List the elements of the Word program window shown in Figure D-21.

1. Header
2. Column Break
3. Table
4. Continuous Section Break
5. Page Break
6. Footer or Page Number

Match each term with the statement that best describes it.

7. Footer d. Text or graphics that appear at the bottom of every page in a document
8. Header g. Text or graphics that appear at the top of every page in a document
9. Manual page break f. A formatting mark that forces the text following the mark to begin at the top of the next page
10. Section break c. A formatting mark that divides a document into parts that can be formatted differently
11. Field e. A placeholder for information that changes
12. Inline graphic a. An image that is inserted as part of a line of text
13. Floating graphic h. An image to which text wrapping has been applied
14. Margin b. The blank area between the edge of the text and the edge of the page.

Select the best answer from the list of choices.

15. Which type of break can you insert if you want to force text to begin on the next page?
   d. Next page section break
16. Which type of break do you insert if you want to balance the columns in a section?
   b. Continuous section break
17. Which of the following cannot be inserted using the Quick Parts command?
   d. Page break
18. Which of the following do documents with mirror margins always have?
   c. Inside and outside margins
19. What name describes formatted pieces of content that are stored in galleries?
   c. Building Block
20. What must you do to change an inline graphic to a floating graphic?
   a. Apply text wrapping to the graphic