

Name: _____ Grade: _____ Date: _____

BOOKLETS

Join each columns with the correct definitions

What is a Booklet?	Informational content: ... Images: ... Calls to action:
Booklets in keyboarding is done in the following programs	The number of pages is always divisible by 4
What is the function of an informational booklet?	• Under the Margins Tab look for the subheading, Pages, click the drop down arrow by Normal. • Select Bookfold instead of Normal. • Select 4 instead of ALL.
List the 3 things you can appropriately put in a booklet.	Microsoft word Publisher
How many pages would your booklet contain in keyboarding?	utilize Page breaks to go to the next page.
When you initially start creating a booklet you must click Layout tab and then Page Setup Dialog box launcher. What are the remaining steps must be carried out?	In the drop down box beneath Pages click <i>Print on Both Sides</i>, <i>Flip Pages on Short Edge</i>.
When printing a booklet, what two things must you do before clicking print?	The focus of an informational booklet is to disseminate necessary knowledge to a specific audience
When a booklet is vertically centered in MS Word and you want to start a new page what must you insert?	A booklet is a small, thin book with paper covers, typically giving information on a particular subject.