



Introduction to Columns

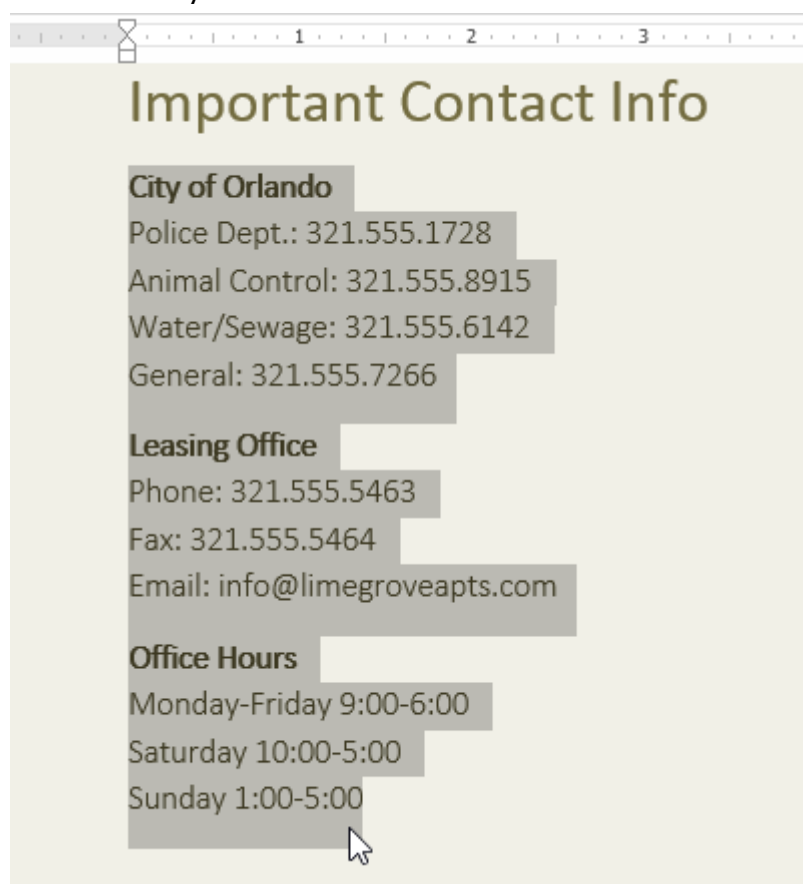
Use IT+

Introduction

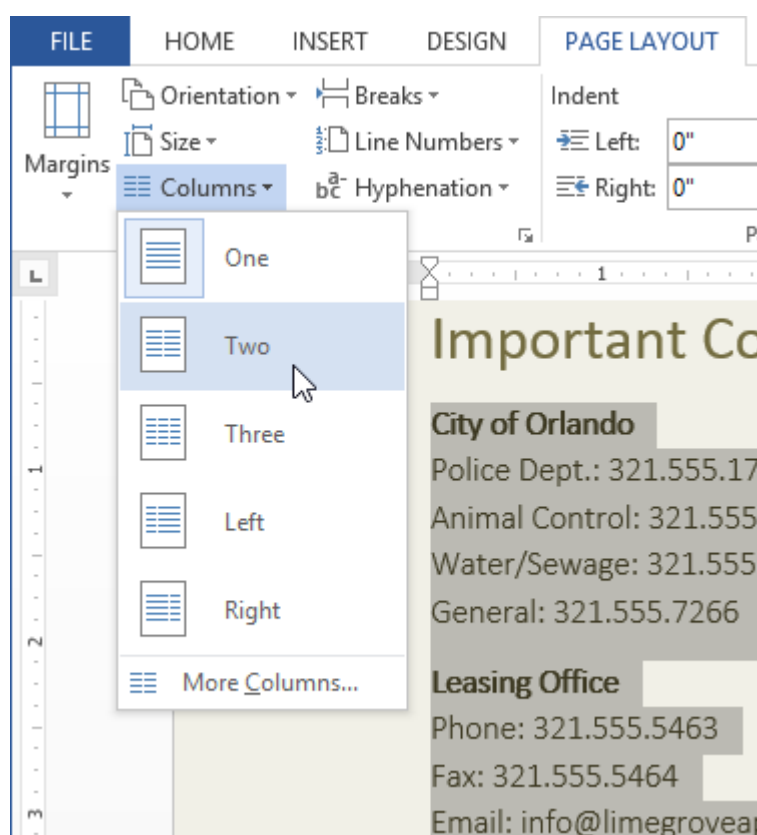
Sometimes the information you include in your document is best displayed in **columns**. Not only can columns help improve readability, but some types of documents—like newspaper articles, newsletters, and flyers—are often written in column format. Word also allows you to adjust your columns by adding **column breaks**.

