

Publisher 2013 Unit A: Getting Started with Microsoft Publisher 2013

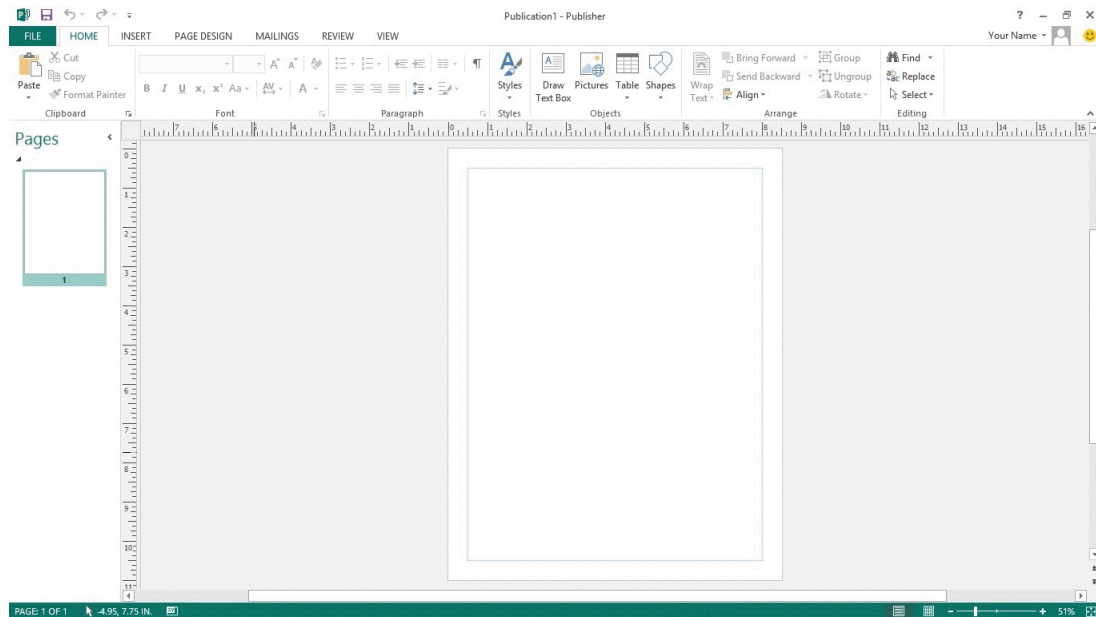
TRUE/FALSE

1. Microsoft Publisher is a word processing program.

ANS: F PTS: 1 REF: Publisher 2

2. The launch screen is a landing page that appears when you first start an Office app.

ANS: F PTS: 1 REF: Publisher 4



3. In the accompanying figure, the gray area surrounding the publication page is called the scratch area.

ANS: T PTS: 1 REF: Publisher 7

4. In the accompanying figure, the numbers in the lower left corner (-4.95,7.75 IN.) are the dimensions of the workspace page.

ANS: F PTS: 1 REF: Publisher 7

5. In Publisher, Pages is an example of a pane.

ANS: T PTS: 1 REF: Publisher 7

6. To create a copy of a file with a new name, use the Save command.

ANS: F PTS: 1 REF: Publisher 8

7. When using dialog box views, the List view displays the same information as Details view, but includes the size, the last date and time the file was saved, and the file type.

