

Change orientation of single page.

Microsoft Office Word 2010.

Using sections breaks in Microsoft Word allows us to setup different formatting (Header, Footer, and Page Orientation) between sections

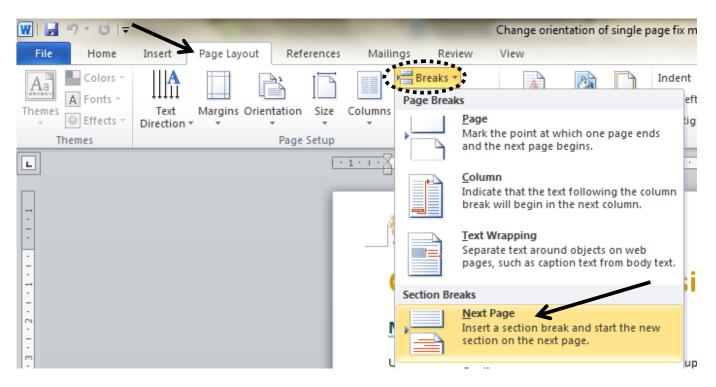
- 1. Go to the page you want to change the orientation of.
- 2. Select an area before the text on the page you want to change the orientation of.

Select an area before the text; this is where a section break will be inserted.

HELP AND SUPPORT

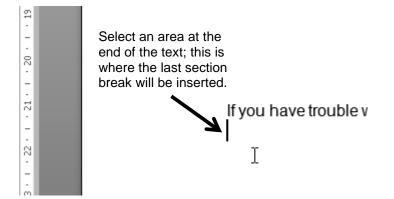
Help is available during all opening hours. Librarians and IT A Information Desk and by roving in the Commons. Help sheets

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Adobe Reader
- 3. Go to Page Layout > Breaks > Next Page

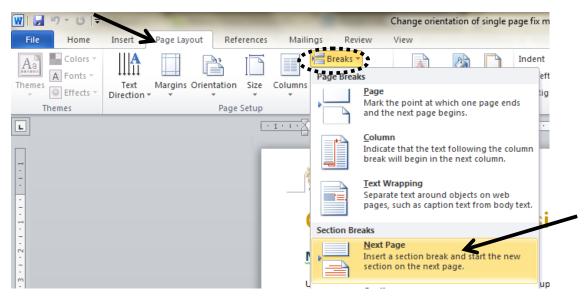




4. Select an area immediately after the text on the same page



5. Go to Page Layout > Breaks > Next Page



- 6. The document is now separated into three sections, allowing us to apply a different formatting for each section
- 7. Select an area in the page that has a section break applied before and after it
- 8. Go to page layout > page setup

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10. Change the orientation to landscape

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- 11. Click OK
- 12. Done!

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