

08 Breaks

Introduction

Adding **breaks** to your document can make it appear more organized and can improve the flow of text. Depending on how you wish to change the pagination or formatting of your document, you can apply a **page break** or a **section break**.

Play the video by clicking the link below:

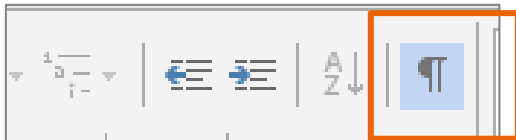


Exercise 08

Using the sample as a guide, follow the directions below to complete the exercise.

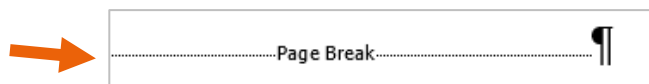
- Open a file on your computer:
Word 08 Template BREAKS
- Save the file in your Documents Folder:
File > Save As > Documents
- Name your file by typing in the *File Name* box:
Word 08 YourFirstNameLastInitial BREAKS
Save as type: Word Document
Click **Save**
- To see where breaks exist, go to the **Home Tab >** click the **show/hide formatting** icon.

This tool shows you how a document is formatted. You will be able to see where there are: new paragraph lines (enter key), space bar spaces, tabs, breaks and other types of formatting.

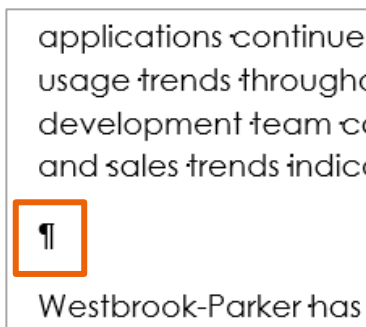


Page 1

- Delete** the Page Break that follows *...growth will continue* by **placing your cursor** to the left of the break symbol. **Press** the Delete key.

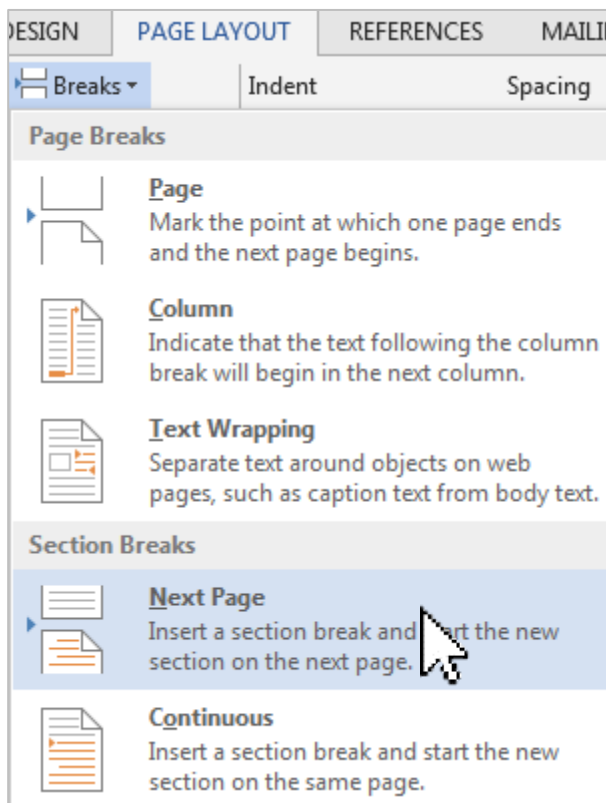


- Check that the spacing between the paragraphs is consistent. If there is an **extra enter** (new paragraph line), delete it.



Insert a Next Page break:

- Place your cursor at the beginning of *Monthly Revenue*.
- In the **Page Layout** Tab, click the **Break drop down menu**. Click **Next Page**



Page 2

Move text:

- In the *NEW CLIENTS* section, **place your cursor** before *Little Jumpers Equestrian Squad*.
- In the **Page Layout Tab**, click the **Breaks** drop down menu, click **Column** to move the text to the next column.
- Place your cursor** at the beginning of the paragraph:
Of the list above...
- In the **Page Layout Tab**, click the **Breaks** drop down menu, click **Continuous** to move the text beneath the clients list.
- With your cursor** at the beginning of the paragraph
Of the list above...
Click the **Page Layout Tab**, click **Columns**, click **One** to change the text from 2 columns to 1 column.
- Save your assignment and email it to your instructor.**