

After completing this lesson, you will be able to:

- Create columns.
- Adjust column width.
- Adjust column spacing.
- Insert a column break.

Creating Columns of Equal Width

To create columns of equal width

1. Select the text that is to be formatted into columns. (Skip this step if you want the entire document formatted into columns.)
2. On the Standard toolbar, click the Columns button.
3. Click the number of columns that you want or drag the Columns menu to the right to create more than four columns.

Creating Columns of Unequal Width

To create columns of unequal width using the Columns dialog box

1. Select the text to be formatted into columns.
2. On the Format menu, click Columns.
3. To create two columns of unequal width, in the Presets section, click Left to make the left column narrower or click Right to make the right column narrower.

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Creating Columns of Unequal Width

To create columns of unequal width using the Columns dialog box

(continued)

Or

1. To create customized columns, in the Number of columns box, type the desired number of columns, clear the Equal column width option, and then type the desired measurements in the Width boxes.
2. Click OK.

Adjusting Column Widths Using the Columns Dialog Box

To adjust column widths using the Columns dialog box

1. Click the column text to be modified.
2. On the Format menu, click Columns.
3. To convert the text to two columns of unequal width, in the Presets section, click Left to make the left column narrower or click Right to make the right column narrower.

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Adjusting Column Widths Using the Columns Dialog Box

**To adjust column widths using the
Columns dialog box** *(continued)*

Or

1. To customize the column widths, clear the Equal column width box and type the desired measurements in the Width boxes.
2. Click OK.

Adjusting Column Width Using the Ruler

To adjust column width using the ruler

1. Click or select the column(s) to be modified to display the ruler.
2. Position the mouse pointer on the Move Column marker.
3. Hold down the Alt key and drag the marker to adjust the column widths.
4. When the columns are adjusted to the desired measurements, release the Alt key.

Changing Spacing Between Columns Using the Ruler

To change the spacing between columns using the ruler

1. Click or select the column(s) to be modified to display the ruler.
2. On the ruler, drag the desired column marker to adjust the column spacing as desired.

Changing Space Between Columns Using the Columns Dialog Box

To change the spacing between columns using the Columns dialog box

1. Click the column text to be modified.
2. On the Format menu, click Columns.
3. If necessary, in the Columns dialog box, clear the Equal column width check box.

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Changing Space Between Columns Using the Columns Dialog Box

**To change the spacing between columns
using the Columns dialog box**

(continued)

4. In the Spacing boxes, type the desired measurement.
5. Make adjustments to the Width boxes as desired.
6. Click OK.

Inserting Column Breaks Using Keystroke Combinations

**To insert a manual column break using a
keystroke combination**

1. Move the insertion point to the location where you want to insert the break.
2. Press Ctrl+Shift+Enter.

Inserting a Manual Column Break

To insert a manual column break

1. Move the insertion point to the location where you want to insert the break.
2. On the Insert menu, click Break.
3. In the Break dialog box, click the Column Break option.
4. Click OK.

Deleting a Manual Column Break

To delete a manual column break

1. Click the Show/Hide ¶ button.
2. Position the insertion point on or to the right of the column break marker.
3. Press Delete or Backspace.