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.
  o Section breaks allow for fewer documents and more complex formatting within a single document.
  o They allow multiple page orientations to be used within a single document.
  o 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.
  o The new page can be formatted differently than the previous page.
  o 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.

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