



Microsoft Word:

formatting with headers, footers, and breaks

Word

- Word is a document processor made by Microsoft.
- It is best used for typing letters and creating documents with text and some pictures.

Headers, Footers, and Page Numbers

- The Header & Footer group of the Insert tab contains tools used to add or modify the header and footer of the document as well as add page numbers.
- Page numbers can be added to the page using the Page Number tool.
 - Page numbers can be added to the top or bottom of each page of the document.
 - Preset styles provided position the number at the left margin, center, or right margin of each page.
 - Other more stylized options are also available.
- Headers are inserted at the top of each page using the Header tool.
 - A blank header or a three-column header can easily be added using this tool.
 - Other preset styles are also available and produce more stylized headers.
- Footers are inserted at the bottom of each page using the Footer tool.
 - A blank footer or a three-column footer can easily be added using this tool.
 - Other preset styles are also available and produce more stylized footers.
- When finished modifying the header or footer, click on the “Close Header and Footer” tool.

Margins and Tabs

- Margins and tabs can be set using the ruler.
- To view the ruler, click on the box before the Ruler tool on the View tab.
- To set page margins, drag the gray bar at each end of the ruler.
- To set the left indent, drag the gray box below the gray triangles on the left side of the ruler.
- To set the right indent, drag the gray triangle on the right side of the ruler.
- To set a tab, click on the ruler.
 - A small, black marker will appear.
 - To adjust a tab created in this way, drag the small, black marker.

Breaks

- Three main types of breaks can be added to a document: page breaks, column breaks, and section breaks.
 - All three types of breaks can be added to a document using the Breaks tool on the Page Layout tab.
 - Breaks should be used in documents instead of return carriages (i.e., pressing Enter on the keyboard multiple times) when formatting a document.
- Page breaks force subsequent text to appear on a new page.

- Column breaks force subsequent text to appear in a new column.
- Section breaks allow the formatting of the document to change after the break.
 - Section breaks allow for fewer documents and more complex formatting within a single document.
 - They allow multiple page orientations to be used within a single document.
 - They also allow different margins to be set for specific sections of a single document.
- The “Section Break Next Page” option forces all subsequent text to a new page.
 - The new page can be formatted differently than the previous page.
 - For example, the new page could have the landscape orientation and the previous pages could have the portrait orientation.
- The “Section Break Continuous” option separates the formatting of a new section of the document from the previous section. For example, the new section could have different margins than the previous section.

Tables

- Tables can be inserted using the Table tool on the Insert tab.
- Use the Tab key to move between cells when entering data in a table.
- The Table Tools Layout tab contains tools for adding rows and columns to an existing table.
- It also contains tools to set the alignment of text within the cells.
- The text direction can be changed using the Text Direction tool on the Table Tools Layout tab.
- The contents of the table can be sorted using the Sort tool on the Table Tools Layout tab.
- The Table Tools Design tab has a tool for adding and removing borders from the table.
- It also contains the Shading tool which is used to add shading to cells within the table.

Tips

- Save often.
- Add headers, footers, and page numbers to repeat text throughout the document.
- Adjust margins and tabs using the ruler.
- Use breaks to properly add pages or sections. Do not use return carriages (i.e., pressing Enter on the keyboard multiple times) to force subsequent text onto a new page or into a new column.
- Do not be afraid to ask for help.