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

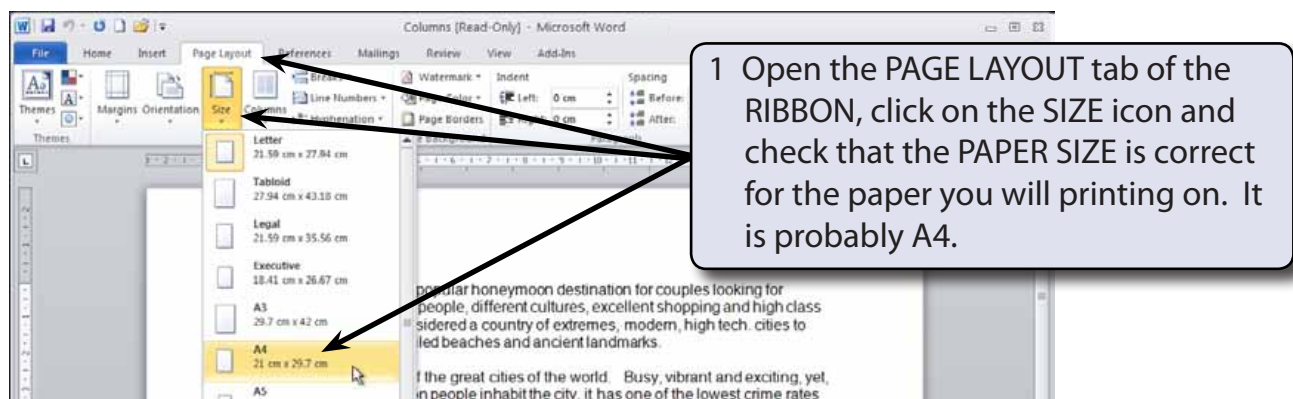An article about Japan has been entered for you. It will need to be converted into columns.

1   Load Microsoft Word or close the current file then click on the FILE tab and select OPEN.

2   Access the WORD 2010 SUPPORT FILES.

3   Double click on the CHAPTER 9 folder to open that folder, then double click on the COLUMNS file to load the file and select YES to the READ ONLY message.
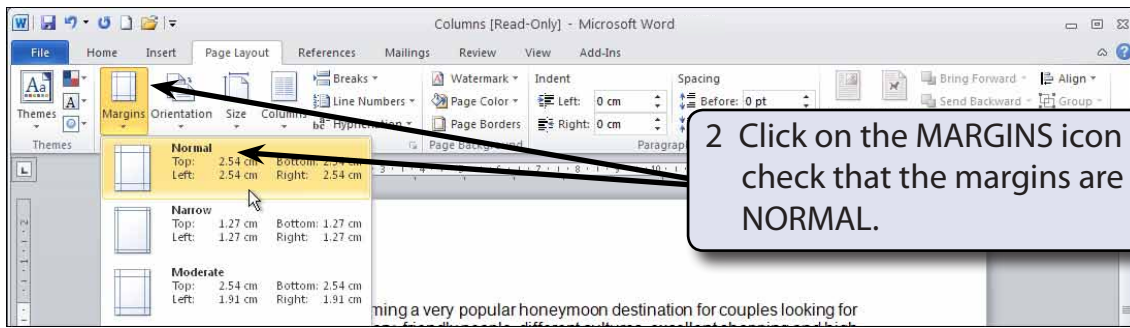
Setting Text into Two Columns

