

# Creating Columns

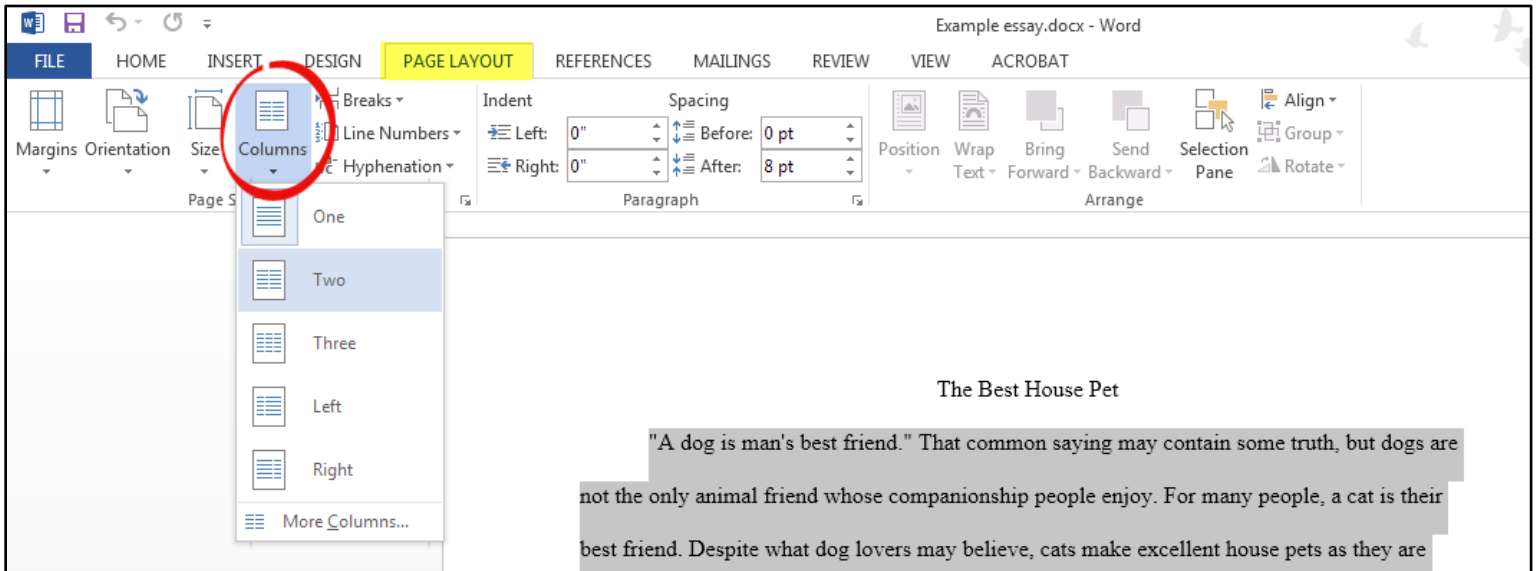
*Note: There are numerous methods to create columns in word. We will show you three. Each subsequent method offers more control in placement and size, but is more difficult and time consuming to execute. The first method is recommended for most jobs, as it is the quickest and easiest method.*

