|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |

**Word Bank**

merge formatting

spot

caption

form

portrait

black

word wrap

copying

gallery