

The **Sections** feature in Word lets you identify different parts of a document for the sake of formatting, headers/footers, and so on. To designate the beginning of a Section in Word 2007:

1. Move the cursor to the end of the previous section
2. Select the **Page Layout** ribbon option.
3. Go to the **Page Set Up** tab.
4. Click on "**Breaks.**"
5. Select the section break you want to use.

Each new section can now be formatted independently for page orientation, page breaks, borders, etc.