

Word 2016 - Module 4: Formatting Documents

Illustrated Microsoft Office 365 and Word 2016 Introductory 1st Edition Duffy 9781305878280

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1. The HOME tab is used to change document margins.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: Set Document Margins
Word 78
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.083 - Set custom margins
DATE CREATED: 2/26/2016 7:46 PM
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2. A document with mirror margins has inside and outside margins instead of left and right margins.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: Set Document Margins
Word 79
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.083 - Set custom margins
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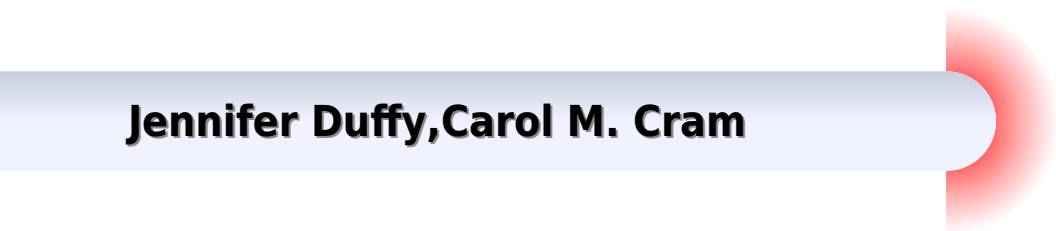
3. The Layout tab in the Page Setup dialog box is used to change the orientation of pages in a document.

- a. True
- b. False

Illustrated Microsoft Office 365 Word 2016 Introductory

By Jennifer Duffy

Jennifer Duffy, Carol M. Cram



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