ANS: F PTS: 1 REF: Publisher 8

8. In desktop publishing, text is entered directly on the page.

ANS: F PTS: 1 REF: Publisher 10

9. Font size is measured in pixels.

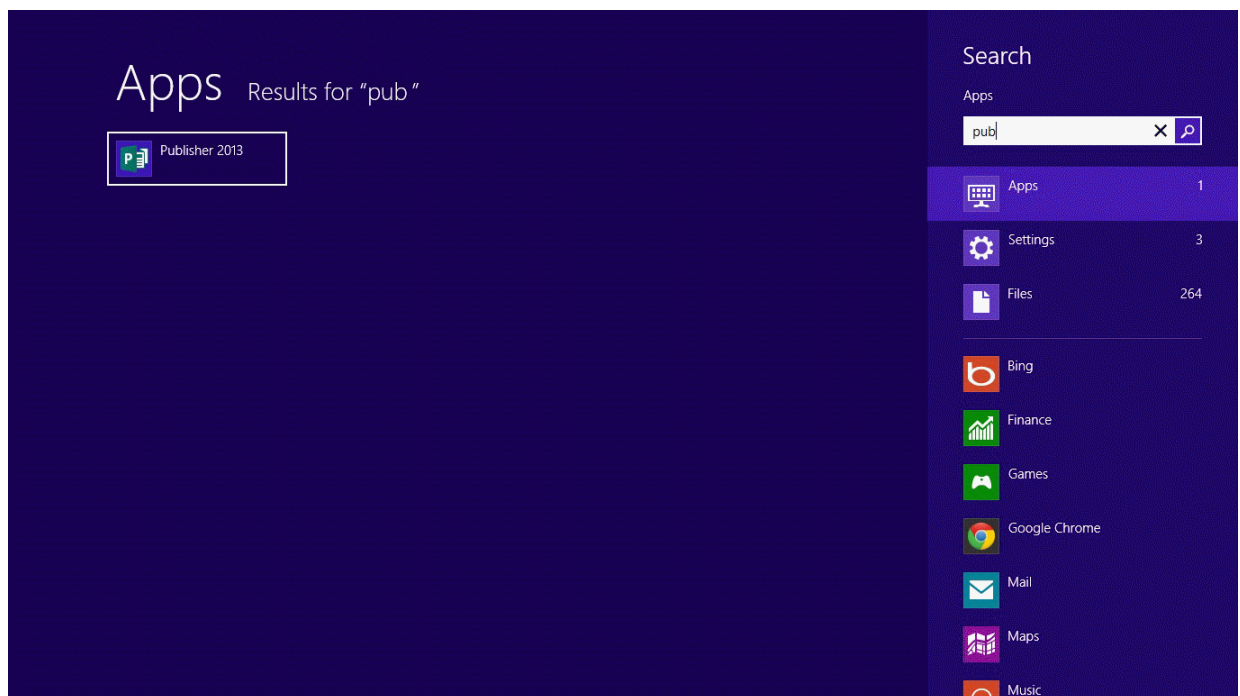
ANS: F PTS: 1 REF: Publisher 10

10. You can save a publication as a template.

ANS: T PTS: 1 REF: Publisher 2

11. Once you choose a template from the Featured Templates list, it is difficult to modify it to meet specific needs.

ANS: F PTS: 1 REF: Publisher 2



12. If you click the Publisher 2013 program icon in the Apps list shown in the accompanying figure, the program will open.

ANS: T PTS: 1 REF: Publisher 4

MODIFIED TRUE/FALSE

1. Use the Save command to save any changes made to an existing file on your disk.

ANS: T PTS: 1 REF: Publisher 8

2. When measuring font size, there are 8 points in an inch. _____

ANS: F, 72

PTS: 1 REF: Publisher 10

3. When working with a text box, clicking outside the text box selects it. _____

ANS: F, deselects

PTS: 1 REF: Publisher 10

4. Before you print a publication, you should examine it in the Print view to make sure that it fits on a page and looks the way you want. _____

ANS: F, Backstage

PTS: 1 REF: Publisher 12

5. You can create and store an unlimited number of Business Information Sets.

ANS: T

PTS: 1

REF: Publisher 14

MULTIPLE CHOICE

1. A ____ is a specially formatted publication with placeholder text that serves as a master for other, similar publications.
- a. template
 - b. clip
 - c. logo
 - d. prepublication

