**Word Practice Activity 8: Making Columns #1**

**NOTE: *When you have two documents open, press the Windows key and then the left/right arrow key to move the document to one side. Click on the other document and it will appear on the other side.***

1. Open a new Word document
2. Set the margins to the Normal setting (all 1” margins)
3. Click on Home 🡪 Styles 🡪 No Spacing
4. Click on Insert 🡪 Headers & Footers 🡪 Header 🡪 3 columns
5. Type your first and last name on the left
6. Type your teacher’s name and your grade in the middle
7. Type the date on the right
8. Close the header and footer
9. Give your document the file name Word Practice 8
10. Type 5 kinds of weather, one on each line
11. Type 5 names of flowers, one on each line
12. Type 5 vegetables, one on each line
13. Change the font size to 16
14. Change the font color to blue
15. Copy these 15 words and paste them
16. Now copy these 30 words and paste them
17. Now split these 60 words into two 30-word columns
18. Save your document to the Tech Lab folder in OneDrive