

Microsoft Word Ribbon – Page Layout Tab Review

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. What are the paper orientations we can use in Microsoft Word 2010?
2. What is the default paper size for Microsoft Word 2010?
3. How many columns are setup if we chose a right or left column from the Microsoft Word 2010 Page Layout tab?
4. Explain the different type of page and section breaks.
  - a. Page break
  - b. Continuous break
  - c. Column break
  - d. Even page break
  - e. Odd page break
5. What would we insert into the Microsoft Word 2010 document to have "Top Secret" written lightly diagonally across the page?
6. What icon on the Page Layout tab in Microsoft Word 2010 to insert a picture onto the entire page background? It will appear behind the text and clip art.
7. The majority of the icons in the Arrange section of the Page Layout tab of Microsoft Word 2010 will activate instead of being grayed out will appear when we insert what entity?
8. Other than in line with text, how many standard position icons can we select for placing a image on the page using the Position function on the Arrange section of the Page Layout tab of Microsoft Word 2010?
9. What are the default margins for Microsoft Word 2010 document?
10. What tab on the Page Setup window that has a checkbox that will allow the word document editor to enable a change to the first page header and it would be different than the other pages.

11. What are the choices for applying a page border to a Microsoft Word 2010 document?
12. The Spacing function on the Page Layout tab of Microsoft Word 2010 is for what entity?
13. We want to join two clip art images so we can move them around the page in Microsoft Word 2010. What Page Layout icon should we pick?
14. What can we select to bring the text around a clip art, picture or text box in our Microsoft Word 2010 document?
15. What are the choices for hyphenation in Microsoft Word 2010?
16. What are the components of settings a Theme in Microsoft Word 2010 document?
17. The custom tab on the Page colors menu allows us to type \_\_\_\_\_ for red, green or blue to set over 16.7 million colors.
18. We can use the \_\_\_\_\_ function on the Page Layout tab of the Microsoft Word 2010 Ribbon to move a paragraph off the margin's edge to catch the reader's eye.
19. What area on the paragraph section of the Page Layout tab that will open the Paragraph window.
20. What would the editor of a Microsoft Word 2010 document use to place a image or clip are behind the text?