ANS: A

PTS: 1

REF: Publisher 2

2. Which of the following is NOT a feature of Publisher:
- a. Adding and deleting pages
 - b. Storing information in a database
 - c. Publishing to the Internet
 - d. Adding graphics such as clip art

ANS: B

PTS: 1

REF: Publisher 2

3. Using templates that have the same patterns for multiple publications can help you create ____ publications.
- a. informational
 - b. specialty
 - c. branded
 - d. promotional

ANS: C

PTS: 1

REF: Publisher 3

4. In Publisher, a(n) ____ is an example of an Informational publication.
- a. invitation
 - b. banner
 - c. catalog
 - d. calendar

ANS: D

PTS: 1

REF: Publisher 3

5. When you first open Publisher, the ____ window displays in the center of the window.
- a. Featured Templates
 - b. Other Publications
 - c. File
 - d. New Publication

ANS: A

PTS: 1

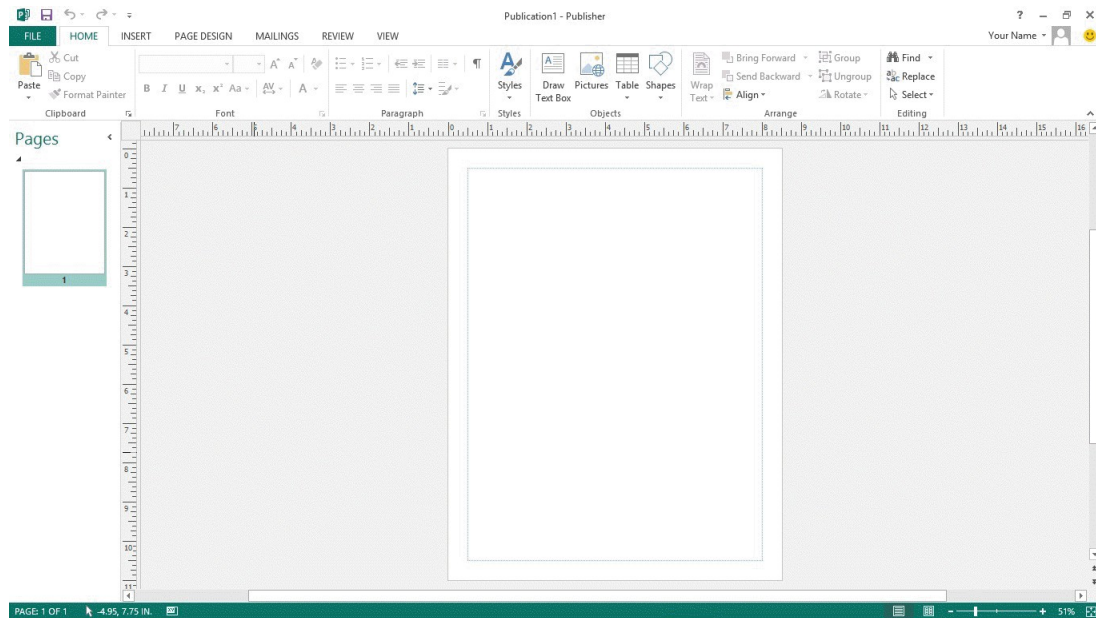
REF: Publisher 5

6. The ____ is a landing page that appears when you first start an Office app.
- File tab
 - template screen
 - start screen
 - Preview pane

ANS: C

PTS: 1

REF: Publisher 4



7. In the accompanying figure, the ____ is at the top of the screen and states “Publication1 - Publisher.”
- status bar
 - tab bar
 - title bar
 - menu bar

ANS: C

PTS: 1

REF: Publisher 6

8. In the accompanying figure, which item should you use to navigate to a different page in your publication?
- Ribbon
 - Rulers
 - Workspace page
 - Pages pane

ANS: D

PTS: 1

REF: Publisher 6

9. Referring to the accompanying figure, the status bar is ____ of the Publisher window.
- at the top
 - at the bottom
 - on the right-hand side
 - on the left-hand side

