

## Displaying Text in Columns

When entering a page of text it is sometimes advantageous to place that text in columns. This can make the passage easier to read and make more efficient use of the space available on a page. Normally 2 or 3 columns are used.

Unfortunately, Google Docs does not have a column tool, but tables can be used as a work around. It does mean a little cutting and pasting to ensure that the columns are even at the base of the page. You can also nest tables within other tables to create a thin border around the page contents, which makes column text look more professional.

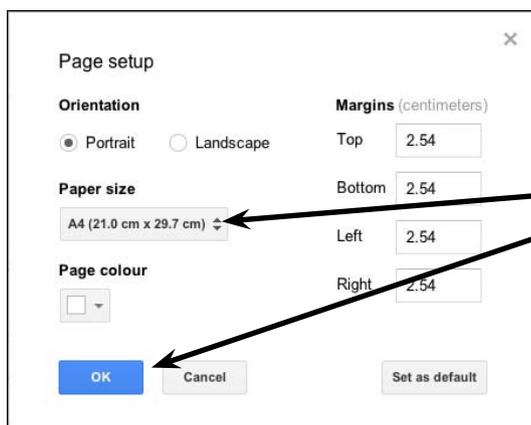
## Loading a Prepared Article

An article about Japan has been entered for you. It will need to be opened then accessed to copy the text into the cells of the document that will contain the columns.

- 1 If you are starting a new session, load Google Docs.
- 2 Display the FILE menu and select OPEN.
- 3 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.
- 4 Access the DOCS SUPPORT FILES, open the CHAPTER 17 folder and load the COLUMN TEXT file.

## Starting the New Document

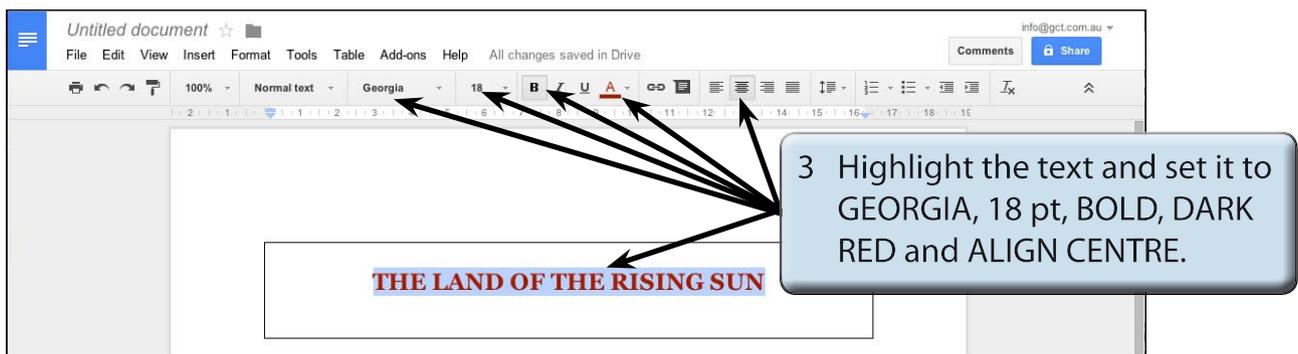
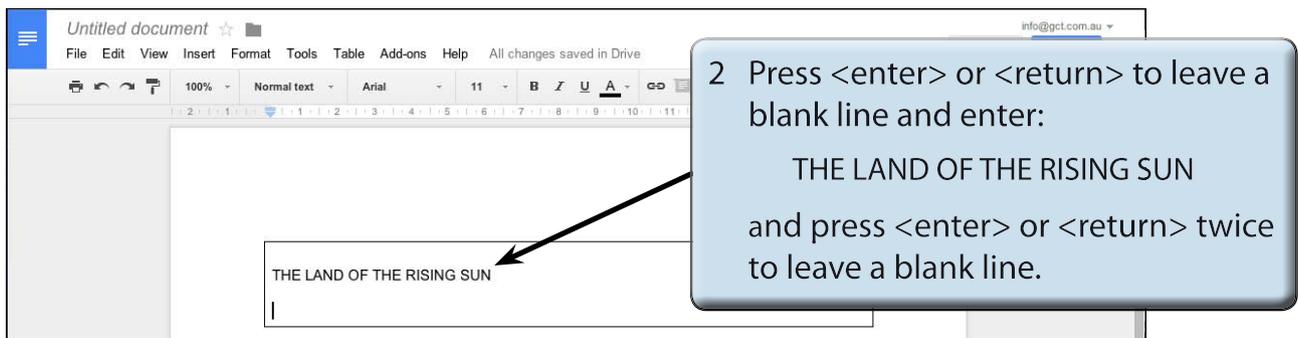
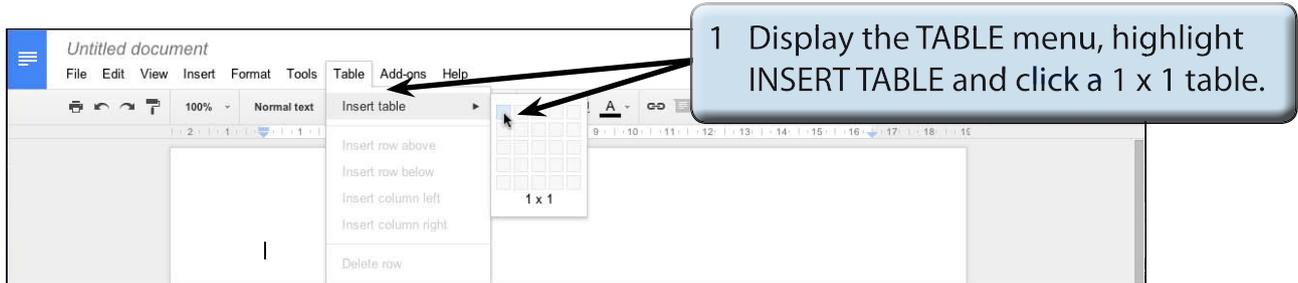
- 1 Display the FILE menu, highlight NEW and select DOCUMENT to start a new document.
- 2 Display the FILE menu again and select PAGE SETUP



