

# Format column text in Word

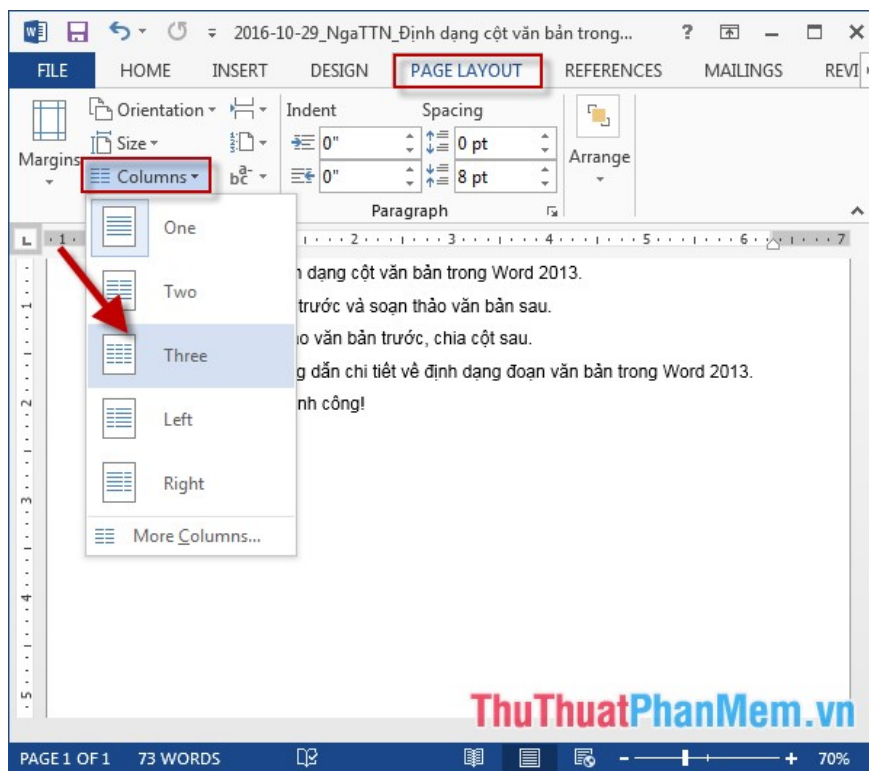
Instructions for formatting text columns in Word. There are 2 ways to format text columns in Word. Method 1: Divide the column first and draft the text later. - Go to Page Layout - Columns tab - select the number of columns to divide, Excel 2013 supports 1 number of split column formats you just need.

The following article provides detailed instructions for you to format text columns in Word.

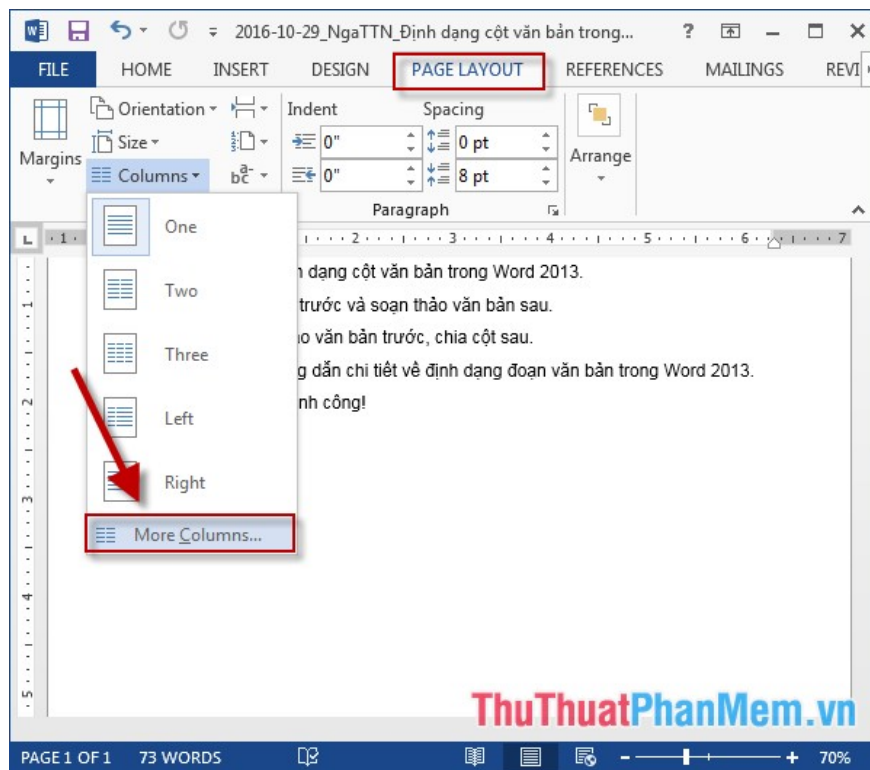
There are 2 ways to format text columns in Word.

