file, print
print button

10. A ___TEMPLATE___ is a predefined style that provides
the formatting so you only have to input text.

a. font
b. template
c. table of contents
d. Page Setup dialog box

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11. A document should be saved ___ALL OF THE ABOVE___

a. Prior to printing a document
b. when you are creating a document
c. when you are editing a document
d. when you are formatting a document
e. all of the above