- 3 Set the PAPER SIZE to A4 (or the paper size that your printer uses) and select OK.

## Inserting the First Table

The first table will be a single celled table which will act as a container for the rest of the document. Its cell border will become the page border for the document.



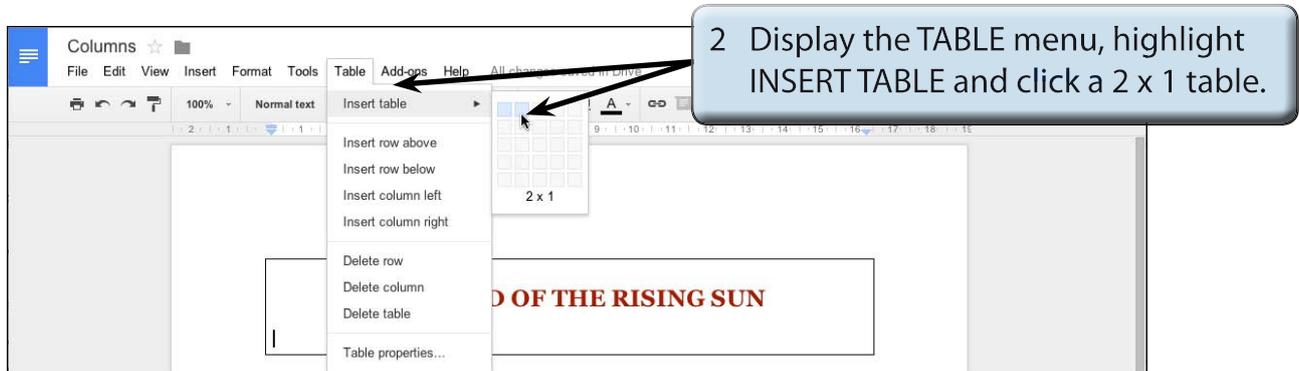
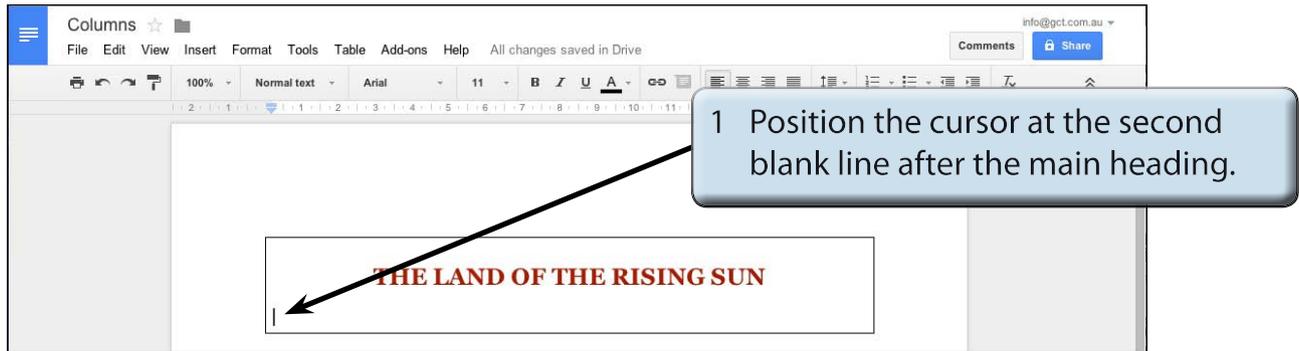
**NOTE: This text will be the heading over the columns of text.**

