The Quick Brown Fox

Columns Format practice.

Before you begin this activity, create a new WP document and then pull down the **Format Menu** and select **Section…** Pull down the pop-up menu under **Start Section** and change the setting from “New Page” to “New Line.” Click **OK** and return to your new document.

When you have finished the above, **tile** both windows so that you can see both. At the top of the new document, type the title, The Quick Brown Fox, in font Helvetica, 36 point, and center it. Next, create a **new section** and then create 3 columns of equal width in the second section. Cut the text from this document and paste it into the second section of your new document, left justify the text, and save the new file to your floppy disk. Compare your finished document to the finished example provided.

The quick brown fox jumped over the big dumb rhino. The quick brown fox jumped over the big dumb rhino.