

# MICROSOFT WORD

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Columns

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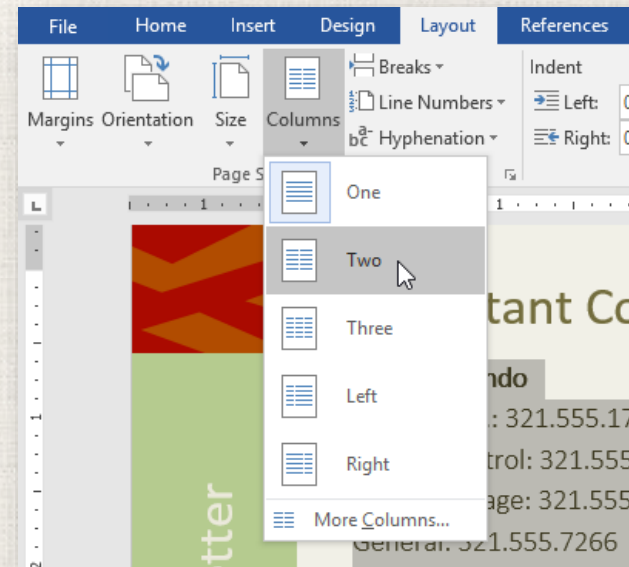
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# Introduction

- ▶ Sometimes the information you include in your document is best displayed in **columns**. Not only can columns help improve readability, but some types of documents—like newspaper articles, newsletters, and flyers—are often written in column format. Word also allows you to adjust your columns by adding **column breaks**.

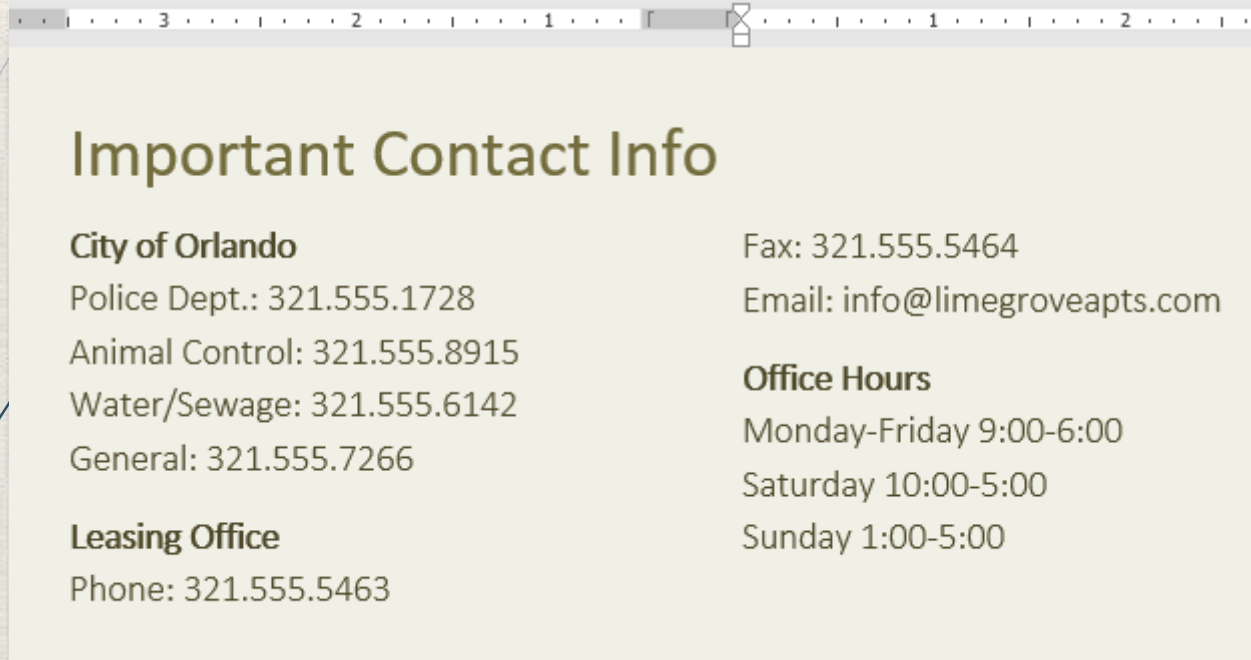
# Adding columns to a document

1. Select the text you want to format.
2. Select the **Layout** tab, then click the **Columns** command. A drop-down menu will appear.
3. Select the number of columns you want to create.



