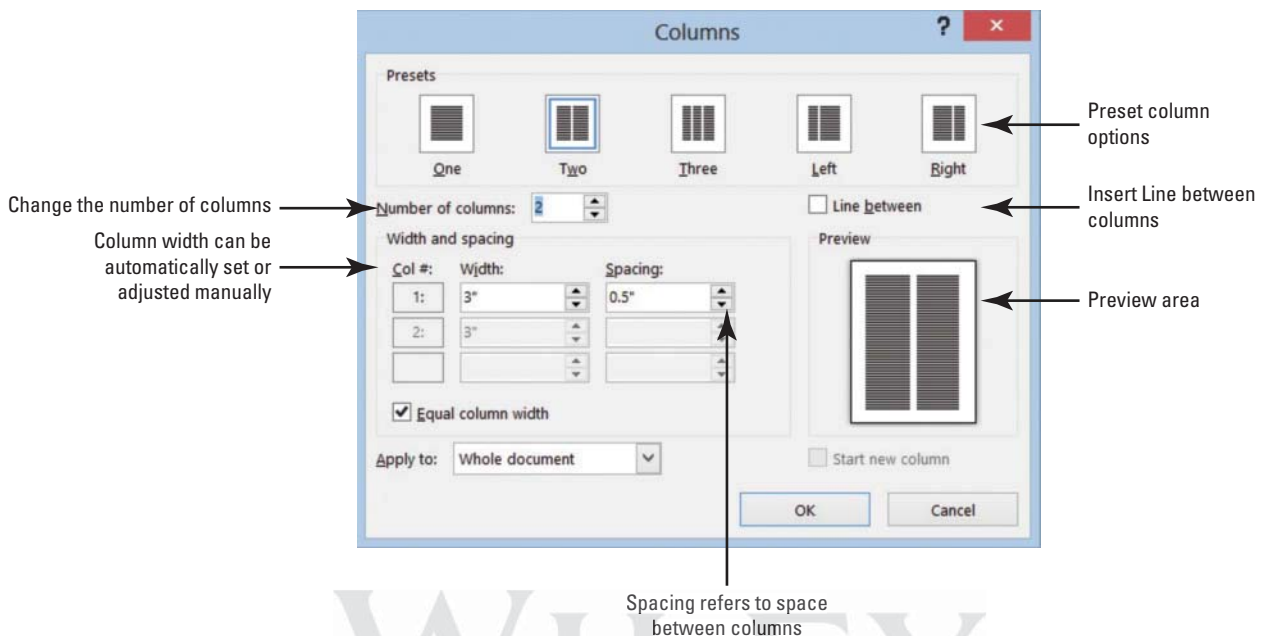
Format Columns

USE the document that is open from the previous exercise.

1. The insertion point should be positioned in front of *Free Checking*.
2. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** to display the Columns menu.
3. Select **More Columns**. The *Columns* dialog box appears, as shown in Figure 5-19.

Figure 5-19

Columns dialog box



4. In the Number of columns box, type **3** or click the up arrow once. By changing the number of columns, the width automatically changes.
5. Click the **Line between** check box to add a check mark. This option places a vertical line between the columns.
6. Click **OK**. Notice that the document is now formatted in three columns.
7. Position the insertion point before the *S* in the *Senior Preferred* heading. The page break before that was added previously in this lesson will be removed in the next step.
8. Open the **Paragraph** dialog box. In the Line and Page Breaks tab of the dialog box, click to deselect the **Page break before** box and click **OK**. The Page break before command is removed from the document and the text moves to the previous page.
9. On the Page Layout tab, change the Orientation option to **Landscape**.
10. Change the paper size to **Legal** (if your printer can print legal documents).
11. Click **Margins**, and then click **Custom Margins** to open the *Page Setup* dialog box. Change the **Top** and **Bottom** margin settings to **0.5"**, and in the Apply To selection box at the bottom of the Margins tab, notice that this affects the Whole Document.
12. Click **OK**. The document now fits to one page.
13. Place the insertion point in front of the *V* in *Value Checking*. Click the **drop-down arrow** to display the Breaks menu; then select **Column** to insert a column break. *Value Checking* and the text below move to the second column.
14. Place the insertion point in front of the *P* in *Preferred Checking* and click the **drop-down arrow** to display the Breaks menu, and then select **Column** break. *Preferred Checking* and the text below move to the third column.
15. Place the insertion point in front of the *S* in *Senior Preferred Checking* and click the **drop-down arrow** to display the Breaks menu, and then select **Column**. The text is moved to the top of the next page.
16. Select the two headings beginning with *First Bank . . . Personal Checking Choices*.
17. Click the **drop-down arrow** in Columns and select **One**. The first two headings are now single columns.
18. Press the **Enter** key after the *s* in *Choices*. Notice the Continuous Section Break separating the heading in one column and the text formatted in three columns (as shown in Figure 5-20).

