

How to Make Columns

Office 2007

Appendix A: Black Death Survey

Please answer the following questions with the best possible answer.

Black Death invades the:

- Circulatory system
- Nervous system
- Immune system

Black Death likely became a human dis

- Rat bites
- Tainted food
- A monkey bite
- Close contact with birds

Black Death is a:

- Bacterial disease
- Viral disease

This document is actually two pages, typed. I want to turn it into a page, with two columns.

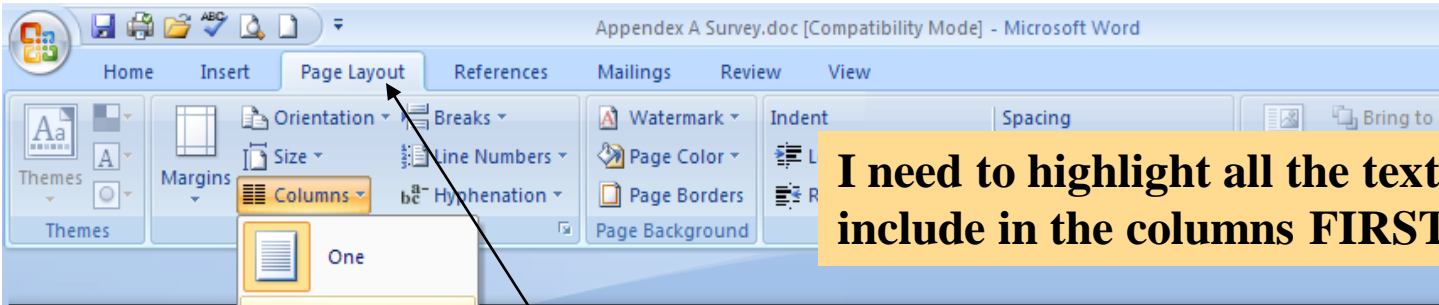
Please answer the next questions by circling "T" or "F" to indicate a true or false statement.

T / F Black Death has more than one form.

T / F here is a cure for Black Death.

T / F One form of Black Death can be transmitted through the air from one person to another.

T / F There is a vaccine for Black Death.



I need to highlight all the text I want to include in the columns FIRST.

Appendix A: Survey

Please answer the following questions with your honest opinion, there is no wrong answer.

1. Which poultry is the most expensive?

- Chicken
- Turkey
- Ostrich
- Duck
- About the same cost

Then, go to Page Layout → Columns → Click on Two (as I want 2 columns)

2. Which candy is the most expensive?

- Chocolate
- Hard candy
- About the same cost

Appendix A: Survey

Please answer each question with your honest opinion, there is no wrong answer.

1. Which poultry is the most expensive?
 - Chicken
 - Turkey
 - Ostrich
 - Duck
 - About the same cost
2. Which candy is the most expensive?
 - Chocolate
 - Hard candy
 - About the same cost
8. If money was not a concern what would be your choice for a main course at dinner?
 - Poultry
 - Beef
 - Fish
 - Vegetarian
 - Other _____
9. What do rich people eat for a main course at dinner in America?
 - Poultry
 - Beef
 - Fish

Okay, I have 2 columns.