## Method One

**Step 1:** Highlight the text you want to be in columns.

**Step 2:** Navigate to the “Page Layout” tab.

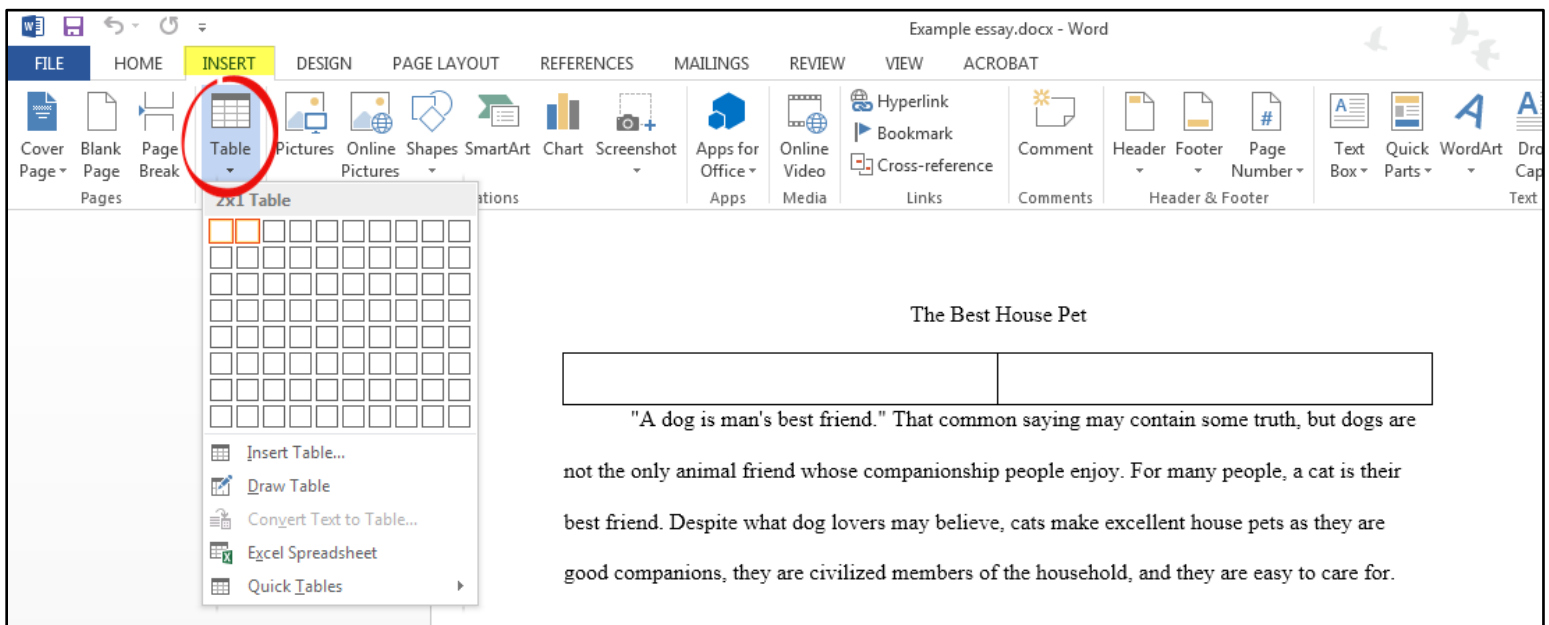
**Step 3:** Click on the “Column” drop down and select a preset, or customize your columns using the “More Columns” option.



## Method Two

**Step 1:** Insert a table by navigating to the “Insert” tab and opening the “Table” drop down list.

**Step 2:** Insert a table with only one row and the same number of columns as you want on your paper.



**Step 3:** Cut and Paste your text into the table, placing the text in the column you want it to be in.

Example essay.docx - Word

TABLE TOOLS

DESIGN LAYOUT

Paragraph Styles

The Best House Pet

<p>"A dog is man's best friend." That common saying may contain some truth, but dogs are not the only animal friend whose companionship people enjoy. For many people, a cat is their best friend. Despite what dog lovers may believe, cats make excellent house pets as they are good companions, they are civilized members of the household, and they are easy to care for.</p> <p>In the first place, people enjoy the</p>	<p>Lastly, one of the most attractive features of cats as house pets is their ease of care. Cats do not have to be walked. They get plenty of exercise in the house as they play, and they do their business in the litter box. Cleaning a litter box is a quick, painless procedure. Cats also take care of their own grooming. Bathing a cat is almost never necessary because under ordinary circumstances cats clean</p>
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**Step 4:** You can adjust the width of your columns by dragging the table's borders.

**Step 5:** Turn the table's borders invisible by navigating to the "Table Tools" tab. In the "Border" section, open the "Borders" drop down list and select the "no borders" option. Your borders will appear dotted on the screen, but they will print invisible.

