

## ONLINE WORKSHEET (LIVEWORKSHEETS FORMAT)

**Topic:** Introduction to Microsoft Publisher

**Subject:** ICT

**Year:** 4

**Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### Section A: Multiple Choice

(Use: **Choose** → **Dropdown / Multiple choice**)

#### 1. Microsoft Publisher is used to...

- ☐ Write stories
  - ☒ Create posters, flyers, and cards ✓
  - ☐ Play games
  - ☐ Do calculations
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#### 2. Microsoft Publisher is a type of...

- ☐ Drawing software
  - ☐ Presentation software
  - ☒ Desktop publishing software ✓
  - ☐ Video editing software
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### Section B: Matching

(Use: **Drag & Drop**)

Match the parts to their functions.

Text Box → Type words

Picture Tool → Add pictures

Template → Ready-made design

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### Section C: True or False

(Use: **Choose** → True/False)

**1. Microsoft Publisher can be used to make posters.**

True ✓ / False

**2. You cannot add pictures in Microsoft Publisher.**

True / False ✓

**3. Templates help us work faster.**

True ✓ / False

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#### **Section D: Fill in the Blanks**

(Use: **Text** → Short answer)

**Word Bank:** poster, text box, pictures

1. We use a \_\_\_\_\_ to type words.

✓ Answer: text box

2. Microsoft Publisher can create a \_\_\_\_\_.

✓ Answer: poster

3. We can insert \_\_\_\_\_ to make our work beautiful.

✓ Answer: pictures

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#### **Section E: Multiple Choice**

(Use: **Tick the correct answer**)

**Which of these can be made using Microsoft Publisher?**

☐ Poster

☐ Flyer

☐ Greeting Card

☐ All of the above ✓