

~~shortcut (Ctrl + P)  
 in File menu press Print  
 icon button for printing  
 in page layout press print~~

10. A (b) 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 (e) 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