

Section 1

Working with Columns

Columns

The columns feature in Microsoft Word allows a user to type information in columns side by side. Columns are often used to create brochures, newsletters, and magazine or newspaper articles. A page can begin with full line text and then be broken into multiple columns in the middle of the page. Below are the basic steps necessary to type text in two columns.

- Format multiple columns
- Type first column
- Insert column break
- Type second column

On the following page, you will begin an exercise in which you will type the two columns shown below. The heading for the following exercise was typed before selecting the columns format. In this way, the heading can be centered over both columns.

MICROSOFT WORD FUN

Digital Pictures

Microsoft Word is a word processing application that can be used to create and print documents for day-to-day business and personal use. To add photos into a Word document, the photograph must be “digitized.” This means the photograph may be developed on a picture disk, picture CD, or scanned onto a diskette in an appropriate format.

Inserting Pictures

When you are ready to insert a photograph, click in the document to position the insertion point. From the menu, click on **Insert** then choose **Picture**. From the submenu, choose **From File**. Select the correct folder or disk drive and click once on the photo file name. Click the **[Insert]** button to insert the picture into the document.

Change the View

In order to view columns side by side, Microsoft Word must be set for **Print Layout View**. To change to **Print Layout** view:

1. Click on **V**iew
2. Choose **P**rint Layout

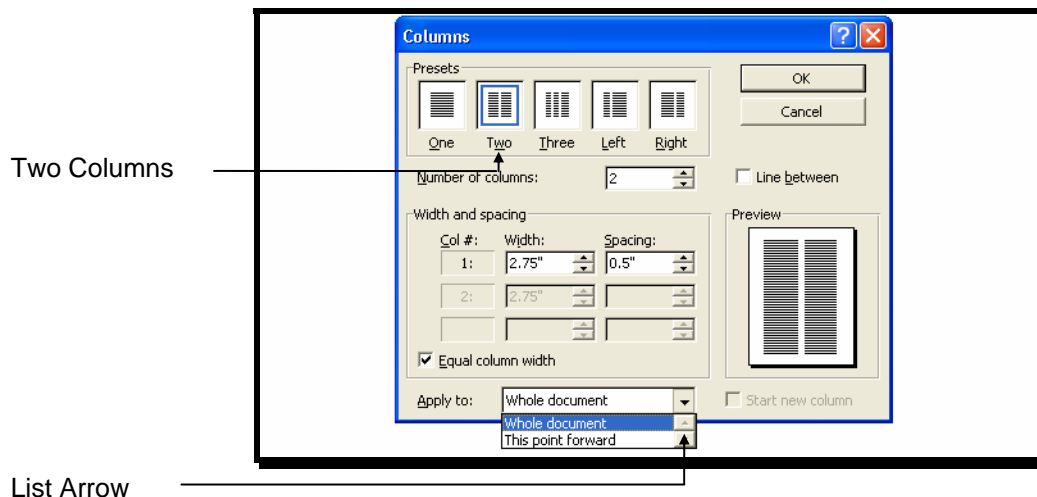
OR click the **Print Layout View** button (located above the Status Bar).

Center the Title

1. Open a new document.
2. Click the **C**enter button on the toolbar.
The cursor is positioned in the center of the margins.
3. Press <**C**aps Lock>.
4. Type the heading **MICROSOFT WORD FUN**.
5. Press <**C**aps Lock>.
6. Press the <**E**nter> key twice to begin a new paragraph.
7. Click the **A**lign Left button to return the cursor to the left margin.

Format Columns

1. Select **F**ormat from the menu bar.
2. Choose **C**olumns...
3. Click the picture of **T**wo (2) columns.
4. Click the list arrow in the **A**pply to: text box.
5. Select the option **T**his point forward.



6. Click the **[OK]** button.
The horizontal Ruler reflects the change by displaying two separate columns.

Center Over a Column

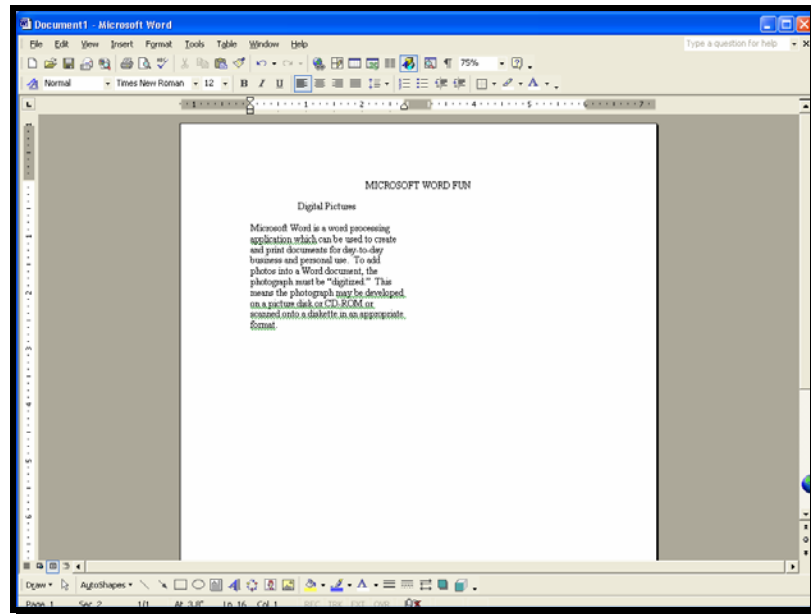
1. Click the **Center** button to center the heading in the column.
2. Type the text **Digital Pictures**.
Notice that it centers between the new 0” and 3” column width on the ruler.
3. Press the <Enter> key twice to begin a new paragraph.

