



Unfortunately, Google Docs does not have a column tool, but tables can be used as a work around. It does mean a little cutting and pasting to ensure that the columns are even at the base of the page. You can also nest tables within other tables to create a thin border around the page contents, which makes column text look more professional.

Loading a Prepared Article

An article about Japan has been entered for you. It will need to be opened then accessed to copy the text into the cells of the document that will contain the columns.

- 1 If you are starting a new session, load Google Docs.
- 2 Display the FILE menu and select OPEN.
- 3 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.
- 4 Access the DOCS SUPPORT FILES, open the CHAPTER 17 folder and load the COLUMN TEXT file.

Starting the New Document

- 1 Display the FILE menu, highlight NEW and select DOCUMENT to start a new document.
- 2 Display the FILE menu again and select PAGE SETUP



Chapter

Inserting the First Table

The first table will be a single celled table which will act as a container for the rest of the document. Its cell border will become the page border for the document.

■ Untitled document File Edit View Insert Format Tools Table □ □ □ □ 100% Normal text Ins	le Add-ons Help	1 Display the TABLE menu, highlight INSERT TABLE and click a 1 x 1 table.
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NOTE: This text will be the heading over the columns of text.

4 Rename the document:

Columns

Inserting the Nested Table

A 2 column 1 row table will be inserted within the first table. You can nest multiple tables within other tables to create the page layout you need.





Copying the Text

The text from the COLUMN TEXT document can now be copied into the cells of the nested table. Unfortunately, there is a bit of trial and error with this process to make the columns even as you cannot flow text from one cell to the next.



2 Display the EDIT menu and select COPY (or press CTRL+C or COMMAND+C) to copy the text.

 O O Column Text - Google Do × Columns - Google Docr × Columns - Google Docr × Columns ☆ ■ File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive 	3 Open the COLUMNS tab at the top of the screen and click in the left cell of the nested table.			
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 exciting, yet, although over fifteen million people inhabit the city, it has one of the lowest crime rates in the world. This is one of its main attractions - the streets are relatively free of crime and it is safe to visit the vast array of night-life. You	4 Select PASTE from the EDIT menu (or press CTRL+V or COMMAND+V) to paste the text into the cell.			