

How to create text columns on Google Docs

Google Docs also has a feature to create text columns, similar to those on Word.

Creating text columns on Word is also a way to decorate the content of documents, as well as to make the layout of content easier to see, especially with information content, etc. Users can create text column borders, Add the text column separator line, . a lot of techniques for handling different Word text columns. So with Google Docs can we create text columns?

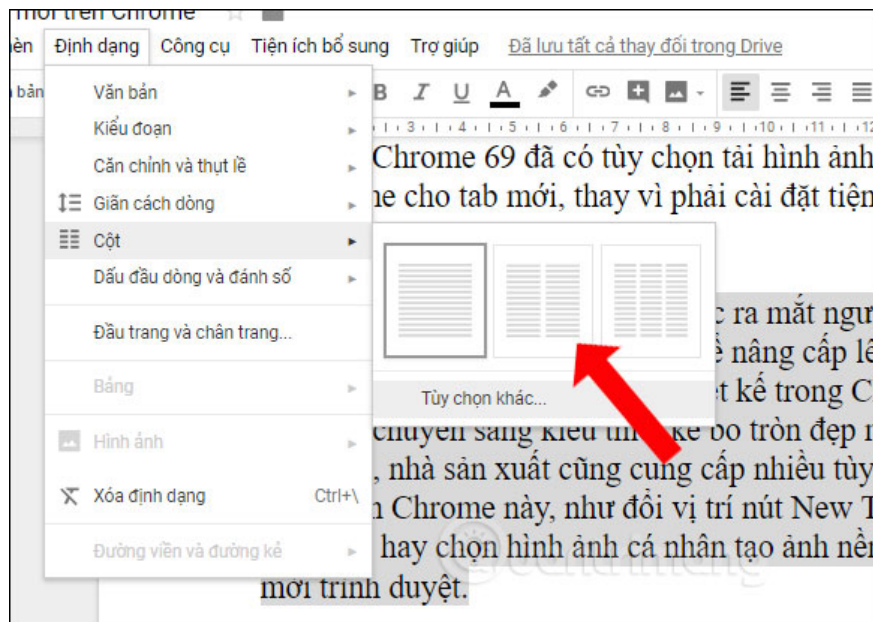
Google Docs also has a feature to split text columns to create bulletin boards, advertisements, and sheets, etc. We can adjust the column size according to the needs of document layout. The following article will show you how to create a text column on Google Docs.

1. Create a border (border) around the text
2. Complete guide for Word 2016 (Part 12): How to break pages, split sections
3. Squeeze squares in Word and print Word cups

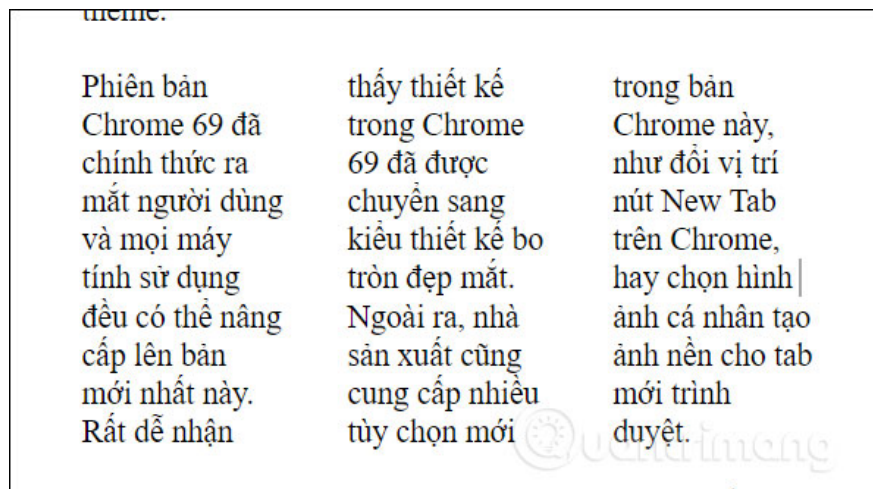
Instructions for creating a Google Docs text column

Step 1:

First you need to black out the text you want to create a column, or create a column and enter the content as well. Click on the Select **Format** section in the **Column** . Users will then see there are 3 column types to separate text content.

