

Placing 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. Microsoft Word allows you to split the page into up to 11 columns, each having its own margins, indents, justifications and widths. Normally, however, 2 or 3 columns are used.

Loading a Prepared Article

An article about Japan has been entered for you. It will need to be converted into columns.

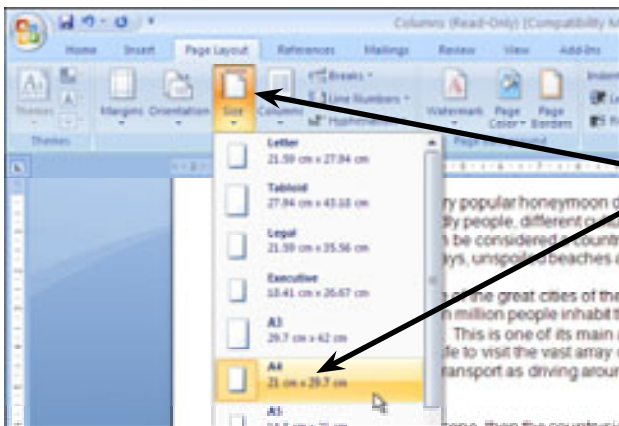
- 1 Load Microsoft Word and click on the OPEN icon in the OFFICE BUTTON, or close the current file and click on the OPEN icon in the OFFICE BUTTON.
- 2 Access the WORD 2007 SUPPORT FILES.
- 3 Double click on CHAPTER 9 folder to open that folder, then double click on the COLUMNS file to load the file as a READ ONLY document.

Setting Text into Two Columns

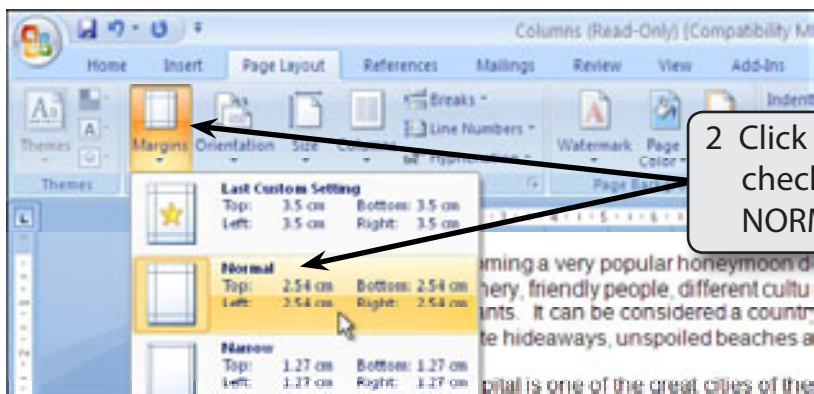
As it is at the moment, the text is a little boring to read. Placing it in two columns can make it much more interesting.

A Preliminary Settings

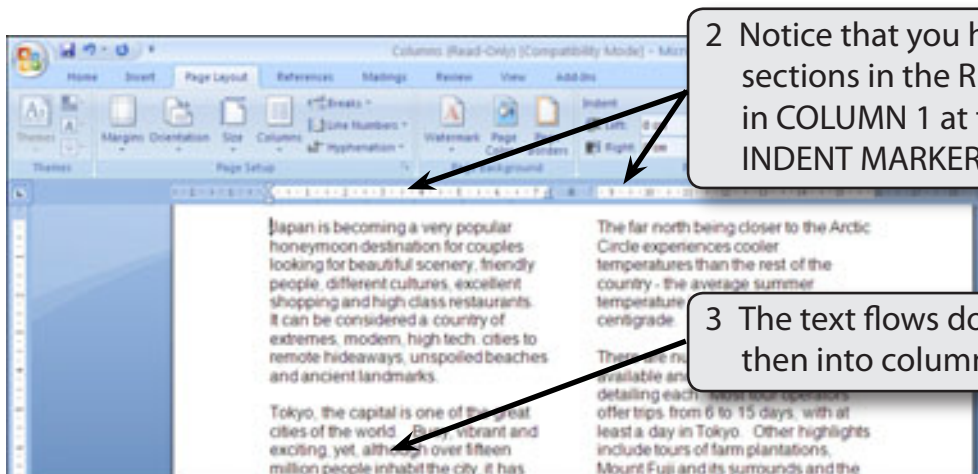
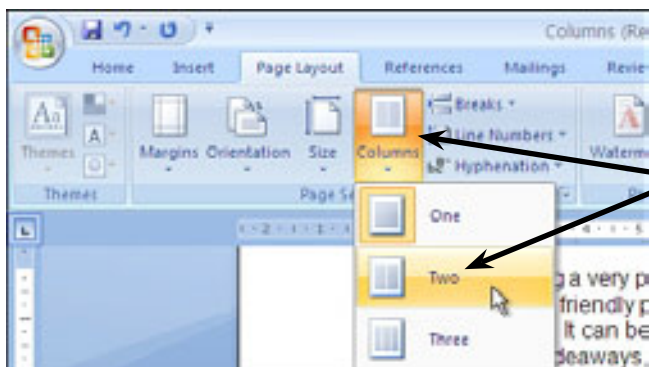
Before placing text in columns you should check that the PAGE SETUP is correct for your system.