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.
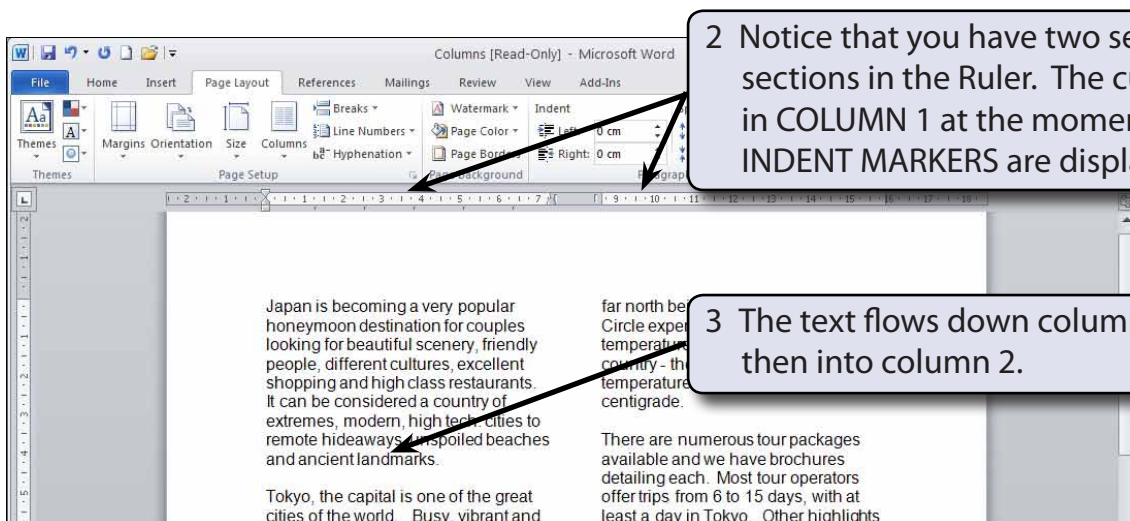
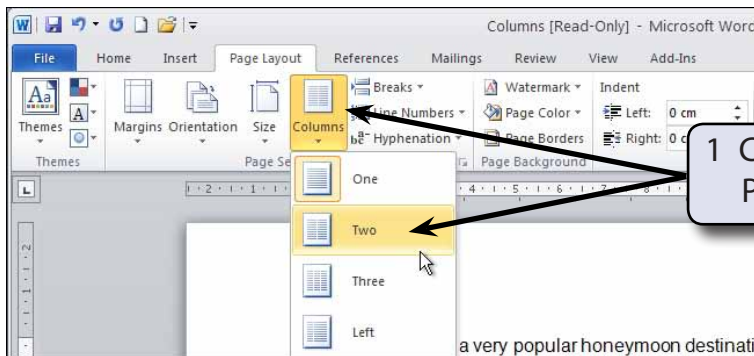## A   Preliminary Settings

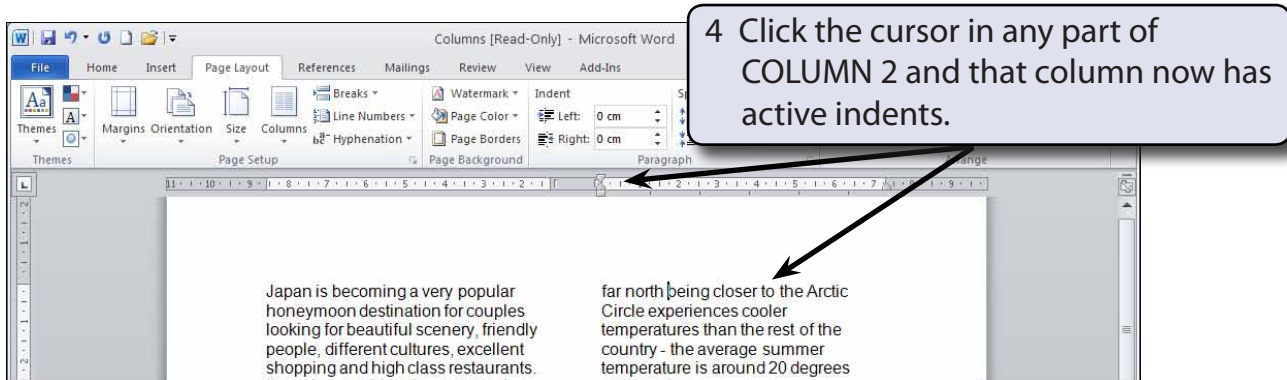Before placing text in columns you should check that the PAGE SETUP is correct for your system.

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.

2 Click on the MARGINS icon and check that the margins are set to NORMAL.

B   Setting the Columns

1 Click on the COLUMNS icon in the PAGE LAYOUT tab and select TWO.

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.

Japan is becoming a very popular honeymoon destination for couples looking for beautiful scenery, friendly people, different cultures, excellent shopping and high class restaurants. It can be considered a country of extremes, modern, high tech cities to remote hideaways, unspoiled beaches and ancient landmarks.

Tokyo, the capital is one of the great cities of the world.   Busy, vibrant and

far north be... Circle exper... temperatur... country - th... temperature... centigrade.

There are numerous tour packages available and we have brochures detailing each. Most tour operators offer trips from 6 to 15 days, with at least a day in Tokyo. Other highlights