ANS: B

PTS: 1

REF: Publisher 6



10. The accompanying figure shows a ____, which is an area of the Publisher window that is a visual gallery, and appears alongside your publication.

a. menu
b. pane
c. toolbar
d. dialog box

ANS: B PTS: 1 REF: Publisher 7

11. A ____ is a window that opens when more information is needed to carry out a command.

a. toolbar
b. message
c. menu
d. dialog box

ANS: D PTS: 1 REF: Publisher 8

12. Which of the following is true about selected objects?

a. To deselect an object, double-click it.
b. Handles appear at 4 points of the perimeter.
c. They can be moved or resized.
d. None of the above.

ANS: C PTS: 1 REF: Publisher 10|Publisher 11

13. When text is identified as misspelled, it has ____ under it.

a. wavy red lines
b. handles
c. placeholders
d. a button

ANS: A PTS: 1 REF: Publisher 10

14. To help you position an object where you want it, use ____.

a. points
b. ruler guides
c. handles
d. frames

ANS: B PTS: 1 REF: Publisher 10

15. Before you print a publication, you should ____.

a. save it
b. examine it in Backstage view
c. check that the printer is on
d. All of the above

ANS: A PTS: 1 REF: Publisher 12|Publisher 13

16. Which of the following is false about the Publisher Preview feature?

a. You can edit your publication in this view.
b. It can show your publication in color.

- c. It can show your publication in grayscale.
- d. You can view multiple pages at once.

ANS: A PTS: 1 REF: Publisher 12

17. A(n) ____ stores frequently used information, such as addresses, names, and phone numbers, about entities you frequently create publications for.
- a. Business Information Set
 - b. Contact Sheet
 - c. Organization Page
 - d. Clip Organizer

ANS: A PTS: 1 REF: Publisher 14

18. The Publisher ____ feature provides definitions, explanations, and useful tips.
- a. Search
 - b. Help
 - c. Research
 - d. Information

ANS: B PTS: 1 REF: Publisher 14

19. ____ a file puts a publication away so you can no longer work on it, but leaves Publisher running.
- a. Exiting
 - b. Closing
 - c. Storing
 - d. Saving

ANS: B PTS: 1 REF: Publisher 16

20. You can quickly open a recently used publication with a ____ using the Recent list.
- a. right click
 - b. single click
 - c. double click
 - d. Shift+click

ANS: B PTS: 1 REF: Publisher 16

21. When viewing a publication, you can double-click the program icon on the ____ to exit the program.
- a. Quick Access toolbar
 - b. HOME tab
 - c. status bar
 - d. shortcut menu

ANS: A PTS: 1 REF: Publisher 16

22. To visit the Publisher Web site, click the ____, then verify that you are connected to Office.com.
- a. Publisher icon
 - b. VIEW tab
 - c. Info command
 - d. Help button

