

التدريب الثالث

PRACTICE THREE

First, open the file named **Pract3**.

Use a button to **Print Preview** this document.

Now use the **Multiple Pages** button to select **1 x 2** pages.

The first page is short but it's a title page, so that's fine.

Notice that the second page doesn't extend all the way to the bottom either. To see why, first use a button to close the **Print Preview**.

Click **Edit** from the menu.

Click **Go To**

Go to page **2**.

Now close the **Go To** window.

At the bottom of page **2**, you can see that there is a manual **Page Break** just above the heading [**Early days**]

Click to the left of this heading [**Early Days**].

DELETE the manual **Page Break**.

Now scroll down and notice that there is an automatic page break, two lines after the heading [**How we coped with the winter**]. This is a bad place for a page break, so click to the left of that heading [**How we coped this winter**].

Now use the **Insert** menu to insert a new break here. This will have the effect of moving the heading down to the next page.

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Your next task is to create a header and footer, so from the menu bar click **View** then **Headers and Footers**.

Type the word [**Autobiography**] (in the **Header** section).