

Word 2010 – Introduction

SECTION D – Printing and Printing Options

INSTRUCTIONS

Open one of your own existing Word documents, preferably a document with formatted text and multiple pages, and follow along with the tutorial tasks and questions below. Click on any of the movie links below for guidance on how to complete the task and/or answer the question. Please be sure to use “Save As” to save a copy of this practice set on your computer.

TUTORIAL TASKS AND QUESTIONS

Key #80000 - [Using Print and Print Preview](#)

Task: With a document open in Word, preview your document in Print Preview. Change the orientation to landscape, then change it back to portrait. Then select Print to print your document.

Question: Print and Print Preview have been combined in Office 2010, and the Print command is found on the File tab.

True or False

Key #80008 - [Using Save and Send pt. 1](#)

Task: Use Save and Send and the Send as Attachment command to attach a copy of your document to an email message.

Question: Save and Send is new for Office 2010 and is a combination of what options?

- A) Send and Publish.
- B) Save and Send.
- C) Save and Publish.
- D) Save and Print.

Practice & Quiz Sets

Key #80009 - [Using Save and Send pt. 2](#)

Task: Use Save and Send and the Change File Type command to save your file as a Word 97-2003 Document (.doc) .

Question: The Save and Send command is found where on the ribbon?

- A) On the Home tab.
- B) On the View tab.
- C) On the Review tab.
- D) On the File tab.

Key #80010 - [Creating a PDF](#)

Task: Use Save and Send to save your file as a PDF.

Question: PDF stands for what?

- A) Print Document Format.
- B) Portable Disk Format.
- C) Portable Document Format.
- D) Preview Document Format.