



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?

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

- a) _____
- b) _____

Q: 3 Circle the correct answer:

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

- a) Text box
- b) WordArt
- c) AutoShapes Tool
- d) Frames

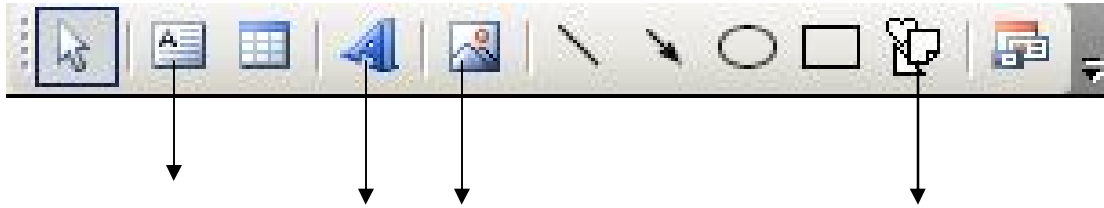
(ii) In DTP which toolbar is used to insert objects in a publication?

- 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:



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

