Managing Text Flow

Lesson Skill Matrix

Skill	Exam Objective	Objective Number
Setting Page Layout	Modify page setup.	1.3.1
Working with Breaks	Insert page, section, or column breaks.	2.3.2
	Change page setup options for a section.	2.3.3
Setting Up Columns	Format text in multiple columns.	2.3.1

Software Orientation

The Layout Tab

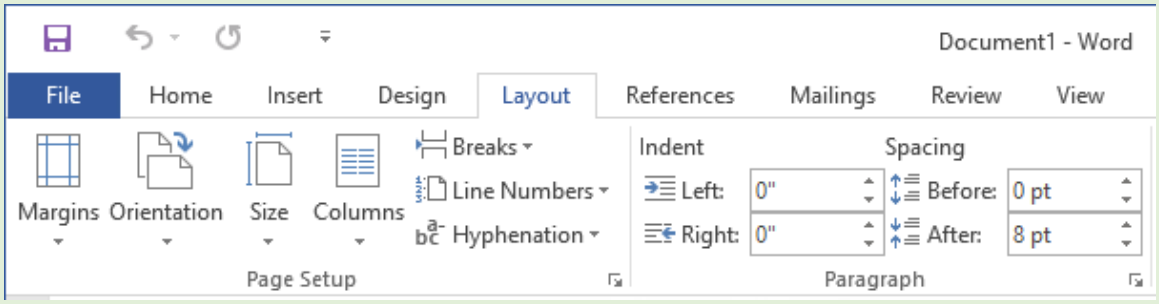

Figure 5-1
Layout tab

The Layout tab contains groups of commands that control the layout of an entire document or sections of a document. Commands in the Page Setup group (see Figure 5-1) enable you to set margins, change the document's page orientation, and adjust the paper size. Columns enable you to split a document into two or more columns. Inserting section breaks into a document enables you to change the page setup for part of a document without affecting the rest. The Show Line Numbers commands enable you to reference specific lines in your document. The Hyphenation command provides options to hyphenate words in a document automatically or manually, and the nonbreaking space wraps text to the next line to avoid awkward breaks at the right margin.

In the Paragraph group, Word contains features that control how a paragraph breaks within a document and between pages. You control the pagination in a document by preventing awkward breaks called widows and orphans, keeping text together, keeping lines together, and determining where page breaks will occur.

You can also manage the text flow in the document by creating multiple columns, customizing the column settings, and inserting column breaks in the Page Setup group.

Although most of the commands you use to control the layout of a document are found on the Layout tab, there are a few other commands you might find helpful on the Insert tab in the Pages group.

Setting Page Layout

The layout of a page helps communicate your message. Although the content of your document is obviously important, having appropriate margins, page orientation, and paper size all contribute to the document's readability and appearance.

Setting Margins

Margins are the areas of white space that border the top, bottom, and sides of a document. You can change margins from Word's default size of one inch using commands in the Page Setup group on the Layout tab. You can choose preset options from a gallery or set Custom Margins in the Page Setup dialog box. In the Page Setup group, click the *Margins* menu, and a set of predefined margin settings are available for selection. Click the setting of your choice and the whole document will reflect the changes. Click the *Custom Margins* command to display the Page Setup dialog box, where you can specify custom margin sizes. In this exercise, you customize a document's margins.

Step by step **Set Margins**

GET READY. Before you begin these steps, **launch** Microsoft Word 2016.

1. OPEN the Proposal file for this lesson.
2. Delete the extra blank lines above USA Health Resources.
3. On the Layout tab, in the Page Setup group, click the drop-down arrow to display the Margins menu.
4. Choose Narrow. The top, bottom, left, and right margins are set to 0.5".
5. In the Page Setup group, click the drop-down arrow to display the Margins menu.
6. Click Custom Margins to open the *Page Setup* dialog box shown in Figure 5-2.

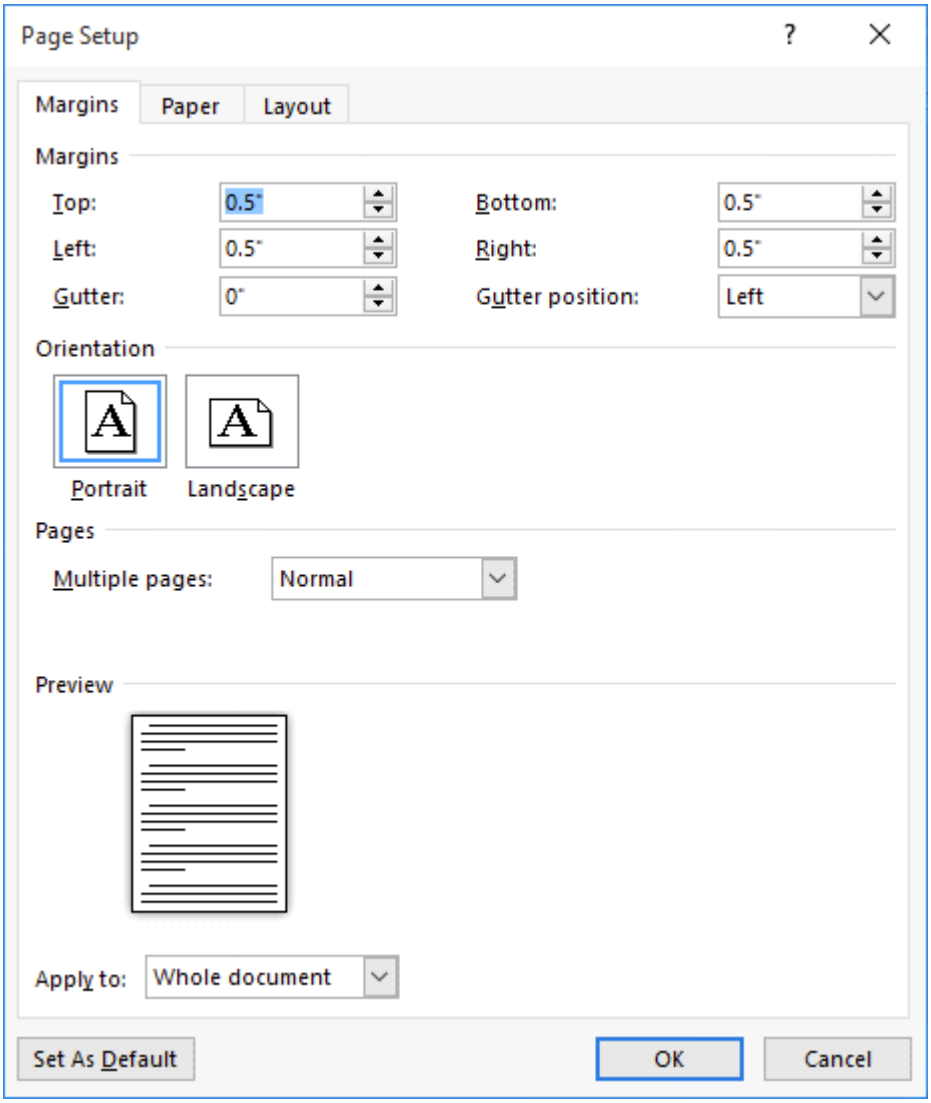

Figure 5-2
Page Setup dialog box

7. Change the bottom, left, and right margins to 1" and the top margin to 2". Changing the margins affects all pages within the document. Click OK.
8. SAVE the document as Draft Proposal in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Selecting a Page Orientation

