|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. A(n) \_\_\_\_, or pamphlet, usually is a high-quality publication with lots of color and graphics, created for advertising purposes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | newsletter | b.  | flyer |
|   | c.  | outline | d.  | brochure |

 |
| 2. \_\_\_\_ give a sense of realism to a publication and should be used to show people, places, or objects that are real.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Photos | b.  | Drawings |
|   | c.  | Graphics | d.  | Logos |

 |
| 3. \_\_\_\_ size refers to the number of panels in a brochure.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Placeholder | b.  | Template |
|   | c.  | Object | d.  | Page |

 |
| 4. The \_\_\_\_ form displays fields for the description of items ordered, as well as types of payment information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Order | b.  | Response |
|   | c.  | Sign-up | d.  | Default |

 |
| 5. The \_\_\_\_ form displays check box choices and fields for comments.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Order | b.  | Default |
|   | c.  | Sign-up | d.  | Response |

 |
| 6. The \_\_\_\_ form displays check box choices, fields for time and price, as well as payment information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Sign-up | b.  | Response |
|   | c.  | Order | d.  | Default |

 |
| 7. A(n) \_\_\_\_ consists of text that you type until you press the ENTER key.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | effect | b.  | style |
|   | c.  | master page | d.  | paragraph |

 |
| 8. Wordwrap allows you to type words in a text box continually without pressing the \_\_\_\_ key at the end of each line.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | ENTER | b.  | INSERT |
|   | c.  | TAB | d.  | SHIFT |

 |
| 9. To paste text, you can press CTRL+\_\_\_\_.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | V | b.  | C |
|   | c.  | X | d.  | Insert |

 |
| 10. Click the \_\_\_\_ button to paste only the text and not the formatting into the destination location.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Keep Formatting Only | b.  | Copy |
|   | c.  | Keep Text Only | d.  | Draw Text Box |

 |
| 11. The \_\_\_\_ is the gray area that appears outside the publication page.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   |  | a.  | outside area | b.  | scratch area |
|   |  | c.  | publication area | d.  | scribble area |

 |
| 12. A \_\_\_\_ is a reduced-size version of a graphic image used to help recognize and organize pictures.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | thumbnail | b.  | small picture |
|   | c.  | thumb graphic | d.  | reduced image |

 |
| 13. When you \_\_\_\_, all of the pictures are reduced to thumbnail size and are aligned in rows and columns.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | minimize thumbnails | b.  | delete thumbnails |
|   | c.  | arrange thumbnails | d.  | align thumbnails |

 |
| 14. A \_\_\_\_ is a special stroke that appears in text that is not part of the normal font set.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | swash | b.  | glyph |
|   | c.  | serif | d.  | shadow |

 |
| 15. \_\_\_\_ refers to specialized effects and fonts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Typography | b.  | Engraving |
|   | c.  | Outlining | d.  | Glyphography |

 |
| 16. When printing colors, desktop printers commonly use a color scheme called \_\_\_\_.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | digital printing | b.  | RGB |
|   | c.  | CMYK processing | d.  | digital color printing |

 |
| 17. The \_\_\_\_ Wizard guides you through the steps to collect and pack all the files a printing service needs and then compress the files to fit on one or more disks.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Printing Service | b.  | Compression |
|   | c.  | Readme | d.  | Pack and Go |

 |
| 18. Page size refers to the number of panels in the brochure.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 19. When the insertion point reaches the right margin of a text box, Publisher automatically positions the insertion point at the end of the next line.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 20. Copying is the process of placing items on the Office Clipboard, leaving the item in the publication.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 21. The Keep Source Formatting option pastes the copied content as is without any formatting changes.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 22. When you insert a single picture, you can drag it to the scratch area.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 23. When you insert multiple pictures at one time, Publisher arranges the thumbnails or puts them in a column in the scratch area, instead of on top of one another on your page.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 24. A caption may identify people, places, and objects occurring in a graphic, but not actions.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 25. Publisher can check the entire publication once you have finished editing it.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 26. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ options include no format at all, Order form, Response form, and Sign-up form. |
| 27. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ allows you to type words in a text box continually without pressing the enter key at the end of each line. |
| 28. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the process of placing an item on the Office Clipboard, leaving the item in the publication. |
| 29. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ option changes the formatting so that it matches the text around it. |
| 30. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pictures are taller than they are wide. |
| 31. If a graphic or photo does not have a caption, you can add one using the Caption \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| 32. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is explanatory or identification text or a title that accompanies a graphic, figure, or photo. |
| 33. In spot-color printing, if you choose black plus one spot color in a publication, Publisher converts all colors except for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to tints of the selected spot color. |
| 34. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ color is used to accent a black-and-white publication. |
| 35. Explain the four benefits and advantages of using the brochure medium.1.
2.
3.
 |

**Word Bank**

merge formatting

spot

caption

form

portrait

black

word wrap

copying

gallery