Microsoft Word 2019

Module 9 – Sectioning

Q & A  
(see answers on page 2)

1. To create a section break,
   1. Click the **Insert** tab, **breaks**, then choose the section break you would like to insert
   2. Click the **Layout** tab, **breaks**, then choose the section break you would like to insert
   3. Click the **Home** tab, **breaks**, then choose the section break you would like to insert
   4. Click the **View** tab, **breaks**, then choose the section break you would like to insert
2. There are 4 kinds of section breaks that can be added to a document
   1. Odd Page
   2. Next Page
   3. Even Page
   4. Continuous
   5. All of the above
3. Next Page section breaks break the document and move all the text to the right of the break onto the next page
   1. True
   2. False
4. Continuous section breaks break the document but do not create a new page
   1. True
   2. False
5. Odd and Even Page section breaks create new pages at the next odd or even page
   1. True
   2. False
6. Odd and Even Page section breaks leave the intervening opposite page blank
   1. True
   2. False

**Answers:**

1. B
2. E
3. A
4. A
5. A
6. A