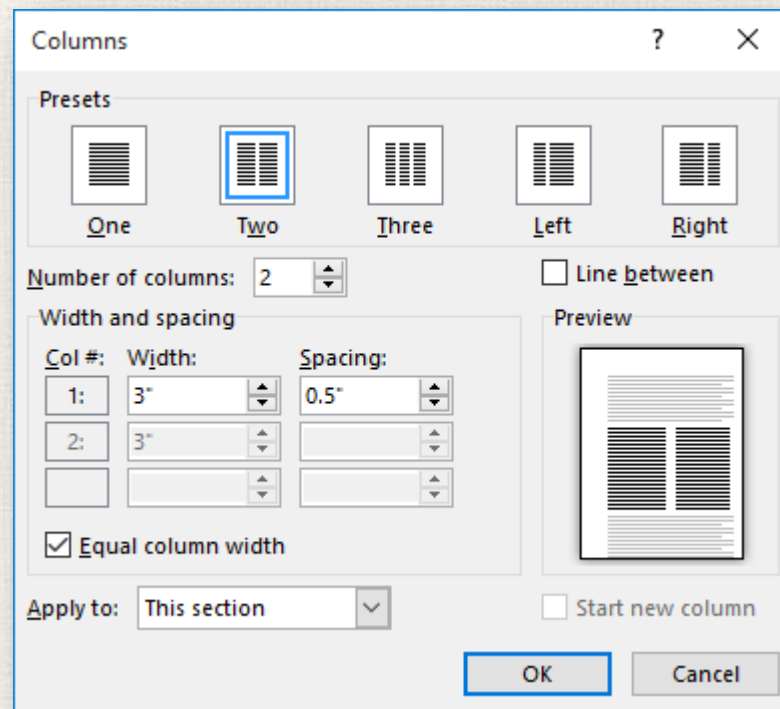
# Adding columns to a document

4. The text will format into columns.



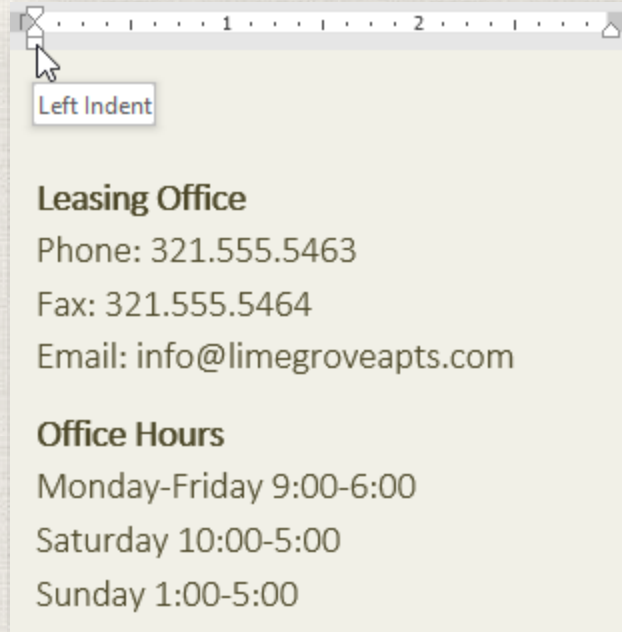
# Adding columns to a document

- Your column choices aren't limited to the drop-down menu that appears. Select **More Columns** at the bottom of the menu to access the **Columns** dialog box. Click the arrows next to **Number of columns:** to adjust the number of columns.



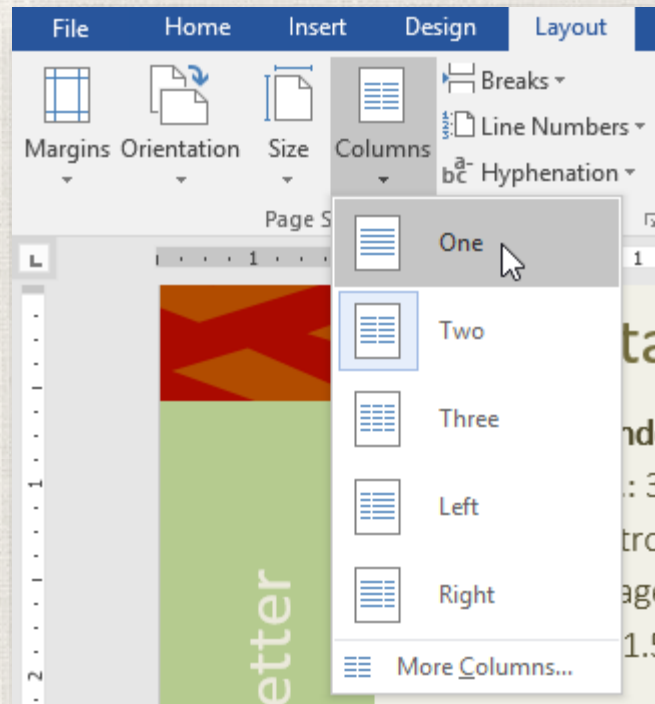
# Adding columns to a document

- If you want to adjust the spacing and alignment of columns, click and drag the **indent markers** on the **Ruler** until the columns appear the way you want.



