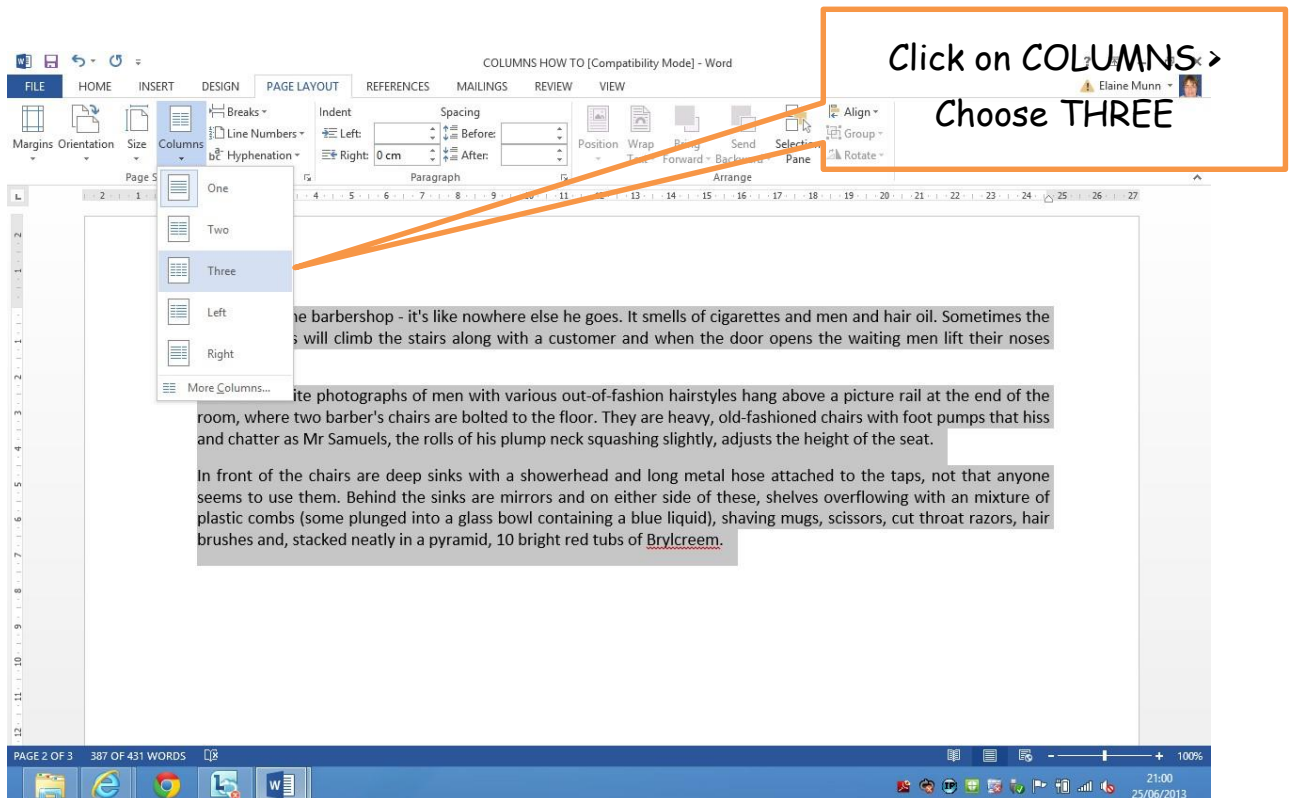


COLUMNS Word 2016

1. Open the word document - columns-trial.doc
2. Make sure the document is opened in Word 2016
3. In the HOME Ribbon SELECT ALL (or use the keyboard Ctrl+A)
4. Now go to the **PAGE LAYOUT** Ribbon



SAVE AS COLUMNS