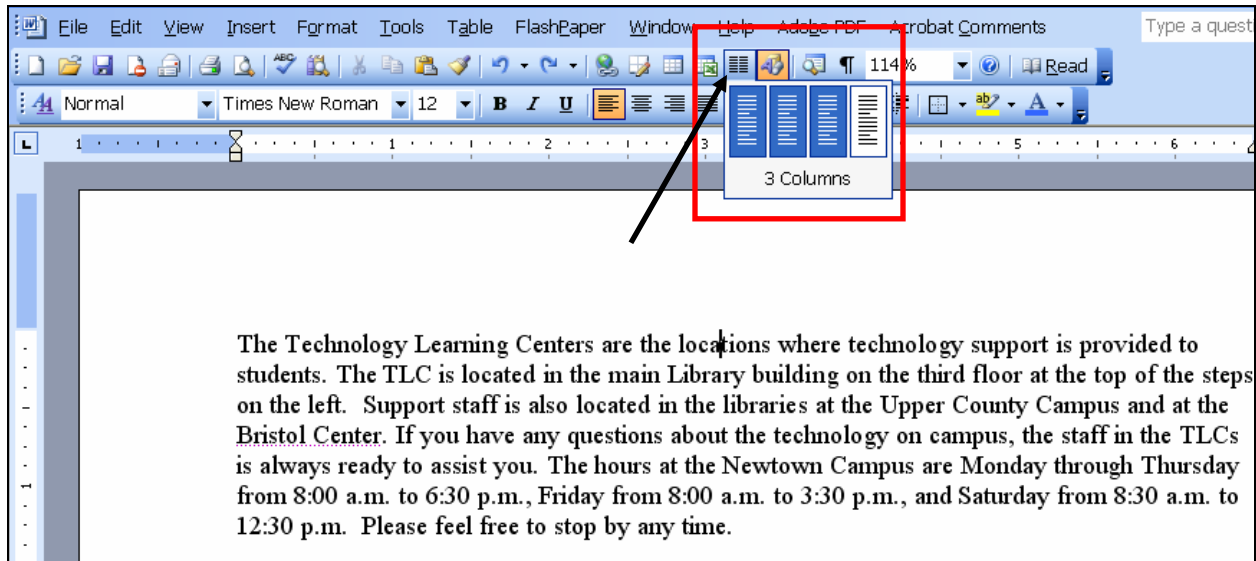


Inserting Columns into a Word Document

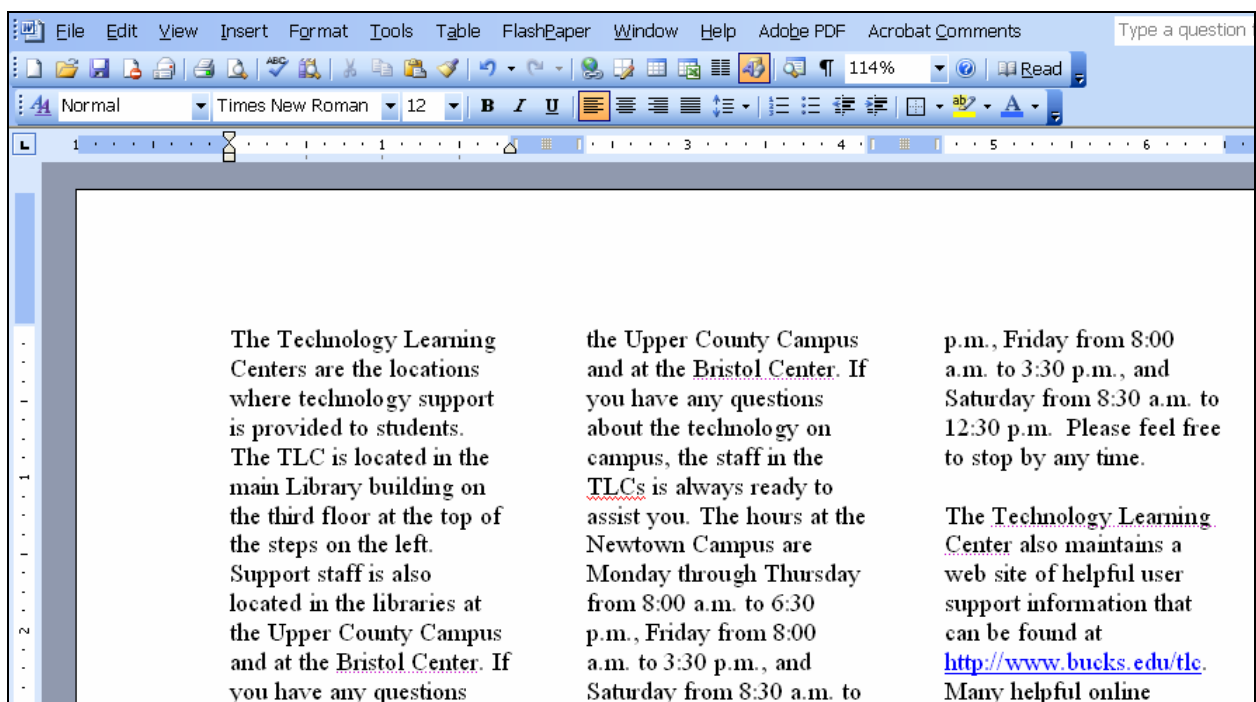
There are times when you may want to create a document that needs the text in columns. There are several ways to do this. This Low Threshold Activity will demonstrate the steps needed to create columns.