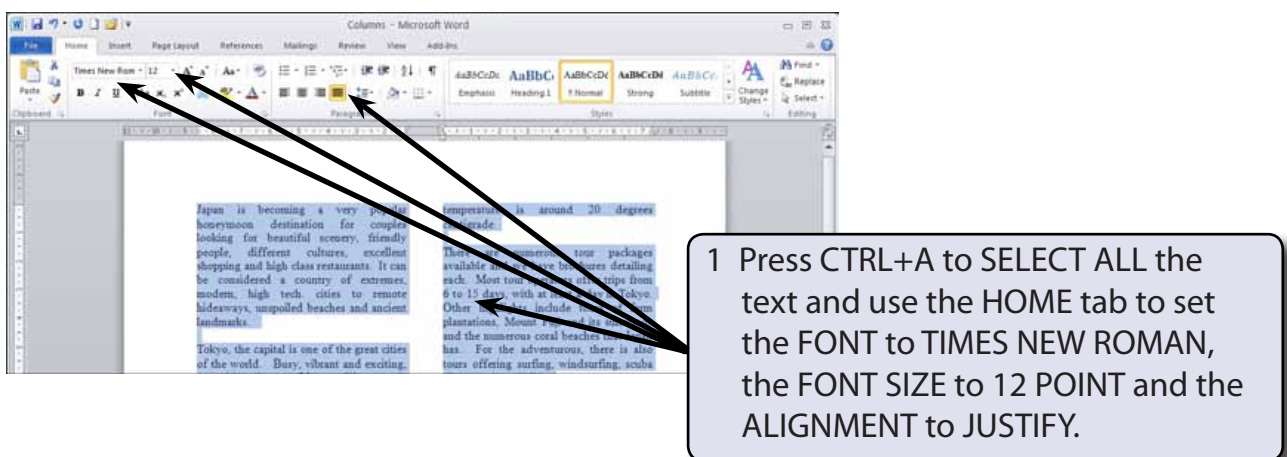4 Click the cursor in any part of COLUMN 2 and that column now has active indents.

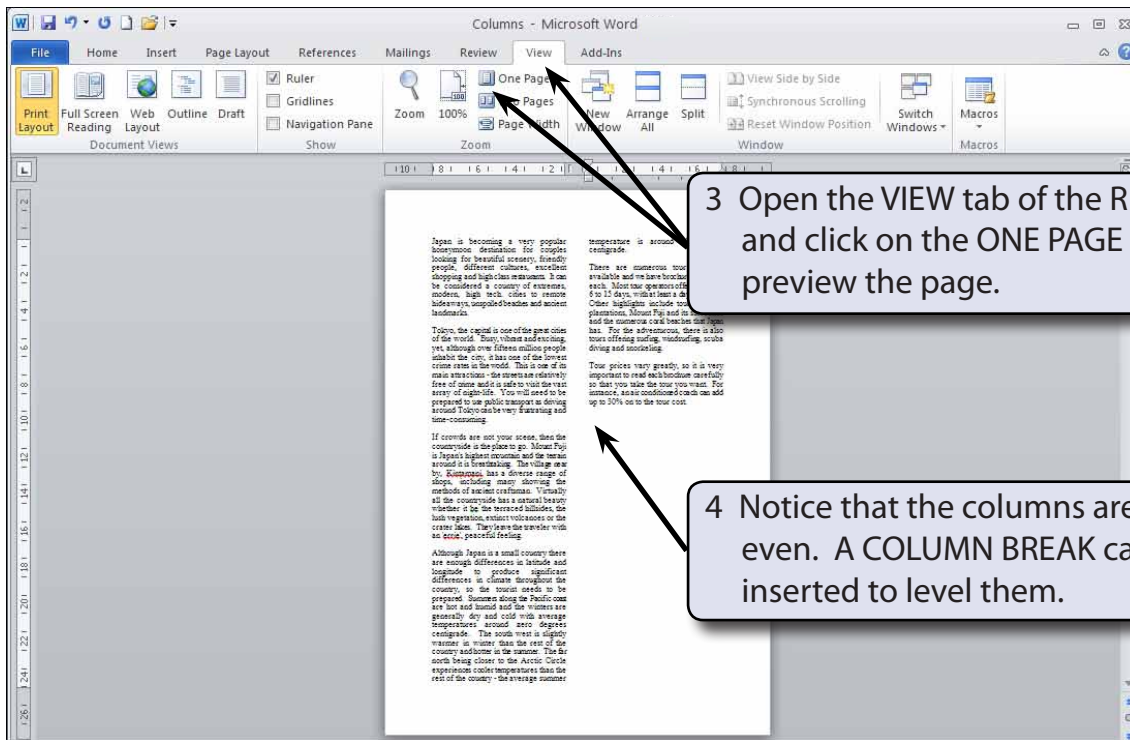5   Save the file in your WORD DOCUMENTS folder under the file name:

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.
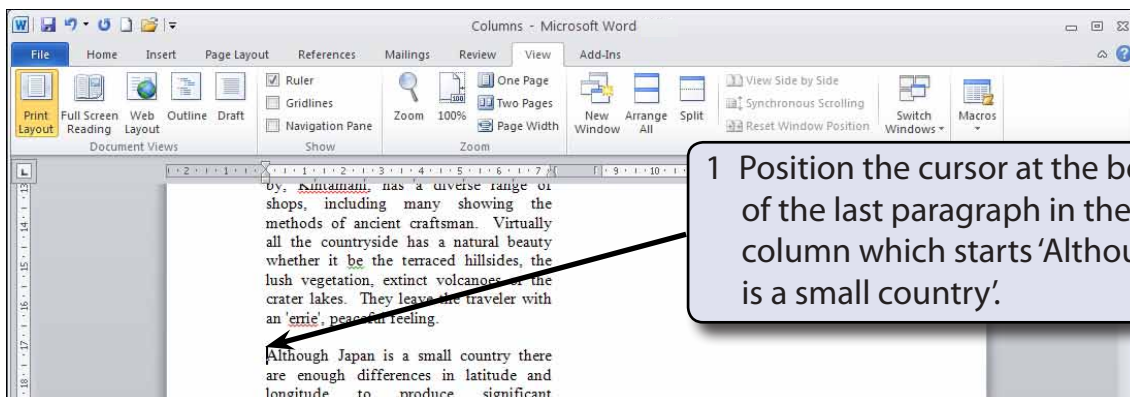

