#### Worksheets /

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		C		
		D		
1.	You might find that you are setting the same text formatting options repeatedly. So It is really useful to create a that all applies all these settings at once.			
Α,	Text style	В	Header	
	Page border	D	Text wrapping	
2	is when text is set to follow the outline of an image.			
ν.]	Text wrapping	8	Page border	
	Header	D	Text style	
3.	To remove the parts that you do not want from an image.			
	Page margin	В	Resizing an image	
	Text wrapping	D	Cropping an image	
4.	To change the size of an ima	ige		
١,	Page margin	В	Cropping an image	
	Text wrapping	D	Resizing an image	
5.	Table is a layout with boxes where data can be grouped together and given a title, to allow audience to see information clearly			
	False	В	True	
6	Footer is the section at the <b>top</b> of a document.			
e l	True	В	False	

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**Terry C. Jones** 

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