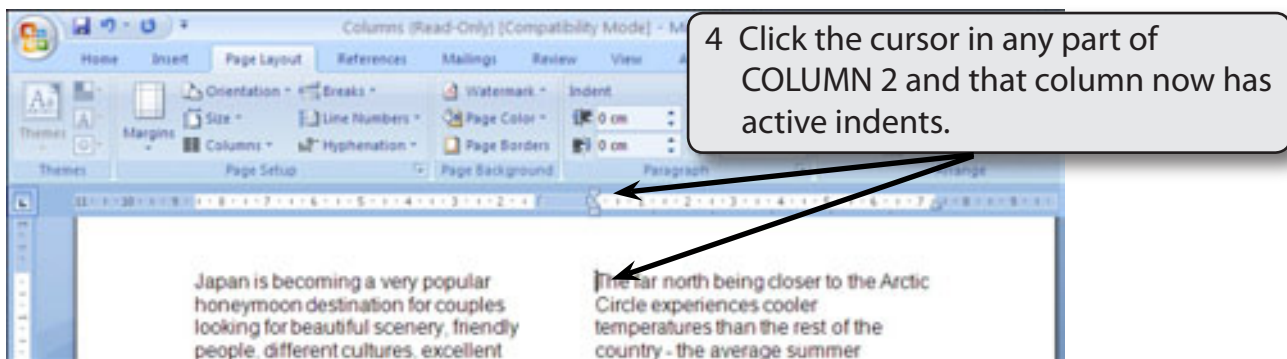


- 1 Open the PAGE LAYOUT tab of the RIBBON, click on the SIZE icon and check that the PAPER SIZE is correct for the paper you will printing on. It is probably A4.



