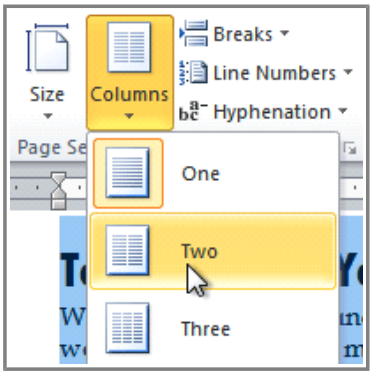
Introduction



Columns are used in many types of documents, but are most commonly used in newspapers, magazines, academic journals, and newsletters. In this lesson you will learn how to **insert columns** into a document and create **column breaks**.

Inserting Columns

Columns and **column breaks** can improve your document's organization and increase its readability. They also allow you to utilize all of the available space on the page.

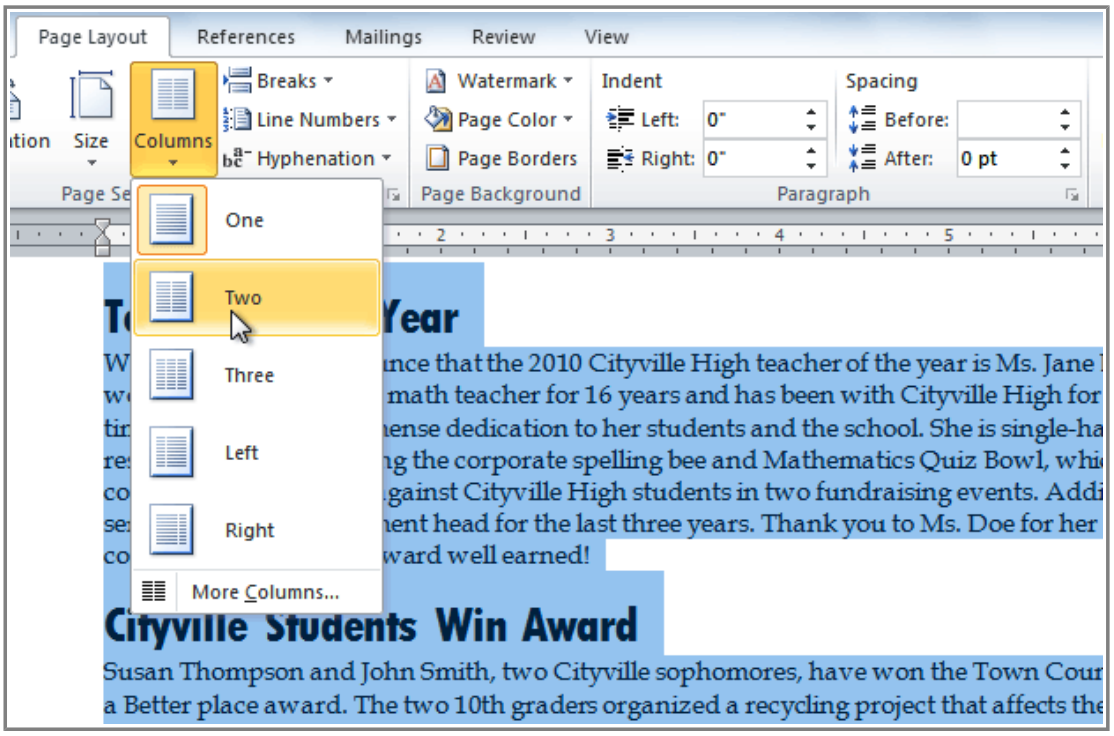
Video: Working with Columns in Word 2010

Watch the video (1:53). ***Need help?***

To Add Columns to a Document:

1. Select the text you want to format.
2. Click the **Page Layout** tab.
3. Click the **Columns** command. A drop-down menu will appear.

©1998-2013 Goodwill Community Foundation, Inc. All rights reserved.



Adding columns

4. Select the number of columns you would like to insert. The text will then format into columns.

If you want to remove the columns, just click the **Columns** command and select **One** for the number of columns.

