

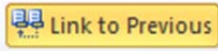



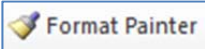


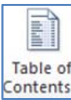


Office Training

Assignment 4 (Breaks, Styles)

A. Complete the following sentences:

-  These icons are used to
-  This icon is used to
-  This icon is used to
-  This icon is used to
-  This icon is used to
-  This icon is used to
-  This icon is used to
-  This icon is used to
-  This icon is used to
-  This icon is used to

B. Circle the correct answer:

- You can use break when you want to start typing on a new page but want the formatting to all stay the same. **[Page- Section- Odd]**
- Unlike the standard Page Break, break moves you to the next page and gives you entirely separate formatting in the new section. **[Space, Section, Page]**
- The styles helps to create the table of contents automatically. **[Heading, Normal, Cool]**
- The is a section of the document that appears in the bottom margin. **[Footer, header, margin]**
- can contain information such as the document title or company name, and they allow you to enter that information into a form field. **[Content controls, Styles, Headers]**
- If someone asks you to proofread a MS-Word report for them, then you can use and Comments features to cross out sentences, mark misspellings, or add comments. **[Track Changes, Marker Pen, Drawing tools]**
- If you edit a document without tracking changes, it's still possible to use reviewing features such as Accept and Reject by Command if you have two versions of the document. **[Compare, Proofing, Track changes]**

C. True [T] or False [F]:

1. The Even and Odd Page breaks let you insert a section break and go to the next even or odd page, respectively, so you can easily format your documents for left and right pages in a book. []
2. The Continuous break does the same thing as Section break without putting you on a new page. []
3. Using styles helps you to change the format of entire long document in few steps. []
4. Style sets allow you to format all the elements of your document at once, rather than formatting your title and headings separately. []
5. Headers and footers generally contain information such as the page number, date, and document name. []
6. Text entered in the header or footer of one page will only appear in that page. []
7. You can insert Page numbers anywhere except inside a Content Control field. []
8. When you turn on the Track Changes option, every change you make to the document shows up as colored markups. []
9. Tracked changes are permanent changes, and you can't undo it later. []
10. You can create a table of contents automatically if you format your report headlines with heading styles. []

D. What are the main purposes of using breaks?

E. what are the differences between Next page break, odd page break, and even page break?

F. List two advantages of using Styles in your file.