1. If text is already keyed in and the entire document is to go into multiple columns, the cursor can be located anywhere in the document. To change the text into columns click the **Columns** icon on the formatting toolbar. Drag the mouse over the number of columns needed as shown below. For this LTA the text will be split into three columns.



The Technology Learning Centers are the locations where technology support is provided to students. The TLC is located in the main Library building on the third floor at the top of the steps on the left. Support staff is also located in the libraries at the Upper County Campus and at the Bristol Center. If you have any questions about the technology on campus, the staff in the TLCs is always ready to assist you. The hours at the Newtown Campus are Monday through Thursday from 8:00 a.m. to 6:30 p.m., Friday from 8:00 a.m. to 3:30 p.m., and Saturday from 8:30 a.m. to 12:30 p.m. Please feel free to stop by any time.

Once the mouse is released, the text divides into three columns as shown below.



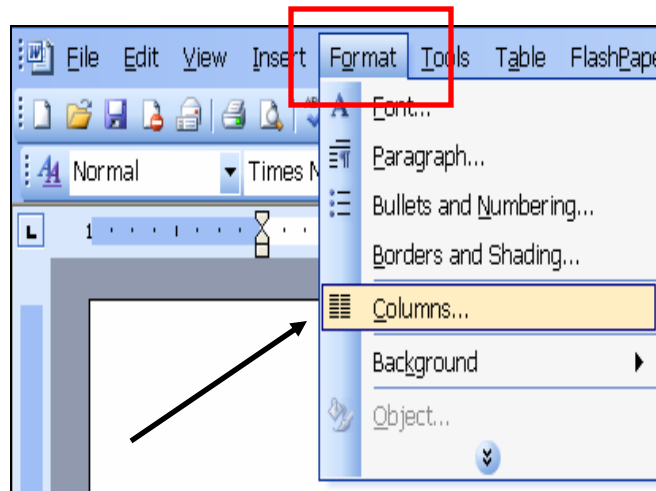
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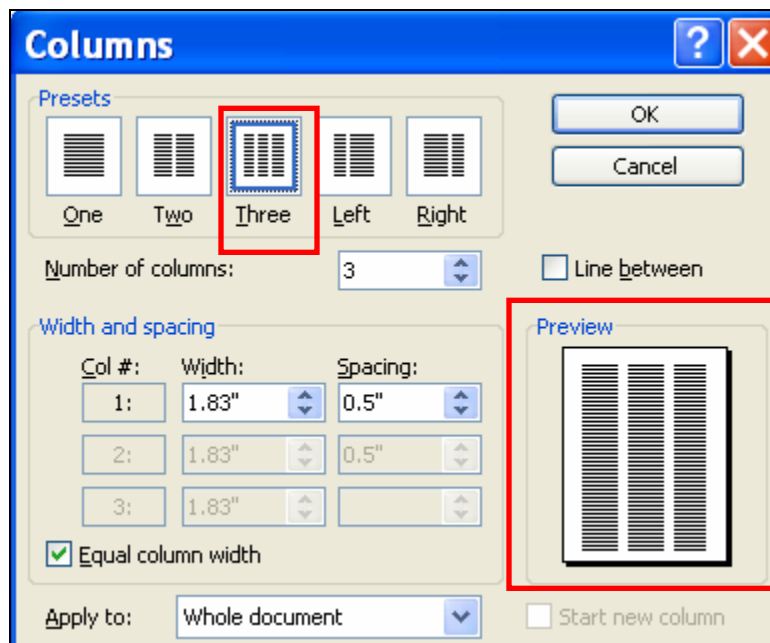
p.m., Friday from 8:00 a.m. to 3:30 p.m., and Saturday from 8:30 a.m. to 12:30 p.m. Please feel free to stop by any time.

