# Working with Columns in MS Word 2013

Arranging text and graphics into columns is an effective way to make your document more readable and to fit more content on a single page. To enable columns, click the Page Layout tab, choose the number of columns from the Columns drop-down in the Page Setup section, and start typing. However, if you want a title banner or some text to span the columns on top you need to type this text before inserting columns and then apply the columns *From this point forward* (more on this later). If your columns suddenly disappear, check your view property. Columns are visible only in Print Layout view.

Adjust spacing

Columns usually make content more readable because of the shorter lines. You can also use a smaller font than you might ordinarily use. That means you can fit more content on a page using columns. The type of document will determine the number of columns and whether columns are equal in width. However, the general run allows between 40 to 60 characters per line. Any more or less makes the document less readable.

The spacing between columns is the *gutter*. If it's too narrow, readers will wander across the gutter to the next column instead of wrapping around to the next line in the column. To adjust the gutter, choose More Columns from the Columns drop-down (on the Page Layout tab), as shown here:

To create columns of equal width and gutter space check the Equal Column Width option in the Columns dialog (at the bottom of the Width And Spacing section). Doing so will dim all but the first column's measurements. Use the first column's settings to adjust all of the columns. Word will adjust the other settings accordingly. Remember, you can use [Ctrl]+Z to undo changes.
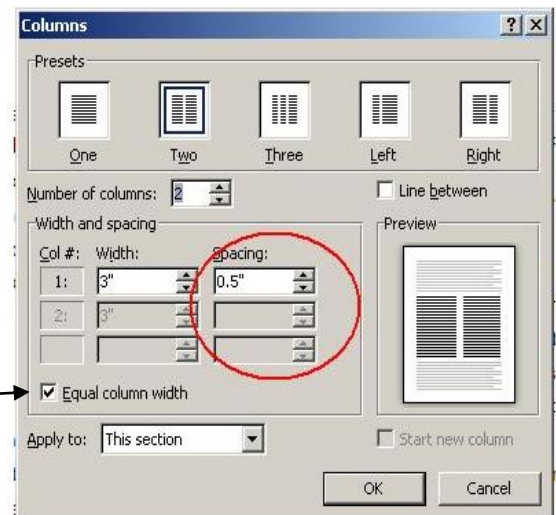
Add a column break

When needed, you can force a column break by pressing [Ctrl]+[Shift]+[Enter]. Doing so will position the cursor at the top of the next column, leaving the remainder of the current column blank. A column break positions a hard break at the inserted location and pushes remaining text to the top of the next column. If you insert a column break in the last column on a page, the break also acts as a page break. If you don't want a page break there, you'll have to delete the column break.
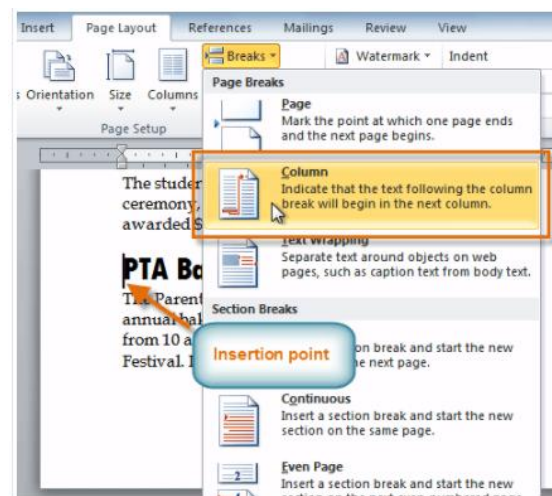
Activity 4.1 Tourist Brochure

Principles of Good Design

The following are some points to consider when designing a presentation:

- Use a consistent color scheme.
- Use color to draw attention to what is most important.
- Make sure the background doesn't overpower the foreground.
- Use a consistent font type throughout. Vary the font size for impact.
- Limit your design to a maximum of 2 to 5 relevant objects/images per page.
- Achieve balance.
- Spell check and Proofread!

The Brochure will consist of THREE COLUMNS on each PAGE. It is your job to research its contents, gather the information, retrieve the necessary images, etc.

