

Balqa Applied University

Followed Computer Skills

Assignment 8- Prepared by: Eng. Heba Al-Hiary

Assignment 8 – Please watch video 16, 17 and 18, then answer the following questions

Q1: if we want to separate the text into two columns, we select the _____ command in the page setup group from the page layout tab.

Q2: if you have a specific picture on your computer and you want to insert it to your document, you will click on _____ command:



Q3: To add this:

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to your document you will choose _____ :



Q4: From the Design tab, select the command _____ to add page numbers.

Q5: To change picture 1 to picture 2 you will click on the _____ from the format tab of the picture.

