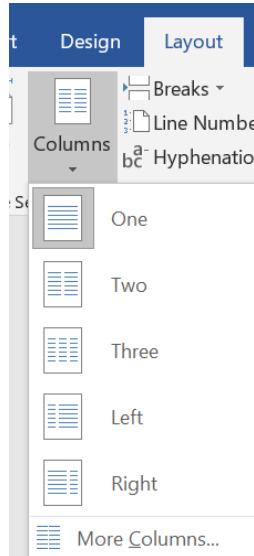


Word 2016- Columns

Sometimes the information in your document would look best in columns. Many types of documents, newspaper articles, newsletters, and flyers, are often written in column format. Columns can help with readability and simply change up the look of your document.

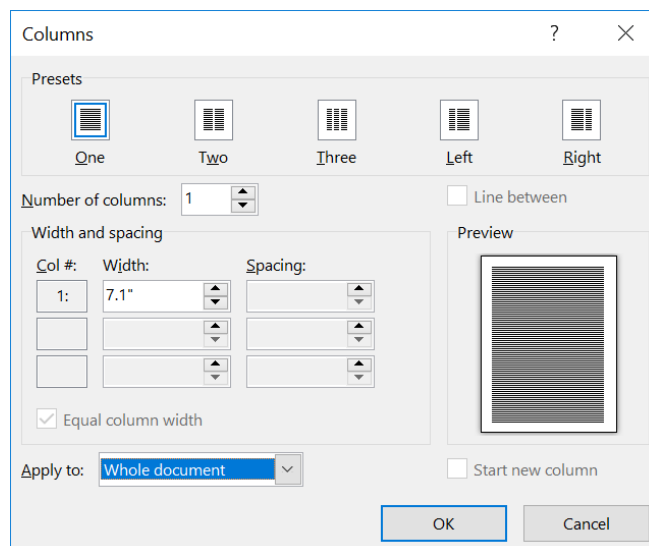
To divide your text into columns, go to the Layout Tab – Page Setup Group and select Columns.



You can select One, Two, Three or Left, Right.

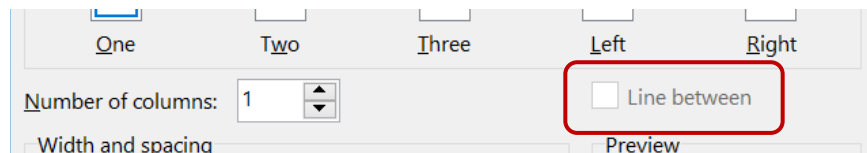
The Left and Right options are rather useful. When you select one of those options, by default, Word creates two columns, making either the column on the left or the right twice as wide as the other column. If you increase the number of columns, Word will slightly decrease the width of the wider column and increase the number of narrow columns.

Select the More Columns... to open the Columns dialog box.

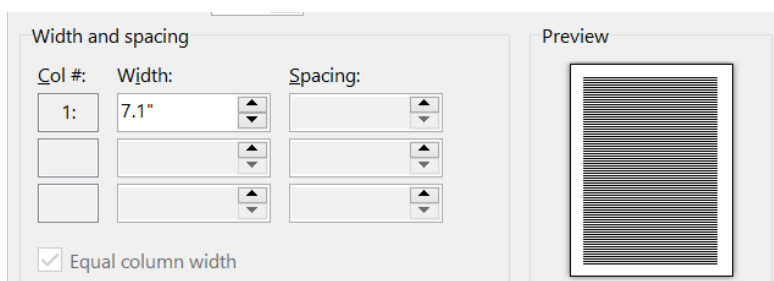


You can set up a maximum of 12 columns, unless you've selected the Left and Right options. These options permit a maximum of eight columns per page.

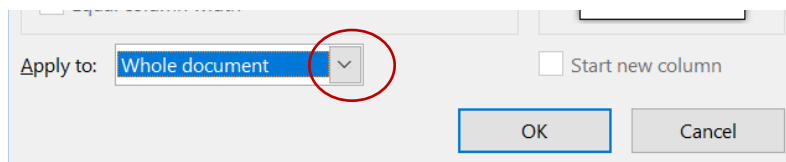
If you'd like to customize your columns further, print vertical lines between the columns to make the columnar text easier to read. To add those lines, just click the check box for the Line Between option in the Columns dialog box.



Use the Width and Spacing section to tweak Word's settings for column and spacing widths. If you change your mind, you can reset the columns to their default widths by clicking the Equal Column Width check box.



You can also apply columns to the Whole document or This point forward (based on where your cursor is positioned).



To Remove Columns

With your cursor somewhere in the multi-column part of your document, go to the Page Layout tab, Page Setup group, click Columns and choose One.

Controlling Text Flow in Columns

You can insert a column break with Ctrl + Shift + Enter. This will force any text to the top of the next column. Use the Show Paragraph Marks to find and delete any column breaks you don't want. You can also insert Column breaks with the Breaks button of the Page Setup group.