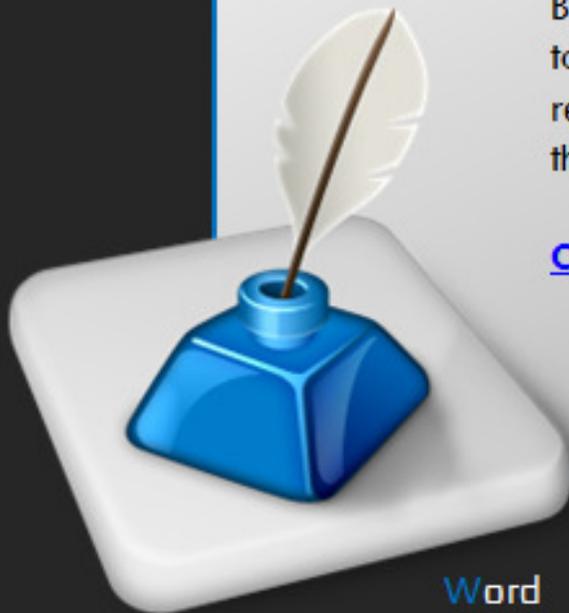


## Delete a Section Break in a Document

By default, breaks are hidden in a document which allows you to format the section independently. But you can also quickly remove section breaks in a document to achieve one format for the entire document.

[Click here](#) to know how to remove section breaks in a document.



Word

Prepared by Information Security and IT Governance Division of ICT.

[Productivl.T.y](#) showcases tips & tricks on various office and branch applications.

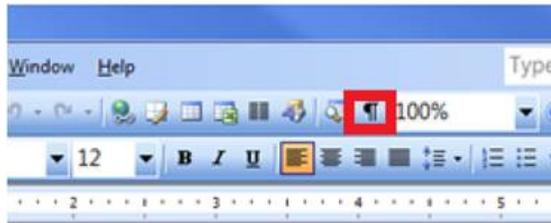
## Delete a Section Break in a Document

MS Word 2003

MS Word 2007

1. Turn on the **Show/Hide** command to easily locate the section break.

On the menu bar, click the icon  to access Show / Hide command.



In the **Home** tab, under the **Paragraph** group, select .

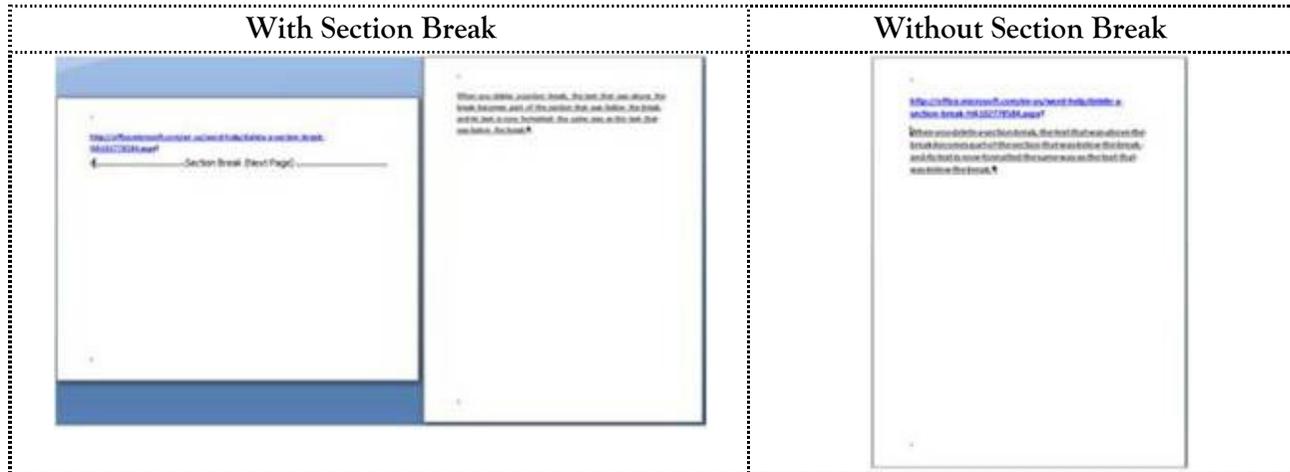


**Note:** For keyboard shortcut, press Ctrl+Shift+8.

2. Position the insertion pointer before the section break.

The introductory paragraph includes a paraphrase of something said by a famous person in order to get the reader's attention. The second sentence leads up to the thesis statement which is the third sentence. The thesis statement (sentence 3) presents topic of the paper to the reader and provides a mini-outline. The topic is Poe's use of visual image y. | ..... Section Break (Next Page) .....

3. Press the **Delete** key on the keyboard until the section break is completely removed in the document.



4. To deactivate the show/hide command in the paragraph, click the icon .

**Note:** When you delete a section break, all the formatting below the section break will be followed for the entire document.

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