

RANGE (NUMBER OF PAGES)

ORIENTATION (PORTRAIT / LANDSCAPE)

PAPER TYPE

NUMBER OF COPIES

10. A B 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

Shelly Cashman Series Lab - Word Processing Lab
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11. A document should be saved E.

- 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