A document's orientation determines what direction the text extends across the page. A letter size document in portrait orientation is 8 ½" by 11" and the text extends across the shorter width of the document, whereas a letter size document in landscape orientation is 11" by 8½" and orients the text extending across the longer dimension of the page. As you plan and format a document, you must choose its page orientation. In portrait orientation, which is commonly used for business documents, text extends across the shorter length of the document. Landscape orientation, which is commonly used for brochures, graphics, and tables, orients text across the longer dimension of the page. In this exercise, you change a document's orientation from portrait (the default) to

landscape.

Step by step **Select a Page Orientation**

GET READY. USE the document that is open from the previous exercise.

1. In the Page Setup group of the Layout tab, click the drop-down arrow to display the Orientation menu, as shown in Figure 5-3.
2. Select Landscape. The page orientation changes to Landscape.

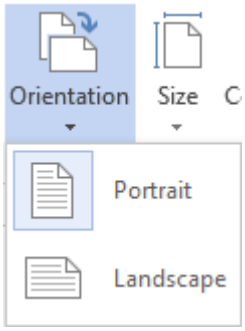

Figure 5-3
Orientation menu

3. Click the File tab, and then click Print to preview the document in Backstage view. On the right side of the pane, the document displays in landscape and under Settings, you see Landscape Orientation as the setting. Also, notice you can access the *Page Setup* dialog box from the Print screen. It is good practice to preview your document before printing to ensure the text will print correctly.
4. Click the Return to Document button.
5. SAVE the document as Draft 1 Proposal in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Choosing a Paper Size

Although the standard paper size of 8½" × 11" is the default setting, Word provides options for creating documents in a variety of paper sizes. Word provides preset document sizes or you can customize the paper size by clicking the *More Paper Sizes* command. For example, invitations, postcards, legal documents, or reports all might require a different paper size. Many printers provide options for printing on different sizes of paper, and in some cases, you might need to change or customize the paper size in Word as you format your document. Legal documents, for example, often must be formatted to use 8½" × 14" paper. In this exercise, you change the size of paper from the default.

Step by step **Choose a Paper Size**

GET READY. USE the document that is open from the previous exercise.

1. In the Page Setup group of the Layout tab, click the drop-down arrow to display the Orientation menu, and then select Portrait. The orientation is changed back to

portrait from the previous exercise.

2. From the Page Setup group of the Layout tab, click the drop-down arrow to display the Size menu, and then select Legal.

Troubleshooting
If your printer cannot print on legal size paper, you won't see legal size as an option here. You should select another paper size instead.

3. On the File tab, click Print to preview your document in Backstage view. On the right side of the pane, the document displays in portrait orientation and legal size.
4. Return to the document by clicking on the Return to Document button.
5. Click the Layout tab, and then click the drop-down arrow to display the Size menu; next, select Letter.
6. SAVE the document as Draft 2 Proposal in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Working with Breaks

Word automatically starts a new page in long documents when the text reaches the bottom of the page. There might be times, however, when you will work with documents that contain various objects or special layouts that require you to control where a page or section breaks. You can insert and remove these manual page breaks and section breaks, and you can control word hyphenation or set nonbreaking spaces in Word.

Inserting and Removing a Manual Page Break

A page break is the location in a document where one page ends and a new page begins. You can let Word determine where the break will occur, and you can also decide where to insert a manual page break or set specific options for those page breaks. Manual page breaks display as a single dotted line with the words *Page Break* in the center when you enable the Show/Hide button (as shown in Figure 5-4). In Print Layout view, Word displays a document page-by-page, one after the other. In this exercise, you learn to insert and remove a manual page break.

The Breaks menu contains options for inserting three types of breaks:

- **Page** Inserts a manual page break where one page ends and a new page begins.
- **Column** Inserts a manual column break where text will begin in the next column after the column break.
- **Text Wrapping** Separates the text around objects on a web page, such as caption text from body text.

Step by step **Insert and Remove a Manual Page Break**

GET READY. USE the document that is open from the previous exercise.

1. Delete all blank lines above Proposal Description. The insertion point should be positioned before P in the Proposal Description heading.
2. On the Insert tab, in the Pages group, click the Page Break button. A manual page break is inserted and the Proposal Description paragraph is forced to the next page.
3. Scroll up to the first page and notice the page break marker that has been inserted and that displays as a single dotted line, as shown in Figure 5-4. If you cannot see the page break marker, make sure the command Show/Hide is turned on.

