Microsoft Word 2019

Module 8 – Controlling Page Appearance

Q & A  
(see answers on page 2)

1. A quick way to insert a page break is:
   1. Control + Shift
   2. Control + Enter
   3. Control + Shift + Enter
   4. None of the above
2. To insert a column break:
   1. Click the mouse where the column should break, then choose the **Insert** tab, Breaks, Column break
   2. Click the mouse where the column should break, then choose the **Layout** tab, Breaks, Column break
   3. Control + Shift
   4. None of the above
3. Anything inserted into a Header and Footer show up on all pages.
   1. True
   2. False
4. To add a watermark to a document:
   1. Click the **Insert** tab, **Watermark**
   2. Click the **Design** tab, **Watermark**
   3. Click the **Home** tab, **Watermark**
   4. Click the **Layout** tab, **Watermark**
5. To add a border to each page of the document :
   1. Click the **Home** tab, **Borders** button**, choose Borders and Shading** from the drop down list
   2. Click the **Insert** tab, **Borders** button**, choose Borders and Shading** from the drop down list
   3. Click the **Design** tab, **Watermark**
   4. Both A & C

Answer Key

1. B

2. A

3. A

4. B

5. D