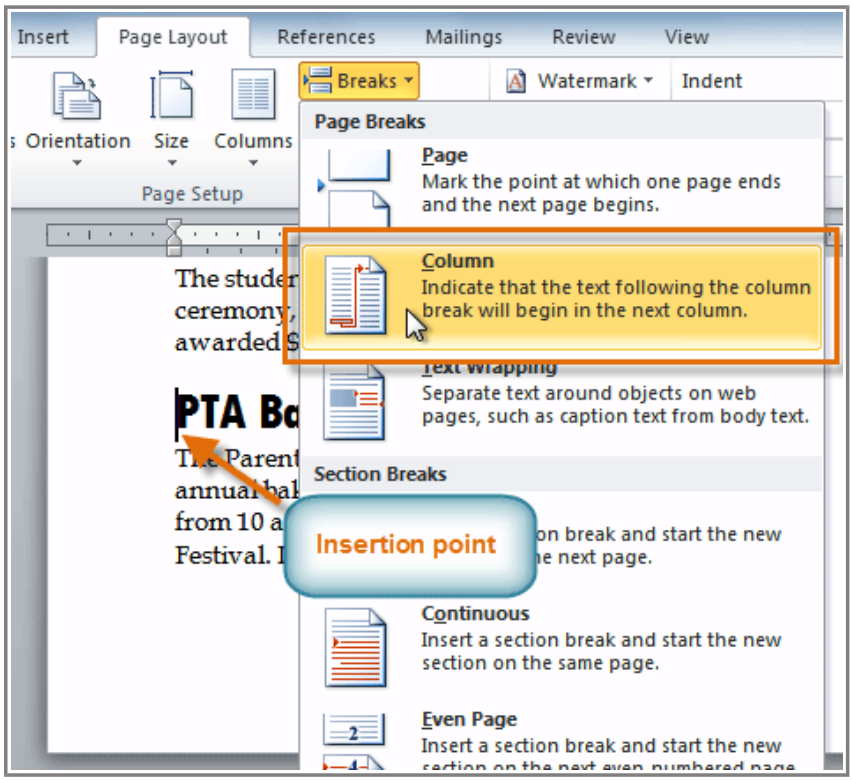
Adding Column Breaks

Once you've created columns, the text will automatically flow from one column to the next. Sometimes, though, you might want to control exactly where each column begins. You can do this by creating **column breaks**.

To Add Column Breaks:

1. Place the **insertion point** where you would like to add the break.
2. Click the **Page Layout** tab.
3. Click the **Breaks** command in the **Page Setup** group. A drop-down menu will appear.
4. Select **Column** from the list of break types.

©1998-2013 Goodwill Community Foundation, Inc. All rights reserved.



Adding a column break

5. The text will shift to reflect the column break.

©1998-2013 Goodwill Community Foundation, Inc. All rights reserved.

Teacher of the Year

We are pleased to announce that the 2010 Cityville High teacher of the year is Ms. Mary Jenkins. Ms. Jenkins has worked as a high school math teacher for 16 years and has been with Cityville High for 12 years. In that time she has shown immense dedication to her students and the school. She is single-handedly responsible for organizing the corporate spelling bee and Mathematics Quiz Bowl, which challenges local companies to complete against Cityville High students in two fundraising events. Additionally, she served as Math Department head for the last three years. Thank you to Ms. Jenkins for her dedication and congratulations for an award well earned!

Cityville Students Win Award

Susan Thompson and John Smith, two Cityville sophomores, have won the Town County Make the World a Better place award. The two 10th graders organized a recycling project that affects the entire school system. All schools and administrative buildings are now equipped with recycling containers that the students distributed. In addition, they arranged for a free collection program of the recycled items that will not defer any of the costs to the school system. The students were recognized in a January ceremony, presented with a plaque, and awarded $1,000 each.

PTA Bake Sale

The Parent Teacher Association is holding its annual bake sale on Saturday, February 16th from 10 a.m. to 4 p.m. at the Cityville Town Festival. If you're interested in participating, we still need people to work various shifts throughout the day and are always looking for more donations of baked goods. To ensure the freshness of all foods we sell, we're asking that all donations be delivered on Friday, February 15th from 8 a.m. to 5 p.m. in Room 555. Contact Ms. Drake at 555-555-5555 with any questions.

Valentine's Day Fundraiser

The rose sale is well underway, but the PTA has not yet reached its fundraising goal of $5,000. Please continue to sell the roses and try to help the PTA reach their goal. Remind potential buyers that $25 a dozen is an excellent rate for roses this time of year and that delivery is only $5. All profits go to support the Cityville High PTA in its efforts to fund school programs such as the drama club, environmental club, athletics, and more.

Tutoring Available

The tutoring center has availability for students that need help in any subject. The center is open during lunch break, and after school from 3 p.m. to 4:30 p.m. All tutoring is free of charge.

Columns after adding a column break

Challenge!

1. Open an **existing Word document**. If you want, you can use this example.
2. Select the **text** you want to format into columns.
3. Format the selected text into **two columns**.
4. Add a **column break**.

©1998-2013 Goodwill Community Foundation, Inc. All rights reserved.