Text in Spalten



Texte können Sie in Spalten nebeneinander anordnen. Dazu klicken Sie in dem Register Seltenlayout in der Gruppe Selte einrichten die Funktion Spalten an. Hier geben Sie die Spaltenanzahl ein. Den Text sollten Sie vorher markieren.

Bei einer zwei- oder dreispaltigen Anordnung haben die Spalten die gleiche Länge. Klicken Sie Links oder Rechts an, ist die Spalte an der jeweiligen Seite schmaler. Zwischen den Spalten beträgt der Abstand 1,25 cm.

den Sie aber vergrößern oder verkleinern können.

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Es ist möglich, zwischen beiden Spalten eine Zwischenlinie einzufügen.

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Arbeitsablauf

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III Initial

Den ersten Buchstaben eines Absatzes können Sie optisch hervorheben. Ein solch vergrößerter Buchstabe wird als Initial bezeichnet. Sie rufen Initiale in dem Register Einfügen in der Gruppe Text auf. Hier bestimmen Sie die Position des Initials oder wählen Initialoptionen, um die Größe des Buchstabens und den Abstand zum übrigen Text festzulegen.



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