

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 utilise the space available on a page more efficiently. 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.

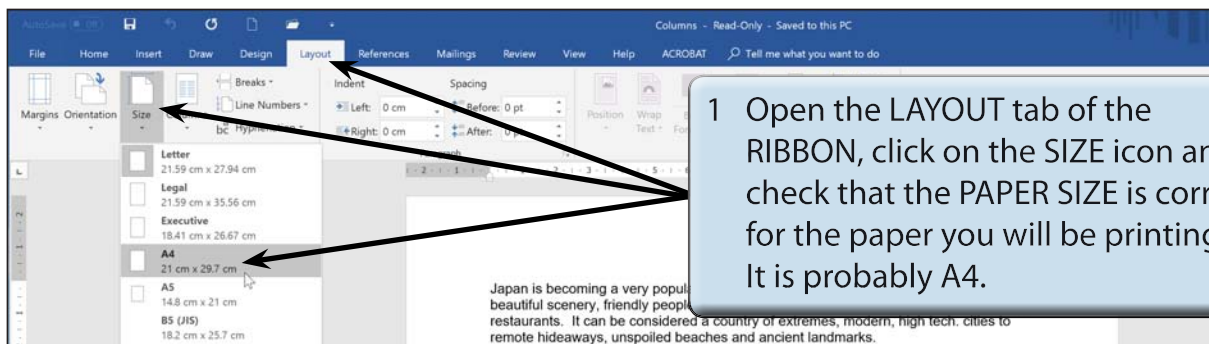
- 1 Load Microsoft Word and click on OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the WORD 2019 SUPPORT FILES, open the CHAPTER 9 folder and load the COLUMNS file.
- 3 Select YES to open the file as a READ ONLY document.

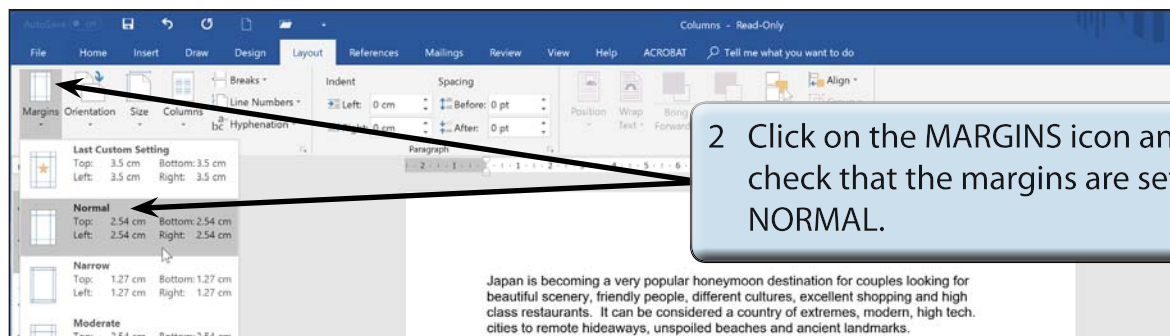
Setting Text into Two Columns

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.

