

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.

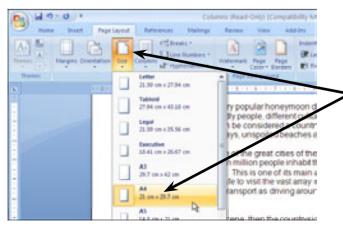
- 1 Load Microsoft Word and click on the OPEN icon in the OFFICE BUTTON, or close the current file and click on the OPEN icon in the OFFICE BUTTON.
- 2 Access the WORD 2007 SUPPORT FILES.
- 3 Double click on CHAPTER 9 folder to open that folder, then double click on the COLUMNS file to load the file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

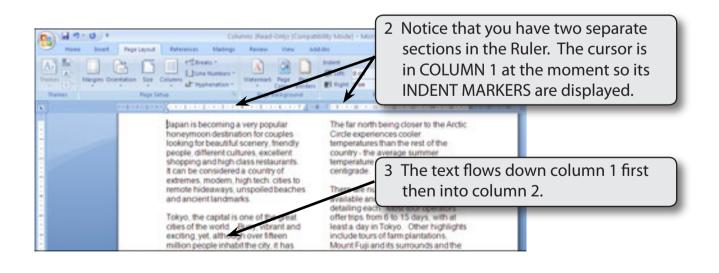


1 Open the PAGE LAYOUT tab of the RIBBON, click on the SIZE icon and check that the PAPER SIZE is correct for the paper you will printing on. It is probably A4.

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e Home	Insert Page Lays	References	Mailings	Review	View	Add-Ins		
hemes O	Margins Orientation St		ks * Numbers *	Bers - Watermark Page	2 Click on the MARGINS icon and			
Themes	Last Custom Top: 3.5 Left: 3.5	an Bottom 3.5 an		Page D	- 4 - 1	check that the margins are set t NORMAL.	0	
-	Normal Top: 2.5 Left: 2.5	an Bottom: 2.54 or Right 2.54 or	hery, frie	neymoon d fferent cultu red a country				
2 - 11		Tan Bottom: 1.27 a Fan Right: 1.27 a						

B Setting the Columns





A Trans	Home Inset Page Layout References	Page Borden Page Background	ibility Mode) - M nv View i indent iff 0 on : Fil 0 on : Parage	4 Click the cursor in any part of COLUMN 2 and that column now has active indents.
Lange - 1 - 1 - 1	Japan is becoming a very popular honeymoon destination for couples looking for beautiful scenery, friendly people, different cultures, excellent			in the being closer to the Arctic enerces cooler res than the rest of the he average summer

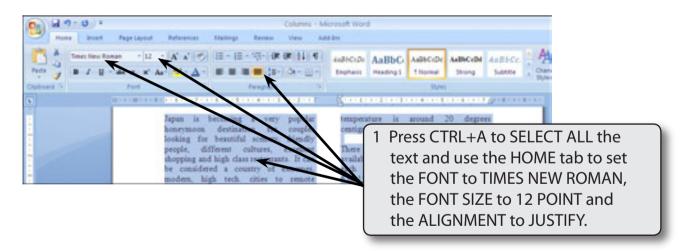
5 Save the file in your WORD DOCUMENTS folder under the file name:

Columns

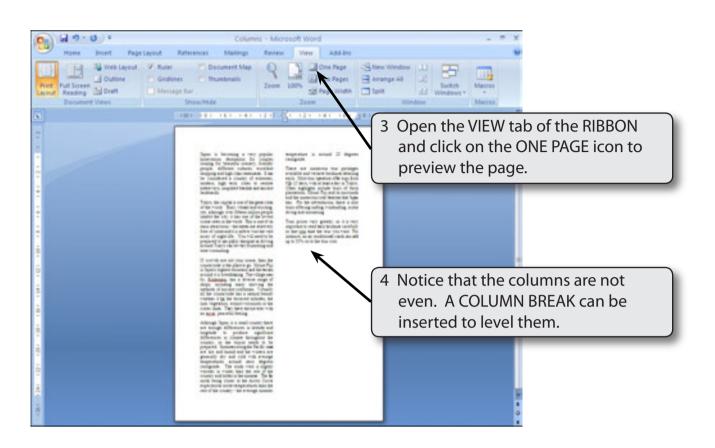
Remember to turn off READ ONLY RECOMMENDED.

C Justifying the Text

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



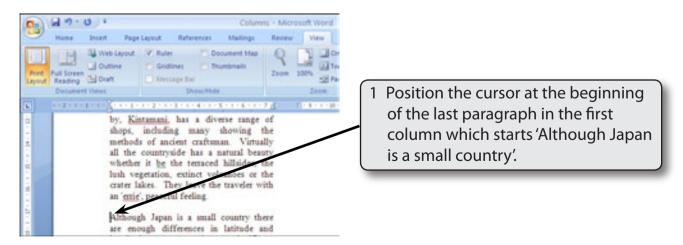
2 Remove the highlight by clicking the mouse button with the I-BEAM over the text.



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 a similar to inserting a PAGE BREAK.



19.0 = Columns - Microsoft Word Insert Page Layout References Mailings Review Home View 2.64 Crientation - A Breaks Matermark - Indent 50 See * A Page Breaks memes . Margins EE Columns * 2 Open the PAGE LAYOUT tab of the Eage Mark the point at which Page Setup ٩ and the next page begins. **RIBBON**, click on the BREAKS icon 1-2-1-1-1-2-1-1-1-2 L. Column Column Indicate that the text following the co and select COLUMN. by, Kintama break will begin in the next column shops, inch methods of R Text Wrapping all the count Separate text around objects on web whether it 1 pages, such as caption text from body text. lush vegetat crater lakes. Section Breaks 19.0. 93 Columns - Microsoft Word -Insett Page Lapout References Mailings Review View Add-Ini A5 💁 Crientation - CE Breaks - & Watermark - Indent A Callring to from Spacing Filline Numbers - Page Color - 💷 0 cm : "S Send to Back . [A]-15 State * 0 pt Themes O Margins III Columns - M" Hyphenation - 🛄 Page Borders #9 0 cm : ta 0 pt Text Wingight Perspriph Page Background Thumps. Page Setup Arrange fest of the country - the average number temperature is around 20 degrees main attractions - the streets are relatively free of crime and it is safe to visit the vast centigrade. array of night-life. You will need to be prepared to use public transport as driving 3 The first column will be broken and There are r available and v each. Most tou gound Tokyo can be very frustrating and the rest of the text taken to the next time-consuming. 6 to 15 days, 1 If crowds are not your scene, then the Other highligh column. Scroll down the page and plantation countryside is the place to go. Mount Fuji is Japan's highest mountain and the terrain and the m check that the columns are level at around it is breathtaking. The village near the has. by, Kintamani, has a diverse range of offering the bottom of the page. shops, including many showing the methods of ancient craftsman. Virtually ing and sn all the countryside has a natural beaut Tour prices vary whether it be the terraced hillsides. important to read each brochure carefully bash vegetation, extinct volcances crater lakes. They leave the travel an 'grig', peaceful feeling. so that you take the tour you want. For instance, an air conditioned coach can add up to 30% on to the tour cost.

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.