# Removing columns

- To remove column formatting, place the insertion point anywhere in the columns, then click the **Columns** command on the **Layout** tab. Select **One** from the drop-down menu that appears.



# Adding column breaks

- Once you've created columns, the text will automatically flow from one column to the next. Sometimes, though, you may want to control exactly where each column begins. You can do this by creating a **column break**.

# Adding a column break

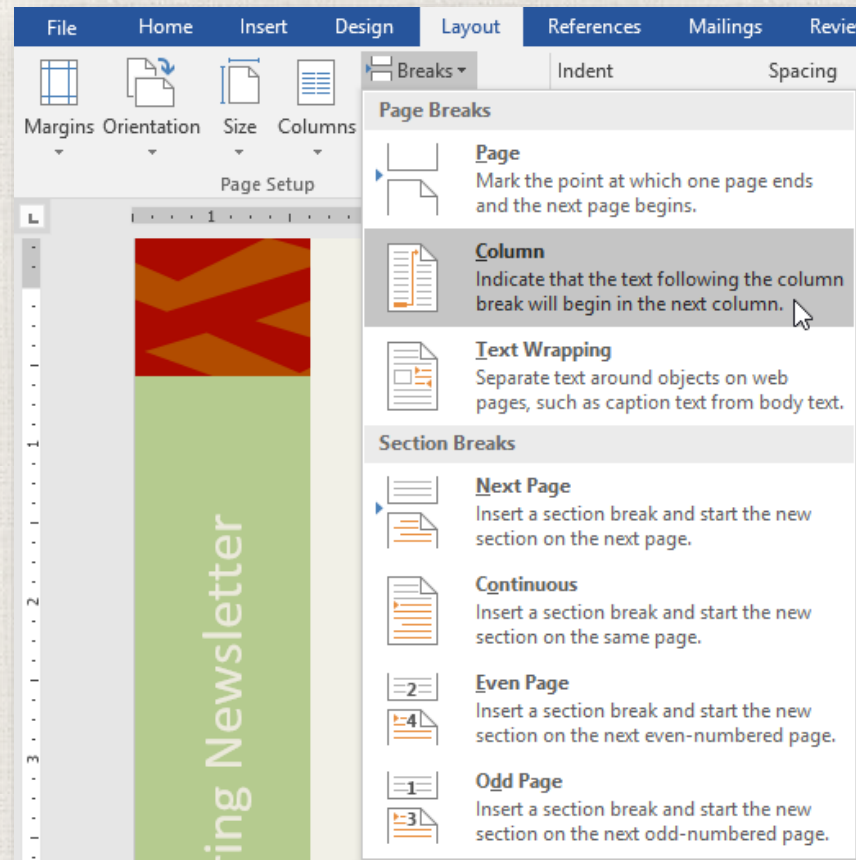
In our example below, we'll add a column break that will move text to the beginning of the next column.

1. Place the **insertion point** at the beginning of the text you want to move.



# Adding a column break

2. Select the **Layout** tab, then click the **Breaks** command. A drop-down menu will appear.
3. Select **Column** from the menu.



# Adding a column break

4. The text will move to the beginning of the column. In our example, it moved to the beginning of the next column.



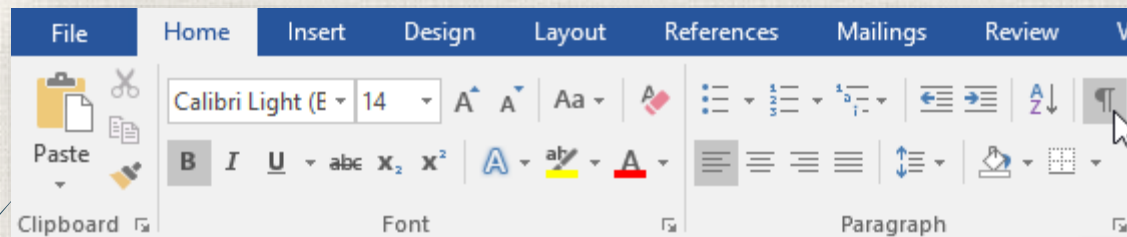
The screenshot shows a document editor window with a ruler at the top. The ruler has markings for 1, 2, and 3 inches. A vertical line representing a column break is positioned at the 1-inch mark. Below the ruler, the text is organized into two columns. The left column is titled "City of Orlando" and lists contact information for the Police Dept., Animal Control, Water/Sewage, and General. The right column is titled "Leasing Office" and lists contact information for Phone, Fax, and Email. Below the "Leasing Office" section, there is a section titled "Office Hours" with a list of hours for Monday-Friday, Saturday, and Sunday.