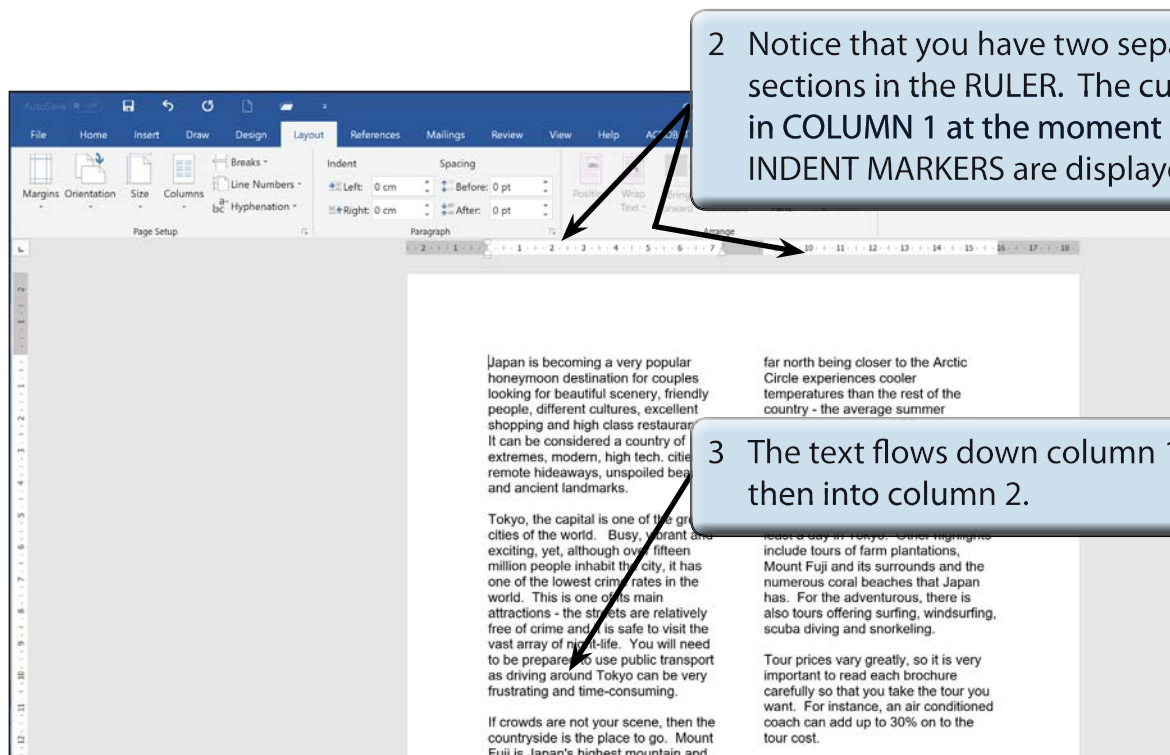
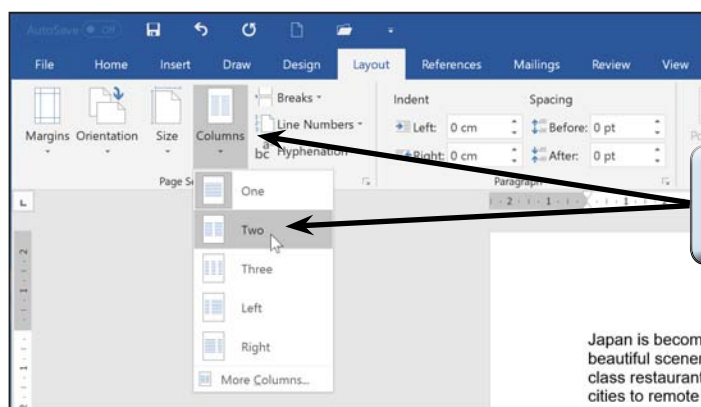
A Preliminary Settings

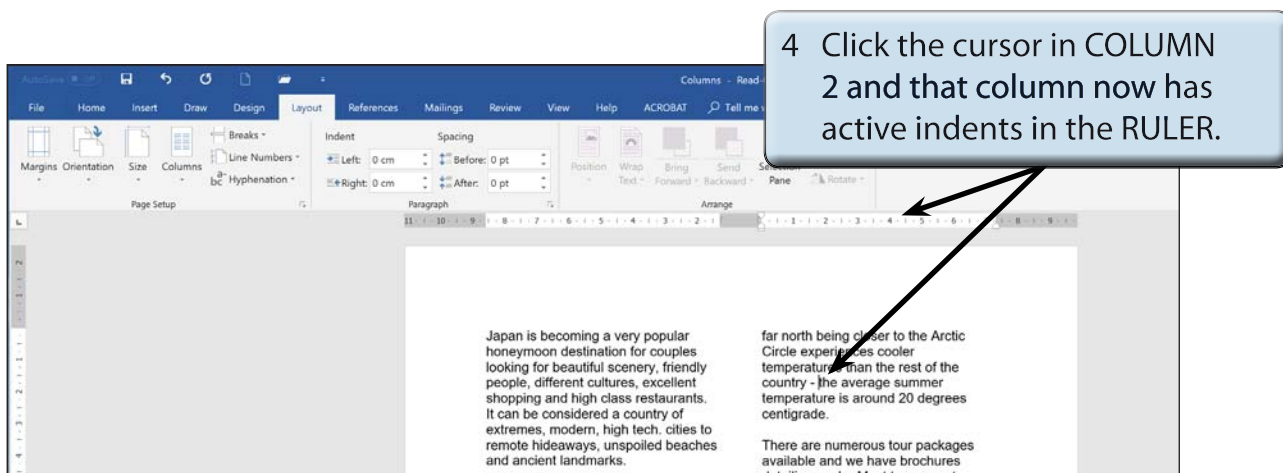
Before placing text in columns you should check that the PAGE SETUP is correct for your system.





