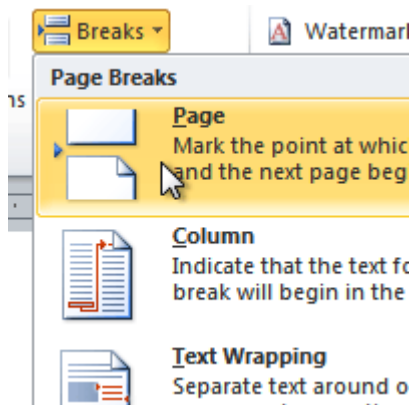


# Adding Breaks

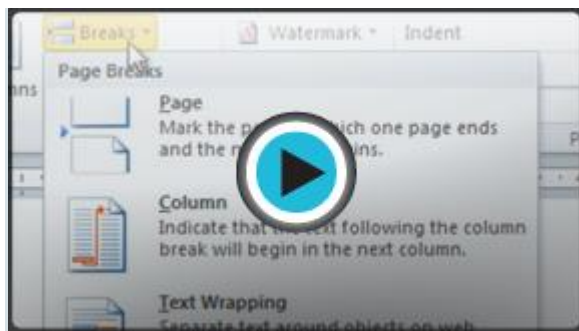
## Introduction



Word has several different types of **breaks** you can add to your document to change the layout and pagination. Each type of break serves a different purpose and will affect the document in different ways. **Page breaks** move text to a new page before reaching the end of a page, while **section breaks** create a barrier between parts of the document for formatting purposes. **Column breaks** split text in columns at a specific point. In this lesson, you'll learn how to **insert** and **delete** breaks.