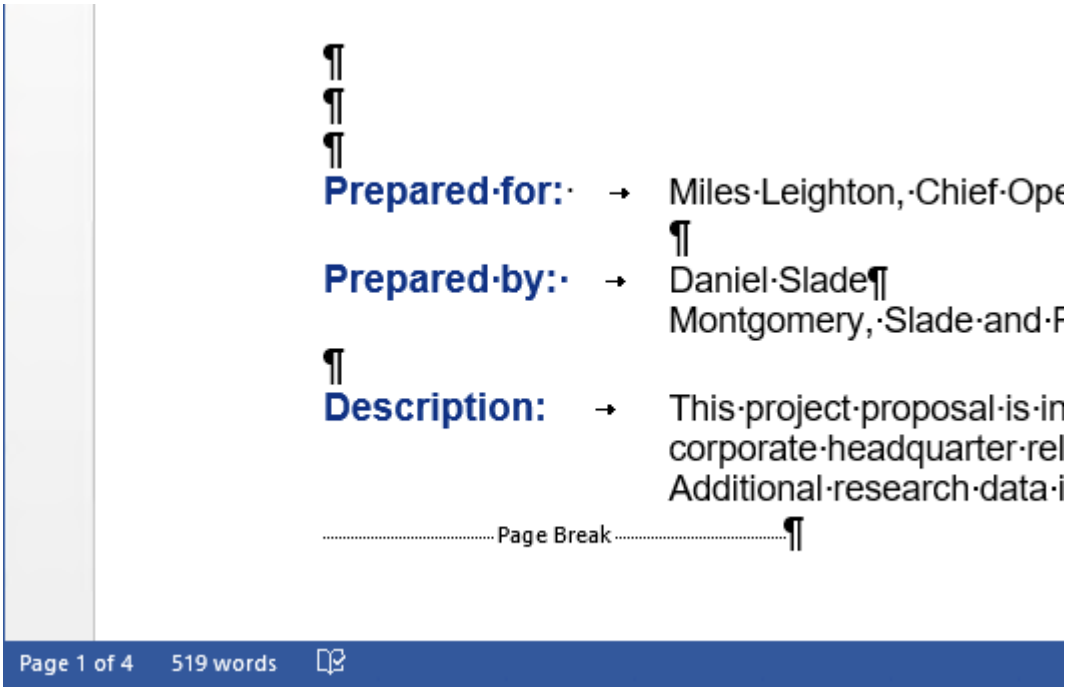

Figure 5-4
Page Break in Print Layout view

4. Scroll down and position the insertion point before the O in the Option 1 heading.
5. On the Layout tab, in the Page Setup group, click the drop-down arrow to display the Breaks menu. The Breaks menu appears.
6. Select Page from the menu and a manual page break is inserted, and text is forced to the next page.
7. Position the insertion point before the O in the Option 2 heading and repeat steps 5 and 6.
8. Position the insertion point before the O in the Option 3 heading and press Ctrl+Enter to enter a manual page break using the keyboard shortcut.
9. the document as Draft 3 Proposal in the lesson folder on your flash drive.
10. Click the View tab, change the view to Draft, and then review the page breaks in your document.
11. Return to the Print Layout view.
12. Scroll to the second page and notice the manual page break marker, shown in Figure 5-5.

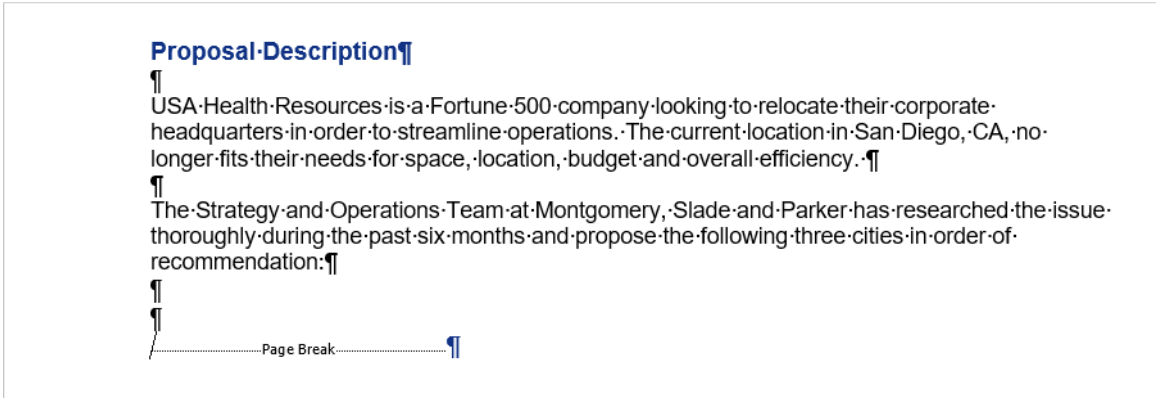

Figure 5-5
Manual page break with hidden formatting marks displayed

13. On page 2, select the Page Break marker.
14. Press the Backspace key. The page break is deleted, and text from the next page is moved to page 2.
15. Scroll up to page 1, select the Page Break marker below the last paragraph in Description, and press the Backspace key. The Proposal Description heading is moved to page 1.
16. Select the remaining Page Break markers and press Delete.
17. Keep the document open without saving the changes made in the last three steps.

PAUSE. LEAVE the document open to use in the next exercise.

Take Note
Click the *Show/Hide* button to view page breaks and section breaks for editing purposes.

Inserting Section Breaks

A section break is used to create multiple sections in the same document. You can even create different sections on the same page. Each section can have its own layout or formatting. You can use section breaks to create a section in your document that contains a page with margins and orientation that are different from those of the remainder of the document. A section break appears with a dotted double line, labeled *Section Break*. You can select and delete section breaks just as you can remove page breaks. In this exercise, you insert a continuous section break and then change the margins for that section.

There are four available options for creating Section Breaks in Word, as shown in Table 5-1.

Type	Description
Next Page	Inserts a section break and starts the new section on the next page
Continuous	Inserts a section break and starts the new section on the same page
Even Page	Inserts a section break and starts the new section on the next even-numbered page
Odd Page	Inserts a section break and starts the new section on the next odd-numbered page

Table 5-1
Types of Section Breaks

Step by step **Insert a Section Break**

GET READY. USE the document that is open from the previous exercise.

1. Press Ctrl+Home to move to page 1 and position the insertion point after Relocation Proposal.
2. On the Layout tab, in the Page Setup group, click the Breaks button.
3. Under Section Breaks, select Continuous. A Continuous Section Break is inserted, which begins a new section on the same page.
4. Position the insertion point on the blank line before P in Prepared for . . .
5. On the Layout tab, in the Page Setup group, click the Breaks button.
6. In the Section Breaks section of the menu, select Next Page. A next page section break is inserted in your document, as shown in Figure 5-6. Inserting a section break enables you to format the page without affecting the other pages in the document.

