



Course Name

Word – Sections

Course Duration

1 Hour

Course Objectives

Sections are needed for a variety of reasons. From having a different header and footer at various points in a document, to changing the page from portrait to landscape and back again, to creating newspaper style columns in your documents.

Course Content

- **Sections**

- Types of Section Break
- Inserting a Section Break
- Changing the Page Setup of a Section (e.g. portrait to landscape)
- Changing the Header or Footer for a Section
- Find your way from Section to Section easily
- Use newspaper style columns in a document

Continued overleaf



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Prerequisites

This course does assume that you have some prior experience of using Word.

What's next?

The next step after completing this mini course is to move on with other Word sessions. Other useful sessions include Mail Merge, Document Formatting and Tables. The Styles and Templates course is an excellent option if you are planning on writing a lot of reports.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**