

Columns

Demo

Columns are helpful for arranging text in newsletters, brochures, and other desktop publishing documents. To set columns in a document:

1. First determine the number of columns you wish to have. *(If you already have typed text, you must first select the text that you wish to apply the column formatting to prior to setting the columns).*
2. Next go to **Page Layout** tab; **Page Setup** section; **Columns**. You can select pre-determined columns or select More Columns for more options. Also note that the width and spacing of columns can be adjusted, including the option to force columns to be the same width.
3. Click OK

