Placing Text in Columns

When entering a page of text it is sometimes advantageous to place the 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 (or close the current file) and select OPEN from the FILE menu.

2   Access the WORD SUPPORT FILES, open the CHAPTER 9 folder, then open the COLUMNS file as a READ ONLY file.

Setting Text into Two Column

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   Display the FILE menu and select PAGE SETUP.

2 Check that the PAPER SIZE is correct for the paper you will printing on. It is probably A4.

3   Select OK to return to the workpage.

B   Setting the Columns

1 Click on the COLUMNS button in the STANDARD Toolbar and highlight 2 columns.

NOTE: **You can also select COLUMNS from the FORMAT menu to set a page into columns.**

2 Notice that you have two separate sections in the Ruler. The cursor is in COLUMN 1 at the moment so its INDENT MARKERS are displayed.

3 The text flows down column 1 first then into column 2.

NOTE: **The screen is set to PAGE LAYOUT VIEW when you set the page to columns.**

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4 Click the cursor in any part of COLUMN 2 and notice that it now has active indents.

5 Save the file on your WORD DOCUMENTS folder under the file name:

Columns.doc

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.

1 Press +A to SELECT ALL the text and set the FONT to TIMES, the FONT SIZE to 12 POINT and click on the JUSTIFY button in the FORMATTING Toolbar.

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

3 PRINT PREVIEW the document and click on the ONE PAGE button in the PRINT PREVIEW Toolbar.

4 Notice that the columns are not even. A COLUMN BREAK can be inserted to level them.

5   Click on the CLOSE button to return to the document.

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.

1 Position the cursor at the beginning of the last paragraph in the first column which starts 'Although Japan is a small country'.

2 Display the INSERT menu, highlight BREAK and select COLUMN BREAK.