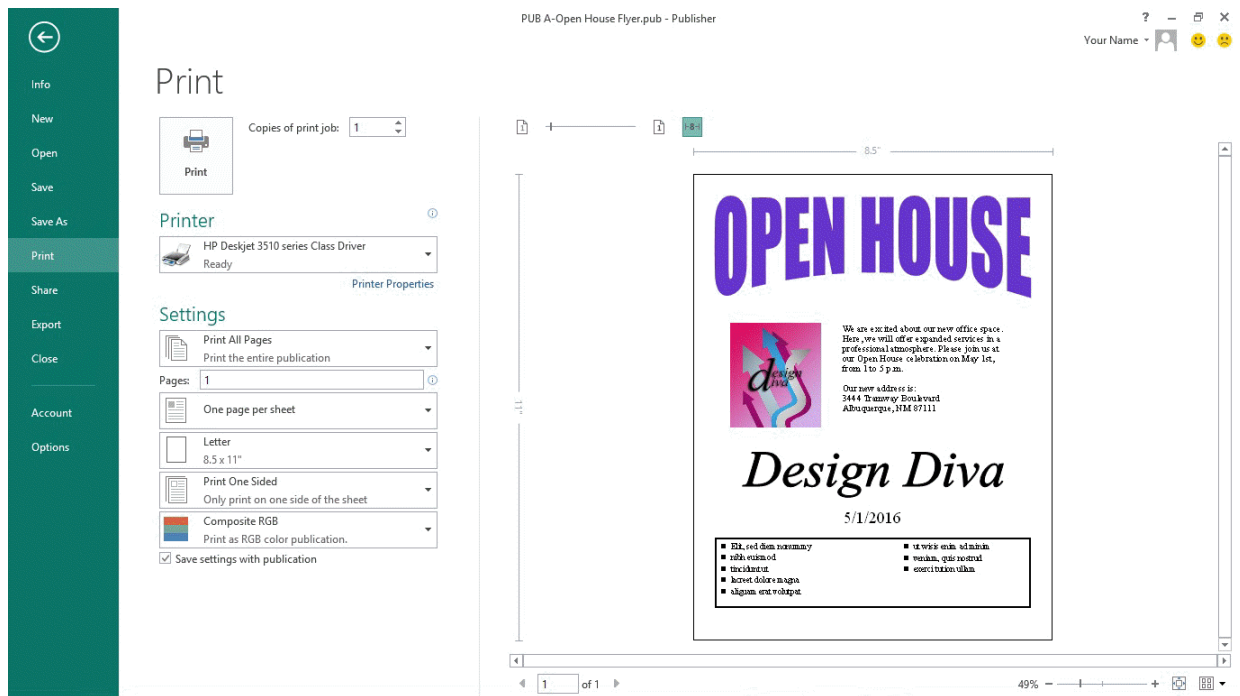
ANS: D PTS: 1 REF: Publisher 17

23. A(n) ____ is a symbol or shape used to identify an organization.
- a. logo
 - b. object
 - c. swoosh
 - d. brand

ANS: A PTS: 1 REF: Publisher 2

24. Located on the INSERT tab, ____ let you add borders, accents, advertisements, and other elements that distinguish your publication and help make it unique.
- a. Smart Blocks
 - b. Quick Blocks
 - c. Easy Blocks
 - d. Building Blocks

ANS: D PTS: 1 REF: Publisher 7



25. In the accompanying figure, to adjust which pages are printed you click options in the ____ section.
- Print
 - Settings
 - Printer
 - File

ANS: B PTS: 1 REF: Publisher 13

26. In the accompanying figure, you can see that this publication contains ____ page(s).
- 1
 - 2
 - 3
 - 4

ANS: A PTS: 1 REF: Publisher 13

27. The publication in the accompanying figure is displayed in ____ view.
- Backstage
 - Frontpage
 - Publisher
 - Design

ANS: A PTS: 1 REF: Publisher 13

CASE

Asher is the vice president of his school's drama club. He is in charge of creating publications to promote the upcoming production of Romeo and Juliet.

28. Which Publisher tool should Asher use to easily insert saved information when creating his publications?
- Publisher Page Parts Gallery
 - Building Blocks
 - Business Information Sets
 - Featured Templates

ANS: C PTS: 1 REF: Publisher 14 TOP: Critical Thinking

29. To create a new flyer efficiently, which of the following should Asher use?
- A recently opened publication
 - A template
 - The Publisher Page Parts Gallery
 - A blank publication

ANS: B PTS: 1 REF: Publisher 2 TOP: Critical Thinking

30. Asher is trying to position an object on a flyer precisely. Which of the following shows the size and position of selected objects?
- a. Status bar
 - b. Formatting toolbar
 - c. Objects toolbar
 - d. Title bar

