**Breaks:**

1. **Page break –** we use this to move lines of text or paragraphs to the next page. You find this option under the insert tab or layout tab.

**Tables and images:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * **names** | * **Mon** | * **Tues** | * **Wed** | * **Thurs** | * **Fri** | * **total** |
|  |  |  |  |  |  |  |
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