1 Press CTRL+A to SELECT ALL the text and use the HOME tab to set the FONT to TIMES NEW ROMAN, the FONT SIZE to 12 POINT and the ALIGNMENT to JUSTIFY.

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

3 Open the VIEW tab of the RIBBON and click on the ONE PAGE icon to preview the page.

4 Notice that the columns are not even. A COLUMN BREAK can be inserted to level them.
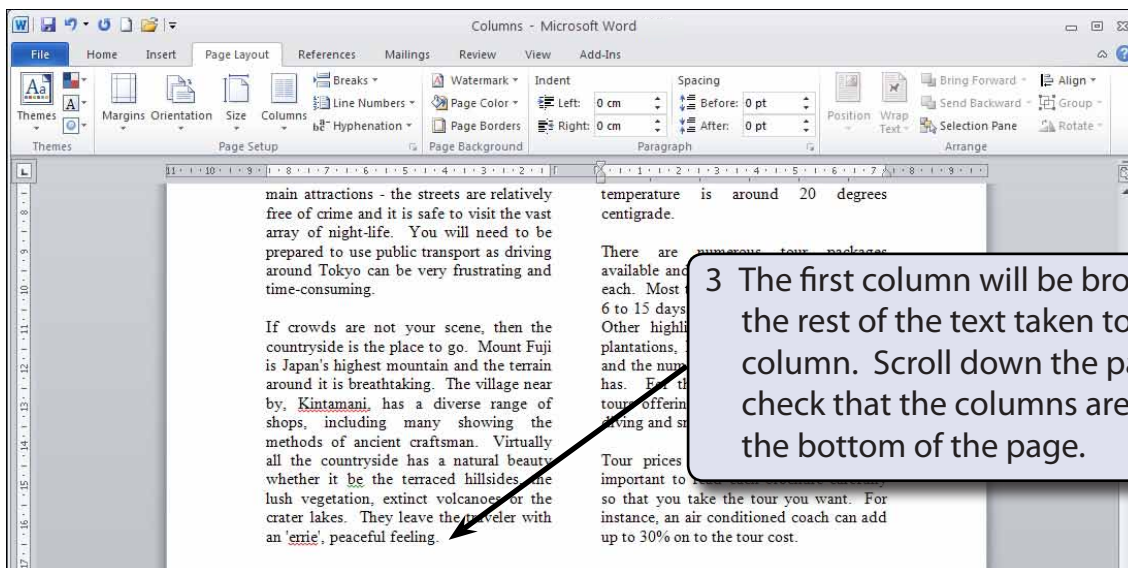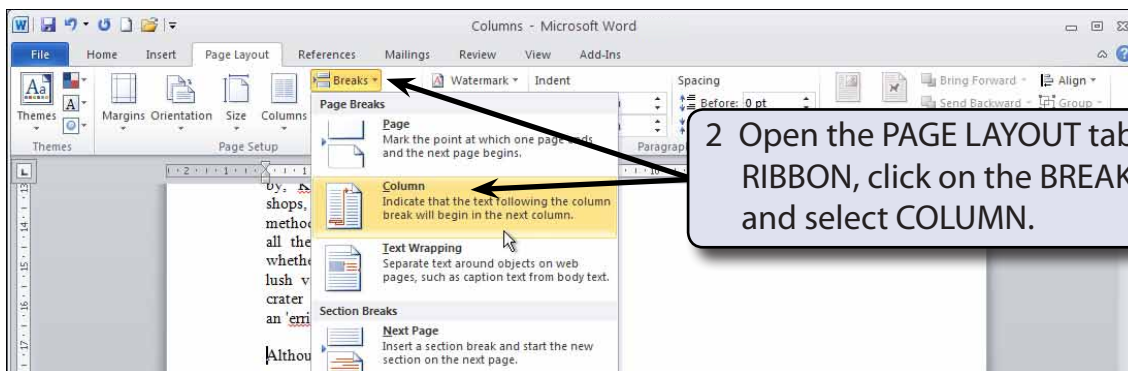
5 Return the ZOOM to 100%.

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.

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

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.**