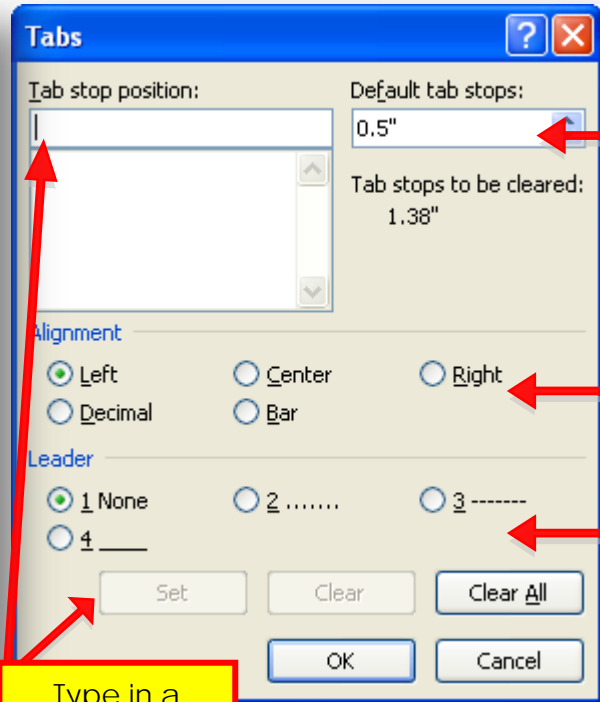
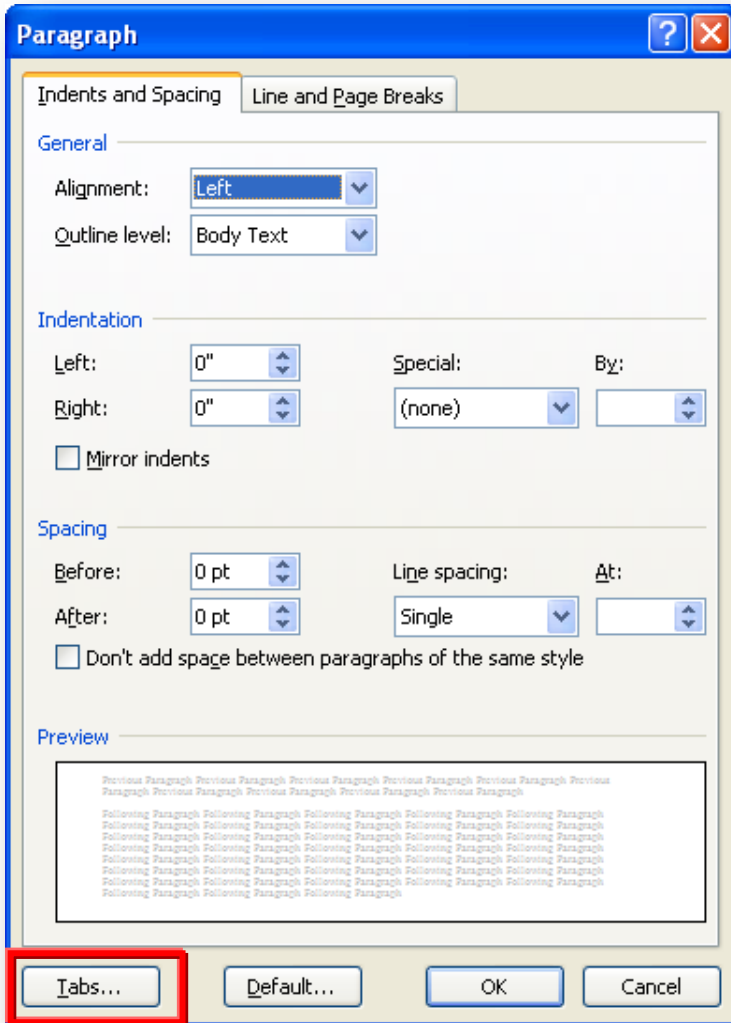
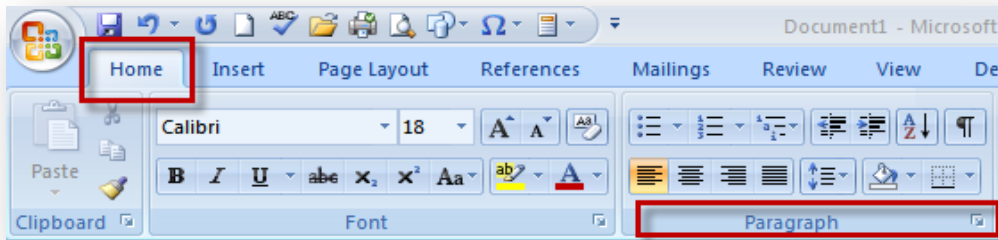


