Distinguish between ruler guides and column guides as applied in desktop publishing programs

Column Guides

**Columns**  Enter the number of columns that you want between the left and right margin guides.

**Ruler guides help you align items horizontally or vertically on a page**. Rulers let you set indents and returns.

Agnes intends to align text in a slide created using a presentation program. Outline three text alignment options she should apply.

Left alignment

Right alignment

Center alignment

Ctrl + X- cut the selected content to the clipboard.

Ctrl+N- create a new document

Ctrl+B- apply bold formatting to text

Alt+F4- is a keyboard shortcut often used to close the currently-active window. For example, if you pressed the keyboard shortcut now while reading this page on your computer browser, it would close the browser window and all open tabs.

Alt+Tab- is a [keyboard shortcut](https://www.computerhope.com/jargon/k/keyboard-shortcut.htm) often used to switch between open programs in Microsoft Windows and other operating systems.

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| Cut the selected content to the Clipboard. | Ctrl+X |