Word Assessment Test

In finalizing a two page memo. Instead of having word choose where page 1 ends you would like to start next sentence on top of page 2. How?

1. Put a cursor where you want one page to end and the next page to begin
2. Insert>Page Break. (ctrl+enter or command+enter)
3. To view, Home>page break shows where page breaks are.

How can you insert the content of an existing word doc into your current word doc

Click Insert>Text>Object>Text from file

Need to set margin for double sided book. Objective is to have inside margins to be same width as outside margins.

Mirror margins for double sided doc, ie books and mag

Left margin is mirror image of right margin

Which feature let you place background logo or text behind the regular text on your document?

Design>Watermark

How do you select paper size for doc

Layout>Size

Which option lets you mark your favorite templates for quick reuse in the future?