TABS NOTES

Home Tab → PARAGRAPH group → Paragraph dialog box



This does not Change

Choose one

Select only if Needed

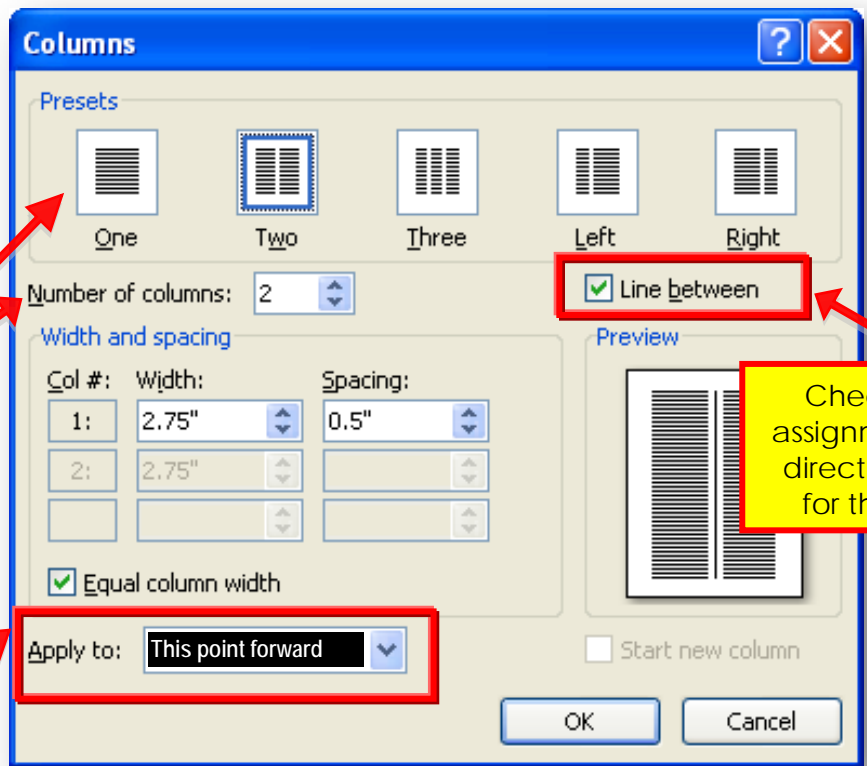
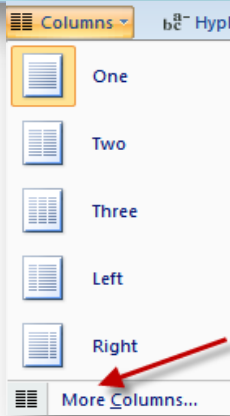
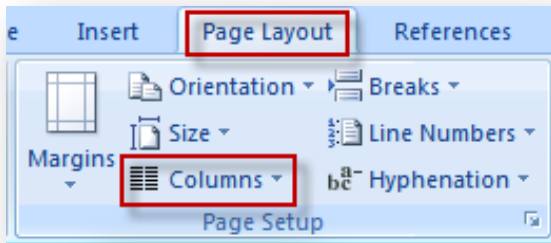
Type in a number and click Set

The first column begins at the left margin:

NAME	ADDRESS	PHONE
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COLUMNS NOTES

Page Layout Tab → Page Setup group → COLUMNS → More Columns



Choose one of these options

Check assignment directions for this.

PAY ATTENTION TO THIS OPTION!