**Method 1:** Divide the column first and draft the text later.

- Go to **Page Layout** tab -> **Columns** -> select the number of columns to divide, Excel 2013 supports a number of split column formats you just need to click on the number of columns:



- In case you want to split the text with more columns than the number of columns that Excel displays on the toolbar -> click on **More Columns**:



- The **Columns** dialog box appears with the following options:

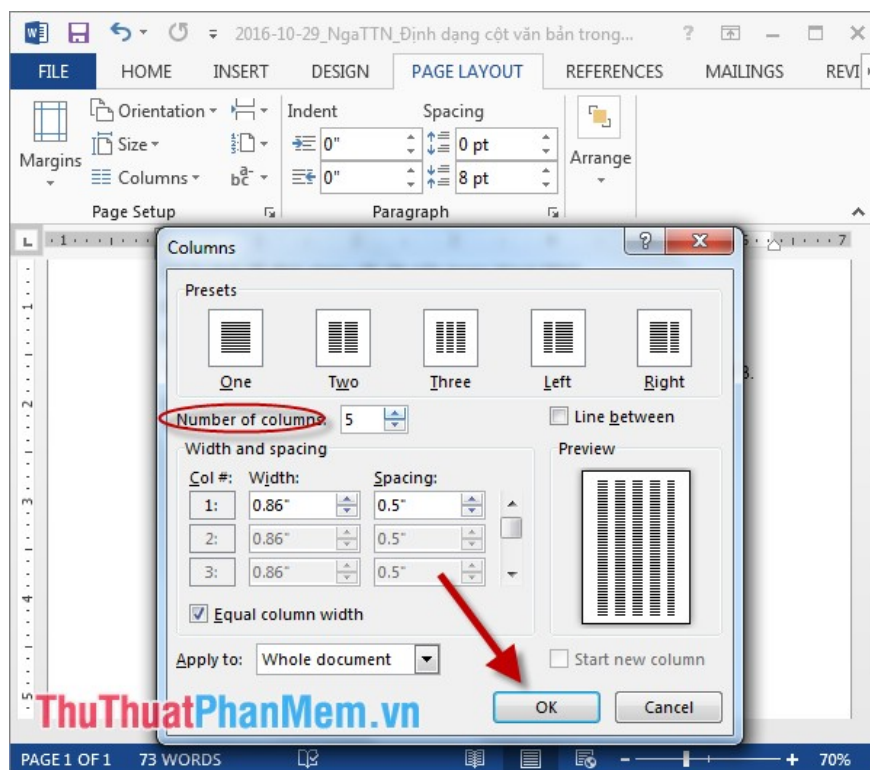
+ **Number of Columns:** Select the number of columns to divide.

+ **Line Between:** There are lines between 2 columns.

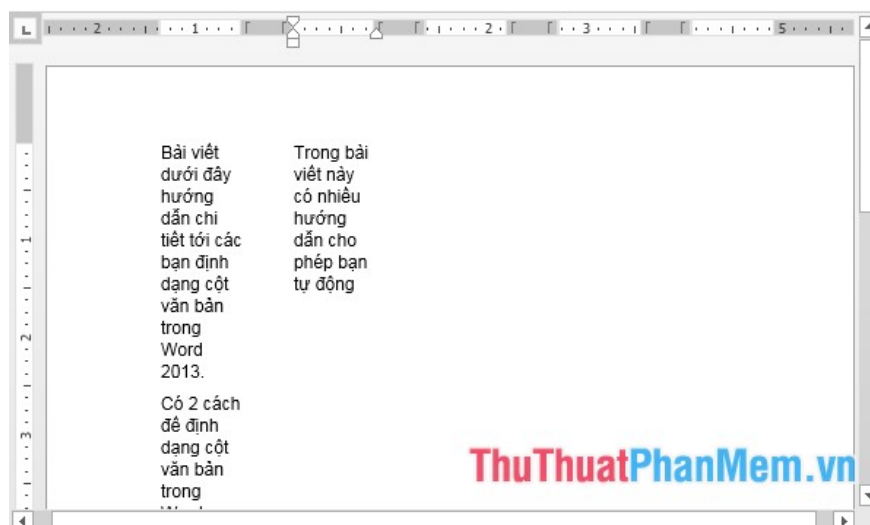
+ **Width and Spacing:** Select the column width and spacing between columns.

+ **Apply to:** Apply this column format to all current pages or pages (Whole Document).

Finally, click **OK** to finish.

