

## Word Columns

### **Steps To insert Column in your Word document:**

1. Position your cursor where you would like to insert the columns
2. Open the Page Layout TAB
3. In the Page Setup section, click Columns
4. From the dropdown menu, select the number of columns you'd like to insert
5. Word will automatically insert the columns in your document.

Additionally, you may decide that you'd like to make one column shorter than the other. This can be done easily by inserting a column break.

### **Steps To insert a Column Break:**

1. Position your cursor where you would like to insert **the column break**
2. Open the Page Layout ribbon
3. In the Page Setup section, click Breaks
4. From the dropdown menu, select column
5. Any text typed will begin in the **next column**. If there is already text following the cursor, it will be moved to the next column

You may not want the entire page to contain columns. In that case, you can simply insert a continuous break in your document. You can insert one before and one after the section that contains columns. This can add a dramatic effect to your document.

### **Steps To Insert a Continuous Break:**

1. Position your cursor where you would like to insert the **first break**
2. Open the Page Layout ribbon
3. In the **Page Setup** section, click Breaks
4. From the dropdown menu, select continuous
5. You can apply separate page setup formatting to different sections as you desire.

### **NOTE:**

1. Using the toolbar button will apply columns to the entire document. So you must first insert a section break. To insert a section break, select Break from the Insert menu.
2. The easiest way to apply columns to a portion of your document is to highlight the portion. Then, apply the column format using the toolbar button. This assumes you've finished editing your document.
3. COLUMNS is great if you're creating something like a tri-fold brochure. But you can mix single and multi-column formats in your document.