



University Mohamed Kheider, Biskra

Faculty of Letters and Languages

Department of English

Class Master 2

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ICT COURSE

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1 Sections

It is the division of long documents into virtual parts in one document. This means that it appears as a big, undivided document. Each part is treated as if it is a separate document, so when we are inside one of the sections, we deal with it as if we are dealing with a separate document, and if we move to another section; we deal with it as if we opened a document other than the first and so on.

- ① Section formatted as one column
- ② Section break Controls the layout and the format of the previous section identified as 1
- ③ Section formatted as two columns
- ④ Section break Controls the layout and the format of the previous section identified as 3



Each section break controls the layout and the format of the section that precedes the break. For example, if we delete a section break, the text before the break takes the format of the section following the break. In the above illustration, if we delete the first section break (2), the first segment will be formatted as two columns.

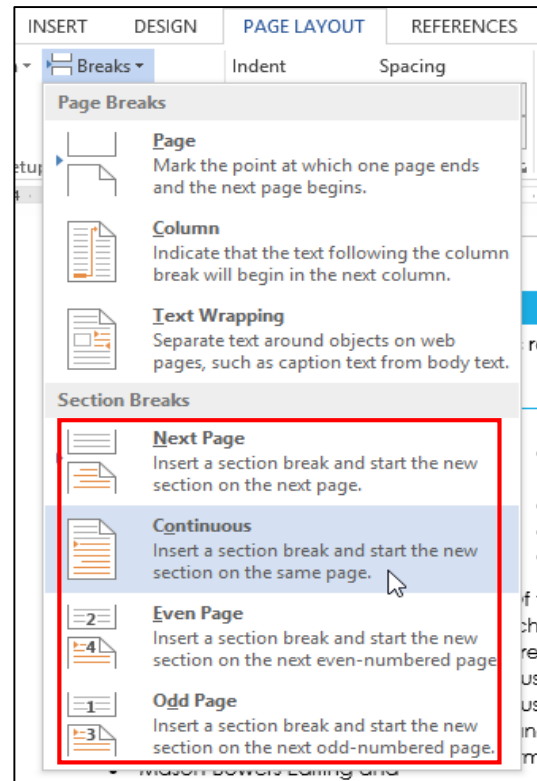
1.1 Utility

1. Keep the big document grouped in one document without dividing it into separate files.
2. Change the page setting for each section.
3. Change the orientation of the page: for example, a section in a horizontal orientation, and another in a vertical direction.
4. Diversification of page numbering: for example, the introduction has letters (A, B, C), and the rest are numbered (1, 2, 3).
5. Change the page margins from section to section.
6. Diversify the headers and footers.




1.2 Insert a section break


We place the cursor where we want to start the new section break.

We click **Page Layout** tab → group **Page Setup** → **Breaks**, then we choose the type of section break we want.



1.3 Types of section breaks

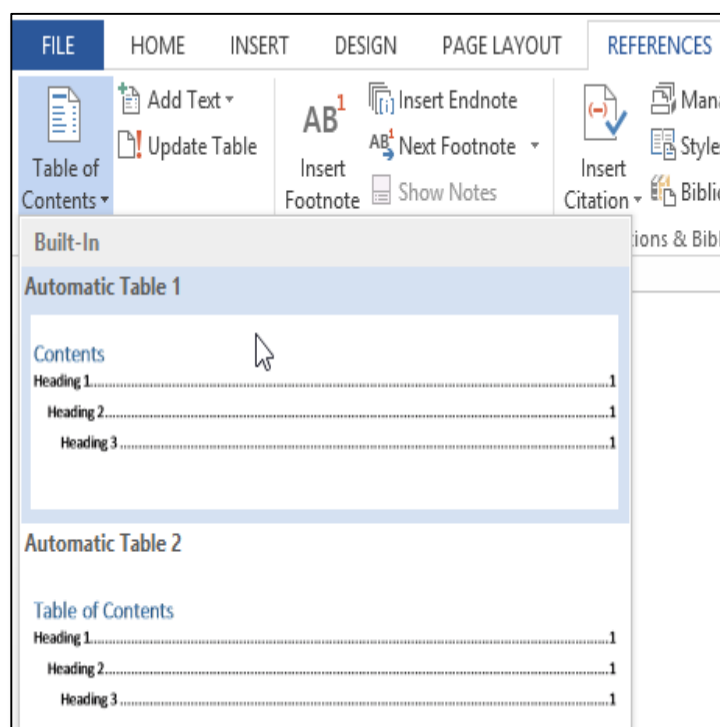
Section break	Signification
Next Page 	Section break starts the new section on the following page.
Continuous 	Section break starts the new section on the same page. This type of section break is often used to change the number of columns without starting a new page.
Even Page 	Section break starts a new section on the next even-numbered page. For example, if you insert an Even Page break at the end of page 3, the next section begins on page 4.

Odd Page 	Section break starts a new section on the next odd-numbered page. For example, if you insert an Odd Page break at the end of page 3, the next section begins on page 5.
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2 Create a table of contents

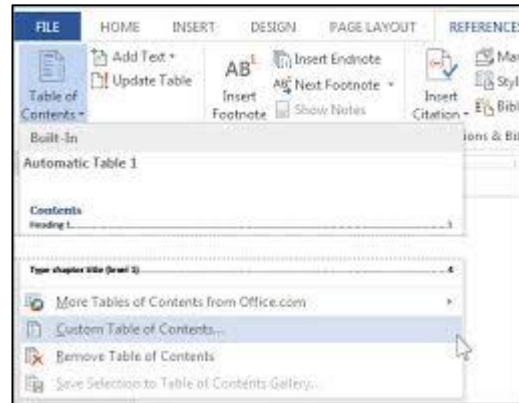
We can create a table of contents manually by inserting a table, then entering the titles and page numbers. However, this method is long and requires us to manually update the table as well whenever we make a change to the document. In this lesson, we will learn how to create automatic table of contents that can be easily updated when you make modifications to the document.

Initially, before creating the table of contents, we must apply heading styles as shown in a previous lesson. Then we click where we want to create the table; Usually it is at the beginning of the document Or at its end. We go to the **References** tab → **Table of contents** group → and we choose an automatic table from the drop-down list.



2.1 Customize or format the table of contents

Word enables you to control many options to customize the table of contents, such as hiding page numbers, adding more levels of headings, etc. We can access these options Via: **References** tab → **Group Table of Contents** → **Table of Contents** → **Custom Table of Contents**



2.2 Update the table of contents



1. Go to **References** tab → **Update Table**.
2. Select one of the following:
 - a. **Update page numbers only:** This only updates the pages that the headings are on, and ignores any changes to the heading text.
 - b. **Update entire table:** This will reflect any updates to the heading text, as well as any page changes.