

# 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.

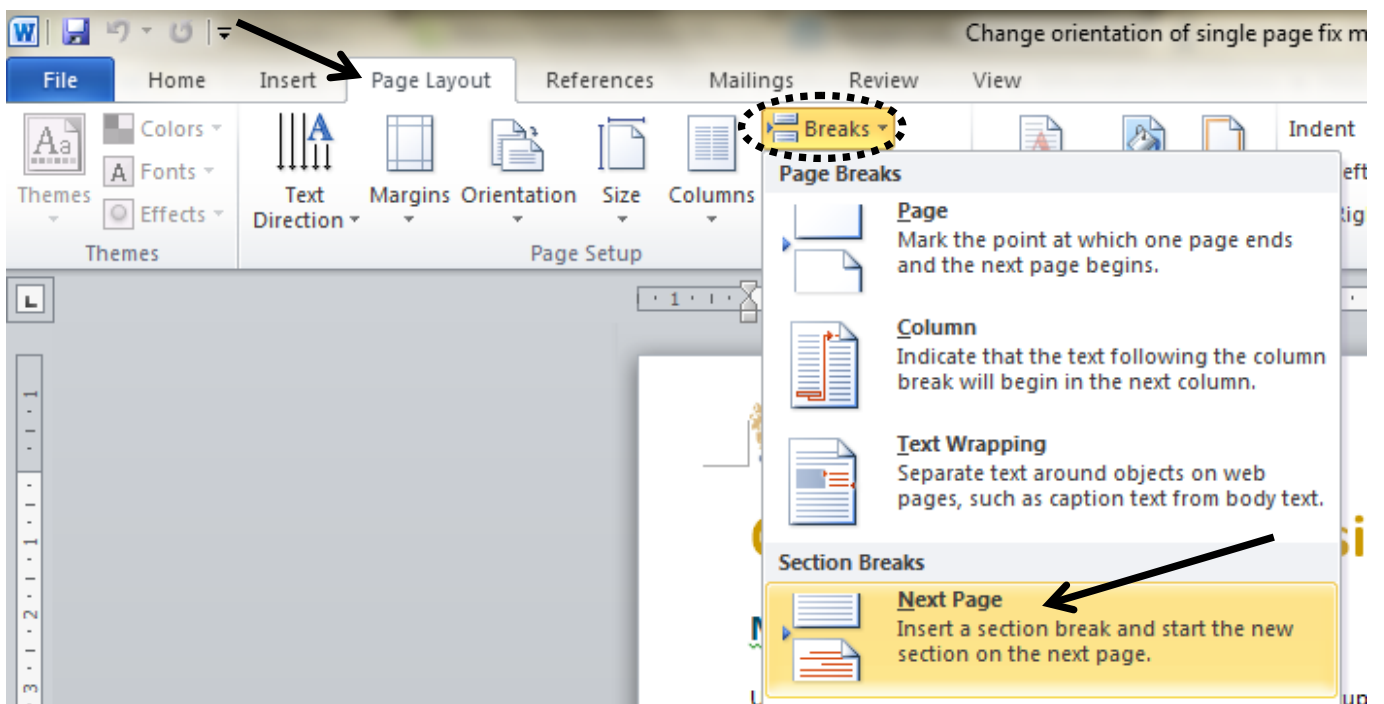
Select an area before the text; this is where a section break will be inserted.

### HELP AND SUPPORT

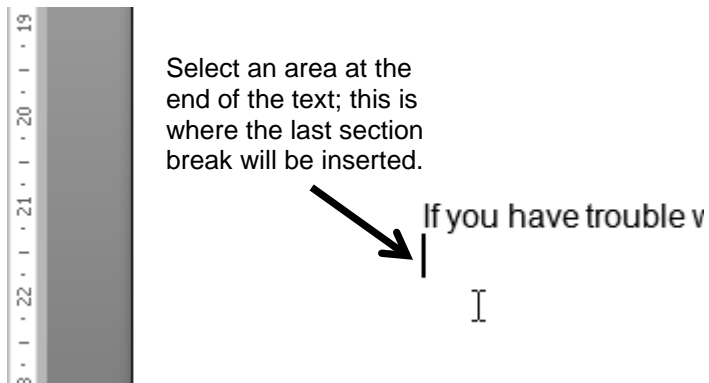
Help is available during all opening hours. Librarians and IT A: Information Desk and by roving in the Commons. Help sheets

