

Columns in Word 2007 and 2010

Hints and Tips

You have some text that you would like to set out as Newspaper Columns. In Word this is really simple.

You **must** however follow the golden rule to keep it really simple.

Type the text you wish to make into columns FIRST!! Then apply column formatting – Simple.

First of all type the text:

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

Next Select the text and pop over to the Page Layout Tab where you will find the Columns Icon. Click the drop down next to the icon and you will be asked how many columns you require.



Select the number of columns and hey presto your text is now in nice neat columns.

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There are a few more column options which you can find by clicking on More Columns from the drop down.

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