



## **Lab 33 – Format text in multiple columns**



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Using multiple columns in PowerPoint allows text to be displayed in a more structured and space-efficient layout. This feature helps organise large blocks of text, creating a clean, readable format that can make slides more visually appealing and easier to scan. Benefits of using this feature is;

- Columns enable clearer presentation of large text sections by breaking content into manageable, readable chunks.
- Multi-column layouts help balance the visual weight of text on a slide, supporting improved design flow.
- Using columns can make better use of slide space, reducing the need for excessive slides or scrolling content.
- Columns create a professional magazine - or newsletter - style look that elevates the visual design of information slides.
- Formatting text into columns can support comparison or categorisation, making content easier to interpret.
- PowerPoint offers flexible column options, allowing for customised layouts without affecting overall slide structure.

### Lab Purpose:

In today's lab we will learn how to apply multi-column formatting to text in PowerPoint for improved layout, organisation, and visual design.

### Lab Tool:

This lab requires access to Microsoft 365.

## Lab Walkthrough:

### Task 1: Apply multiple columns to your text.

#### Instructions

1. Open your PowerPoint presentation.
2. Click on any text box within the presentation.
3. On the ribbon, go to the 'Home' tab and locate the 'Paragraph' group.
4. You will find the 'columns' icon and drop-down box.
5. Choose 'Two Columns' from the dropdown.
6. Adjust the column spacing by right clicking the text box, selecting 'Format Shape', and then expanding the 'Text Options' pane.
7. Under 'Text Box', increase the column spacing to 0.5 cm for better readability.
8. Resize the text box if needed to ensure all content is visible within the slide.

