
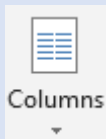


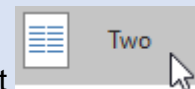
## Tutorial – How to use multiple columns in Microsoft Word

- Select all the text you would like to be within two or more columns. You can achieve this via either a left-click hold and drag over the desired text, or by pressing CTRL+A to select all the text.
- Towards the top of the screen, ~4 over from 'File' if you have your MS Word window maximized, left-click on 'Layout' 

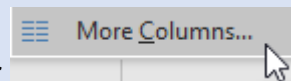


- Left-click on 'Columns'

- Hover over and left-click on your preferred column count



- One may explore additional options under



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–ENMU Portales ITS Technical Trainer