Example essay.docx - Word

TABLE TOOLS

DESIGN LAYOUT

Table Styles

The Best House Pet

Borders

- Bottom Border
- Top Border
- Left Border
- Right Border
- No Border**
- All Borders
- Outside Borders
- Inside Borders

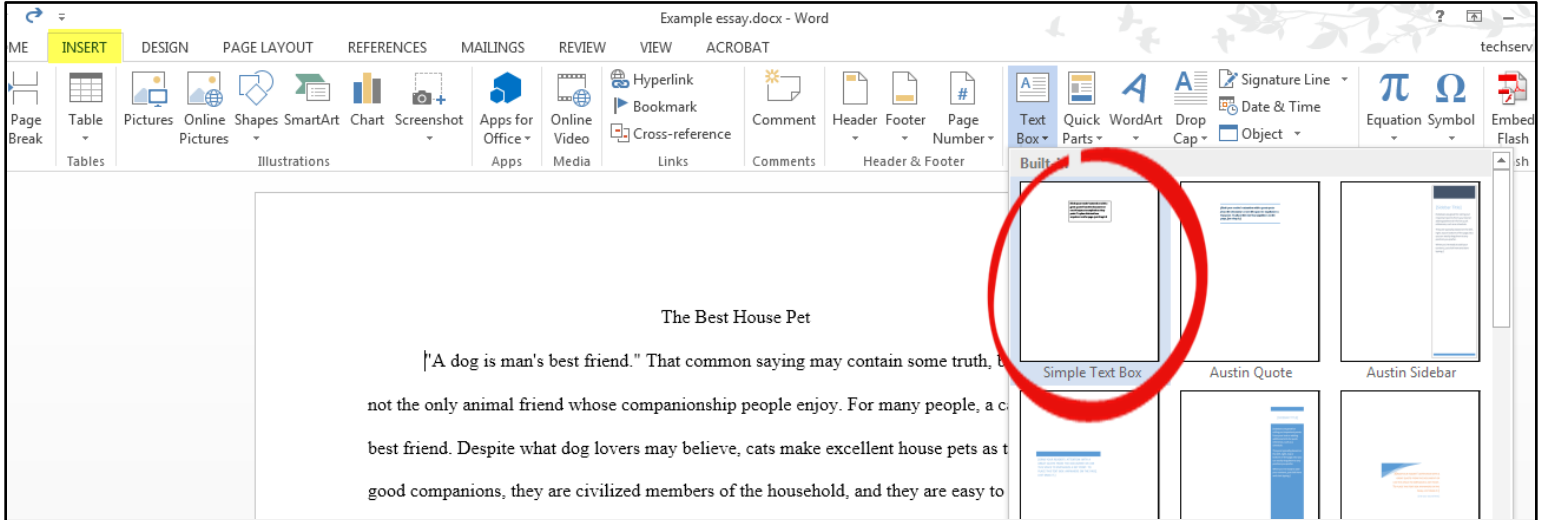
<p>"A dog is man's best friend." That common saying may contain some truth, but dogs are not the only animal friend whose companionship people enjoy. For many people, a cat is their best friend. Despite what dog</p>	<p>Lastly, one of the most attractive features of cats as house pets is their ease of care. They get plenty</p>
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*Note: If you do not see the "Table Tools" tab, double click inside your table to make it appear.*

### Method Three

**Step 1:** Insert a text box by navigating to the "Insert" tab and opening the "Text Box" drop down list under the "Text" section.

