Topics covered so far in chapter 10

Whilst studying chapter 10, I have learnt how to:

1. enter data from an existing file
2. key in and edit text
3. import images from a variety of sources
4. place and manipulate images
5. set the page size and orientation
6. set page margins
7. use headers and footers
8. set page, section and column breaks
9. use columns
10. set font styles and sizes
11. emphasizing text
12. use lists