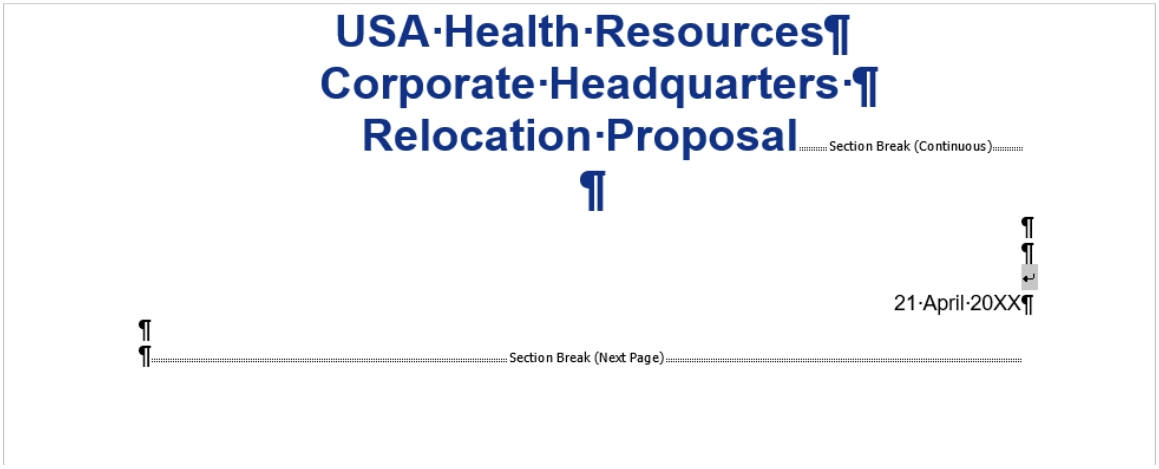

Figure 5-6
Section breaks

7. Position the insertion point before the O in the Option 1 heading.
8. On the Layout tab, in the Page Setup group, click the Breaks button.
9. Under Section Breaks, select Next Page. The Next Page break begins a new section on the following page.
10. Place the insertion point on page 1 and then select the three line headings to include the blank line below.
11. Click the dialog box launcher in the Page Setup group to display the *Page Setup* dialog box.
12. On the Margins tab, change the top margin from 2" to 1". In the lower-left corner of the dialog box, notice the Apply to section displays as Selected sections.
13. Click the Layout tab in the dialog box and, in the Page section, set the Vertical alignment value to Center, and then click OK. The changes made in the Layout tab are applied to this section.
14. Click the File tab, and then click Print to preview your document in Backstage view. The first page is vertically centered, as shown in Figure 5-7; the remaining pages are vertically aligned at the top with a 2" margin. Use the Next Page button in Backstage to go to the next page. Then use the Previous Page button to return to

page 1.

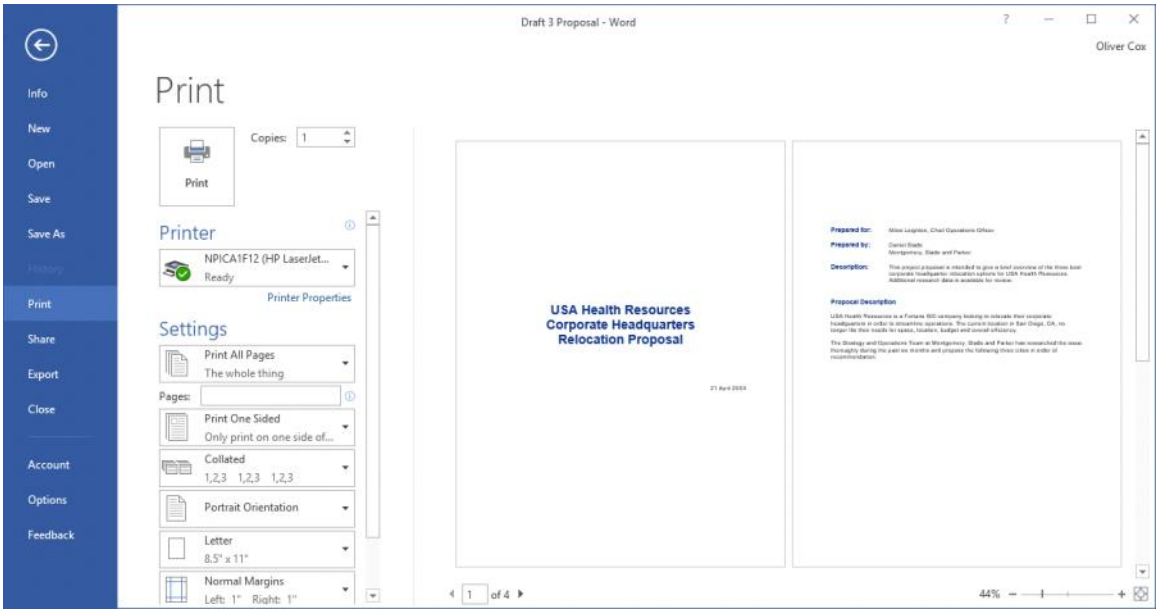

Figure 5-7
Document with section break and vertical centering

15. Click the Return to Document button.
16. Position the insertion point anywhere on page 3.
17. In the Page Setup group, click the dialog box launcher to display the *Page Setup* dialog box.
18. In the Margins tab, change the top margin from 2" to 1".
19. Click OK. The margins for pages 3 and 4 are set to 1".
20. SAVE the document as Draft 4 Proposal in the lesson folder on your flash drive.
21. Remove each of the section breaks that you have applied.
22. On the first page, position the insertion point before the P in Prepared for.
23. On the Layout tab, in the Page Setup group, click the Breaks button.
24. Under Section Breaks in the Breaks menu, select Even Page to start a new section on the next even-numbered page. The status bar reads PAGE 2 of 3.
25. Position the insertion point before O in the Option 1 heading.
26. On the Layout tab, in the Page Setup group, click the Breaks button.
27. Select Odd Page to start a new section on the next odd-numbered page. The status bar reads PAGE 3 of 4. Section breaks have been inserted for both even and odd pages.
28. SAVE the document as Draft 5 Proposal in the lesson folder on your flash drive, and then CLOSE the file.

PAUSE. LEAVE Word open to use in the next exercise.

Section breaks can be used to change types of formatting for:

- **Columns**
- **Footnotes** and endnotes

- **Headers** and footers
- **Line** numbering
- **Margins**
- **Page** borders
- **Page** numbering
- **Paper** size or orientation
- **Paper** source for a printer
- **Vertical** alignment of text on a page

Take Note

Remember that when you delete a section break, you remove the section formatting as well.

Controlling PAGINATION

A well-organized and formatted document captures and maintains the reader's attention. Microsoft Word enables you to control how your text flows onto different pages.

Controlling Widows and Orphans

To maintain an appealing appearance and readable content, you might need to keep the first or last line of a paragraph from appearing alone on the page. Word provides options for keeping text lines together and avoiding single lines of text at the top or bottom of a page. By default, the Widow and Orphan control is enabled. In this exercise, you manage Word's Widow/Orphan control.

A widow is the last line of a paragraph that appears as a single line of text at the top of a page as shown in Figure 5-8.

