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Creating columns in *Word 2007*®

Columns can be used in a document to break up paragraphs of text to create a layout similar to a newspaper, magazine or leaflet.

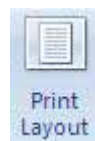
This guide shows you how to insert, format and delete columns within a document.

Arranging the workspace

When working with columns, you should always work in Print Layout view and switch on the text boundaries.

Print Layout view

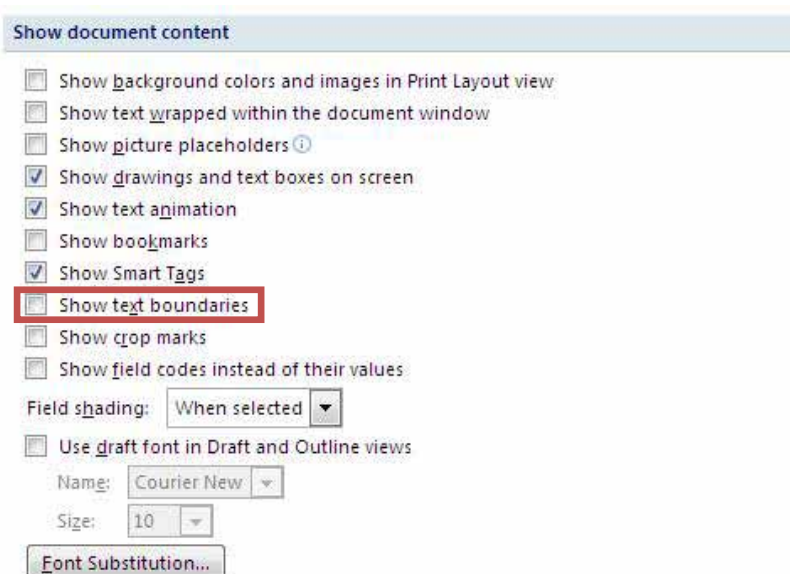
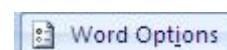
From the **View** tab, choose **Print Layout**



Text Boundaries

Switching on the text boundaries allows you to see the column borders.

- Click the **Office Button** in the top-left corner
- Click the **Word Options** button
- Select **Advanced**
- Scroll down until you see the section entitled **Show document content**



- Check the box next to **Show text boundaries**
- Click **OK**

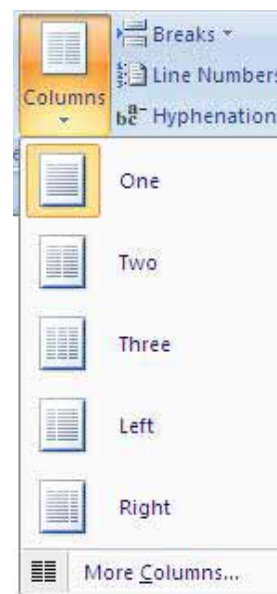
Creating columns

There are two ways to insert columns:

- Create blank columns and insert text
- Convert existing text into columns

Creating empty columns

- Click the point on the page where you wish to insert the columns
- Click the **Page Layout** tab
- Click the **Columns** button and select up to three columns. To insert more than three columns, click **More Columns**.
- To add text to the columns, click in the first column and start typing.



Converting text into columns

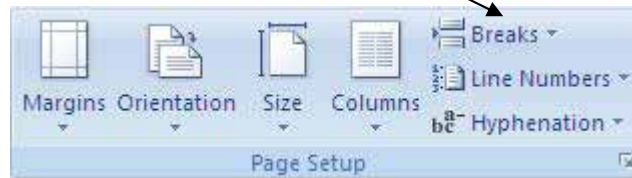
- Highlight the text
- Click the **Page Layout** tab
- Click the **Columns** button
- Select the required number of columns

Moving text to a new column

When a column is full, the text insertion point will move to the top of the next available column. To move to the next available column before filling the current column:

- Press the **Return** key on the keyboard until the text insertion point moves to the top of the next column
- or
- Click the **Page Layout** tab

- In the Page Setup group, click **Breaks**



- Select **Column**

Formatting columns

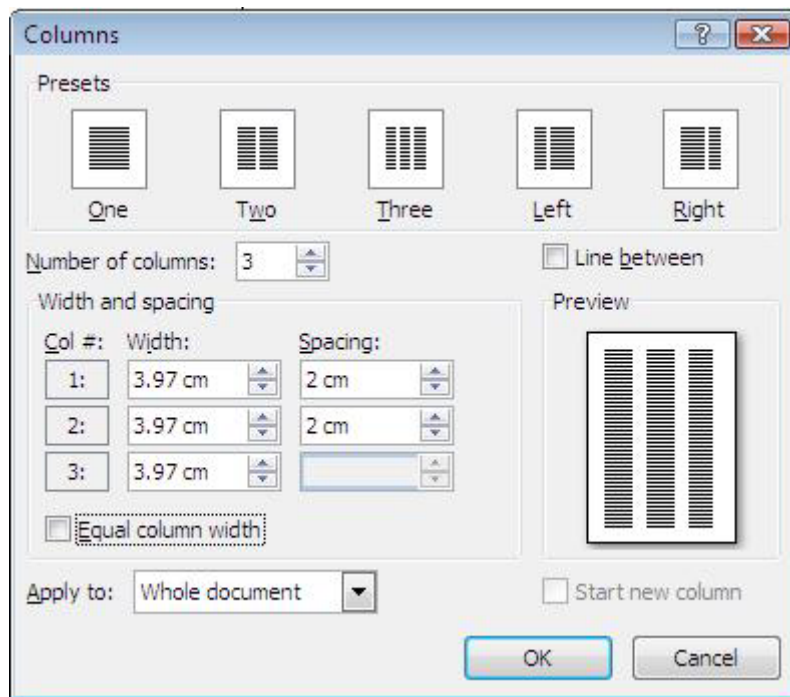
Changing column width

This process will change the width of all columns in your document.

- Click in any one of the columns
- Click the **Page Layout** tab
- Click the **Columns** button
- Click **More Columns**
- Enter a new width and click **OK**

Creating columns of unequal width

- Click in any one of the columns
- Click the **Page Layout** tab
- Click the **Columns** button
- Click **More Columns**
- Uncheck the box next to **Equal column width**. This will allow you to enter different widths for each column



- Click **OK**

Changing column spacing

This process will alter the size of the space between all columns in your document

- Click in any one of the columns
- Click the **Page Layout** tab
- Click the **Columns** button
- Click **More Columns**
- Enter a new spacing size and click **OK**

Inserting a line between columns

- Click in any one of the columns
- Click the **Page Layout** tab
- Click the **Columns** button
- Click **More Columns**

- Check the box next to **Line between**
- Click **OK**

Deleting columns

To remove all columns:

- Click in any one of the columns
- Click the **Page Layout** tab
- Click the **Columns** button and choose one column

To remove one of the columns:

- Click in any one of the columns
- Click the **Page Layout** tab
- Click the **Columns** button and choose the required number of columns. Any text will be moved to fit the new number of columns

Where to go for more help or information

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771

Brindley IT Centre: 01782 294135

Octagon IT Centre: 01785 353339

Online: www.staffs.ac.uk/ishelp

Email: libraryhelpdesk@staffs.ac.uk (for all IT and Library queries)

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