Before I started this chapter I knew how to:

* load files
* save files
* print documents

In chapter 10 I have learned how to:

1. enter data from an existing file
2. key in and edit text
3. import place and manipulate images
4. organise page layout including:

* setting the page size and orientation
* setting page margins
* using headers and footers
* setting page, section and column breaks
* using columns

1. set font styles and sizes
2. emphasizing text
3. use lists