



A document can be broken up into a number of sections, each with its own formatting. Look at the example below:

## West Covina Cardinals Are #1 in Poll

Arcadia – The West Covina Cardinals have been named the top team in the San Gabriel Valley by a coaches poll taken last Friday. The poll, which includes votes from Scott Wideman and Phil Horton voted unanimously to put the Redbirds on the top of the poll. Since there were only two votes, none of the other teams received any votes, thereby placing them in a tie for last place.

Atlantic coach Scot Moore remarked, “Ya, they’ve been voting themselves first place for three straight years now. I really think we should get more coaches on the committee to vote.”

The Gator’s Rick Johnson, constantly fighting for the prestige a top-ranked team can provide found the poll slightly skewed.

“Of course the poll is important to us. I just wish a Gator coach or two could be included in the vote. Those Cardinal coaches are always voting for their own teams. But hey, I’d vote for my team. Maybe that’s why they don’t let me vote.”

There is no plan to include any other coaches in the poll, according to poll president Phil Horton.

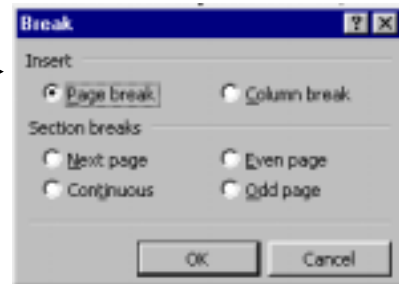
“Why should we include anyone else? Other coaches might not vote for us, and

then where would we be? We might actually have a tie, just like during the 1997-98 NCAA Division I football polls. We all know how controversial that can be!”

This reporter attempted to speak to Scott Wideman, but he refused comment on the matter, other to say that “You reporters need to get a life. Why don’t you try to find homes for stray animals or something.”

For now, it appears the poll will stand with the Cardinals on top for the 172 consecutive week.

The headline at the top of the article is in its own section, formatted with 1 column (the width of the page). After the headline, a **Section Break** is inserted. To insert a section break, pull down the **I**nsert menu, and choose **B**reak. A small window will pop up.



From this window, you can insert a page break (which will create a new page from the insertion point), a column break (which will take you to the next column to the right), or you can insert a section break. Under the section breaks section, you can choose *Next page* which creates a new section starting on the next page, or *Continuous*, which inserts the new section at the insertion point.

Your assignment is to make a newspaper article that looks like the above article. Your top line should be a headline, followed by a multi-column article below it.

Once you have created your headline, hit ENTER, and then insert a Continuous page break (using the method above). A small squiggly line will appear separating the two sections. Next, format the bottom section with 3 columns.

Type your article. When you are done, you will notice that the columns probably don’t balance out. To balance out the columns, insert another continuous section break at the end of your article. The columns should now be balanced.

# RHP Computer Applications Class

4-2 Sections & Breaks

Name \_\_\_\_\_



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