

Course  
&  
Test Series

Self-Made Assignment - MS Word

Using Different Views and Windows Option in MS Word

You have to create this smart art and then print it after Web layout view.

	<b>Print layout</b>	• A default document view that shows document in a form similar to how it will look in print.
	<b>Full screen reading</b>	• Used for onscreen reading and proofing that allows us to highlight and insert comments but do not allow to type into the document.
	<b>Web layout</b>	• Shows how the page will look as web a page.
	<b>Outline</b>	• This view allows us to see/create an outline for our document's headings.
	<b>Draft</b>	• Focuses on text, page breaks are shown as a dotted line, and headers and footers aren't shown at all.



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