To add columns to a document:

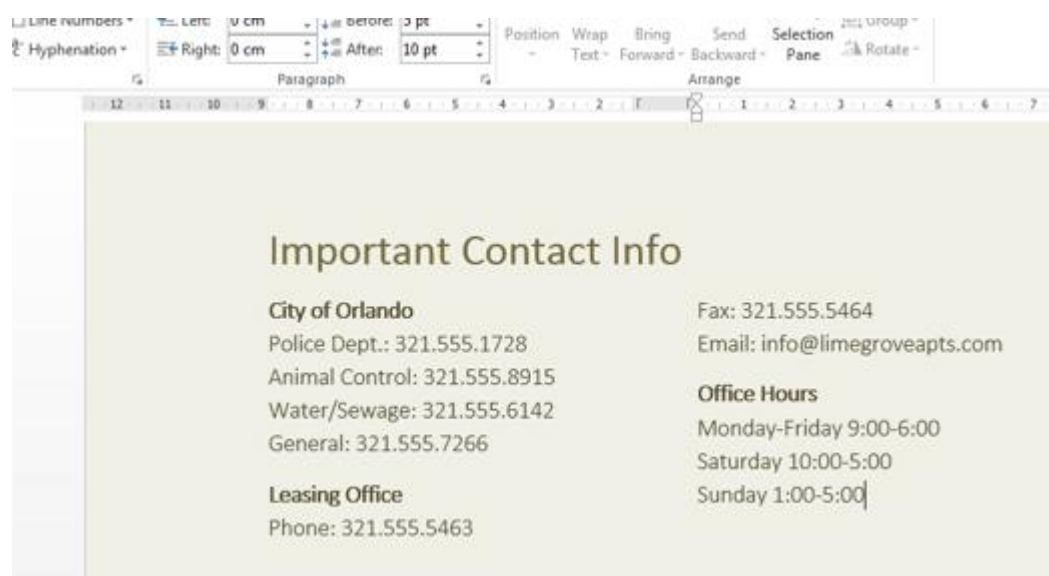
1. Select the text you want to format.



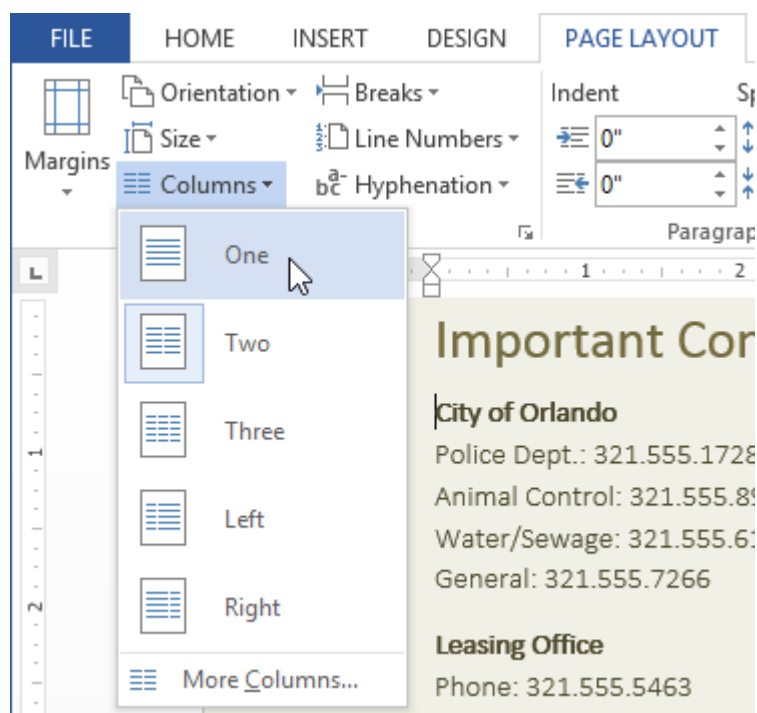
2. Select the **Page Layout** tab, then click the **Columns** command. A drop-down menu will appear.
3. Select the number of columns you want to create.



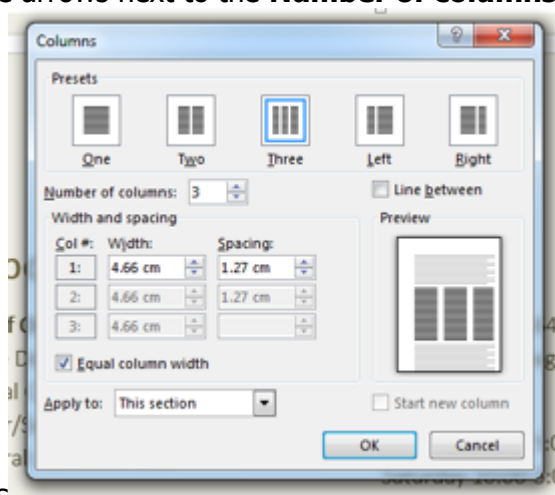
4. The text will format into columns.