B Setting the Columns





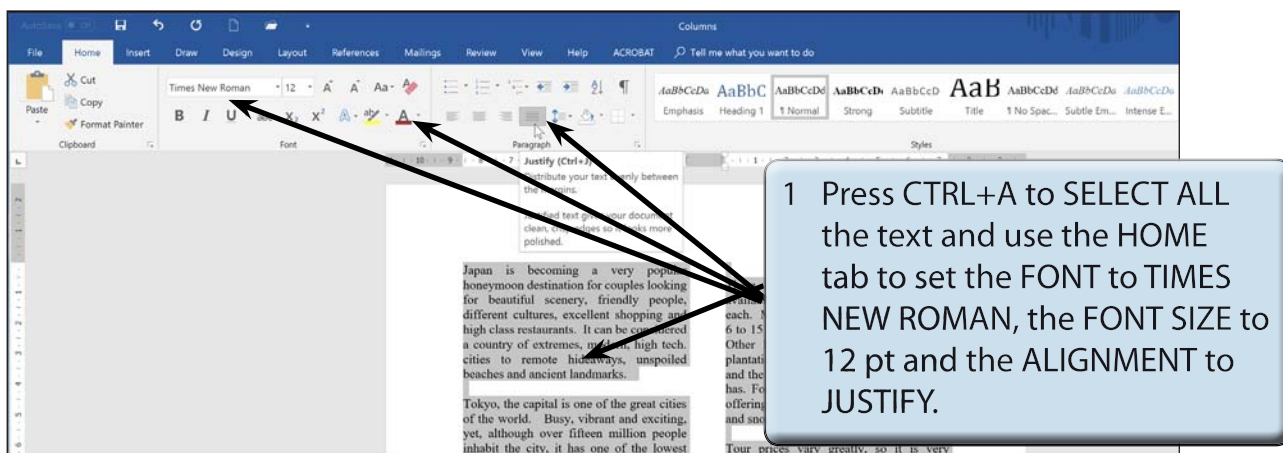
- 5 Click on the FILE tab and select SAVE AS. Save the file in your WORD PROCESSING folder under the file name:

Columns

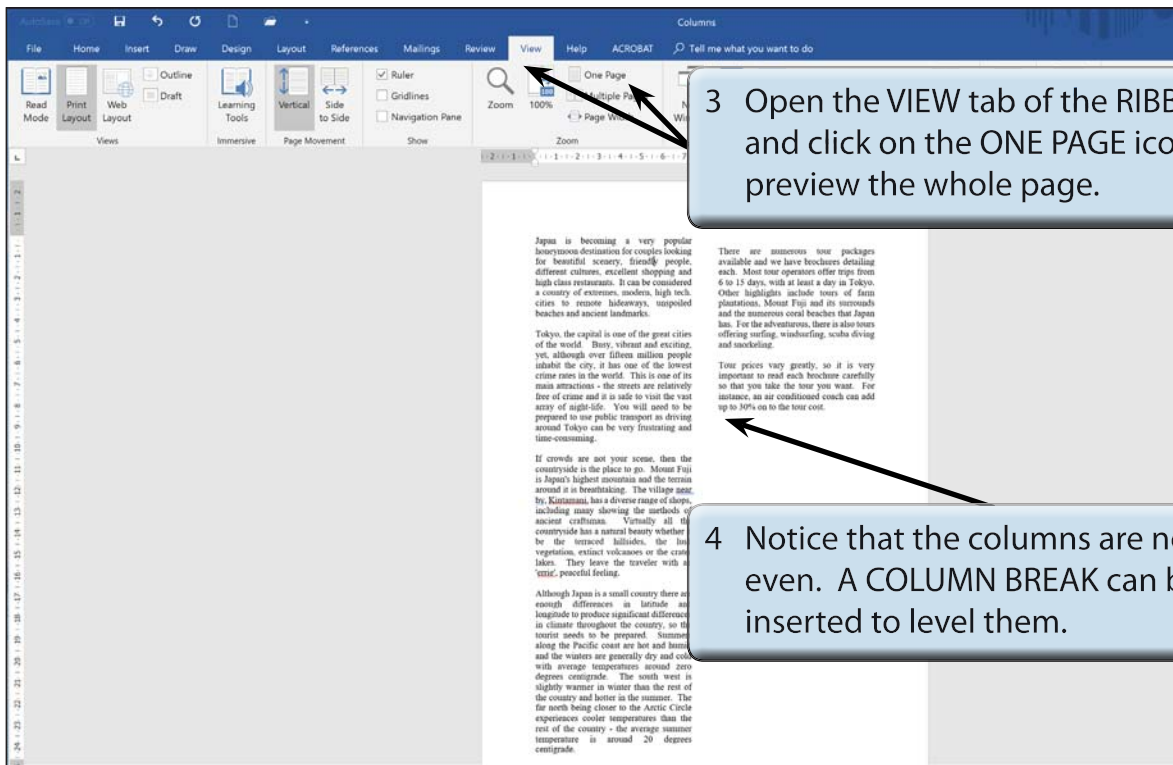
Remember to turn off READ ONLY RECOMMENDED.

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 a similar to inserting a PAGE BREAK.