B Setting the Columns



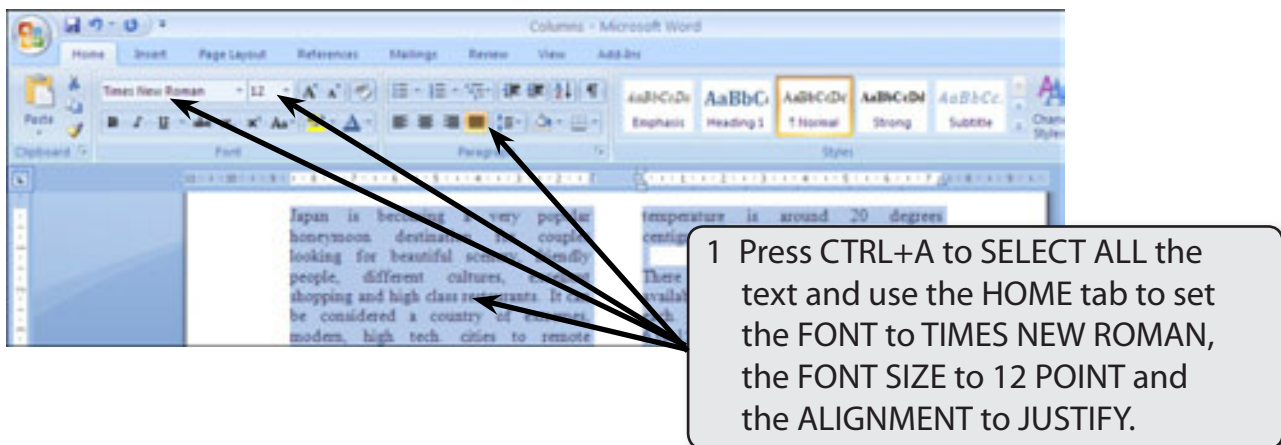


- 5 Save the file in your WORD DOCUMENTS folder under the file name:
Columns

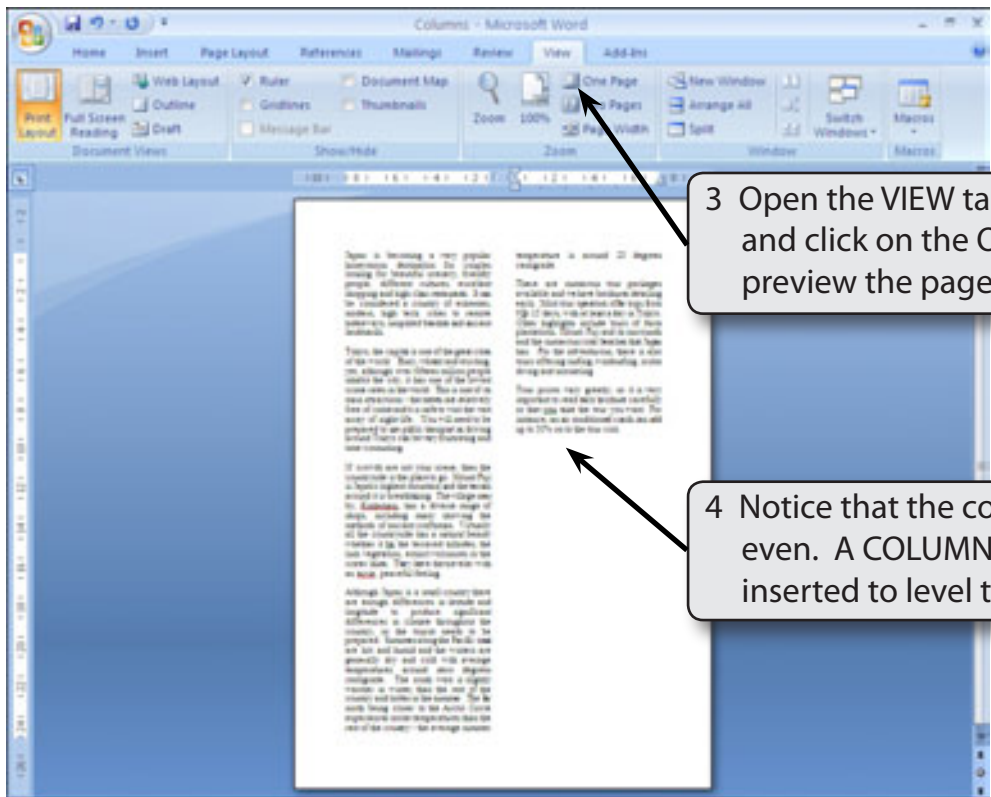
Remember to turn off READ ONLY RECOMMENDED.

C Justifying the Text

Text in columns usually looks better justified. That way all sides of the columns are straight.



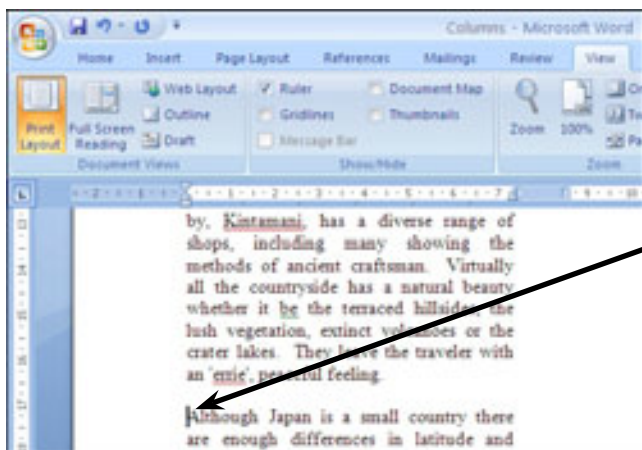
- 2 Remove the highlight by clicking the mouse button with the I-BEAM over the text.

