**Word Practice Activity 9: Making Columns #2**

**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. Click on Insert 🡪 Headers & Footers 🡪 Header 🡪 3 columns
3. Type your first and last name on the left
4. Type your teacher’s name and your grade in the middle
5. Type the date on the right
6. Close the header and footer
7. Give your document the file name Word Practice 9
8. Type the paragraphs below about “Protecting Your Health”
9. When you are done, split the article into 2 columns
10. Save to your Tech Lab folder in OneDrive

**Protecting Your Health**

**This time of year, many viruses can pass from person to person. They can be contagious. We all have to try not to pass germs or colds along when we have them. We also need to protect ourselves from catching a virus.**

**A virus spreads mostly through coughing, sneezing, and touching. People can have a mild dose of a virus but their germs can also be very serious, especially for people over 65, children under 6, and pregnant women.**

**H1N1 is an example of a serious virus. It was first reported in April of 2009. It was called the “swine flu”.**

**Here are some tips on how to cope with flus and cold:**

* **Wash your hands often with soap and water for 20 seconds. If soap and water are not available, use an alcohol-based hand gel.**
* **Avoid touching your eyes, nose or mouth. Germs spread this way.**
* **Try to avoid close contact with sick people.**
* **Cover your mouth when you cough or sneeze.**
* **Stay home when you are ill.**