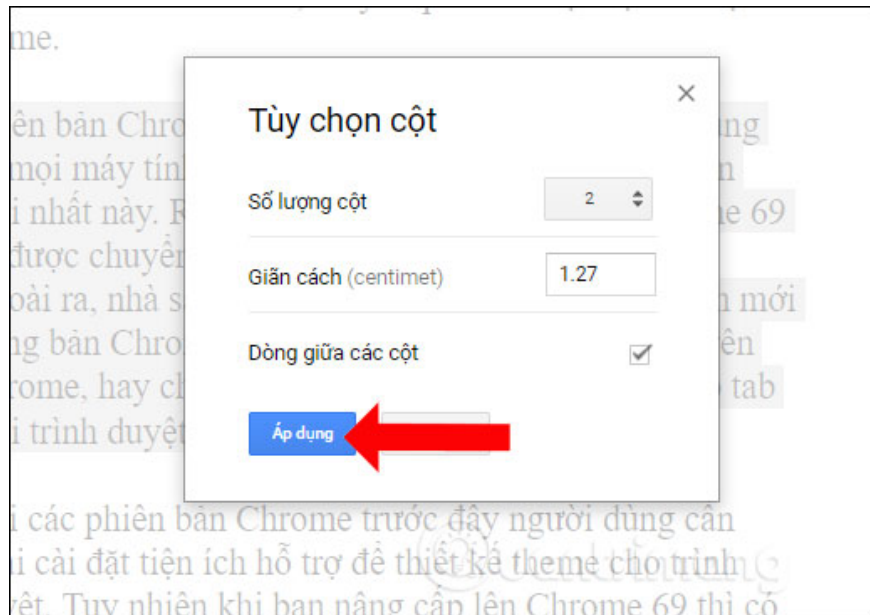


For example, choose to split into 3 columns of documents as below.

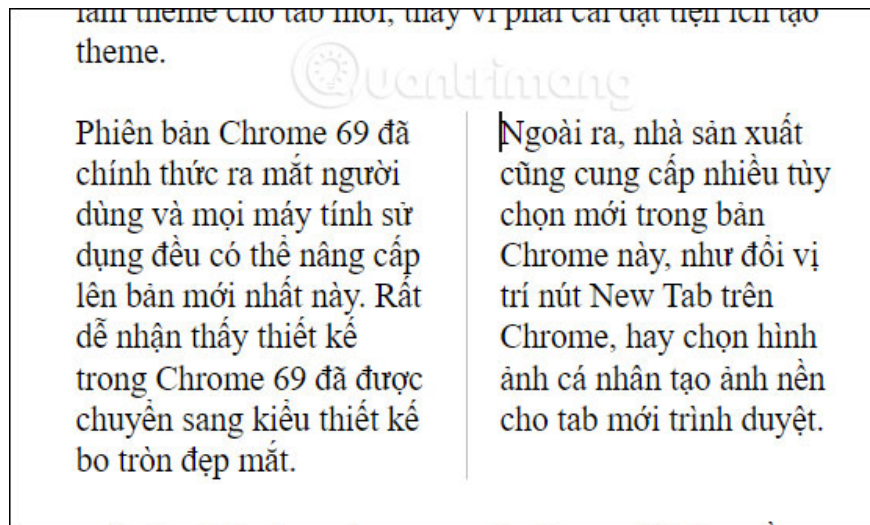


Step 2:

In case the user wants to adjust the text column, click **More options**. This will display the Column Options dialog box interface. Here the user enters the number of columns to create at the Number of columns, the exact distance between the text columns in Spacing, adding lines between the document columns. Finally **click Apply**.