CERTIFICATION READY? 2.3.3

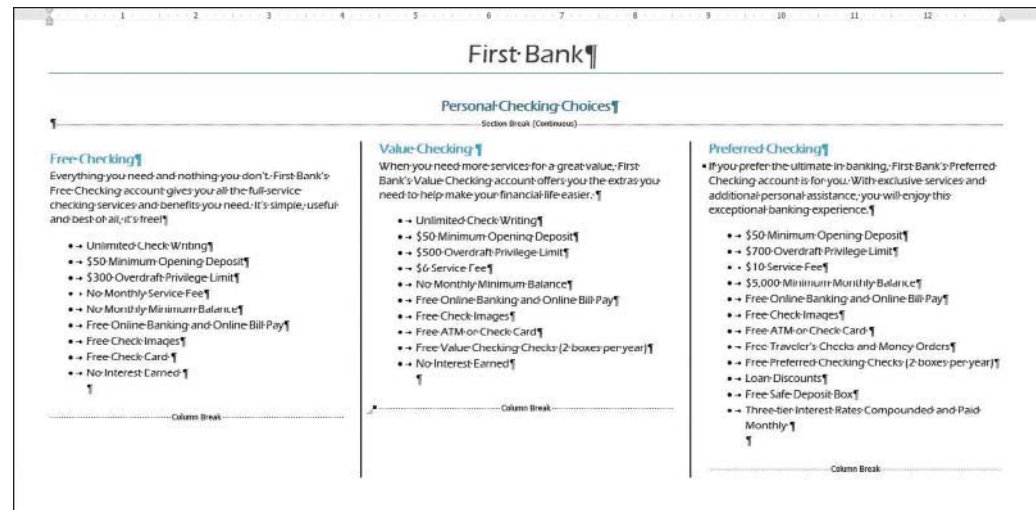
How would you create multiple columns within a document?

CERTIFICATION READY? 2.3.4

How would you add a heading to an existing document?

Figure 5-20

Formatted document
with columns



19. Click **Undo**.
20. Select the two headings and on the Home tab, and in the Paragraph group, click the **Center** button. Applying the Center feature does not affect the text in the columns.
21. **SAVE** the document with the same filename in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Changing Column Widths

Column widths can be even or you can specify varying column widths. Word provides an option to keep the columns the same by selecting the Equal Column Width option. Column width and spacing settings are displayed in the Columns dialog box for the first column only and can be set to a specific width. When the settings are changed for the width, all columns will be affected with the changes. In this exercise, you learn to change column widths in Word documents.

STEP BY STEP

Change Column Widths

USE the document that is open from the previous exercise.

1. Place your insertion point anywhere in the first column.
2. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** to display the Columns menu.
3. Select **More Columns**. The *Columns* dialog box appears.
4. Type **4** in the Number of columns box or click the **up arrow**. Changing the columns automatically changes the width of the column. This two-page document is now a one-page document.
5. Select the text in the **Width** box and type **3**.
6. Press the **Tab** key to move to the Spacing box. Notice that the spacing adjusted automatically to .33".
7. Click **OK**. The Apply to section affects only the columns.
8. Review the document in Backstage using the Print screen. Notice the heading, *Free Checking*, is not aligned vertically with the other headings. To correct this, decrease the Spacing Before to **zero**. Review the document again, and notice the headings are aligned evenly to create a balanced appearance in the document.