To remove column formatting, place the insertion point anywhere in the columns, then click the **Columns** command on the **Page Layout** tab. Select **One** from the drop-down menu that appears.

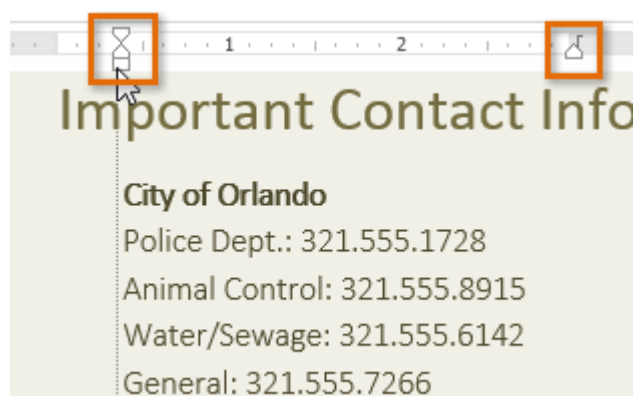


Your column choices aren't limited to the drop-down menu that appears. Select **More Columns...** at the bottom of the menu to access the **Columns** dialog box. Click the arrows next to the **Number of columns:** to adjust the number of



columns

If you want to adjust the spacing and alignment of columns, click, hold, and drag the **indent markers** on the **Ruler** until the columns appear the way you want.



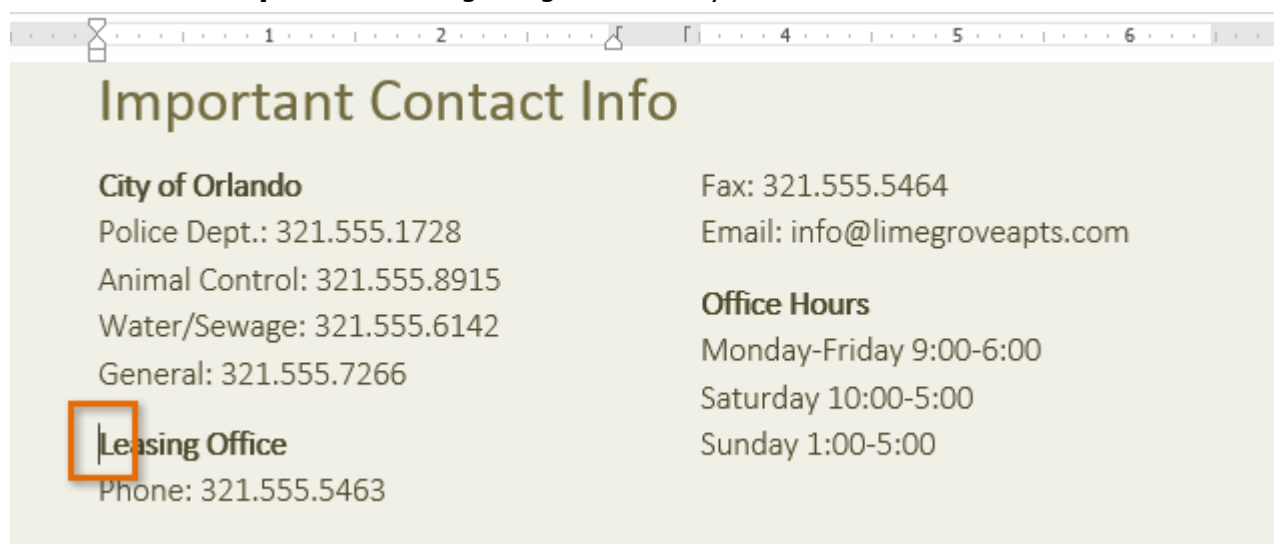
Adding column breaks

Once you've created columns, the text will automatically flow from one column to the next. Sometimes, though, you may want to control exactly where each column begins. You can do this by creating a **column break**.