Type in the Column

1. Click the **Align Left** button to return the cursor to the left margin.
2. Type the text for the first column:

Microsoft Word is a word processing application, which can be used to create and print documents for day-to-day business and personal use. To add photos into a Word document, the photograph must be “digitized.” This means the photograph may be developed on a picture disk, Picture CD or scanned onto a diskette in an appropriate format.

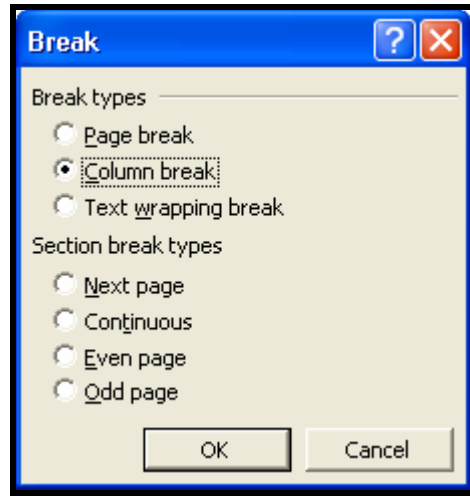
3. Press the <Enter> key twice at the end of the paragraph.



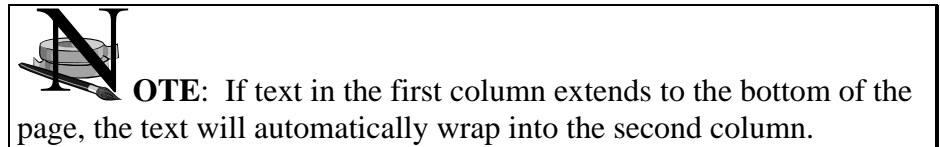
Insert a Column Break

Since the column text does not extend to the bottom of the page, it is necessary to insert a forced column break to begin the second column.

1. Select **I**nsert from the menu bar.
2. Choose **B**reak...
3. Click the **C**olumn break option.

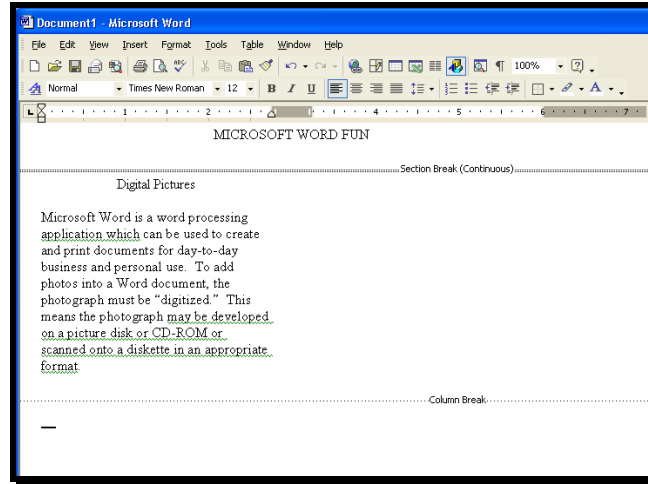


4. Click the **[OK]** button in the dialog box (or press the **<Enter>** key).
The insertion point moves to the top of the second column.



View the Section Breaks

1. Select **V**iew from the menu bar.
2. Choose **N**ormal
*Section breaks and column breaks are visible in the document. The cursor is placed beneath the **Column Break** on the left side of the screen.*



3. Click the **Center** button and type the heading, **Inserting Pictures**.
4. Press <Enter> twice to begin a new paragraph.
5. Click the **Align Left** button to return the cursor to the left margin.
6. Type the second paragraph:

When you are ready to insert a photograph, click in the document to position the insertion point. From the menu, click on *Insert* then choose *Picture*. From the submenu, choose *From File*. Select the correct folder or disk drive and click once on the photo file name. Click the [*Insert*] button to insert the picture into the document.

7. Save the file as **Fun with Word**.
8. Select **V**iew from the menu bar.
9. Choose **P**rint Layout.
The two columns are displayed side by side.

Section 1

Summary Exercises

Part One

1. Type the title below in a new document and center it between the margins.
2. Create two evenly spaced columns beneath the title.
3. Type the following text.
4. Try this: To number paragraphs, click on the Numbering button on the Formatting Toolbar.
5. Save the file as **Columns in Microsoft Word**.
6. Print the document.
7. Close the file.

Columns In Microsoft Word

Steps

The steps in creating columns in Microsoft Word are listed below:

1. Center heading.
2. Format two columns.
3. Type the first column.
4. Insert a column break.
5. View Print Layout to see the columns side by side.
6. Type the second column.
7. Format one column.

Typing in Columns

When you create columns in Microsoft Word, set the view to Print Layout. This allows you to see the two columns displayed side by side on the screen as you type the text.

Remember that word wrap is in effect when the columns feature has been selected. This means that pressing the **<Enter>** key is not required at the end of each line of text.

Part Two

1. To center a title over two columns, it is best to type the title (before/after) the columns have been formatted.
2. The _____ menu command is used to create columns in a Word document.
3. The _____ menu command is used to insert a column break.
4. A _____ section break allows you to restore full text and continue typing on a page.
5. To view text in columns side by side on the screen, switch to _____ view.
6. To view section breaks in a document, switch to _____ view.
7. When finished typing in columns, use the _____ command to restore one column for full page editing.
8. To create "balanced" columns, select the text and use the _____ menu command or the _____ button on the Toolbar.