Here is an example of PAGE 1 (INSIDE):

COLUMN 1

How to Customize this Brochure

You'll probably want to customize all your templates when you discover how editing and saving your templates makes creating future documents easier. To customize this brochure template:

1. Insert your own information in place of the sample text.

2. Click **Save As** on the File menu. Click Document Template in the Save as Type box (the file name extension should change from doc to dot).

3. Next time you want to use it, click **New** on the file menu and then double click your template.

About the "Picture" fonts

The "picture" fonts are Wingdings typeface symbols. To insert a new symbol, select the symbol character and click Symbol on the insert menu.

COLUMN 2

Working with Breaks

Breaks in a Microsoft Word Document appear as labeled dotted lines on the screen. Using the Break command, you can insert manual page breaks, column breaks, and section breaks.

To insert a break, click Break on the Insert menu. Select an option. Click OK to accept your choice.

Working with Spacing

To reduce the spacing between, for example, body text paragraphs, click in *this* paragraph and click **paragraph** on the **format** menu. Reduce spacing after to 6 points, and make additional adjustments as needed.

To save your changes (with the insertion point in the changed paragraph), click the style in the **Style** list on the formatting toolbar. Press enter to save your changes.

To adjust character spacing, select the text to be modified and click font dialogue launcher and then select the advanced tab and enter a new value for character spacing.

COLUMN 3

Other Brochure Tips

To change a font size click on the home tab and find all the tools needed in the font group.

To change the shading of shaded paragraphs, click Borders and shading in the Design Tab.
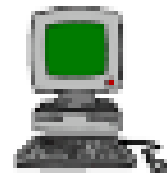
Brochure Ideas

"Picture" fonts are gaining popularity, so consider using them to jazz up your brochure.

Pictures can say a thousand words, but be sure they say the words you want the customer to hear – use them well and choose the correct colors and text to help you get the message to the customer.

Here is an example of PAGE 2 (OUTSIDE):

COLUMN 1　　　　　　COLUMN 2　　　　　　COLUMN 3

How to create a Brochure

To print these instructions, click Print on the file tab. Press enter to print the brochure.

Using a template, you can create a professional brochure. Here's how:

1. Insert your words in place of these words, using or rearranging the preset paragraph styles.
2. Print pages 1 and 2 back to back onto sturdy, letter size paper.
3. Fold the paper like a letter to create a three-fold brochure (positioning the panel with the large picture on the front).

What else should I know?

To change the style of any paragraph, select the text by positioning your cursor anywhere in the paragraph. Then, select a style from the style group in the home tab.

To change a picture, click it to select it then select from the picture tools in the Insert tab.

References:

www.exchange.nbed.nb.ca
www.pictures.com
https://www.prlog.org/

Your

Logo

Here

Company Name (Your Name)
Street Address
Address 2
City, Province, Postal Code

Phone (506) 123-4567
Fax (506) 123-4568
Website address

Creative Works

Customized Turnkey Training Courseware

Future Solutions Now

Specifications

1. One side of the brochure (the inside, PAGE 1) will give tourists information about your community. You will use three COLUMNS to describe your community informing visitors about historic sites, attractions, special events, shopping facilities, etc.

2. The other side of the brochure (the outside, PAGE 2) will also consist of three COLUMNS. This is where you introduce your community on the title page, list events, display references, your logo and your address, etc.

Directions

1. Open Microsoft Word
2. Save the document to your Network folder using the filename: **Brochure**
3. Adjust the page margins.

    - Top margin = 1"
    - Bottom margin = 1"
    - Left margin = .5"
    - Right margin = .5"

4. Set the page orientation to Landscape.
5. Create 3 columns and be sure to use "equal column width".
6. Save again

Columns 1, 2, & 3 for **Page 1** This is the __Inside__ of your brochure.

Using text, clipart, and graphics, describe your community. Be sure to observe the principles of design.

Columns 1, 2, & 3 for **Page 2** This is the __Outside__ of your brochure.

Column 1 may be used to complete the community description or for any other information you deem worthwhile.

Column 2 is reserved for references, your company logo, and your company name and address.

Column 3 is the Title page to your brochure. Use it to introduce your community with text and graphics.

Resources:

http://www.techrepublic.com/blog/10-things/10-tips-for-working-with-word-columns/

https://www.gcflearnfree.org/word2010/working-with-columns/1/