ANS: A PTS: 1 REF: Publisher 6 TOP: Critical Thinking

31. When Asher sees red wavy lines in his text boxes, he knows that ____.
- a. there is overflow text
 - b. the point size is too small to read
 - c. a word is identified as possibly misspelled
 - d. the text is part of his Business Information Set

ANS: C PTS: 1 REF: Publisher 10 TOP: Critical Thinking

32. Asher is connected to a black and white printer. In Print Preview his publication will appear in ____.
- a. negative
 - b. multiple pages
 - c. full color
 - d. grayscale

ANS: D PTS: 1 REF: Publisher 12 TOP: Critical Thinking

COMPLETION

1. In the Save As dialog box, the _____ view displays the names of the contents of a given folder.

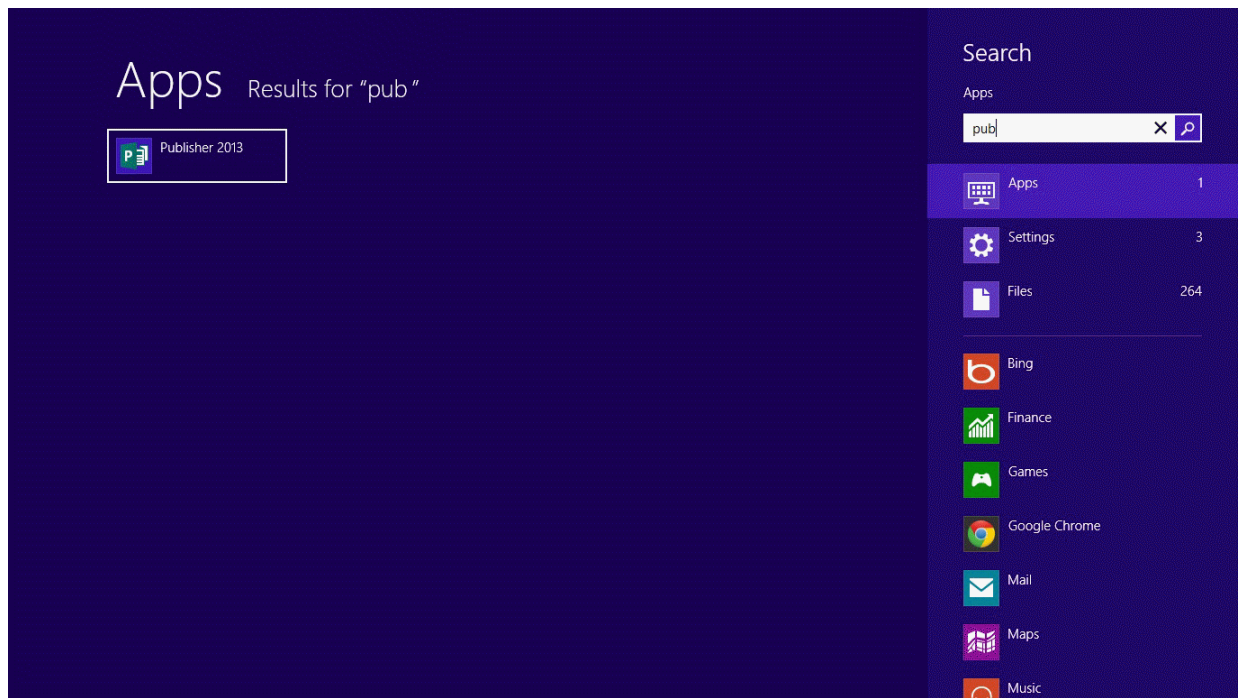
ANS: List

PTS: 1 REF: Publisher 8

2. A document created in Publisher is called a(n) _____.

ANS: publication

PTS: 1 REF: Publisher 2



3. To access the program list shown in the accompanying figure, you would press the _____ button on the keyboard to go to the Start screen, then type "pub".