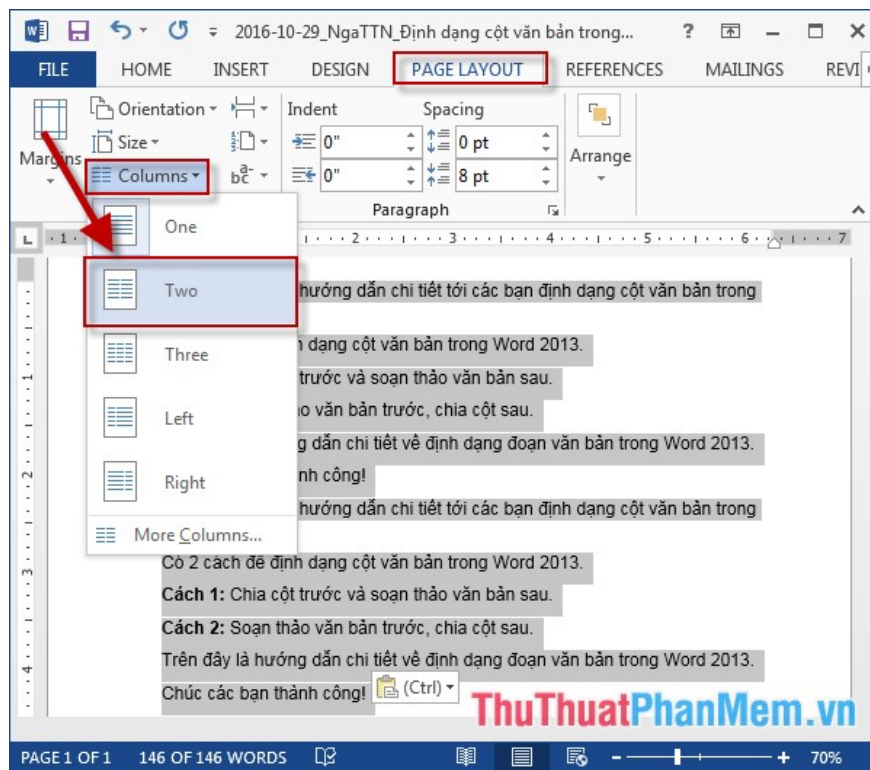


- Now when editing it automatically divides the column and compiles the first column automatically into the next column:

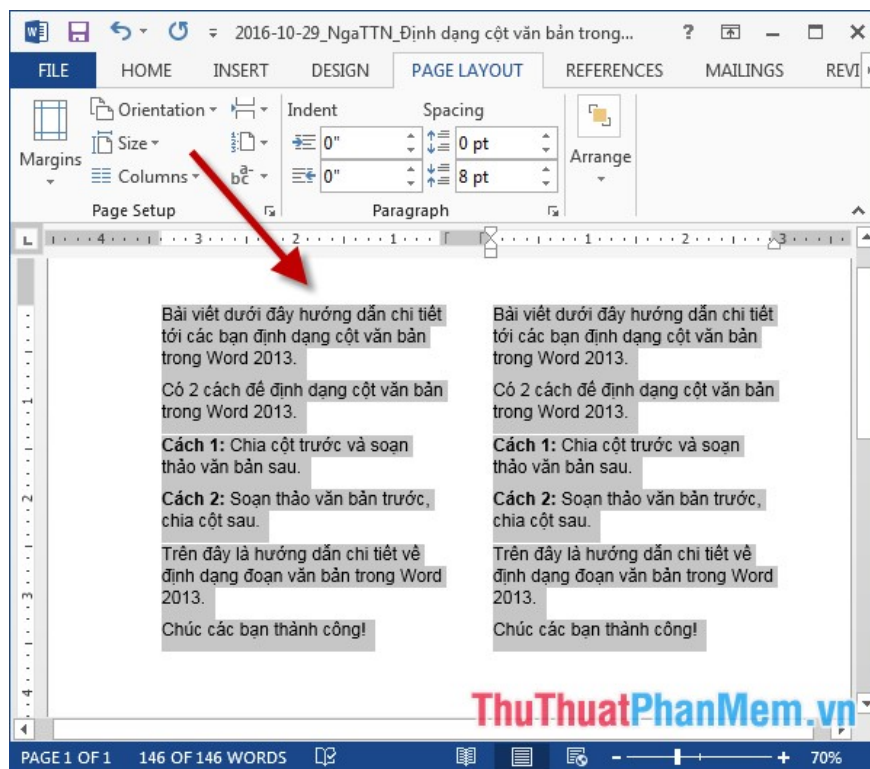


**Method 2:** Prepare the text first, divide the column later.

- After composing the text, you want to divide the column as follows: Highlight the text you want to divide the column -> go to the **PageLayout** tab -> **Columns** -> select the number of columns to divide, for example here the selection is 2 columns:



- Results after dividing columns:



Also you can format the column similar to the way 1.

The above is a detailed guide on formatting text columns in Word.

Good luck!

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