

LESSON 5 Directions only CREATING COLUMNS WITH A BREAK AT THE TOP

Directions: The following directions will allow you to place a heading at the top of a paper and then place columns below the heading allowing you to have two formats on the same page. This is often necessary when creating a document for a presentation. Once you have done this, you need to click on the heading at the top and you will discover looking at the ruler one straight line. Next take your mouse and click inside of the two columns and you will discover a new ruler at the top allowing for two columns. It is possible to place more than two columns on a page but not often practical to do so. You may also adjust the width of each column.

Once you have read the above information and or watched the video do the following:

1. Open up the current lesson 5 working copy. This is the sheet you will use for this lesson. You will discover information written about paradigm shift that will cover several pages.
2. Place the cursor starting with “Just as everyone has begun. Highlight from that line to the end of the pages.
3. Once it is highlighted look at the top menu bar click on Layout and look for Columns.
 - a. Click on the small down arrow and then choose more columns.
 - b. Choose 2 and then click on the line in between.
 - c. Place the cursor at the top on the heading as mentioned in the directions above and view the ruler as well as when you place the cursor in the 2 columns and again look at the ruler
4. **DON'T DO THIS** you may click on the columns again and chose layout column and then chose one column if you wanted to go back.
5. Making a multiple layout of your paper with no columns in a different section.
 - a. On the second page of your paper click on (A new technology, the development) – you will find it in the middle of a column just after words China, India, Korea, and Singapore highlight from there to the end of the paper. Click Layout again and this time chose columns but chose only one column. This will allow you to have multiple formats per page. Logically you may repeat this as many times as necessary going back and forth for your paper.