## Important Contact Info

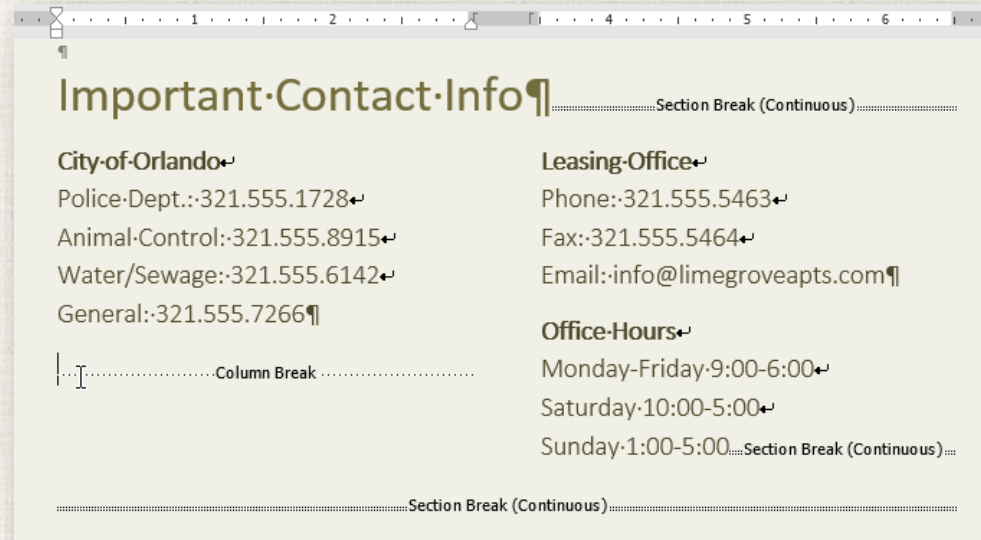
<b>City of Orlando</b>	<b>Leasing Office</b>
Police Dept.: 321.555.1728	Phone: 321.555.5463
Animal Control: 321.555.8915	Fax: 321.555.5464
Water/Sewage: 321.555.6142	Email: info@limegroveapts.com
General: 321.555.7266	
	<b>Office Hours</b>
	Monday-Friday 9:00-6:00
	Saturday 10:00-5:00
	Sunday 1:00-5:00

# Removing column breaks

1. By default, breaks are hidden. If you want to show the breaks in your document, click the **Show/Hide** command on the **Home** tab.



2. Place the insertion point to the left of the break you want to delete.



# Removing column breaks

3. Press the delete key to remove the break.

**Important Contact Info** .....Section Break (Continuous).....

<b>City of Orlando</b>	Fax: 321.555.5464
Police Dept.: 321.555.1728	Email: info@limegroveapts.com
Animal Control: 321.555.8915	<b>Office Hours</b>
Water/Sewage: 321.555.6142	Monday-Friday 9:00-6:00
General: 321.555.7266	Saturday 10:00-5:00
<b>Leasing Office</b>	Sunday 1:00-5:00 .....Section Break (Continuous).....
Phone: 321.555.5463	

.....Section Break (Continuous).....

# Practice

- Open our **practice document**.
- Scroll to **page 3**.
- Select all of the text in the bulleted list below **Community Reminders** and format it as **two columns**.
- Place your cursor at the beginning of the fourth bullet in front of the word **Visitors**.
- Insert a **column break**.

## Spring Newsletter

## Community Reminders

- Recycling is collected every other Wednesday. For some general recycling tips, please visit this [website](#).
- Please remember to pick up after your pets! Pet waste is a contributor to the spread of infectious diseases and contaminated drinking water. Baggies are provided by our local Parks and Recreation chapter. If you notice an empty bag stand, please call 321.555.4867.
- Glass containers are prohibited in the pool area. Please remember all guests must have their guest pass visible at all times.
- Visitors are **only** allowed to park in visitor spots. Any car without a visible Lime Grove decal parked in a residential spot **will be** towed. Please remind your guests of this policy!
- Maintenance will be entering units in order to replace air filters between April 1<sup>st</sup> and April 15<sup>th</sup>. They will contact you 24 hours prior to entering your residence. Please be prepared to accommodate this schedule. To pre-schedule your air filter replacement, please call 321.555.5467 and ask for Jim.
- The dog park hours are from sunrise to sunset. The gate to the park will be locked otherwise. Outside of the park, please make sure your pet is on a leash at all times.

The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, light blue reflection of the words.

**THE END**

THE END