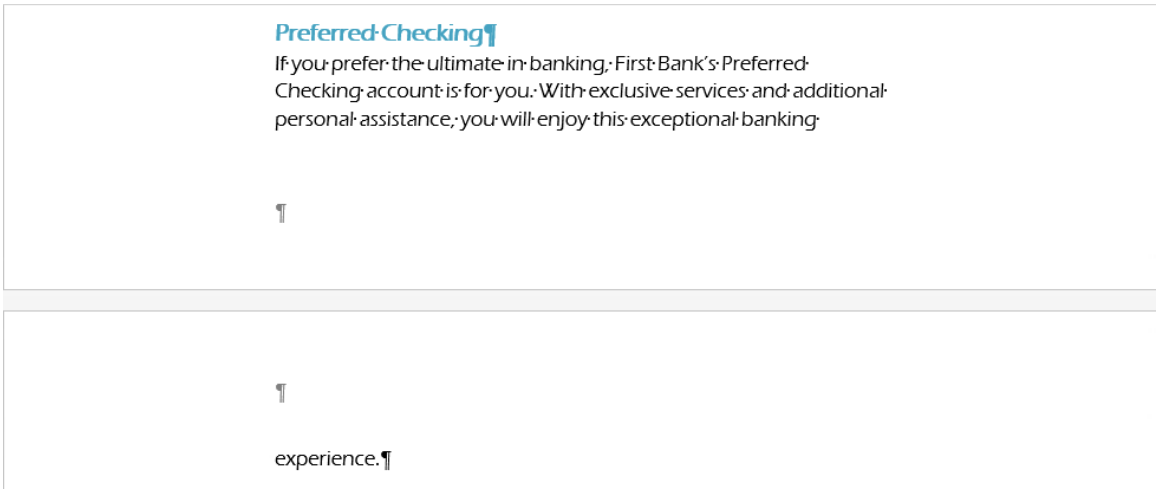

Figure 5-8
A widow at the top of a page

An orphan is the first line of a paragraph that appears alone at the bottom of a page as shown in Figure 5-9.

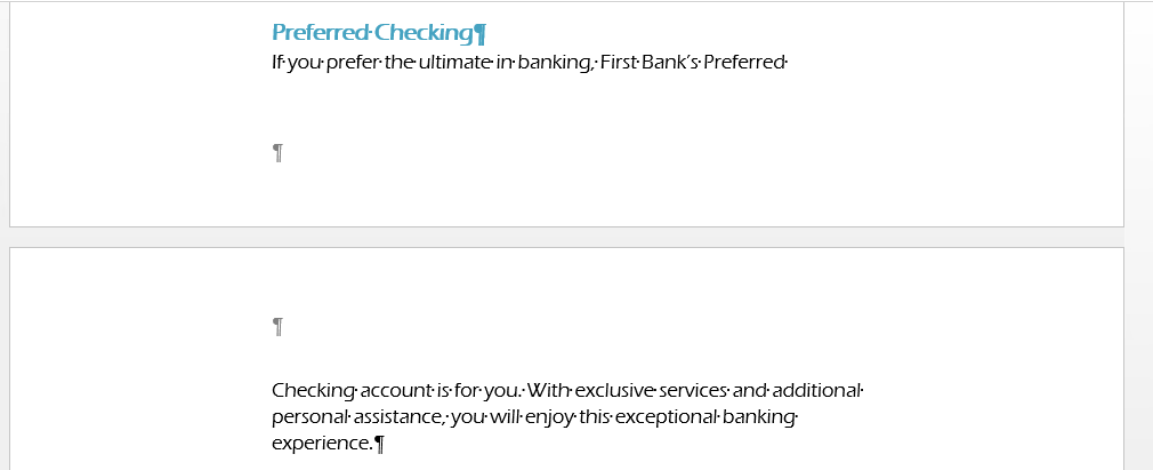

Figure 5-9

An orphan at the bottom of a page

Step by step **Turn on Widow/Orphan Control**

GET READY. OPEN the Checking document from the data files for this lesson.

1. Scroll to the top of page 2 and notice the widow experience . . . at the top of the page.
2. On page 1 of the document, place the insertion point anywhere in the paragraph under Preferred Checking.
3. On the Home tab, in the Paragraph group, click the dialog box launcher. The *Paragraph* dialog box appears.
4. Click the Line and Page Breaks tab, as shown in Figure 5-10.
5. In the Pagination section, select the Widow/Orphan control checkbox; then click OK. Notice that another line of the paragraph moves to the second page.
6. SAVE the document as Checking Choices 1 in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

