

How to Create Columns in a Word 2007 Document

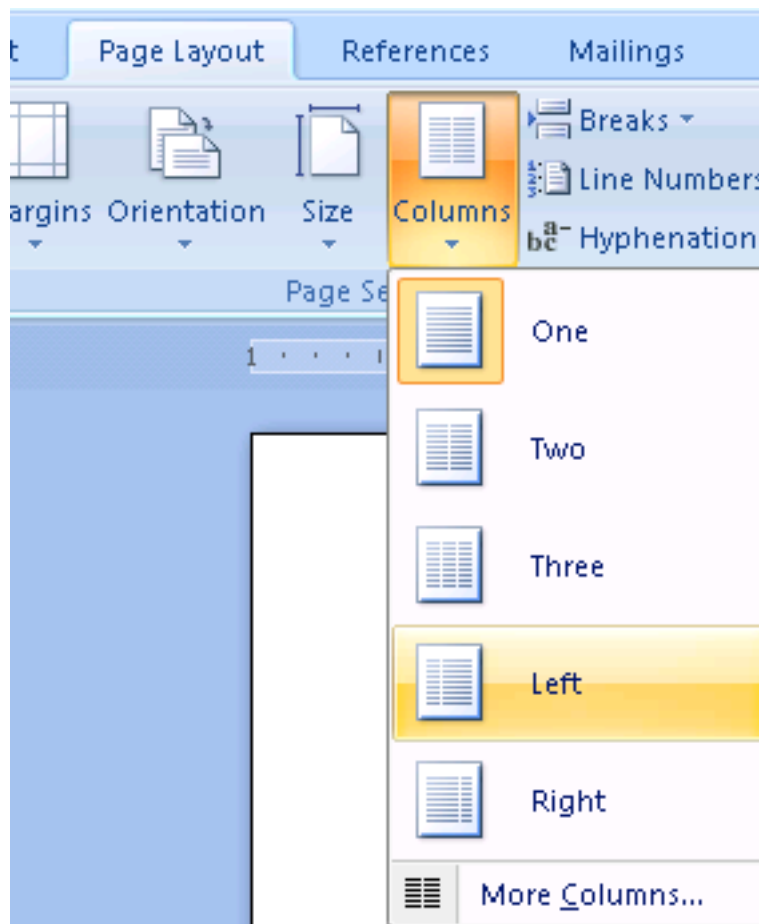
Subject Descriptors: Microsoft Word 2007, Columns

Application: Microsoft Word 2007, Windows

Task Description: How do I create columns in a Word: 2007 document?

Tutorial Date: 12 May 2009, By Sarah Zabriskie

Creating Columns (The Quick Way)



- 1) Select the **Page Layout** tab near the top left corner of the screen
- 2) In the **Page Setup** group, click on **Columns**
- 3) A drop down box will appear with several column options. Pick the option that is most appropriate for your document

Customizing columns

You may select one of the preset columns here or make your own columns using the options below

The screenshot shows the 'Columns' dialog box with the following elements and annotations:

- Presets:** Five icons representing different column layouts: One, Two, Three, Left, and Right. A red box highlights this section with the annotation: "You may select one of the preset columns here or make your own columns using the options below".
- Number of columns:** A spinner box set to 6. An annotation points to it: "Use the arrows to choose the number of columns you want here."
- Line between:** An unchecked checkbox. An annotation points to it: "Check this box to put a line between each column".
- Width and spacing:** A table with columns for 'Col #', 'Width', and 'Spacing'. Each row has a spinner for width (set to 1.08") and a spinner for spacing (set to 0"). An annotation points to the width spinners: "Use these options to control the width of each column".
- Equal column width:** An unchecked checkbox. An annotation points to it: "Check this box to make each column equal in width".
- Apply to:** A dropdown menu with 'Whole document' selected and 'This point forward' highlighted. An annotation points to it: "You can apply the columns to the entire document or to a portion, using this option."
- Preview:** A preview window showing the result of the settings. An annotation points to it: "Preview shows what columns will look like".
- Start new column:** An unchecked checkbox.
- Buttons:** 'OK' and 'Cancel' buttons.

If none of the column options are what you are looking for, you may customize your columns and design them to fit your document.

- 1) Follow parts 1 and 2 in step number one.
- 2) Click on **More Columns** at the bottom of the drop down box. This will take you to a new window which will allow you to customize your own columns.
- 3) Press **OK**