

AskOtago | Uia Ōtākou

Page Numbers and Page Breaks vs. Section Breaks

STUDENT IT LEARNING LAB

TRAINING MODULE OVERVIEW

PURPOSE	Demonstrating use of page numbering, breaks, and tables of contents in Microsoft Word
OUTCOME	Student will be able to demonstrate this on their own computer or the student desktop
ASSOCIATED COMPETENCY	The Page Numbers, Page Breaks, Section Breaks, and Table of Contents Learning Lab Module
RELATED INFORMATION	<i>List relevant items (e.g. additional competencies, modules, tests, websites)</i>
OWNER	Ask Otago - Student IT
REVISION	18/11/2019 by Steve Dunn

Introduction

Word formatting is a useful skill to enhance the structure and clarity of your document. This module has 2 parts:

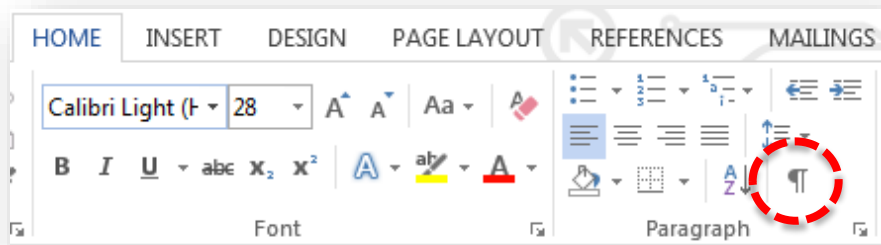
- Part 1 will teach you how to insert page numbers, page breaks and section breaks; and
- Part 2 will teach you how to create a table of content.

Show/Hide Button

Before you get started, it is a good idea to have this show/hide button turned on while formatting your document as it makes it easier to locate formatting errors. Most people find it easier to have it turned off while typing.

While it is turned on you are able to see all of the “invisible” characters on your document (page breaks, spaces, paragraph markers where you have pressed enter/return, etc).

These “invisible” characters will not print if you leave the show/hide button on.

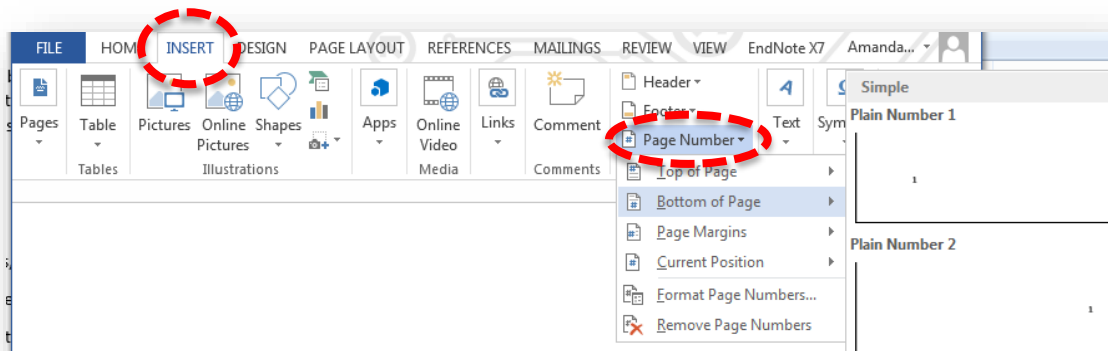


Part 1: Page Numbers and Page Breaks vs Section Breaks

Add Basic Page Numbering to your Document:

1. Click on the **Insert** tab.
2. Click on the page number drop down menu.
3. Hover your mouse over one of the first four options in this menu.
4. Select the exact location from the new menu that opens up, page numbers will be added throughout your document starting from 1.

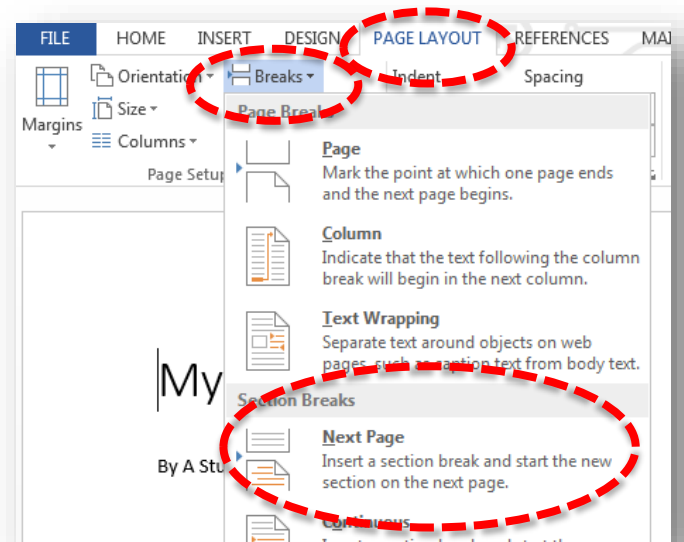
To exit the header and footer menu press the big red **Close header & footer** button or double click into the main part of your document.



Page Breaks vs. Section Breaks

In some cases, you may require more complex page numbering where you need to have Roman numerals in the first part of the document and then standard numbering for the remainder. E.g. table of contents pages.

To create this kind of page numbering in our document, we will need to use section breaks and also format our page numbers.



Page Breaks

A title page and table of contents need to be on their own page and each chapter should always start at the top of a new page.

To simply move anything that is not required on a page to the top of the next page, use a page break. (click where you want the page break then, ctrl + enter or insert tab, page break).