Take Note To change the paragraph spacing, click the *Page Layout* tab, and then change the spacing in the Paragraph group.

9. **SAVE** the document with the same filename in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

STEP BY STEP

Add a Single Column to an Existing Document with Multiple Columns

USE the document that is open from the previous exercise.

1. Change the left and right margins to **0.5"** and apply it to the whole document.
2. In the fourth column, in the last bulleted point, place your insertion point after *e* in *Guarantee* and press **Enter**.
3. Remove the bullet by selecting **None** in the Bullet Library.
4. Type **WE VALUE YOUR BUSINESS!** Then select the text.
5. In the Paragraph group of the Page Layout tab, change the Left indent to **0"**.
6. Change the Spacing After to **0** pt to reduce the spacing.
7. In the Page Setup group, click the **drop-down arrow** to display the Columns menu and select **One**.
8. **Center, bold**, increase the font size to **22** pt and change the font color to **dark blue**. The final document should remain on one page.
9. **SAVE** the document as **Checking Final** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

CERTIFICATION
READY?

2.3.3

How would you create multiple columns within a document?

INSERTING A BLANK PAGE INTO A DOCUMENT

The Bottom Line

When creating or editing a document, you might need to insert a blank page to add more text, graphics, or a table. Rather than pressing the Enter key enough times to insert a blank page, Word provides a Blank Page command.

Inserting a Blank Page

You can insert a blank page at any point within a document—the beginning, middle, or end. To insert a blank page, position the insertion point and click the Blank Page command in the Pages group on the Insert tab. To delete a blank page, use the *Show/Hide* (¶) button to display hidden characters, and then select and delete the page break. In this exercise, you practice inserting a blank page in the middle of the document.

STEP BY STEP

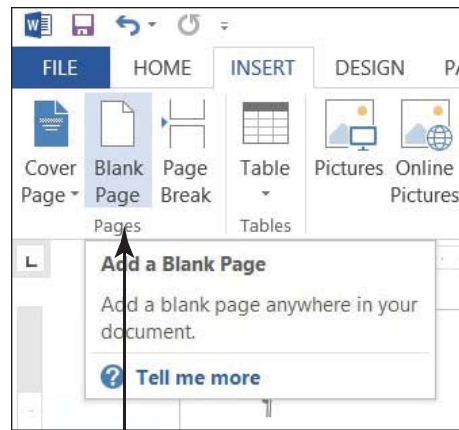
Insert a Blank Page

USE the document that is open from the previous exercise.


1. Position the insertion point before the *F* in *Free Checking*.
2. On the Insert tab, in the Pages group, click **Blank Page** (see Figure 5-21). Page 2 is a blank page. The headings are left on page 1. Page 2 is a blank page and the text is moved to page 3. Notice that Word inserted two page breaks to create the blank page.

Figure 5-21

Blank page



Blank page command
inserts a blank page at the
insertion point

3. Click the **Undo**  button on the Quick Access Toolbar.
4. **SAVE** the document with the same filename in the lesson folder on your flash drive, and then **CLOSE** the file.

STOP. CLOSE Word.

SKILL SUMMARY

In This Lesson, You Learned To:	Exam Objective	Objective Number
Set Page Layout	Modify page setup.	1.3.1
Work with Breaks	Force page breaks.	2.3.5
	Insert breaks to create sections.	2.3.2
Control Pagination	Prevent paragraph orphans.	2.3.1
Set Up Columns	Create multiple columns within sections.	2.3.3
	Add titles to sections.	2.3.4
Insert a Blank Page into a Document		

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

1. What is the term for the last line of a paragraph when it is left alone at the top of a page?
 - a. Orphan
 - b. Widow
 - c. Widow/Orphan Control
 - d. Keep Lines Together

