Topics covered so far in chapter 10

Whilst studying chapter 10, I have learnt how to:

* enter data from an existing file
* key in and edit text
* import images from a variety of sources
* place and manipulate images
* set the page size and orientation
* set page margins
* use headers and footers
* set page, section and column breaks
* use columns
* set font styles and sizes
* emphasizing text
* use lists