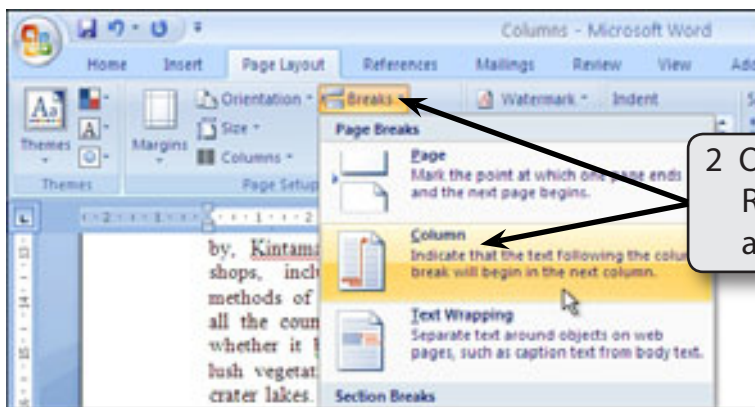


5 Return the ZOOM to 100%.

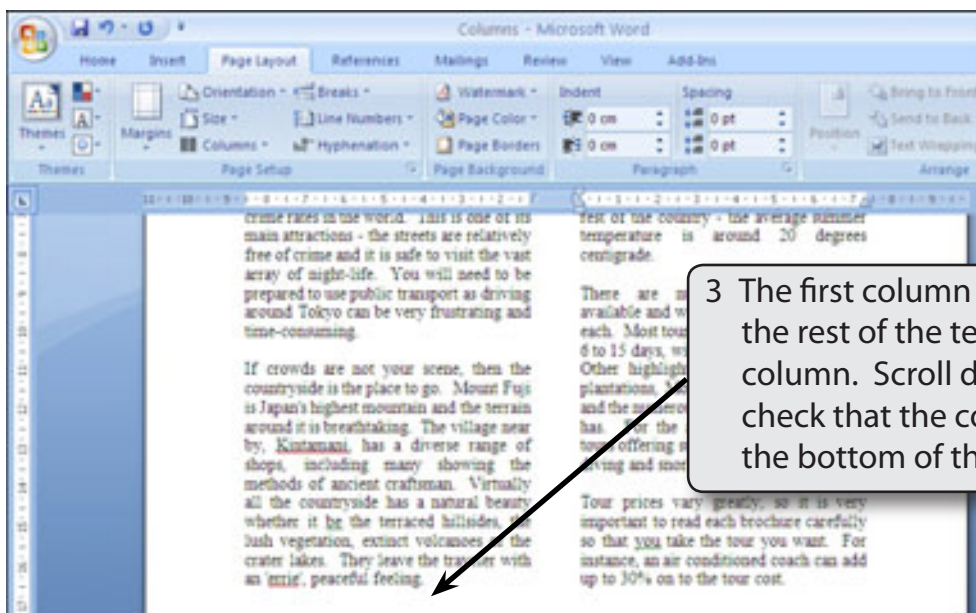
D Inserting a Column Break

A COLUMN BREAK takes the text to the top of the next column. It is similar to inserting a PAGE BREAK.





2 Open the PAGE LAYOUT tab of the RIBBON, click on the BREAKS icon and select COLUMN.



3 The first column will be broken and the rest of the text taken to the next column. Scroll down the page and check that the columns are level at the bottom of the page.

- 4 Save your file by pressing CTRL+S or by clicking on the SAVE button in the QUICK ACCESS TOOLBAR.

NOTE: CTRL+SHIFT+<enter> is a keyboard shortcut for inserting a column break.