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Adobe Reader

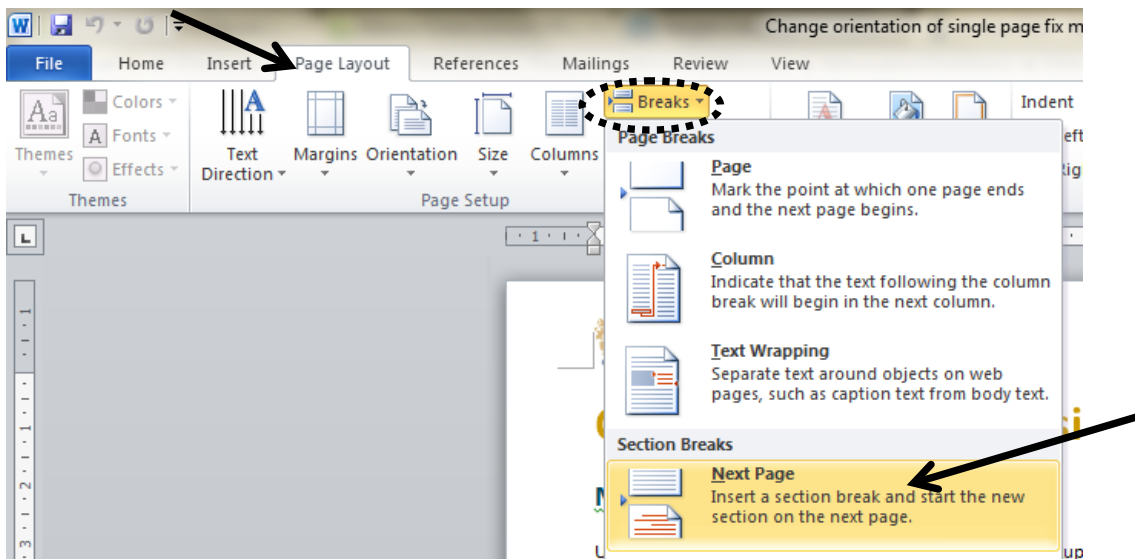
3. Go to **Page Layout > Breaks > Next Page**



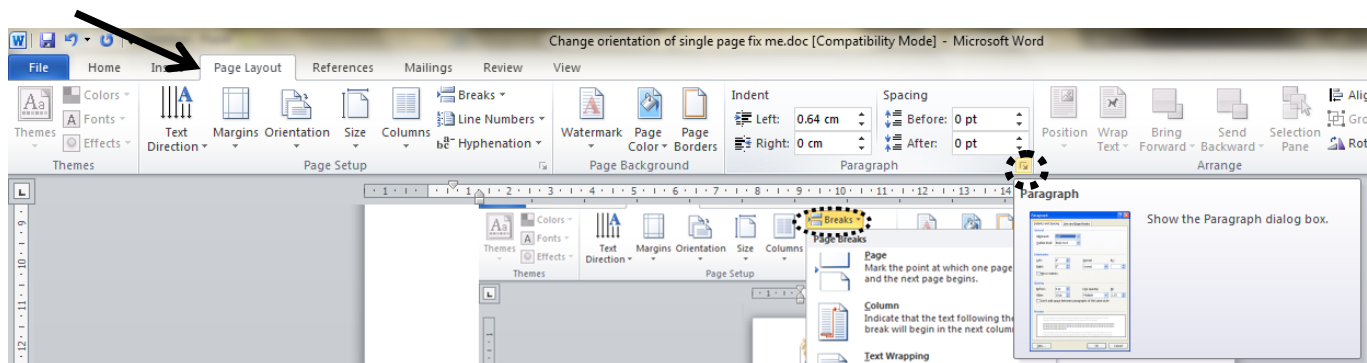
- Select an area immediately after the text on the same page



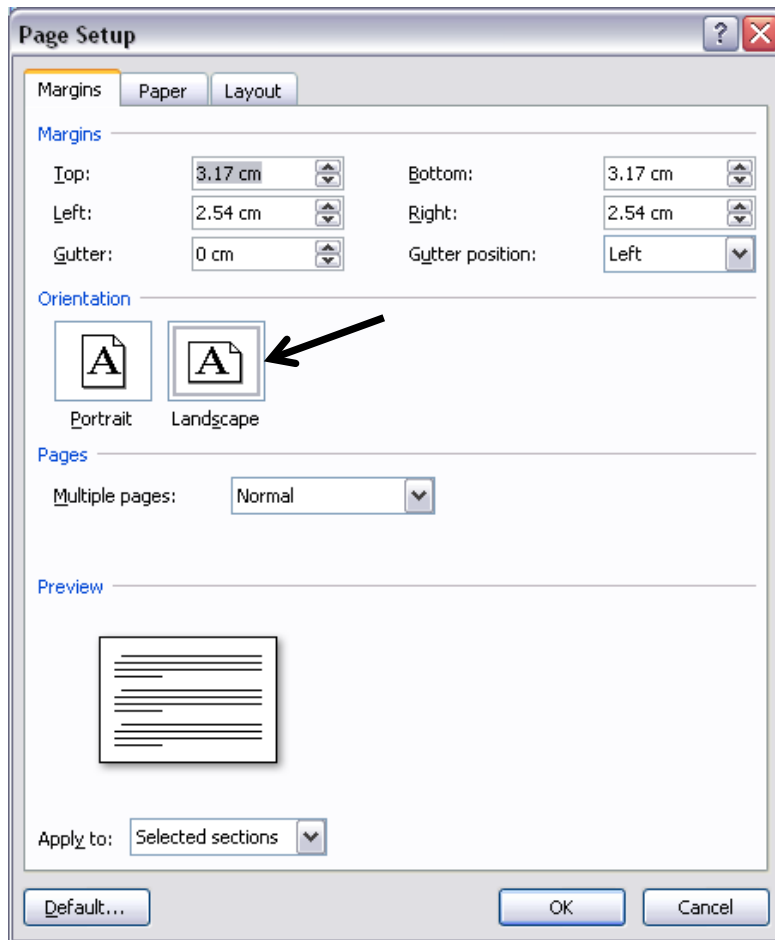
- Go to **Page Layout > Breaks > Next Page**



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



- The page setup dialog box will open
- Change the orientation to landscape



11. Click OK

12. Done!

