

For Internal Use Only

Delete a Section Break in a Document

By default, breaks are hidden in a document which allows you to format the section independently. But you can also quickly remove section breaks in a document to achieve one format for the entire document.

Click here to know how to remove section breaks in a document.

Prepared by Information Security and IT Governance Division of ICT. <u>ProductivI.T.v</u> showcases tips & tricks on various office and branch applications.

Word

Delete a Section Break in a Document		
MS Word 2003	MS Word 2007	
1. Turn on the Show/Hide command to easily locate the section	on break.	
On the menu bar, click the icon I to access Show /	In the Home tab, under the Paragraph group, select	
Window Help Type 12 B Z U E = 1 100% 12 S B Z U E = 1 100%	Home Insert Page Layout References Mailings Review View Developer ▲ Cut Calibri (Body) - 11 - ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲	
Note: For keyboard shortcut, press Ctrl+Shift+8.		
2. Position the insertion pointer before the section break.		
The introductory paragraph includes a paraphrase of something the reader's attention. The second sentence leads up to the the sentence. The thesis statement (sentence 3) presents to pic of the mini-outline. The topic is Poe's use of visual image y.	gsaid·by·a·famous·person·in·order·to·get· ·sis·statement·which·is·the·third· he·paper·to·the·reader·and·provides·a· Section Break (Next Page)	

With Section	on Break	Without Section Break	
The contrast of the contrast o	 We are only a series and the balance of the set for a first the set of the	* title_initial annual contain a private function in a action for a market of 2017 PDA angu? There are address and action in the analytic of the initial thread initiation of a constrained initiation in the analytic of the initiation and do not a source for analytic of the actions in the analytic of the initiation was stilled the initiation of the	
•			
o deactivate the show/hide co	ommand in the paragraph, click	the icon T .	
o te: When you delete a sectio	on break, all the formatting belo	w the section break will be followed for the ent	tire document.

We value your feedback. Please help us improve our ProductivI.T.y releases by filling out the <u>"Serbisyong Bida"</u> online survey form You may also email your comments and suggestions to <u>ict-process@pjlhuillier.com</u>. <u>Click here</u> for back issues of ProductivI.T.y in MyLink.