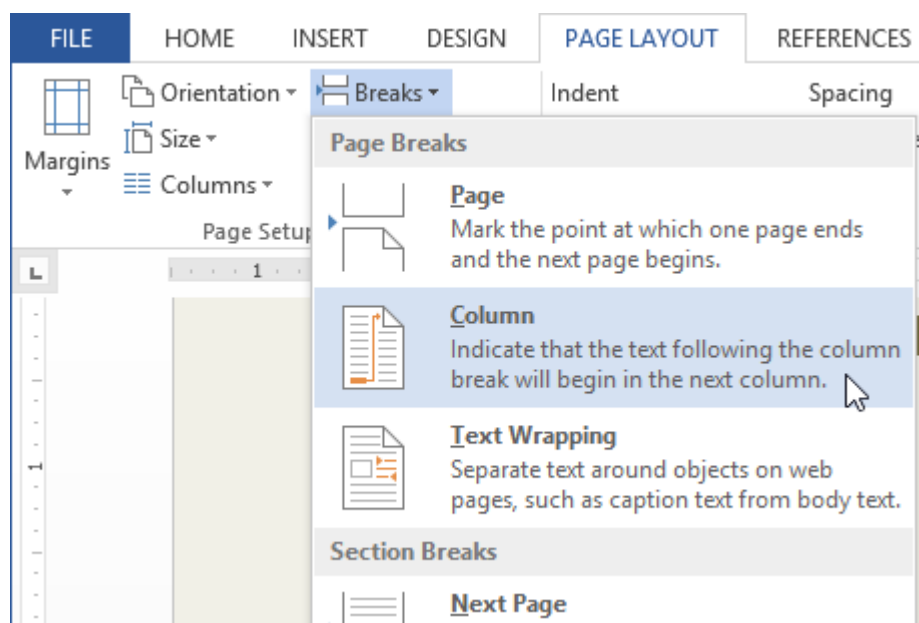
To add a column break:

In our example below, we'll add a column break that will move text to the beginning of the next column.

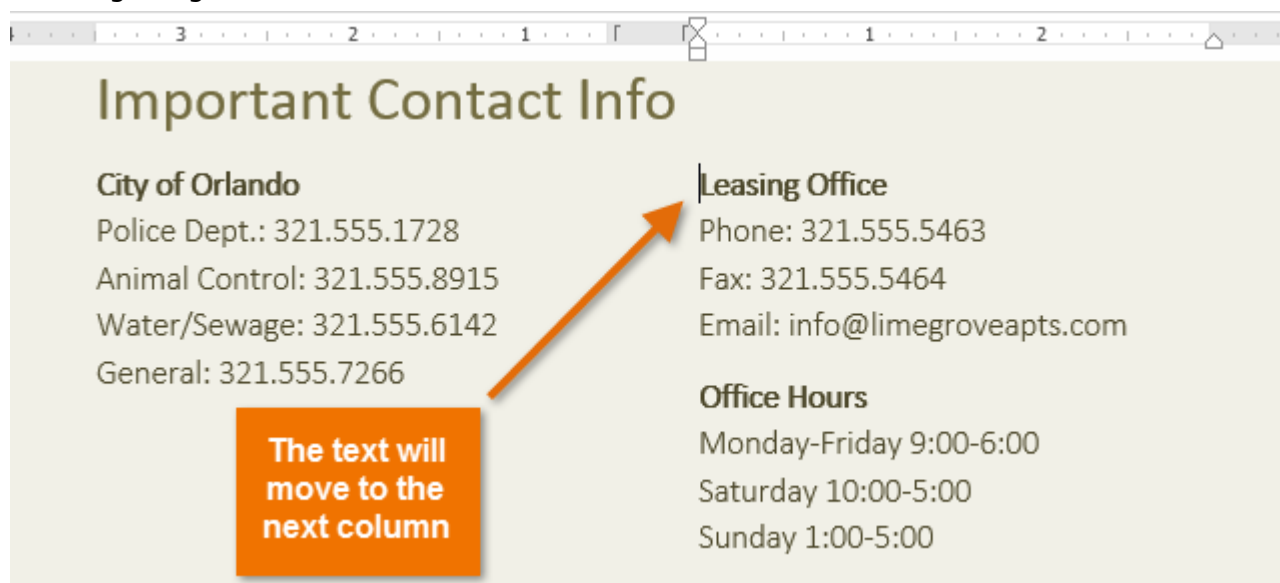
1. Place the **insertion point** at the beginning of the text you want to move.



2. Select the **Page Layout** tab, then click the **Breaks** command. A drop-down menu will appear.
3. Select **Column** from the menu.



4. The text will move to the beginning of the column. In our example, it moved to the beginning of the next column.



Exercise!

1. Select the **text** you want to format into columns. If you're using the example, select the two bulleted lists in the **New Online Resident Portal** section.
2. Format the selected text into **two columns**.
3. Add a **column break**. If you're using the example, add a column break before **Communicate with Lime Grove staff**.