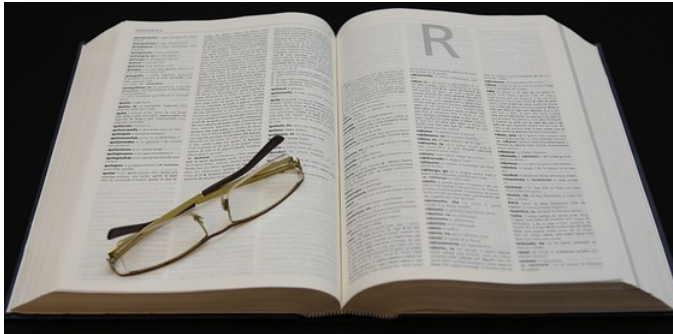


4.4: Columns

Learning Outcomes

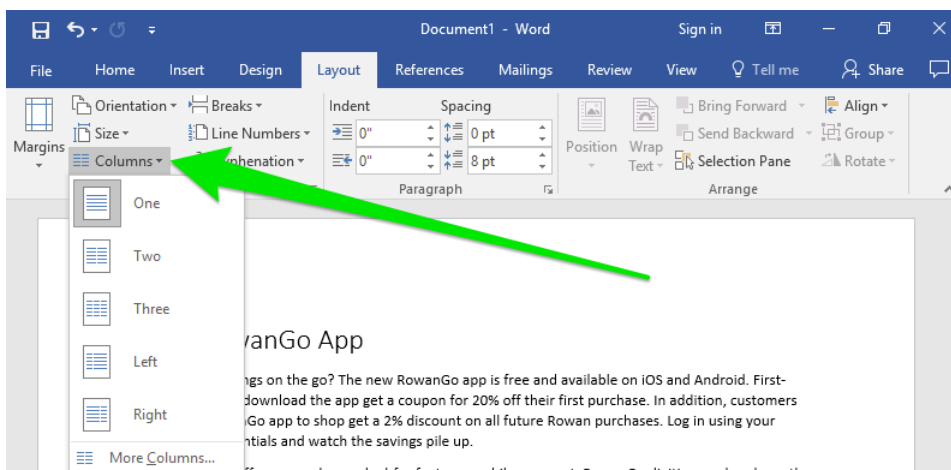
- Create columns.

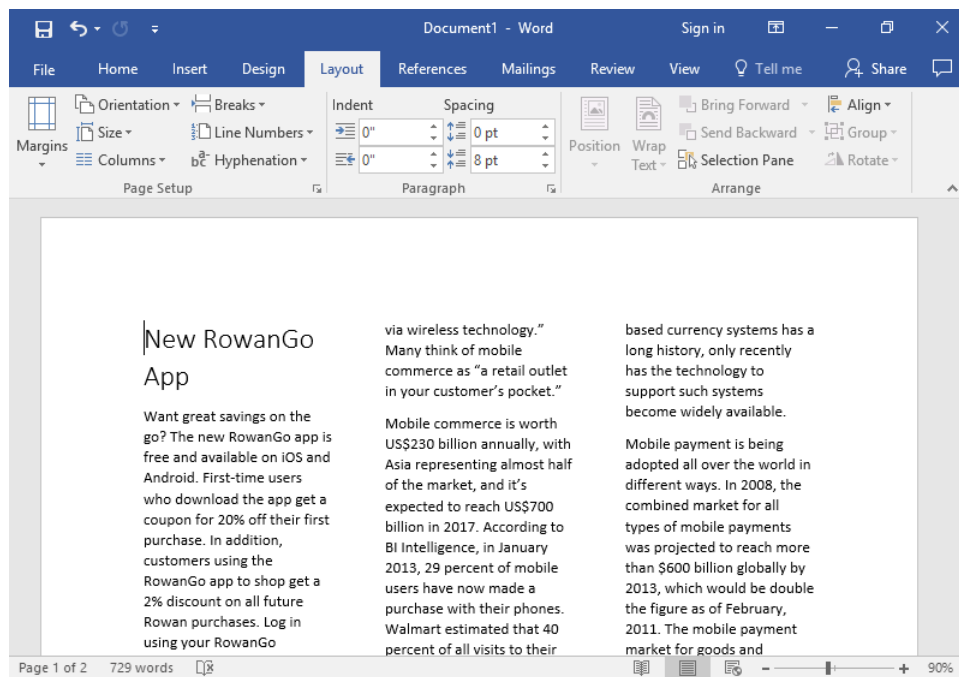


Reference books, magazines, and newspapers commonly use a layout with two or more columns.

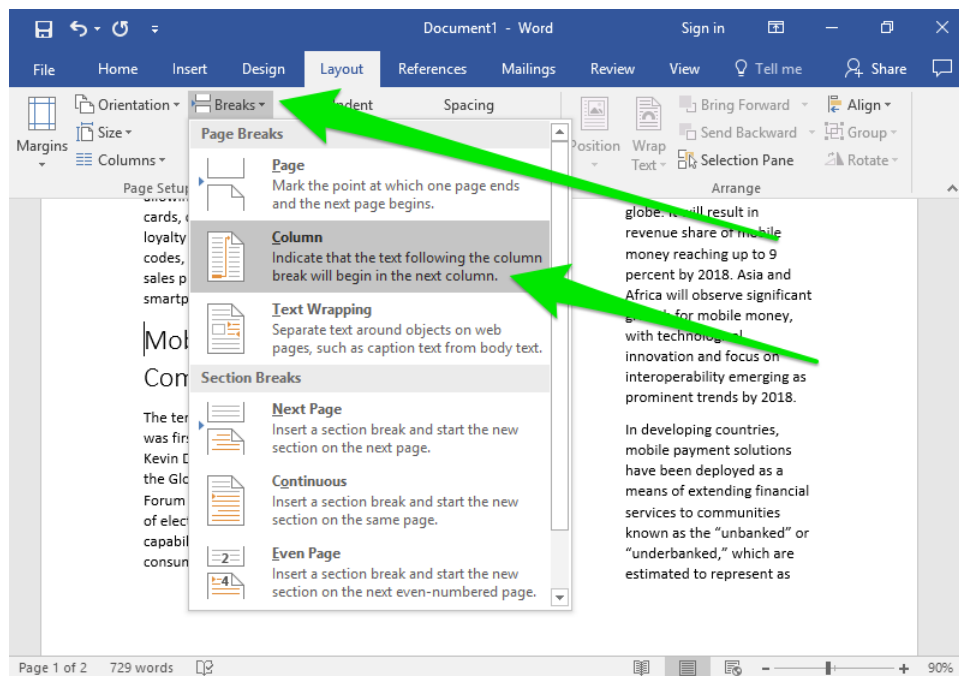
Columns can help you fit more text on a page or provide better readability. Some documents, such as a newsletter or newspaper, are customarily formatted with columns. Columns are typically used for shorter pieces of text (like dictionary definitions or short articles) rather than longer readings.

To add columns, either select the text you want to arrange into columns or place your cursor where you want columns to start. Then, go to **Layout>Columns** and select the number of columns. (For more than three columns, select **More Columns...** at the bottom of the menu.)





You can also end a column with a column break. Place the cursor where you want to end a column, then select Layout>Breaks>Column Break.



Adding a column break will end the column and send text to the next column. Note that a column break is tied to the location within the text, not the location on the page. Putting a column break before the Mobile Commerce headline will put a column break before the Mobile Commerce headline, regardless of how much text comes before or after the Mobile Commerce headline.

Practice Question

<https://assessments.lumenlearning.co...essments/18600>

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