## Breaks

### Video: Adding Breaks in Word 2010

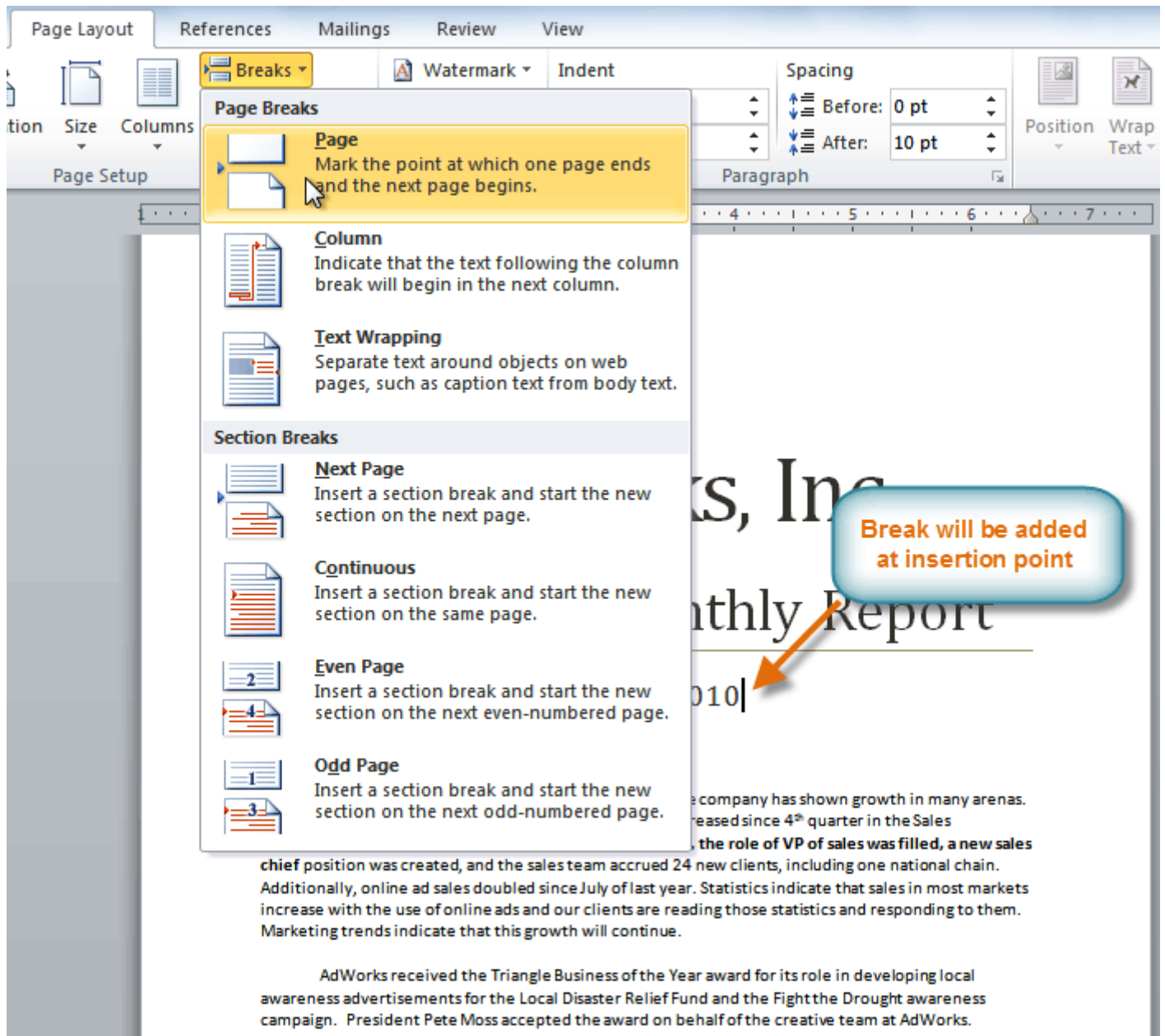


**Breaks** allow you to have more control over the layout of your document. You might use a page break if you're writing a paper that has a **bibliography** to ensure the bibliography starts on a new page. You might use a column break if you are using columns and want them to be arranged in a particular way.

Optional: You can download this [example](#) for extra practice.

## To insert a break:

1. Place the **insertion point** where you want the **break** to appear.
2. Select the **Page Layout** tab.
3. Click the **Breaks** command. A menu appears.

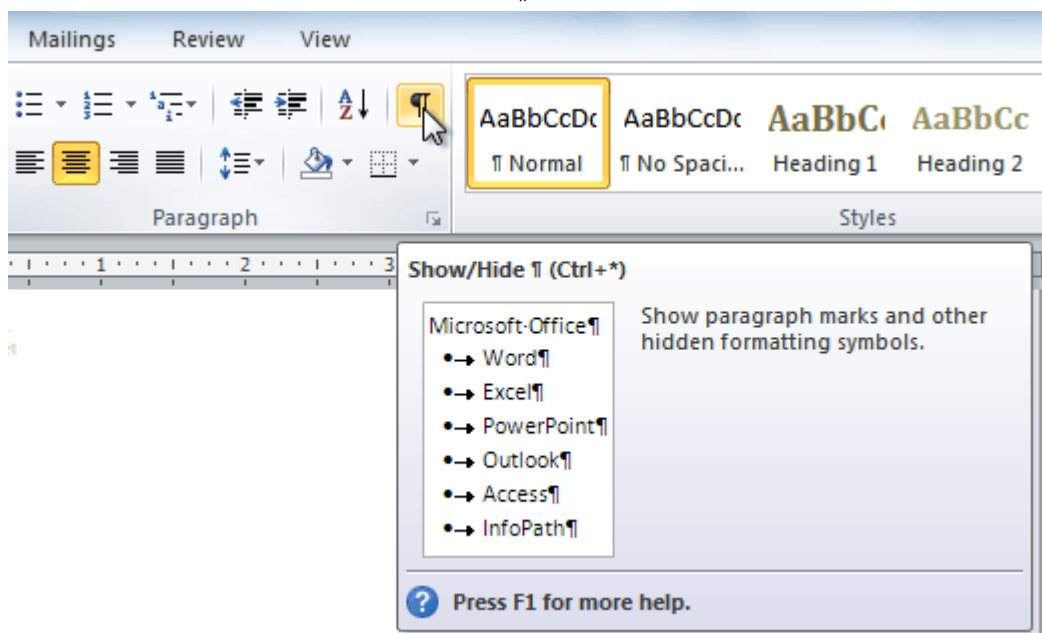


4. Click the desired **break option** to create a break in the document.

## To delete a break:

Breaks are **hidden by default**. If you want to delete a break, you'll probably want Word to show the breaks so you can find them for editing.

1. From the **Home tab**, click the **Show/Hide ¶** command.



2. **Double-click the break** to select it.

AdWorks, Inc. ¶  
Sales Team Monthly Report ¶

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January 2010 .....Page Break ..... ¶

3. Press the **Backspace** or **Delete** key to delete the break.

## Challenge!

1. Open an **existing Word document**. If you want, you can use this [example](#).
2. Create a **page break** somewhere in the document.
3. Show the break using the **Show/Hide ¶** command.
4. **Delete** the break.