2. What is the first line of a paragraph that is left alone at the bottom of a page called?
 - a. Widow
 - b. Orphan
 - c. Widow/Orphan Control
 - d. Keep Paragraphs Together
3. Pressing **Ctrl+Enter** produces what?
 - a. A section break
 - b. A tight paragraph
 - c. A manual page break
 - d. A continuous break
4. Which of the following is used to create layout or formatting changes in a portion of a document?
 - a. Section break
 - b. Page break
 - c. Next Page break
 - d. Text wrapping
5. Which of the following is used to move vertical blocks of text from the bottom of one block of text to the top of the next block of text (on the same page)?
 - a. Column breaks
 - b. Section breaks
 - c. Two columns
 - d. Three columns
6. Which of the following inserts an empty page at the insertion point?
 - a. Alt+Enter
 - b. Blank Page command
 - c. Page Break command
 - d. Both b and c
7. Which of the following displays the Columns dialog box?
 - a. The Insert tab
 - b. More Columns command
 - c. Right-click
 - d. All of the above
8. Which of the following is used to keep two adjacent words on the same line?
 - a. Keep lines together
 - b. Keep paragraphs together
 - c. Nonbreaking space
 - d. Nonbreaking hyphen
9. Hyphens are used to:
 - a. join words.
 - b. separate syllables.
 - c. break single words into two parts.
 - d. All of the above
10. Which of the following is true of the Manual Hyphenation command?
 - a. It automatically stops at a word and asks you to decide where to hyphenate.
 - b. It hyphenates words automatically.
 - c. It does not allow hyphenating on any words.
 - d. None of the above.

True/False

Circle **T** if the statement is true or **F** if the statement is false.

- T F** 1. A page height that is larger than the page width is characteristic of portrait orientation.
- T F** 2. In Word, the default margin size is 1.5 inches for the top, bottom, left, and right margins.
- T F** 3. Columns are blank spaces on the sides, top, and bottom of a document.
- T F** 4. Paper size refers to landscape or portrait orientation.
- T F** 5. Widow/Orphan Control is on by default.
- T F** 6. A column break moves text from one column to the next.

- T F 7.** Use Widow/Orphan Control to keep all lines of a paragraph together on the same page.
- T F 8.** When you insert a next page break, you CANNOT go back and delete it.
- T F 9.** A Continuous section break starts the new section on the next page.
- T F 10.** A page break is the location in a document where one page ends and a new page begins.

Competency Assessment

Project 5-1: Formatting the YMCA Newsletter

Format some data for the YMCA into a two-column newsletter.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** *Y News* from the data files for this lesson.
2. **SAVE** the document as *5-1 YMCA Newsletter* in the lesson folder on your flash drive.
3. Click the **Show/Hide** button to enable.
4. Position the insertion point before the *M* in the heading, *Mother's Day Out . . .*
5. On the Page Layout tab, in the Page Setup group, click the **Breaks** button and select **Continuous** from the menu.
6. In the Page Setup group, click the **Columns** button and select **Two**. Notice that all the text under the section break is now in two columns.
7. Position the insertion point before the *F* in the *Fall Soccer . . .* heading.
8. Click the **Breaks** button and select **Column**. The heading and text move to the next column.
9. Click the **Columns** button and select **More Columns**.
10. In the Columns dialog box, click the **up arrow** on the Width box to change to **2.8**. The number in the Spacing box should adjust to **.9"**.
11. Click the **Line between box** and click **OK**. The column width is increased and a vertical line is placed between the columns.
12. Place the insertion point on the second paragraph mark under the box at the end of the document and type **The Get Movin' Challenge!**
13. Select the text, and then click the **Columns** button from the Page Setup group and select **One**. With the text still selected, **center**, **bold**, increase the font size to **20** pt, and change the color to **dark red**. The document should fit on one page.
14. Click the **Show/Hide** button to turn off.
15. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Project 5-2: Computer Use Policy

You are updating First Bank's computer use policy and you need to adjust the flow of text on the page.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** *Books Beyond* from the data files for this lesson.
2. **SAVE** the document as *5-2 Books Beyond* in the lesson folder on your flash drive.
3. On the Home tab, in the Paragraph group, click the **dialog box launcher**. On the Line and Page Breaks tab, click to select the **Widow/Orphan control box** and click **OK**. Turning on the Widow/Orphan control affects the whole document.

4. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** by Line Numbers and select **Continuous**.
 5. Select lines **30** through **38**.
 6. Open the **Paragraph** dialog box. On the Line and Page Breaks tab, click the **Keep with next** and **Keep lines together** check boxes, and then click **OK**. The paragraph is no longer split between pages, and the heading, *Introduction*, appears on the same page as the following paragraph.
 7. Position the insertion point before the *G* in the *General Performance Expectation Guidelines* heading. You should be on line 56.
 8. On the Home tab, in the Paragraph group, click the **dialog box launcher**. On the Line and Page Breaks tab, click the **Page break before check box** and click **OK**. The paragraph moves to the next page.
 9. Press **Ctrl+Home** to move the insertion point to the beginning of the document.
 10. Click the **Page Layout tab** and in the Page Setup group, click the **Hyphenation button**, and then click **Hyphenation Options**. Click to select the **Automatically hyphenate document check box**, with a consecutive hyphens limit of **3**.
 11. Click **OK**.
 12. Position the insertion point anywhere on the second page.
 13. In the Page Setup group, click the **Line Numbers** button and select **Restart Each Page**.
 14. Position the insertion point at the beginning of the *General Performance Expectation Guidelines* heading. In the Page Setup group, click the **Line Numbers** button and select **Suppress for Current Paragraph**.
 15. **SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.
- PAUSE. LEAVE** Word open for the next project.

Proficiency Assessment

Project 5-3: Coffee Shop Brochure

Your supervisor at the Grand Street Coffee Shop asks you to format the information in its coffee menu as a brochure.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** *Coffee Menu* from the data files for this lesson.
2. **SAVE** the document as *5-3 Coffee Shop Brochure* in the lesson folder on your flash drive.
3. Change the page orientation to **Landscape**.
4. Position the insertion point before the *M* in the *Menu* heading and insert a **Continuous** section break.
5. Position the insertion point in front of *Coffee* and select text to the end of the document. Create an uneven, two-column format using the **Left** column setting. Notice a section break is created before the word *Coffee*.
6. Position the insertion point before the *N* in the *Nutritional Information* heading and insert a **Column** break.
7. Increase the amount of space between columns to **.7"**. The document should fit to one page.
8. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Project 5-4: Mom's Favorite Recipes

Your mom asks you to help her create a small cookbook filled with her favorite recipes that she can share with family and friends. She has e-mailed you a Word document containing a few recipes to help you get started with creating a format.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** *Recipes* from the data files for this lesson.
2. **SAVE** the document as *5-4 Favorite Recipes* in the lesson folder on your flash drive.
3. Position the insertion point before the *C* in the *Chicken Pot Pie* heading and insert a **Continuous** section break.
4. Position the insertion point before the *B* in the *Breads* heading and insert a **Next Page** section break.
5. Position the insertion point before the *B* in the *Banana Nut Bread/Chocolate Chip Muffins* headings and insert a **Continuous** section break.
6. Position the insertion point anywhere within the *Chicken Pot Pie* recipe.
7. Format this and the other recipes in the *Main Dishes* section into two even columns with **.9"** spacing between columns and a line between.
8. Position the insertion point before the *R* in the *Ranch Chicken* heading and insert a **Column** break.
9. Position the insertion point anywhere within the *Banana Nut Bread/Chocolate Chip Muffins* heading.
10. Format this section into two even columns with **.9"** spacing between columns and a line between.
11. Insert a **Column** break before *E* in the *Easy Pumpkin Bread/Muffins* and *C* in the *Chocolate Zucchini Bread* headings.
12. Position the insertion point under *Very Blueberry Coffee Cake/Muffins*, and select the hidden space mark between the words *cream* and *cheese* for the second ingredient $\frac{1}{2}$ (8 oz) package of . . . and add a nonbreaking space.
13. Delete the two nonprinting paragraph marks above the *Very Blueberry Coffee Cake/Muffins* heading.
14. In the ninth ingredient, select the hidden space mark between the words *or* and *huckleberries*, and add a nonbreaking space.
15. Click the **Show/Hide** button to hide formatting marks.
16. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Mastery Assessment

Project 5-5: Threefold Bank Brochure

The Checking Choices document needs to be formatted to accommodate the whole document on one page. Your task is to use the features learned in this lesson and apply them to this document as shown in Figure 5-22.

