The City School (PAF CHAPTER)

ICT Work Sheet: Jr.III   **Chapter: First Publication**

Name: **Section: III -**

Q: 1 How can a Desktop Publishing program be used?

Desktop Publishing is a way of working with text and images. DTP programs allow users to work with different types of publications such as notices, banners, posters and labels etc.

Q: 2 Name any two tools used to format a poster in Microsoft Publisher.

   a) WordArt Tool
   b) Fill Color

Q: 3 Circle the correct answer:

   (i) In desktop publishing programs tests and image are placed in separate boxes called _____.

   a) Text box
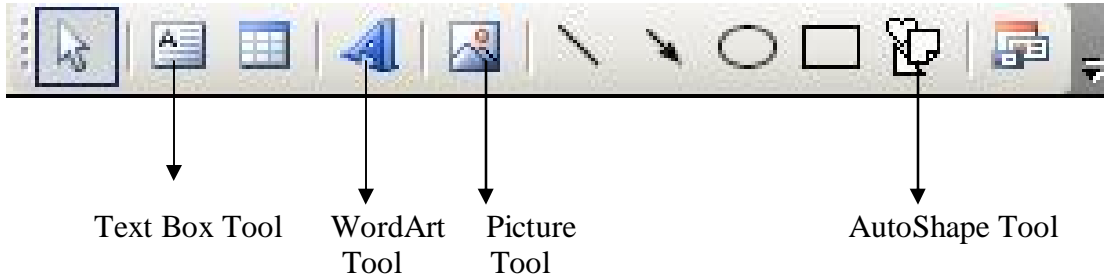   b) WordArt
   c) Autoshapes Tool
   d) Frames

   (ii) In DTP which toolbar is used to insert objects in a publication?

   a) Menu Bar
   b) Object Toolbar
   c) Standard Toolbar
   d) Formatting Toolbar

   (iii)Which tool is used to insert artistic effects such as fill colors, styles and shadows in MS Publisher?

   a) Picture Tool
   b) Design Gallery Object
   c) WordArt Tool
   d) AutoShapes Tool

Q:4 Label the following icons:

Text Box Tool   WordArt Tool   Picture Tool   AutoShape Tool

Q:5 Label the Ms Publisher's front window.

Menu bar

Standard toolbar

Formatting toolbar

Object toolbar

Page number   Status bar   Workspace