4 Rename the document:

Columns

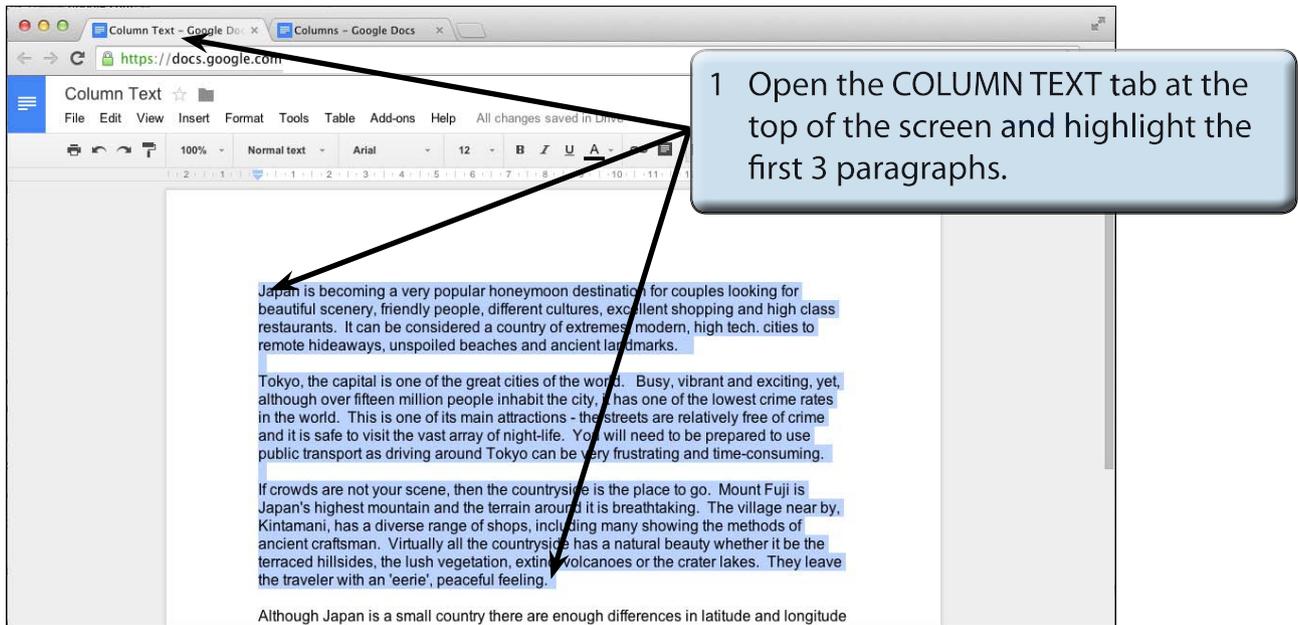
## Inserting the Nested Table

A 2 column 1 row table will be inserted within the first table. You can nest multiple tables within other tables to create the page layout you need.



## Copying the Text

The text from the COLUMN TEXT document can now be copied into the cells of the nested table. Unfortunately, there is a bit of trial and error with this process to make the columns even as you cannot flow text from one cell to the next.



- 2 Display the EDIT menu and select COPY (or press CTRL+C or COMMAND+C) to copy the text.