**Step 2:** Choose your text box. A simple text box often works best for creating columns.



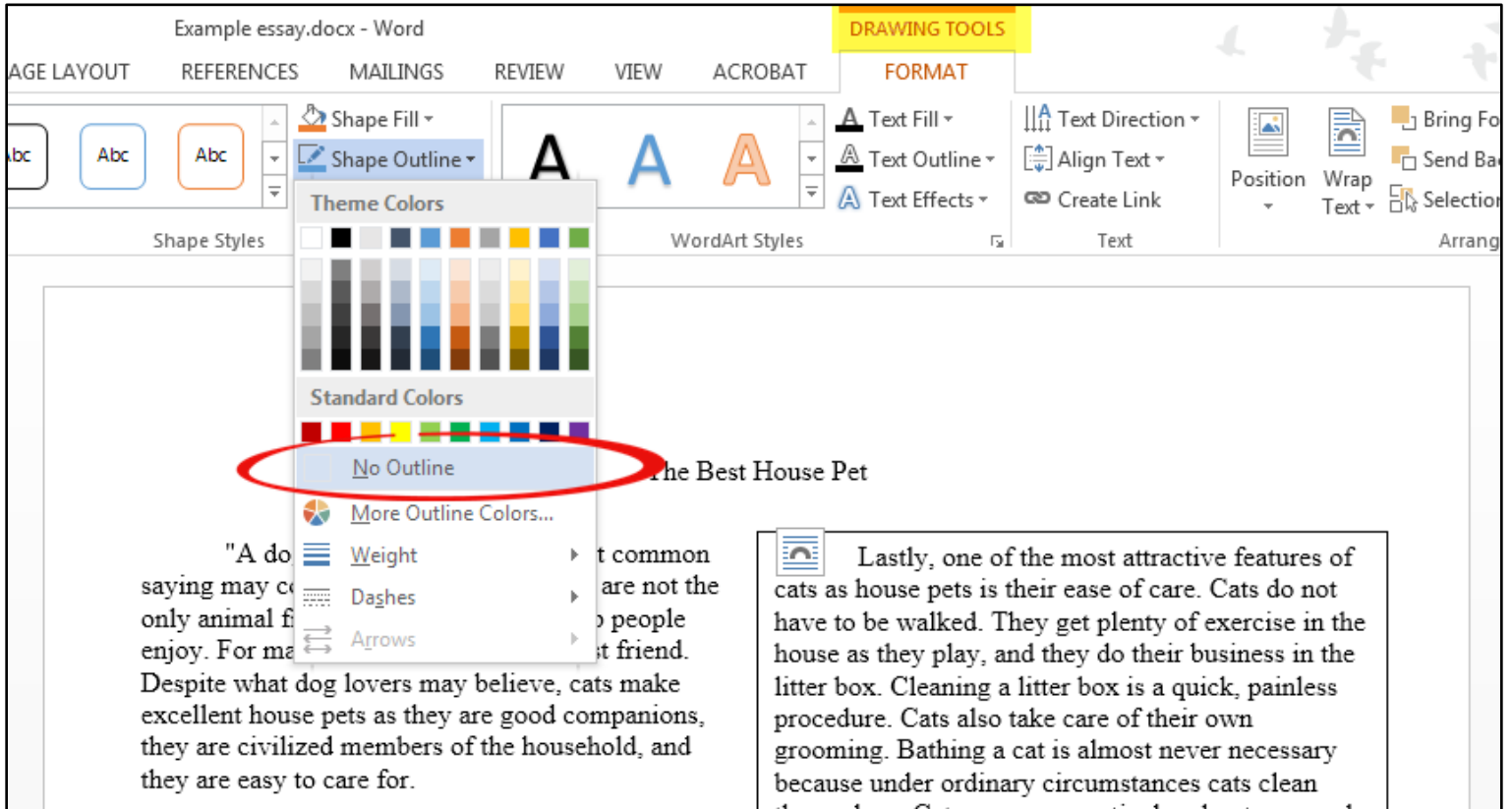
**Step 3:** Format your text box so it is the same shape and size as you want your first column to be.

**Step 4:** Add an additional text box for every subsequent column you wish to add, repeating steps 1-3.

**Step 5:** When your text boxes are in shape, cut and paste your text into the text boxes.

**Step 6:** To make your text boxes' borders invisible, navigate to the "Drawing Tools" tab and, under "Shape Style", open the "Shape Outline" drop down.

**Step 7:** Select the "no outline option".



**Step 8:** Repeat steps 6-7 for each text box.

*Note: If you do not see the "Drawing Tools" tab, double click inside your text box to make it appear.*