Insert a Column Break

Columns in a Word document can be helpful for displaying information. It is also a way to organize information and display breaks in your document.

- In this tutorial you will learn how to use the Column icon located in the page layout section of your Word document on the Ribbon.

Step One: For this tutorial open an already completed Word document with columns. In this tutorial you will make a column break after the first paragraph of your project.

Insert a Column Break here.
Step Two: To insert a column break after the first paragraph of your paper, first select either before the first sentence of the second paragraph or after the last sentence of the first paragraph. Then select **PAGE LAYOUT** on the ribbon of your document.

Step Three: Select the **BREAKS** icon and a drop down menu will appear.
Step Four: Select the **COLUMNS** icon.

Step Five: The change will be applied to your word document. You will see in this example the second paragraph of your document shift to the right hand column of the page.

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Journal 6

Technology has made communication easier. Hands-down but has it made it better? 

Communication maybe easier but it has lost quality in terms of interpersonal talking and real experiences. In our digital age ofunicorns, Facebooks, emails, texts, and texts from work, 

haven't been able to connect with people across the country and call them our dear friends but 

honestly ask yourself the question are they dear even? I propose we measure friendship in a 

world where avatars are supposed to represent our face? Our skills are supposed to have 

been in communication. 

I call it cultural atrophy. Atrophy is a degradation of an object. It's when the muscle loses shape from lack of use. The same principle can be applied to skills of communication. If you do not interact with people face to face and practice your people skills I would say your skills have become atrophic. They are weak because you don't practice. Common skills of face to face interaction would include eye contact, hand 

dials, facing one when you talk to them, how you hold your arms, your facial movements, smile, tone, introduction of your 

voice, and your overall behavior. If these skills are not practiced they become weak, that's 

BEFORE: Original position of the second paragraph before change.
Technology has made communication easier—hands down—but has it made it better? Communicating maybe easier but it has lost quality in terms of interpersonal feeling and real experiences. In our digital age of telephones, Facebooks, emails, twitter, and so forth we have been able to connect with people across the country and call them our dear friends, but how do we measure friendship in a world where avatars are supposed to represent our face? Our skills we are supposed to use for face-to-face interaction have become forgotten or weak.

I call it cultural atrophy. Atrophy is degeneration of an object through lack of use. Most often you hear muscle atrophy is what the muscle looks like from lack of use. The same principle can be applied to all of communication. If you do not interact with people face to face and practice your people skills you lose your skills become atrophied. They are weak because you don’t practice. Common skills of face to face interaction would include eye contact, hand shake, facing one when you talk to them, how you hold your arms, your facial movements, smile, tone, inflections in your voice, and your overall demeanor. If these skills are not practiced they become weak. That is essentially what has happened in our digital culture, communication skills for face to face conversations have become weak and replaced with impersonal ways of communicating.

With this as a growing trend the only way to combat it is through education. Of course education has all the answers right, knowledge is power. In this case its awareness and teaching valuable skills to people in critical.