

The screenshot displays the Microsoft Word 2010 interface. The 'Columns' ribbon is active, showing options for 'One', 'Two', 'Three', 'Left', 'Right', and 'More Columns...'. The 'Left' option is selected. The document is set to two columns. The text in the left column discusses page orientation and column pre-sets. The text in the right column discusses changing the current section of the document.

References Mailings Review View

Columns

One Two Three Left Right More Columns...

Page Orientation

Page Size- Word 2010 has a variety of paper sizes you can use for your documents. To pick from one of Word's pre-sets go to page layout click Size and a drop down list will appear. You can also click more paper sizes. Here you can change the height and width to your specifications.

Column Pre-Sets – add columns to your document go to page layout, columns and you can choice from one, two, three or left or right columns. If you decide you no longer want multiple columns you can select one column which is the default column choice.

only the current section of your document. You can change this either the whole document or this point forward here.

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INFORMATION TECHNOLOGY CONSULTANTS

Microsoft Word 2010 User Manual Traditional Chinese Edition

R Pring



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