How to Insert a Continuous Break in a Word Document

Continuous breaks are used to start a new section after a break has been made in a Word document.

- In this tutorial you will learn how to insert a continuous break in a Word document.

Step One: Open an already completed Word Document.
Step Two: Select the area in your document where you want to insert a CONTINUOUS BREAK with your cursor.

For this tutorial I want to insert a continuous break between the second and third paragraph.

To make sure the break is in the correct location I will click with my mouse after the last sentence of the second paragraph.

Cultural intelligence is a learned skill and a valuable one at that. The cultural intelligence scale we used this week to rate ourselves was helpful in determining our areas of strength and weakness. Strategy, motivation, behavior, and knowledge were all areas to be explored. In our global community these skills are even more important than ever before. As our technology and ability to communicate expand our world shrinks bringing us closer together. In this togetherness we need to exercise some form of intelligence to communicate to each other.

Therefore a scale to grade oneself can be helpful but not be limited to just the scale. The intelligence scale we used is merely a tool a stepping stone to determine the path to be taken. The follow up is research and experience. The question to ask yourself is do I want to improve and expand my horizons?

After the establishment of cultural intelligence one other key ingredient is cultural context. Not every comes from the same background, belief system, or system of values or expectations. Therefore it is important to identify those areas and attempt to create welcoming environment. Know for my project I considered classroom learners versus online learners as two different cultural experiences. Both have expectations and sets of rules that may overlap in some cases and depart in others. I identify strengths and weaknesses in both and then create a positive environment as the goal.

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Step Three: Select **PAGE LAYOUT** on the top toolbar.

![Select Page Layout](image1)

Step Four: In the **PAGE SETUP** section select the **BREAKS** icon. A drop down menu will appear.

![Select the Breaks Icon](image2)
Step Five: Select the **CONTINUOUS** break icon.

Select Continuous
Step Six: You will see your Word document change so the page break is in a continuous manner.

Before Continuous Break

After Continuous Break is applied.

New Section can begin between paragraphs.