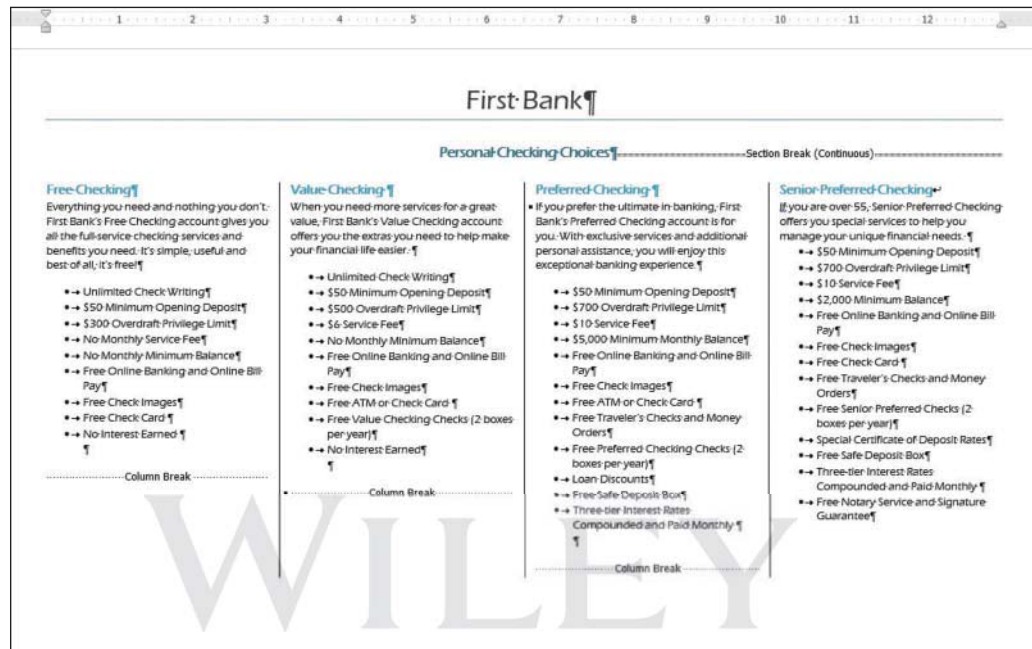


GET READY. LAUNCH Word if it is not already running.

1. **OPEN** *Checking Acct Choices* from the data files for this lesson.
2. **SAVE** the document as *5-5 Checking Brochure* in the lesson folder on your flash drive.

- Reformat the document using a page size of 8½ x 14 with landscape orientation. Create the brochure to look like the one shown in Figure 5-22. Hint: You need to select the entire document or you will change only the page size and orientation of the first section.

Figure 5-22
Checking brochure



- Change the columns to **four** columns.
- Add column breaks before each column heading.
- After *Personal Checking Choices*, apply a Spacing After to **18 pt**.
- After *Free Checking*, decrease the Spacing Before to **zero**.
- SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Project 5-6: Reformat the YMCA Newsletter

As an alternative to the layout you created previously, reformat the YMCA newsletter with two uneven columns.



GET READY. LAUNCH Word if it is not already running.

- OPEN** *Y Newsletter* from the data files for this lesson.
- SAVE** the document as **5-6 Right YMCA Newsletter** in the lesson folder on your flash drive.
- Reformat the newsletter with two uneven columns using the Right column setting.
- Format the document on one page. (Hint: Delete the column break in the first column and add a column break in front of *Volunteer Coaches . . .*)
- SAVE** the document in the lesson folder on your flash drive, then **CLOSE** the file.

STOP. CLOSE Word.