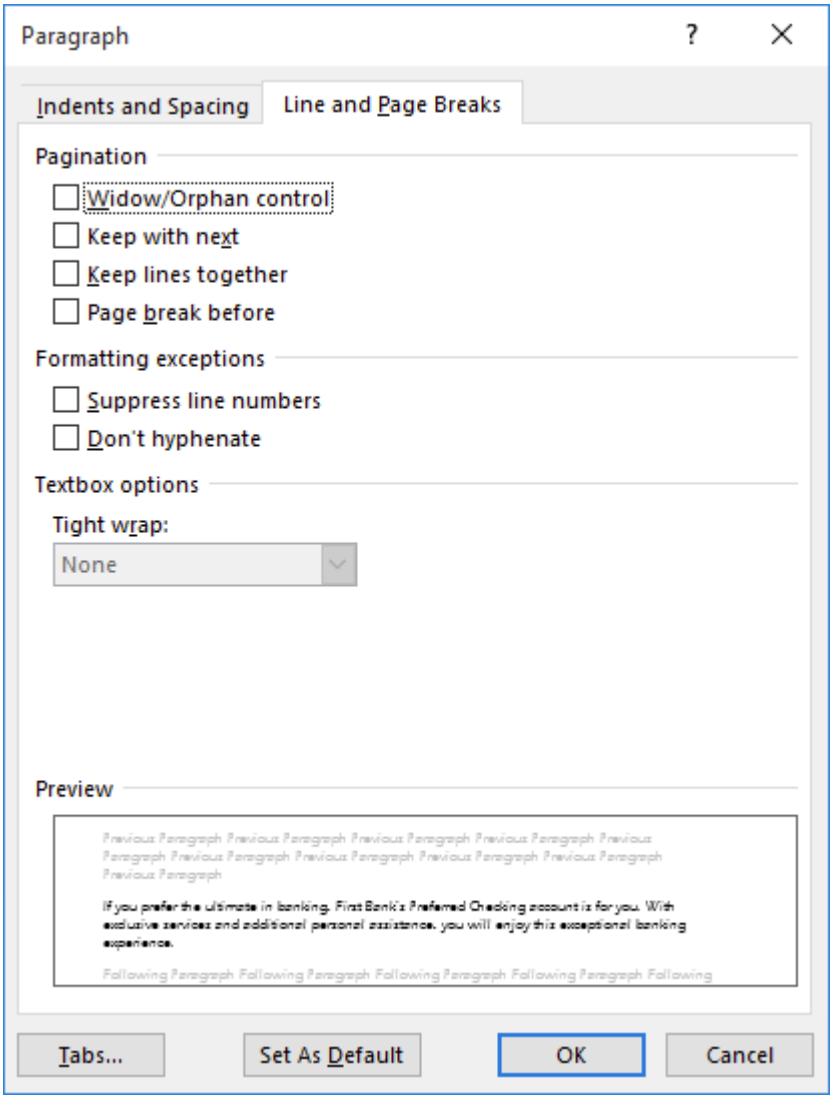

Figure 5-10
Paragraph dialog box

Setting Up Columns

Columns are vertical blocks of text in which text flows from the bottom of one column to the top of the next. Newspapers, magazines, and newsletters are formatted in columns to add interest and improve readability. Text formatted into columns produces shorter lines, with a white space between columns. By default, Word documents are formatted using a single column, but you can change that formatting to display multiple columns, including columns of varying widths. When adjusting column formatting, you use column breaks to move text to the next column. You can create many different column configurations within the same document.

Creating Columns

In this exercise, you practice creating columns within an existing Word document.

Step by step **Create Columns**

GET READY. USE the document that is open from the previous exercise.

1. Change the left and right margins to 1".
2. Place the insertion point in front of F in Free Checking on page 1.
3. On the Layout tab, in the Page Setup group, click the drop-down arrow to display the Columns menu. The Columns menu appears, as shown in Figure 5-11.

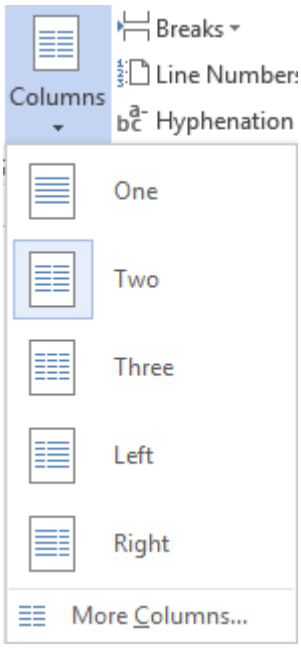

Figure 5-11
Columns menu

4. Select Two. The text in the document is formatted into two columns.
5. SAVE the document as Checking Choices 2 in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Troubleshooting
When formatting existing text into columns, avoid selecting the document's title heading if you want to keep it as a single column.

Formatting Columns

In addition to Word's common column formats, you can customize column formats to fit the text and the purpose of your document. By default, when you click the Columns button and select from the Columns menu options, the whole document is formatted as columns. Using the Columns dialog box, you can apply column formatting to the whole document or a selected part of the document only. You also can change a document formatted in multiple columns back to a single-column document. In this exercise, you learn to format multiple columns in Word.

On the Layout tab, in the Page Setup group, the Columns menu lists these options for creating common column formats:

- **One:** Formats the text into a single column
- **Two:** Formats the text into two even columns
- **Three:** Formats the text into three even columns
- **Left:** Formats the text into two uneven columns—a narrow one on the left and a wide one on the right
- **Right:** Formats the text into two uneven columns—a narrow one on the right and a wide one on the left
- **More Columns:** Contains options for customizing columns

Click the *Line Between* box in the Columns dialog box to insert a vertical line between columns.

Step by step **Format Columns**

GET READY. USE the document that is open from the previous exercise.

1. Position the insertion point in front of Free Checking.
2. On the Layout tab, in the Page Setup group, click the drop-down arrow to display the Columns menu.
3. Select More Columns. The *Columns* dialog box appears, as shown in Figure 5-12.

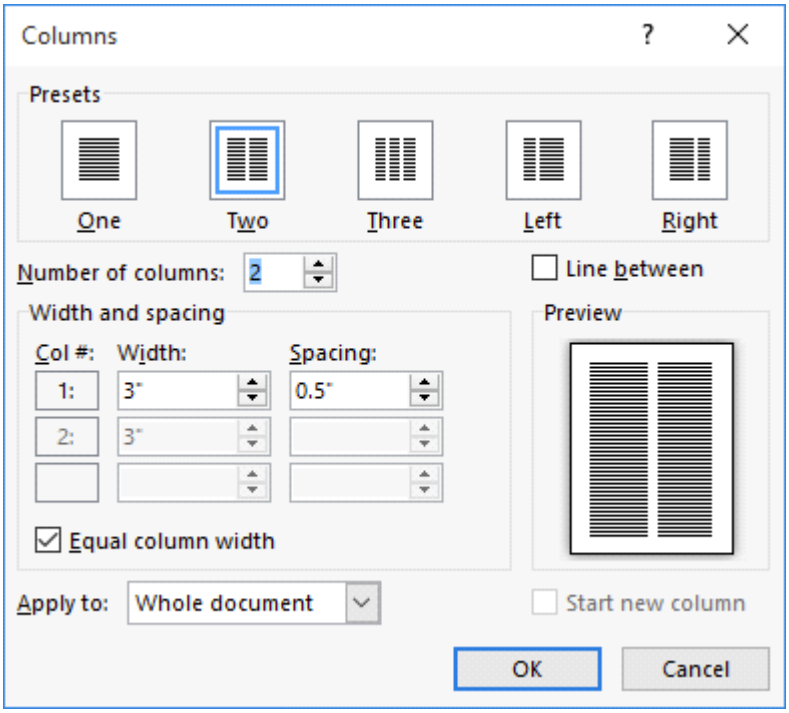

Figure 5-12
Columns dialog box

4. In the Number of columns box, type 3 or click the up arrow once. By changing the number of columns, the width automatically changes.
5. Select the Line between checkbox. This option places a vertical line between the columns.
6. Click OK. Notice that the document is now formatted in three columns.
7. On the Layout tab, change the Orientation option to Landscape.
8. Change the paper size to Legal (if your printer can print legal documents).
9. Click Margins, and then click Custom Margins to open the *Page Setup* dialog box. Change the Top and Bottom margin settings to 0.5", and in the Apply To selection box at the bottom of the Margins tab, notice that this affects the Whole Document.
10. Click OK. The document now fits to one page.
11. Place the insertion point in front of the V in Value Checking. Click the drop-down arrow to display the Breaks menu; then select Column to insert a column break. Value Checking and the text below move to the second column.
12. Place the insertion point in front of the P in Preferred Checking and click the drop-down arrow to display the Breaks menu, and then select Column break. Preferred Checking and the text below move to the third column.
13. Place the insertion point in front of the S in Senior Preferred Checking and click the drop-down arrow to display the Breaks menu, and then select Column. The text is moved to the top of the next page.
14. Click and drag to select the two headings beginning with First Bank . . . Personal Checking Choices.
15. Click the drop-down arrow in Columns and select One. The first two headings are now formatted in a single column.
16. Select the two headings and, on the Home tab, in the Paragraph group, click the

Center button. Applying the Center feature does not affect the text in the columns.

