

Mr. Guyer’s

Fundamentals of Technology Class

Publisher 2010

Pop Quiz

Directions: Please read each question carefully and choice the best answer that describes the question. Submit your quiz thru Edmodo.

01. You can print, save, and create publications from the \_\_\_\_\_\_\_\_\_\_.

A. Ribbon

B. Backstage View

C. Save Pane

D. Navigation Pane

02. The collated printing option lets you \_\_\_\_\_\_\_\_\_\_.

A. print your publication on both sides of a sheet of paper

B. quickly print a test copy of your publication

C. print multiple copies of your publication with all the pages in order

D. print more than one copy of your publication on a single page

03. A template is \_\_\_\_\_\_\_\_\_\_.

A. a tool that lets you print publications

B. a toolbar that contains various commands for inserting and modifying objects

C. a pre-made publication that you can fill in with your own information

D. a ruler to help you align and arrange text and images on the page

04. When you \_\_\_\_\_\_\_\_\_\_ a text box, any excess text from that box will overflow into another one.

A. wrap

B. link

C. group

D. resize

05. You can align objects relative to \_\_\_\_\_\_\_\_\_\_.

A. to the page margins

B. to other objects

C. to green guidelines

D. Both answers A & B

E. All of the above

06. Which of the following image-editing features is NOT included in Publisher 2010?

A. Picture styles

B. Artistic effects

C. Picture shapes

D. Recolor

E. Shadow effects

07. Merging two cells\_\_\_\_\_\_\_\_\_\_.

A. deletes them from the table

B. applies the same style to both of them

C. combines them into one cell

D. copies them, then pastes them into an adjacent column or row

08. To change page size and orientation, you'll need to go to the \_\_\_\_\_\_\_\_\_\_ tab.

A. Page Tools

B. Page Layout

C. Page Format

D. Page Design

09. If you're emailing a document, you should compress the images in order to \_\_\_\_\_\_\_\_\_\_.

A. Improve the image quality

B. Increase the file size

C. Reduce the contrast

D. Reduce the file size

10. If you want to align several objects without moving them to a different part of the page, you should \_\_\_\_\_\_\_\_\_\_.

A. align the objects to each other

B. align the objects to the page margins

C. distribute the objects

11. Working in Publisher is more about working with what?

A) Formatting Cells

B) Cropping Pictures

C) Slide Presentation

D) Editing Movies

E) Working with Templates