



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

RHP's Science Department Ranks #1

Arcadia – For the 10th year in a row, the Science Department at Rio Hondo Prep was named the schools' favorite department in the school.

Science Chairperson Mrs. Ginger Demers accepted the award with her usual grace and humility. "I can't believe we won again!" she exclaimed as she hoisted up the trophy along with a \$5 Gift Certificate to Alberto's Mexican Food #3. "It's nice to know that you are truly appreciated by your peers!"

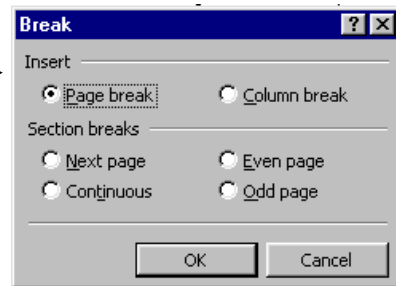
Mrs. Christina Horton was seen just shaking her head. "I don't understand why the English Department doesn't win this award ever. How many crumb cakes do I have to bake to win this thing?"

Apparently, a few more. Mr. Dan Davis, lead historian at the school summed it up; "The only faculty that can vote are those with Bachelor of Science degrees. That leaves English and History departments in the cold, as we all have Bachelor of Arts degrees. There's something rotten in Denmark!"

Mr. Devon Drain, a popular math teacher at the school, offered his perspective. "Math doesn't have a shot at this anyway. Our department is always the scapegoat – we are punished for teaching kids how to add."

Drain dismisses the award anyway. "Everybody knows that the trophy is an extra one they find in the storage room, and what can you buy at Alberto's for five dollars, one-half of a taquito? They can have their award, I'm going to In-n-Out for lunch!"

The headline at the top of the article is in it's 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 Insert menu, choose Break. A small window will pop up.



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

Email me your document at rhp@denovodental.com. The subject line is **Compapp 4-2 lastname.**