17. Press the Enter key after the s in Choices. Notice the Continuous Section Break separating the heading in one column and the text formatted in three columns (as shown in Figure 5-13).

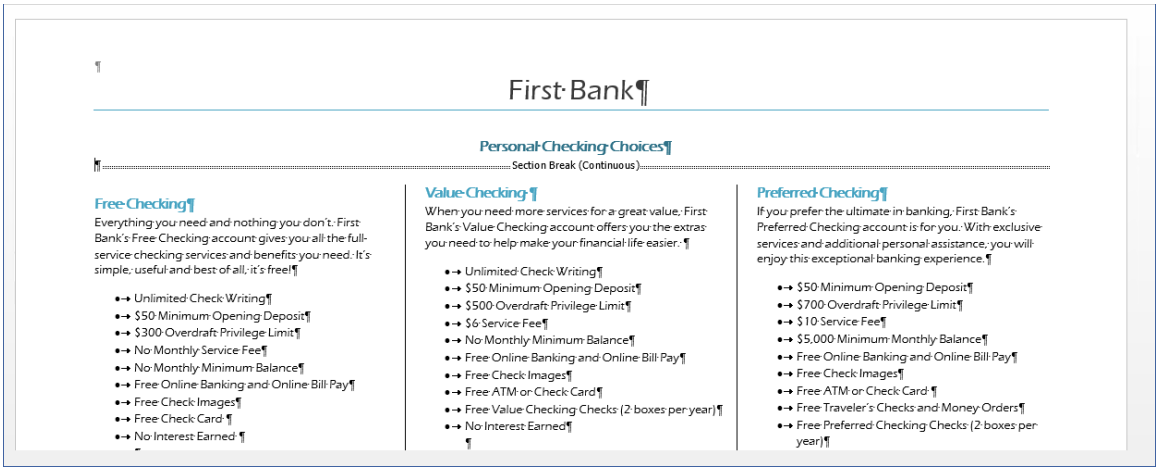

Figure 5-13
Formatted document with columns

18. SAVE the document as Checking Choices Final in the lesson folder on your flash drive.

PAUSE. CLOSE the document. LEAVE Word open to use in the next exercise.

Using Text Boxes for Layout

By default, Word places the text you type directly onto the page. As you have learned throughout this lesson, you can manage text placement by changing margins, indentations, and column settings. However, there is an alternative way to manage page layout in Word—you can use linked text boxes to flow text exactly where you want it to appear, as you would with a desktop publishing application such as Microsoft Publisher.

Creating a Text Box Layout

A text box layout provides maximum flexibility because you can make text appear anywhere on the page. Just place a text box where you want it. To help with placement, you may find it useful to turn on the Gridlines feature on the View tab. This places a non-printing grid in the area defined by the document's Margin settings.

To make text flow from one text box to another, use the Create Link button on the Drawing Tools Format tab. This makes it possible to flow text not only between columns, but between pages. For example, you can continue a story on another non-contiguous page of a publication.

Step by step Create a Text Box Layout with Linked Text Boxes

GET READY. OPEN the Layout document from the data files for this lesson.

1. On the View tab, select the Gridlines checkbox so that gridlines are visible.
2. On the Insert tab, click Text Box, and then click Draw Text Box.
3. To the right of the existing text box, drag to draw a new text box that is approximately 3" wide and 4" high. Position it so that its right edge aligns with the right edge of the grid, as shown in Figure 5-14.
4. Click in the text box on the left to select it.
5. Drag the text box's bottom selection handle upward, decreasing the size of the text box by about 4", as shown in Figure 5-15). Some of its text is now hidden from view, because there is no room to display all of the text.

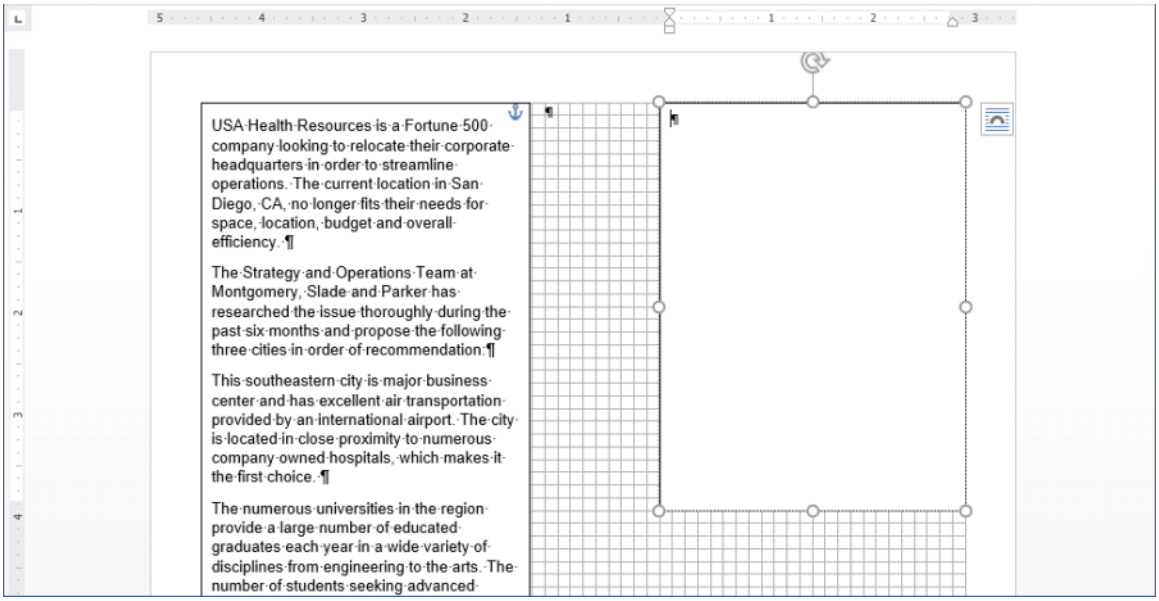

Figure 5-14

Create a new text box to the right of the existing one

6. On the Drawing Tools Format tab, click Create Link.
7. Move the mouse pointer over the new text box. The mouse pointer appears as a pitcher pouring liquid.
8. Click in the new text box. The text flows from the left text box to the right one, as shown in Figure 5-15.

