

09 Columns

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**.

Play the video by clicking the link below:



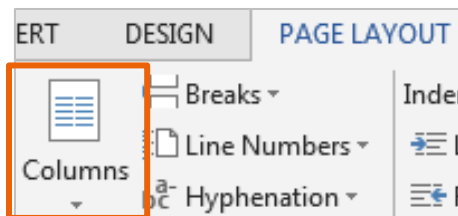
Exercise 09

Using the sample as a guide, follow the directions below to complete the exercise.

- Open a file on your computer:
Word 09 Template COLUMNS
- Save the file in your Documents Folder:
File > Save As > Documents
- Name your file by typing in the *File Name* box:
Word 09 YourFirstNameLastInitial COLUMNS
Save as type: Word Document
Click **Save**

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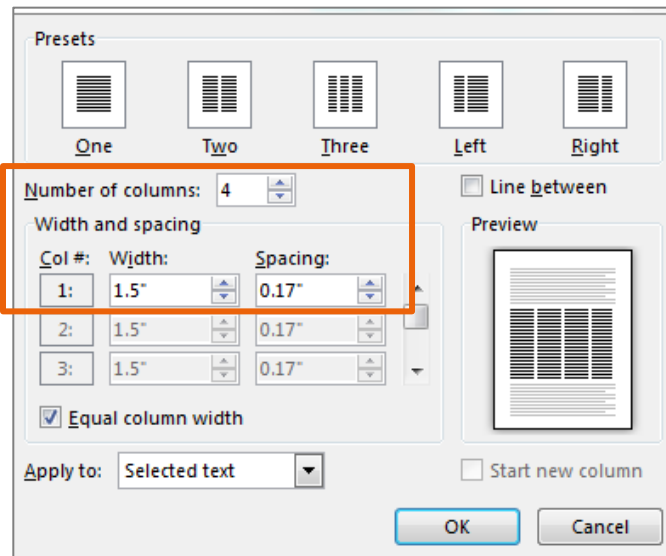
- Select the text under the heading ***Take care of tenant needs***
- Go to the **Page Layout** Tab, click the **Columns** drop down menu, change the number of columns from 2 columns to **1**



- Select the text under the heading ***Communicate with Lime Grove staff***
change from 2 columns to **1**.

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- Select the text under the section **Bueno Vida Communities**.
We will change the text to a **specific** number of columns, column widths and spacing inbetween the columns
- In the **column drop down** menu, click **More Columns**.
- Enter the Number of Columns, Width and Spacing as follows:
Number of Columns: **4**. Width: **1.5"**, Spacing: **.17"**.



- Select the text under the heading: **Important Contact Info**
Change from **1 column to 2**.
Note: You will not see any of the text move into the newly created second column because it is short in length. In the next step, you will force the text to move into the second column with a column break.
- Place your cursor just before **Leasing Office**
- Insert a **Column Break**.
Page Layout > Breaks > **Column**.
- Save your assignment and email it to your instructor.**