

Page Orientation Changes Within a Document

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U3.2

Outcome M1.U3.3

WHAT THIS LESSON DOES

Learn how to use section breaks to include both portrait and landscape pages in a single document. This allows wide tables or images to fit properly within your newsletter without shrinking or wrapping awkwardly.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U3.2	Demonstrate an ability to utilise features such as footer, headers, section breaks, page breaks, pagination and linked table of contents.
M1.U3.3	Evaluate the layout features of a text for the intended audience.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Use section breaks to mix portrait and landscape pages
- Place a wide table or image on a landscape page inside an otherwise portrait document
- Explain when mixed orientation is the right layout choice

BEFORE THE BELL

- Prepare printed or on-screen examples of a portrait page with a wide table and the same content on a landscape page.
- Critical platform fact: Word for the web cannot insert section breaks. Microsoft students on Windows or Mac must use desktop Word (Open in Desktop App from OneDrive). Chromebook students complete the Chromebook steps (Google Docs menus) under the Microsoft path, or use the Google Workspace branch, there is no desktop Word on Chromebook.
- Pre-class checklist: every student has sm1_doc2_newsletter.docx in Project_Portfolio / 09_specialism / sm1 (anyone without it makes a one-page starter with that filename, as the callout on the step shows); desktop Word launch confirmed for Windows/Mac MS users.
- Default support: slower typists paste the portrait lines printed on the step-by-step task instead of typing them, so they start at the section break. The same step prints the Harbour Side Snacks table headers and roster rows on each student's screen, so there is nothing to write on the board for that.
- Pre-class checklist before the bell: (1) every student has sm1_doc2_newsletter.docx in Project_Portfolio / 09_specialism / sm1, and anyone without it makes a one-page portrait starter with that exact filename, as the callout on the step shows; (2) Microsoft users on Windows/Mac can launch desktop Word from OneDrive (Open in Desktop App); (3) Chromebooks complete the Chromebook steps under the Microsoft path, which open Google Docs (or use the Google Workspace branch). Have a sample portrait newsletter with a deliberately too-wide table ready for the before/after demo.
- No prep needed beyond the classroom demo document used in the next step.
- Demo account ready on the classroom screen with desktop Word or Google Docs. Default support: slower typists paste the portrait lines printed on the step instead of typing them. Students need word-processor access and a cloud Project_Portfolio folder. Chromebooks: Google Docs via the Chromebook steps or the Google Workspace branch.
- Students need their earlier newsletter (or a short starter) in Project_Portfolio / 09_specialism / sm1. Desktop Word available for Microsoft users on Windows/Mac; Chromebooks on Google Docs.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
17 min	activity	Step-by-step task
3 min	content	Common issues
20 min	activity	Independent practice
4 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Model the fail (whole document flips) then the section-break fix on the classroom screen before students attempt it.
- Use whole-class discussion to reinforce that orientation applies per section.
- After orientation changes, force a scroll-back check that page 1 is still portrait.
- Circulate during independent practice to verify correct section breaks and the same filename sm1_doc2_newsletter.
- Near the end of independent practice, run a 30-second shoulder-check: partner names the wide content from the landscape title and table.
- Reflection: clock 60 seconds, Student A names the wide content, Student B says whether landscape was justified.

WHAT TO WATCH FOR

- Changing orientation without a section break, affecting the whole document. Solution: Insert section break first then change orientation in the new section with Apply to: This section (Word: Page Setup dialog launcher on the Layout tab).
- Trying the skill in Word for the web. Solution: Open in desktop Word on Windows/Mac, or switch the student to Google Docs (required on Chromebook).
- Cursor not in the target section when setting orientation. Solution: Check the section by viewing break markers or status bar.
- Wide content spanning section boundaries. Solution: Ensure the table is fully within the landscape section.
- Inventing a v2 filename. Solution: Edit sm1_doc2_newsletter.docx in place.

DIFFERENTIATION

- Support: slower typists paste the portrait lines printed on the step instead of typing them.
- Support: Provide a printed step-by-step guide with screenshots for inserting section breaks; allow pairs during independent practice.
- Extension: Add a wide image and a one-line vocational caption on the landscape page (see lesson summary).