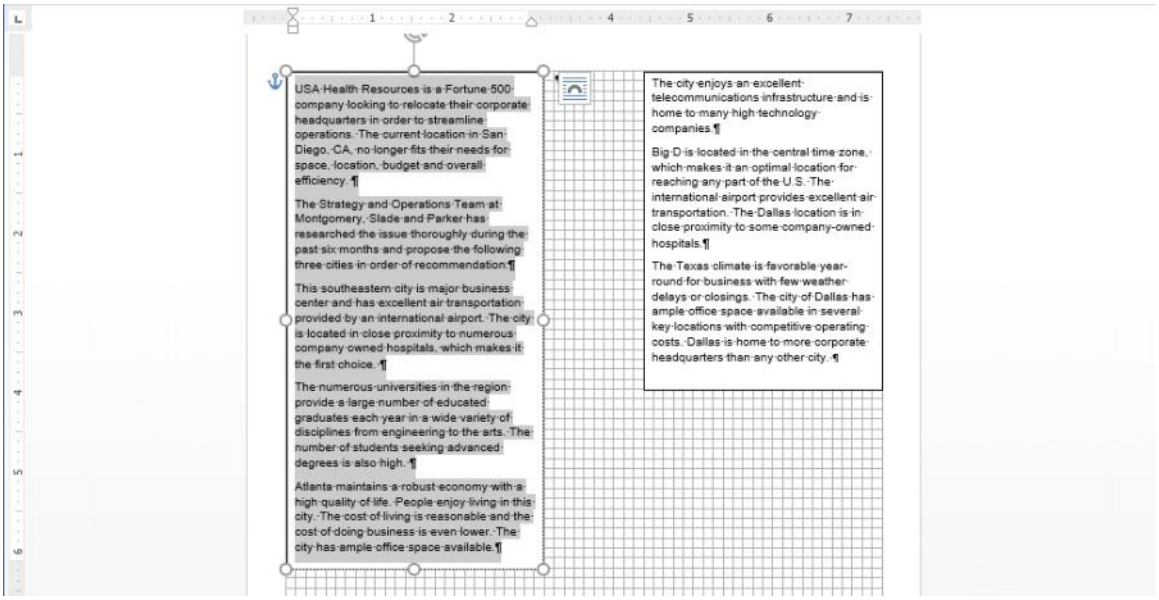

Figure 5-15
Use Create Link to flow excess text from one text box into another

9. SAVE the document as Box Layout in the lesson folder on your flash drive.

STOP. CLOSE Word.

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

1. Which of the following is the term for the last line of a paragraph when it is left alone at the top of a page?
   - **a.** Orphan
   - **b.** Widow
   - **c.** Widow/Orphan Control
   - **d.** Keep Lines Together
2. Which of the following is the first line of a paragraph that is left alone at the bottom of a page called?
   - **a.** Widow
   - **b.** Orphan
   - **c.** Widow/Orphan Control
   - **d.** Keep Paragraphs Together
3. Which of the following is used to create layout or formatting changes in a portion of a document?
   - **a.** Section break
   - **b.** Page break
   - **c.** Next Page break
   - **d.** Text wrapping
4. Which of the following is used to move vertical blocks of text from the bottom of one block of text to the top of the next block of text (on the same page)?
   - **a.** Column breaks
   - **b.** Section breaks
   - **c.** Two columns
   - **d.** Three columns
5. Which of the following displays the Columns dialog box?
   - **a.** The Insert tab
   - **b.** More Columns command
   - **c.** Right-click
   - **d.** All of the above

True/False

Circle T if the statement is true or F if the statement is false.

T F **1.** A page height that is larger than the page width is characteristic of portrait orientation.

T F **2.** Columns are blank spaces on the sides, top, and bottom of a document

T F **3.** Paper size refers to landscape or portrait orientation.

T F **4.** A Continuous section break starts the new section on the next page.

T F **5.** A page break is the location in a document where one page ends and a new page begins.

Projects

Project 5-1: Formatting Two-Column Newsletter
Format some data for the YMCA into a two-column newsletter.

GET READY. LAUNCH Word if it is not already running.

1. OPEN Y News from the data files for this lesson.
2. SAVE the document as 5-1 YMCA Newsletter in the lesson folder on your flash drive.
3. Click the Show/Hide button to enable.
4. Position the insertion point before the M in the heading, Mother's Day Out . . . .
5. On the Layout tab, in the Page Setup group, click the Breaks button and select Continuous from the menu.
6. In the Page Setup group, click the Columns button and select Two. Notice that all the text under the section break is now in two columns.
7. Position the insertion point before the F in the Fall Soccer . . . heading.
8. Click the Breaks button and select Column. The heading and text move to the next column.
9. Click the Columns button and select More Columns.
10. In the *Columns* dialog box, click the up arrow on the Width box to change it to 2.8". Click in the Spacing box and notice how it adjusts to .9".
11. Select the Line between checkbox and click OK. The column width is increased and a vertical line is placed between the columns.
12. Place the insertion point on the second paragraph mark under the box at the end of the document and type The Get Movin' Challenge!
13. Select the text, and then click the Columns button from the Page Setup group and select One. With the text still selected, center, bold, increase the font size to 20 pt, and change the color to dark red. The document should fit on one page.
14. Click the Show/Hide button to turn off.
15. SAVE the document in the lesson folder on your flash drive, and then CLOSE the file.

PAUSE. LEAVE Word open for the next project.

Project 5-2: Formatting Section Breaks and Column Breaks
Your supervisor at the Grand Street Coffee Shop asks you to format the information in its coffee menu as a brochure.

GET READY. LAUNCH Word if it is not already running.

1. OPEN Coffee Menu from the data files for this lesson.
2. SAVE the document as 5-2 Coffee Shop Brochure in the lesson folder on your flash drive.
3. Change the page orientation to Landscape.

4. Position the insertion point before the M in the Menu heading and insert a Continuous section break.
5. Position the insertion point in front of Menu and select text to the end of the document. Create an uneven, two-column format using the Left column setting.
6. Position the insertion point before the N in the Nutritional Information heading and insert a Column break.
7. Increase the amount of space between columns to .7". The document should fit to one page.
8. SAVE the document in the lesson folder on your flash drive, and then CLOSE the file.

STOP. CLOSE Word.