ANS: Windows

PTS: 1 REF: Publisher 4

4. You can click the VIEW tab on the Ribbon, then click the Whole Page button in the _____ group so that the entire page is in view on the screen.

ANS: Zoom

PTS: 1 REF: Publisher 10

5. To view the Print Settings in Publisher, click the _____ tab, then click Print.

ANS: FILE

PTS: 1 REF: Publisher 13

MATCHING

Match the Publisher window element with its function or description.

- | | |
|--------------|---------------------|
| a. workspace | c. formatting tools |
| b. tab bar | d. Home tab |

1. Contains buttons for frequently used Publisher commands
2. Contains buttons that are organized in task-based categories
3. Includes the publication page and scratch area
4. Includes buttons such as bold and italics

1. ANS: D PTS: 1 REF: Publisher 6

- | | | |
|-----------|--------|------------------|
| 2. ANS: B | PTS: 1 | REF: Publisher 6 |
| 3. ANS: A | PTS: 1 | REF: Publisher 6 |
| 4. ANS: C | PTS: 1 | REF: Publisher 6 |

Match the term with its definition.

- | | |
|-----------|----------------|
| a. object | c. point |
| b. handle | d. placeholder |
5. A table, text box, or picture frame
 6. Helps you envision where items should appear in a publication
 7. A small hollow circle that appears around the perimeter of a selected item
 8. The unit of measurement for fonts

- | | | |
|-----------|--------|-------------------|
| 5. ANS: A | PTS: 1 | REF: Publisher 11 |
| 6. ANS: D | PTS: 1 | REF: Publisher 10 |
| 7. ANS: B | PTS: 1 | REF: Publisher 10 |
| 8. ANS: C | PTS: 1 | REF: Publisher 10 |

Match the term with its definition.

- | | |
|-----------------------|--------------|
| a. publication | d. template |
| b. desktop publishing | e. jump line |
| c. logo | |
9. Notice used to connect text that flows from one page to another
 10. A document created in Publisher
 11. A combination of colors, symbols, shapes, and text used to identify a company
 12. Serves as a master for other, similar publications
 13. Software that combines text and graphics to create typeset-quality documents

- | | | |
|------------|--------|------------------|
| 9. ANS: E | PTS: 1 | REF: Publisher 2 |
| 10. ANS: A | PTS: 1 | REF: Publisher 2 |
| 11. ANS: C | PTS: 1 | REF: Publisher 2 |
| 12. ANS: D | PTS: 1 | REF: Publisher 2 |
| 13. ANS: B | PTS: 1 | REF: Publisher 2 |

ESSAY

1. Describe four benefits of using Microsoft Publisher to create publications.

ANS:

Answers should include four of the following:

- 1) Create professional publications efficiently with the large variety of tools provided
- 2) Use artwork to make any publication appear more vibrant and interesting
- 3) Create logos
- 4) Make your work look consistent with designs and templates
- 5) Work with multiple pages smoothly and efficiently
- 6) Emphasize special text with styles, sidebars, and pull quotes, for example
- 7) Publish to the Internet smoothly with tailored, integrated tools

PTS: 1 REF: Publisher 2 TOP: Critical Thinking

2. You can change the way files are displayed in the Open Publication and Save As dialog boxes by using different views. Describe three of these views.

ANS:

Answers should include three of the following:

1. Icons (Extra Large, Large, Medium, and Small)
2. List (folder contents)
3. Details (contents, size, save date & time, file type)
4. Tiles (file type & name)
5. Content (folder contents with icons and file type)

PTS: 1

REF: Publisher 8 TOP: Critical Thinking

3. Describe two Publisher features that help you size and position objects accurately.

ANS:

Students should mention two of the following:

1. Ruler guides: green, nonprinting lines
2. Rulers: vertical and horizontal rulers
3. Status bar: displays position and object size for selected objects

PTS: 1

REF: Publisher 6 | Publisher 10

TOP: Critical Thinking