The Technology Learning Center also maintains a web site of helpful user support information that can be found at <http://www.bucks.edu/tlc>. Many helpful online

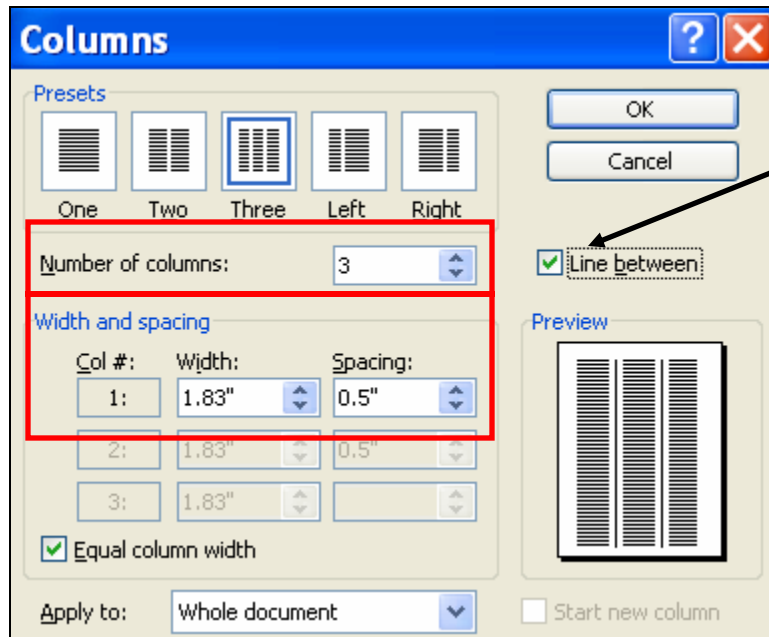
- The second way to insert columns is to place the cursor anywhere in the text and then click the **Format** menu item on the Formatting toolbar and slide the mouse down to select the **Columns....** menu item.



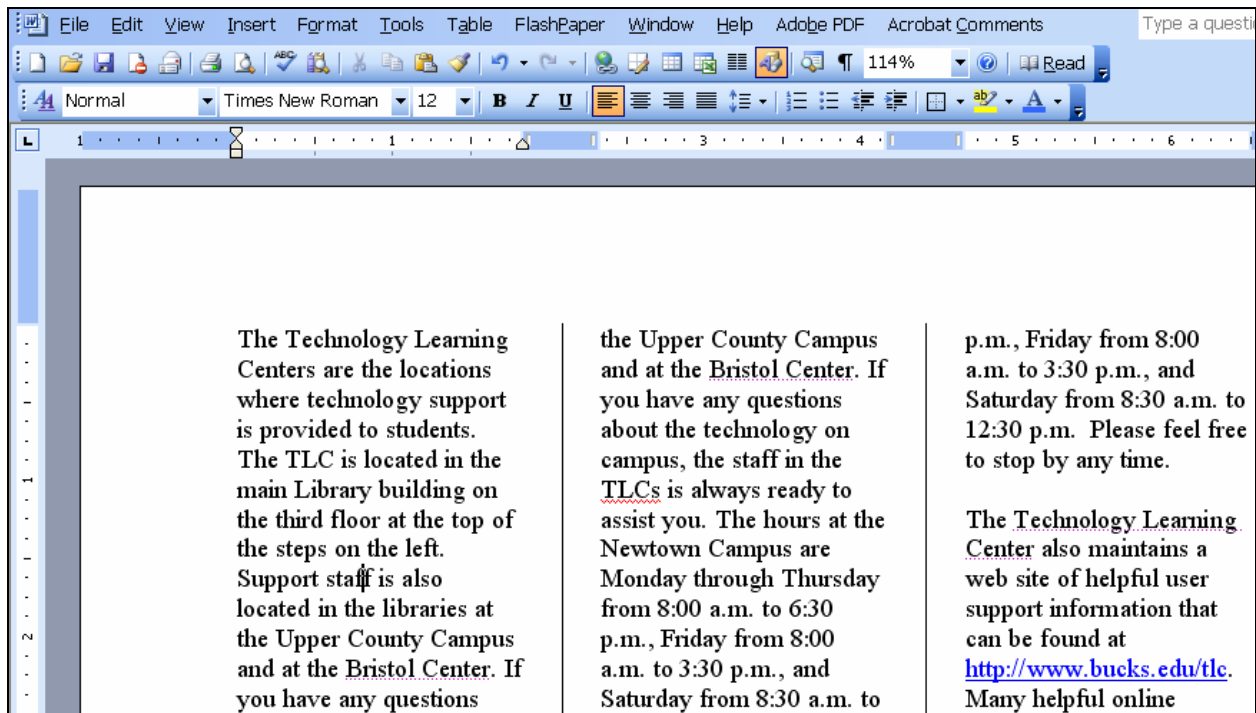
- After selecting the **Columns....** menu item, the following **Columns** dialog box appears. The default setting is one column. For this LTA the **Three** columns preset item has been chosen. Notice that the **Preview** window shows what the columns will look like.



- In addition to selecting the number of columns, a **line** can be inserted between the columns by clicking in the check box to the left of **Line between**. Also, from this menu the number of columns can be increased or decreased and the width between columns can be increased or decreased.



5. After selecting the items that are needed for the text, click the **OK** button at the upper right. After clicking the **OK** button, the text will look as follows. Notice the three columns with a line between each column.



Your feedback is important to me – what did you think of this LTA? Please take a minute and fill out a short survey at the following link:

<http://CTLSilhouette.wsu.edu/surveys/ZS36378>

Thank you!