**Word Lesson 5 Guided Notes**

**Part 1: Label the following on the Page Layout Tab:**

* Hyphenation Menu
* Size Menu
* ****Margins menu
* Breaks menu
* Line Numbers menu
* Orientation menu
* Page setup dialog box launcher
* Columns menu

**Part 2 – Vocabulary:**

|  |  |
| --- | --- |
| **Columns**  |  |
| **Hyphenation** |  |
| **Landscape Orientation** |  |
| **Line Break**  |  |
| **Margins**  |  |
| **Nonbreaking Spaces**  |  |
| **Orphan**  |  |
| **Page Break**  |  |
| **Portrait Orientation**  |  |
| **Section Break**  |  |
| **Widow**  |  |

**Part 3 – Describe the following types of breaks.**

|  |  |
| --- | --- |
| **Next Page** |  |
| **Continuous** |  |
| **Even Page** |  |
| **Odd Page** |  |

**Part 4 – Lesson 5 Certification Skills**

1. How would you change margins in a document?
2. How would you change the orientation in a document?
3. How would you change the paper size in a document?
4. How would you insert a manual page break?
5. How would you insert a continuous break?
6. How would you insert an even-numbered page break?
7. How do you prevent an orphan from occurring in a document?
8. How would you create multiple columns within a document?
9. How would you add a heading to an existing document?
10. How would you create multiple columns within a document?

**Part 5 – Multiple Choice Questions**

1) What is Word’s default size of white space bordering a document?

a) 0.25” c) 1.0”

b) 0.5” d)1.5”

2) Most business documents use \_\_\_\_\_\_\_\_\_\_ orientation, which extends text across the shorter length of a page.

 a) Portrait

 b) Landscape

3) On which tab will you find options to change the paper size in a document?

a) Home

b) Design

c) Page Layout

d) Review

4) Which type of break is commonly used in a newspaper layout document?

a) Paragraph

b) Page

c) Text Wrapping

d) Column

5) Which section break would you choose if you want to have two different margin settings on the same page?

a) Next Page c) Even Page

b) Continuous d) Odd Page

6) By default, hyphenation is turned off in Word. In order to allow Word to break words between lines, which option would you choose?

a) None c) Manual

b) Automatic d) On

7) A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the last line of a paragraph that displays as a single line of text at the top of a page.

8) An \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the first line of a paragraph that displays alone on the bottom of the page.

9) You have two paragraphs you do not want to split across multiple pages. In order to accomplish this, which option on the Lines and Page Break tab would you choose?

a) Widow/Orphan control

b) Keep With Next

c) Keep Lines Together

d) Page Break Before

10) Word defaults to how many columns in a new document?

a) 1 c) 3

b) 2 d) 4