Setting Columns

- In this tutorial, you will use the Columns Icon to set up columns in your document, add a line between the columns and start documents in selected areas of your document.

Locating the Columns Icon

To locate the COLUMNS ICON button click on the PAGE LAYOUT tab on the ribbon. The COLUMNS ICON button is found under the Page Setup section.

Pre-Set Columns

Step 1: Click the down arrow on the COLUMNS ICON. There you will see the pre-set column orientations and you can select the style of your choice.
Resizing Columns and Adding Lines

**Step 1:** Click the down arrow on the **COLUMNS ICON**. At the bottom you will see More Columns.
Step 2: Click More Columns and the Columns set-up box will open.

A) Choose the preset column you want or

B) Set up a custom column by choosing number of columns and column width and spacing.

C) Click the check box for "Line between" if you would like a line between your columns.

D) Select to apply to the whole document or the point where you cursor is set, forward. Click OK to apply your selections.
One of the benefits of online learning is the opportunity it gives students to participate in a course or program of study regardless of where they reside. A continues to explore factors that can positively or negatively affect a student’s experience including: language barriers and proficiency (Minjuan et al., 2010; Zhang & Kenny, 2010),

Shortcut Tip! In order to re-set your document to one column, use the “One” preset under the **COLUMNS ICON**; using the undo will not work properly.

Finish: After following the above steps, you can create and change column orientations for your entire document or a selected area of your document.