Part 1 – Multiple Choice

Instructions: Circle the best answer.

1. _____ involves placing a copy of the selected item on the Clipboard.
   a. Copying (pg. 116)
   b. Cutting
   c. Pasting
   d. Transferring

2. The system Clipboard maintains a copy of _____.
   a. up to 24 previous copies and cuts
   b. up to 12 previous copies and cuts
   c. up to 5 previous copies and cuts
   d. the most current copy or cut (pg. 116)

3. Drag-and-drop editing means you drag the selected item to the new location and _____, or drop, it there.
   a. paste
   b. insert (pg. 121)
   c. save
   d. picture

4. A _____ is text and graphics that print at the bottom of every page.
   a. header
   b. footer (pg. 124)
   c. metatag
   d. bottom margin

5. If you find errors, you must correct, or _____ the newsletter.
   a. Edit (pg. 126)
   b. transform
   c. print
   d. archive

6. The _____ offers shortcuts and links to access some of the more powerful Publisher features, including creating a template from a newsletter.
   a. Publisher Catalog
   b. Publisher Help
   c. Publisher submenu
   d. Publisher Tasks task pane (pg. 129)
7. A(n) _____ is a custom file property used to help find and organize files.
   a. option
   b. argument
   c. tag (pg. 131)
   d. code

8. If a printer can perform duplex printing that means it can _____.
   a. print 2 copies of the same document at the same time
   b. print on both sides of a piece of paper before ejecting the paper (pg. 134)
   c. both a. and b.
   d. neither a. nor b.

9. The _____ command allows you to change the name of a page.
   a. Page
   b. Refresh
   c. Rename (pg. 83)
   d. Page New Name

10. Publisher uses the term _____ to describe inserting text or objects from any other source into the Publisher workspace.
    a. exporting
    b. pasting
    c. importing (pg. 89)
    d. publishing
Part 2 – True/False

Instructions: Circle T if the statement is true or F if the statement is false.

1. Desktop publishing implies you do everything from a desk, including designing and printing. *(pg. 74)*

2. A pattern set is a predefined set of shapes, designed in patterns to create a template style. *(pg. 80 – publication set)*

3. A headline is a box or section printed in each issue that lists information such as the name, publisher and date. *(pg. 85 – masthead)*

4. Toggle means the same key with alternate views. *(pg. 89)*

5. If a story goes across more than one page you can format the text boxes with continued notices, known as jump lines. *(pg. 92)*

6. The holding area is an invisible storage location within your publication to hold extra text. *(pg. 95 – overflow area)*

7. A pull quote is a small piece of text, set off with a box or graphic, and placed beside an article. *(pg. 105 – sidebar)*

8. The From Scanner or Camera command allows you to import directly from a camera or scanner with the help of intermediary software. *(pg. 107 – without)*

9. Portrait orientation means the graphic is taller than it is wide. *(pg. 109)*

10. The Office Clipboard task pane maintains up to 24 previous copies and cuts. *(pg. 116)*
Part 3 – Short Answer

Instructions: Fill in the best answer.

1. Publisher uses the term story, to mean text that is contained within a single text box or a chain of linked text boxes. (pg. 89)

2. Each story will include a headline, which is a short phrase printed at the top of a story, usually in a bigger font than the story. (pg. 89)

3. If a story has 2 pages, the second page will have a continued from notice. (pg. 95)

4. A sidebar is a small piece of text, set off with a box or graphic, and placed beside an article. (pg. 105)

5. A pull quote is an excerpt from the main article to highlight the ideas or to attract readers. (pg. 105)

6. To resize an object in Publisher, select the object, then drag a handle. (pg. 111)

7. When the Paste Options button is clicked, Publisher will display the choice of keeping the source formatting of the copied text or changing the text to match the new formatting. (pg. 116)

8. The Design Gallery is a group of objects that you can place in your publications, including mastheads and sidebars. (pg. 116)

9. Drag-and-drop editing is when you drag the selected item to the new location, and insert it there. (pg. 121)

10. A header is text and graphics that print at the top of each page in a document. (pg. 124)