Use a page break to:

Move the **Table of Contents** page to the top of next page (click in front of the Table of Contents heading and apply the page break).

Section Breaks

A section break needs to be applied at the point where you want your document to make a major change.

On the demo doc, we are adding a section break after the **Table of Figures** as we want the first section of this document to have roman numerals and the remainder of the document (from Chapter 1 onwards) needs to have normal page numbering.

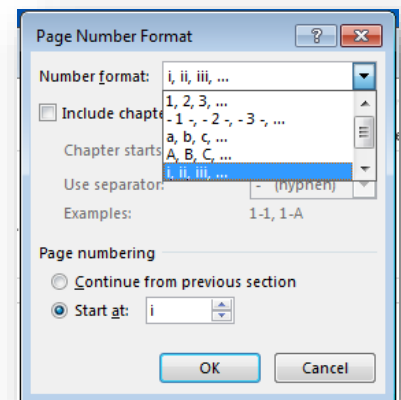
It is important to understand the difference between a page break and a section break. A page break simply pushes any information after that page break onto the next page; a section break essentially splits your document into different parts to allow you to apply complex formatting to your document. A section break should not be used instead of a page break in your document.

To apply a section break, go to **page layout > breaks drop down menu > choose Next Page** under the **Section Breaks** heading.

Advanced Page Numbering

To format the numbering to Roman numerals you need to:

- Click on your document where you need the numbering to be Roman numerals.
- Go to **Insert > Page Number > choose Location of page number**.
- Go back into the page number menu and choose the **Format page numbers** option.
- In the menu that opens, use the drop down menu at the top to change the numbering to roman numerals then press ok.

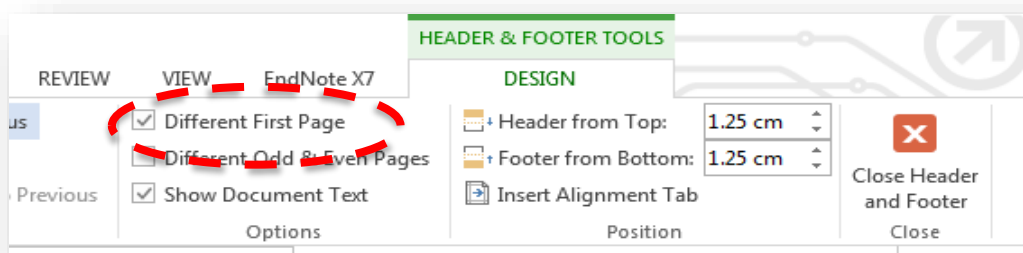


No Page Number on the Title Page

If you have a title page, you will need to change the numbering in the first section so that the first page has no number. It is still secretly counted as

having a number (i.e. the next page would still need to be ii), but it must not be displayed.

The quickest way to do this is to double click into the footer section of the first page of the document. You will now have a header/footer menu along the top of your screen. In the options section simply place a tick inside the box beside **Different First Page**. This should make the number in the footer of the first page disappear.



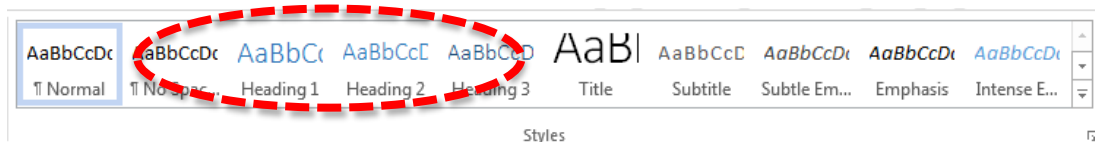
To exit the header and footer menu press the big red **Close Header & Footer** button or double click into the main part of your document.

Part 2: Table of Contents

After inserting page numbers, page breaks and section breaks, you can create a table of contents for your document.

Styles

To create a table of contents you need to use the heading styles located in the **home tab**.



It is important to understand how to use heading styles for your table of contents to be successful.

- Heading 1 is for your main chapter headings
- Heading 2 is for any sub heading within that chapter
- Heading 3 is for any sub headings within the sub heading that was applied with Heading 2
- And so on

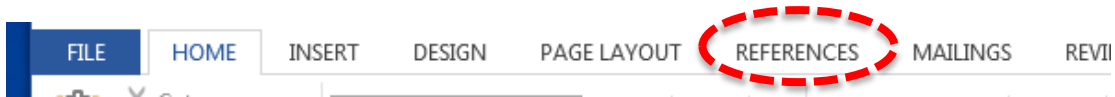
To apply to text, simply click in the middle of your heading text then click on the heading style required.

If you have accidentally applied a heading style where it shouldn't be, simply click inside that paragraph then select "Normal" from the styles menu.

Insert Table of Contents

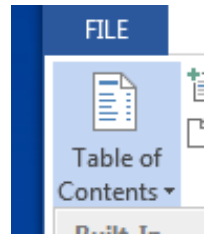
Now that we have our headings (and page numbers, etc) set up, we can insert our table of contents.

1. Click under the table of contents header, you need your cursor placed where you want the table of contents to go.
2. Go to the **References** tab.



3. Click on the **Table of Contents** drop down menu at the very left of the References menu.

- Choose a built-in table of contents if your headings are simple/minimal throughout your document.
- Choose **Custom Table of Contents...** option near the bottom of this menu if you have many/complex headings.



4. To remove a table of contents, click on the table of contents then choose the **Remove Table of Contents...** from the drop down menu.