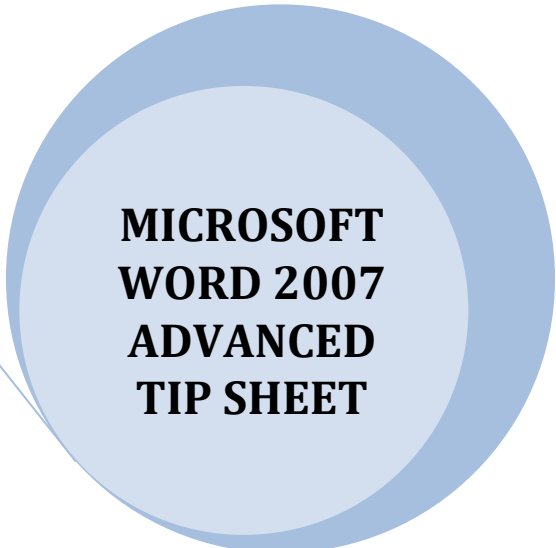
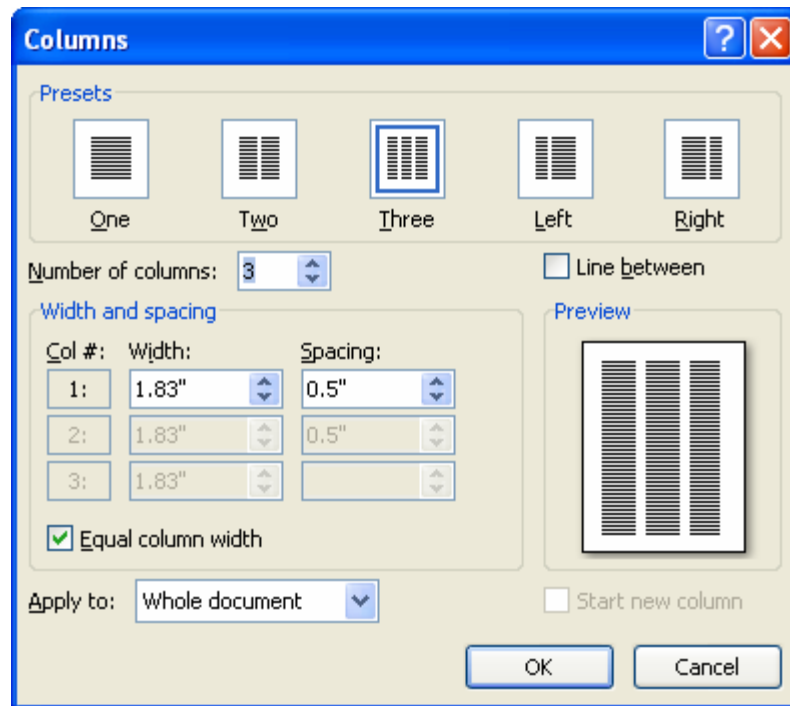
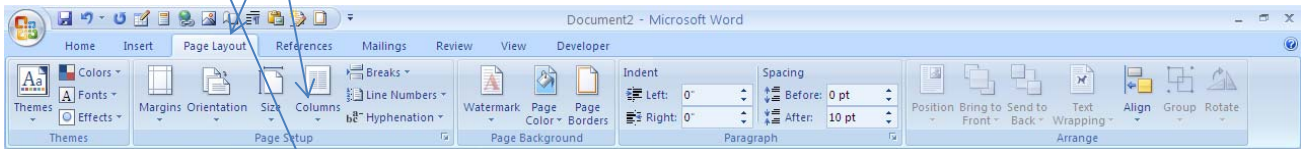


MS Word Columns

Columns are useful for setting up newsletters. To find the column feature, choose the **Page Layout** tab and click the down arrow under **Columns** and choose **More Columns** to bring up the **Columns Dialog Box**.



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Assignment:
Create classroom newsletter with stories of recent accomplishments and assignments.