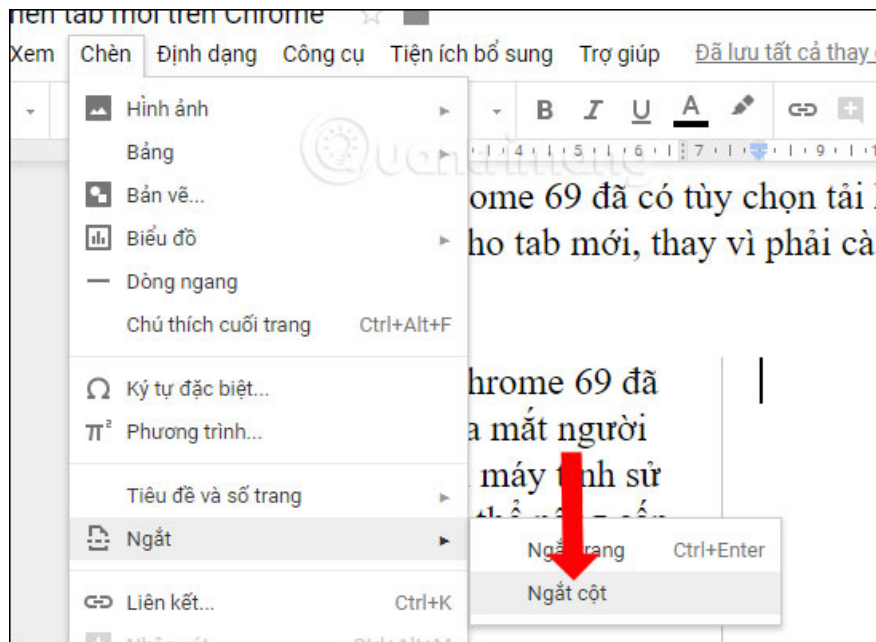


The result will be the column content as shown below.



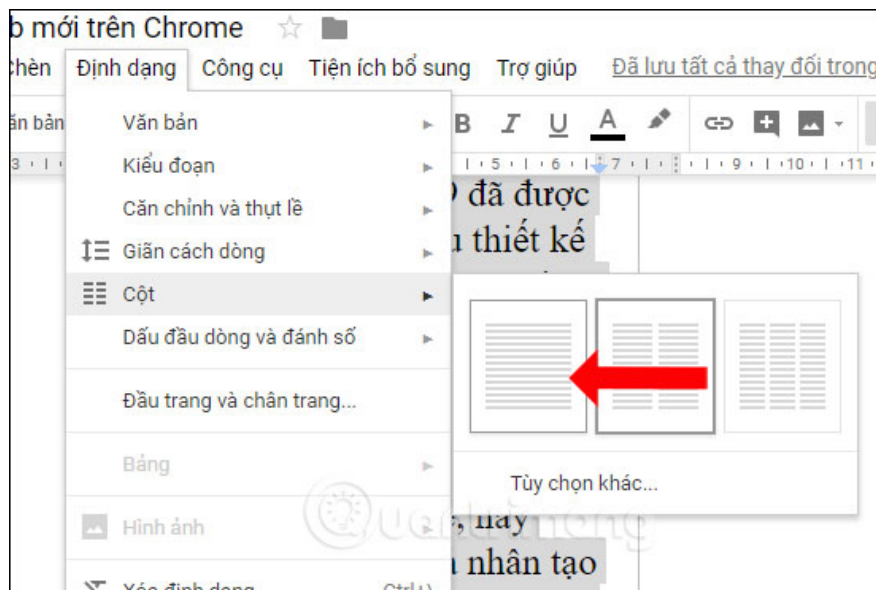
Step 3:

In case the user creates a column before entering the content, to move to the next column, it is necessary to break the column. Click **Insert** , select Next and then **Stop** . Then the cursor will automatically jump to the next column to enter the content.



Step 4:

If you want to **return to the text format** as before, highlight the entire contents of the column and select Format, then select the column entry and then click on a column to return to the previous text.



Basically creating a Google Docs text column is similar to Word, there are also options to choose the number of columns, sizes, and lines between columns. You need to pay attention to enter content to the next column, you need to stop the column.

See more:

1. Create a list of tables in Word automatically
2. How to type pages in Word 2010
3. How to type pages in Word 2007 from any page

I wish you all success!

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