Name Class Date

**Freshman Business Experience**

**Microsoft Word Advanced Video #2**

**Please answer the following questions while watching the video**

1. **How do you enter a Page Break?**

1. **What is the advantage of using a Page Break?**

1. **What are three (3) features that a Section Break provides over a Page Break? Hint: Answers start with the letters below.**
2. **M**
3. **N**
4. **O**
5. **How do you insert Columns?**

1. **List one other function about Microsoft Word that the video showed you and explain it?**