Columns

✦ Click the Text Box where the Columns are to be applied.
✦ Click the Text Box Tools Format Tab.
✦ In the Alignment Group, click the Columns button.

✦ The options here are:
  ☆ One Column
  ☆ Two Columns
  ☆ Three Columns
✦ To apply additional Column formatting click the More Columns link.
✦ The Columns dialog box will display (see illustration below).

✦ Do one of the following:
  ☆ Click the Number up or down arrows to indicate the number of columns that are to be inserted into the frame.
  ☆ Type the number of columns that are to be inserted into the frame.
  ☆ Click the spinner arrow for Spacing to indicate the amount of space between each column.
✦ Click OK to exit the dialog box and accept the changes.