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Using accessibility features

Set save options

Controlling page appearance

Controlling text flow

✓ **Video:** Control paragraph flow
2 min

✓ **Reading:** Exercise: Controlling paragraph flow
10 min

✓ **Video:** Insert section breaks
3 min

✓ **Reading:** Exercise: Inserting section breaks
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✓ **Video:** Insert Columns
1 min

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10 min

✓ **Video:** Link text boxes to control text flow
2 min

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Exercise: Inserting columns

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

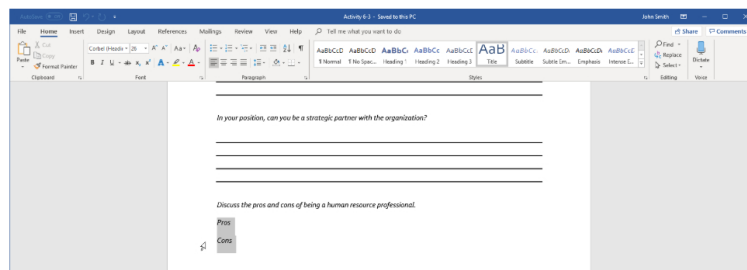
Let's get started!

In this exercise, you will format text as columns.

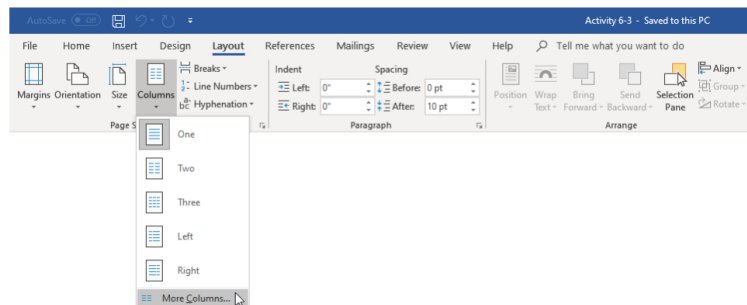
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise Inserting Columns](#)

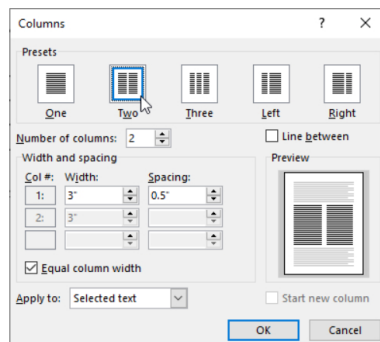
2. Scroll to the bottom of the third page. Select the text "Pros" and "Cons:"



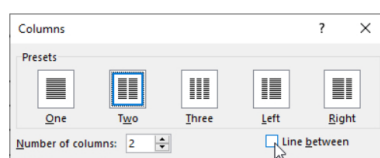
3. Now, click Layout → Columns → More Columns:

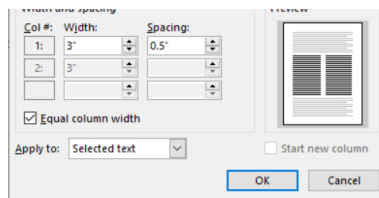


4. The Columns dialog box will open. Select Two from the Presets section at the top:

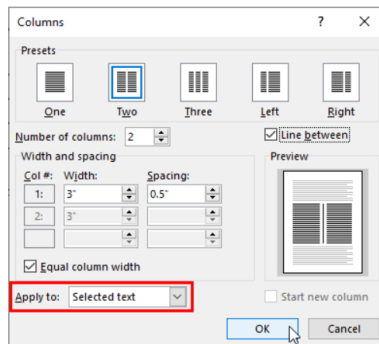


5. Check the "Line between" box:

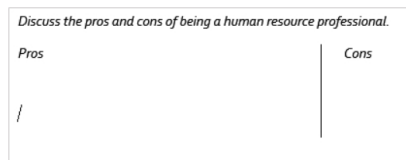




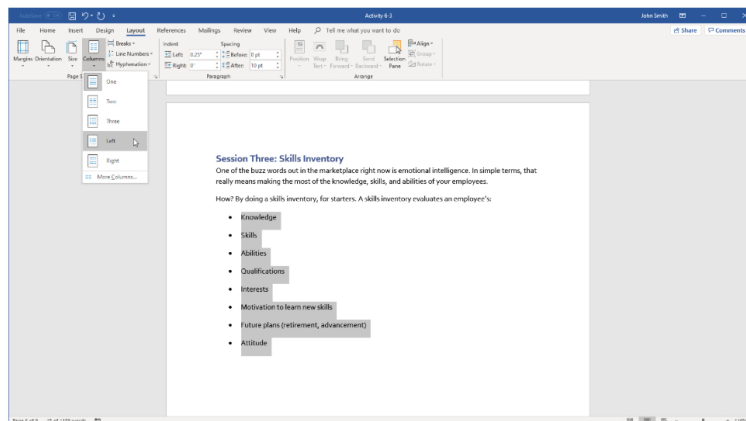
6. Ensure that the "Apply to" menu says "Selected text" and click "OK:"



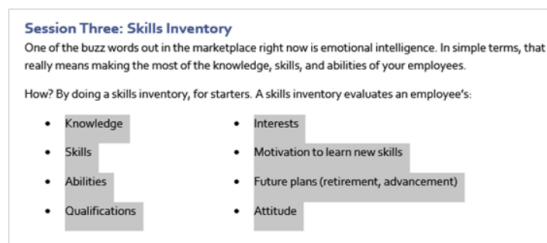
7. The text is now formatted as columns. Click after the word "Pros" and press Shift + Enter three times to lengthen the line:



8. Now, scroll to the sixth page of the document. Select the bulleted list and click Layout → Columns → Left:



9. The formatting is now applied:



10. Save your document as Activity 6-3 Complete. Close Microsoft Word 365 to complete this activity.

11. Now, you can check out an example of a completed document in the link below:

[Completed exercise Inserting Columns](#)

Mark as completed

