



5. Which tool is used for changing the background color (shading)?

- A. 
- B. 

- C. 
- D. 

6. What does a red wavy line indicate?

- A. possible grammatical error
- B. possible spelling error
- C. space is needed
- D. beginning of a paragraph

7. What does the blue dotted border represent on a publication?

- A. Margin
- B. Border
- C. Frame
- D. Design

8. From which menu tab will you be able add a clipart/picture?


- A. file
- B. page layout
- C. insert
- D. review

9. Which of the follow you cannot create in Publisher?

- A. Birthday Card
- B. Flyers
- C. Calculate Money
- D. Brochures

10. How do you resize the textboxes?

- A. Cannot be done
- B. Using the four corner side handles
- C. Using the top and bottom side handles
- D. Using the left and right side handles.

11. What is the function of this key  ?

- A. paste
- B. copy
- C. delete
- D. undo

12. You want to highlight the first paragraph in your document, what is the first thing you should do?

- A. save the document
- B. select the paragraph
- C. print the document
- D. copy and pace the paragraph

13. To remove a portion of a picture that you don't want you can
- A. Remove the background
  - B. Cut it
  - C. Trimmed
  - D. Cropped
14. To change page size and orientation, you'll need to go to the \_\_\_\_ Menu Item
- A. Page Tools
  - B. Page Design
  - C. Page Layout
  - D. Page Format
15. WordArt is available on the \_\_\_\_ tab
- A. Insert
  - B. Format
  - C. ClipArt
  - D. Graphics

### Section B

### True or False

10 Marks

Instructions: Write **t** or **f** in the box provided.

1. Use the insert tab to insert a bullet style into a document area.
2. The red wavy line indicate a possible spelling error.
3. When you want to format an object you need to select it first then make the change.
4. To add a background page color in Publisher go to the page design tab.
5. Microsoft and Publisher have no similar tool features.
6. You cannot insert a WordArt picture.
7. You can start typing in Publisher without adding a textbox.
8. Text wrap means moving my picture around my text in a document.
9. Susan wants to advertise her lemonade sale in the neighborhood, she should create a brochure
10. The Save tab is used to save an existing document.

### Section C

### keyboarding Short Answers

10 Marks

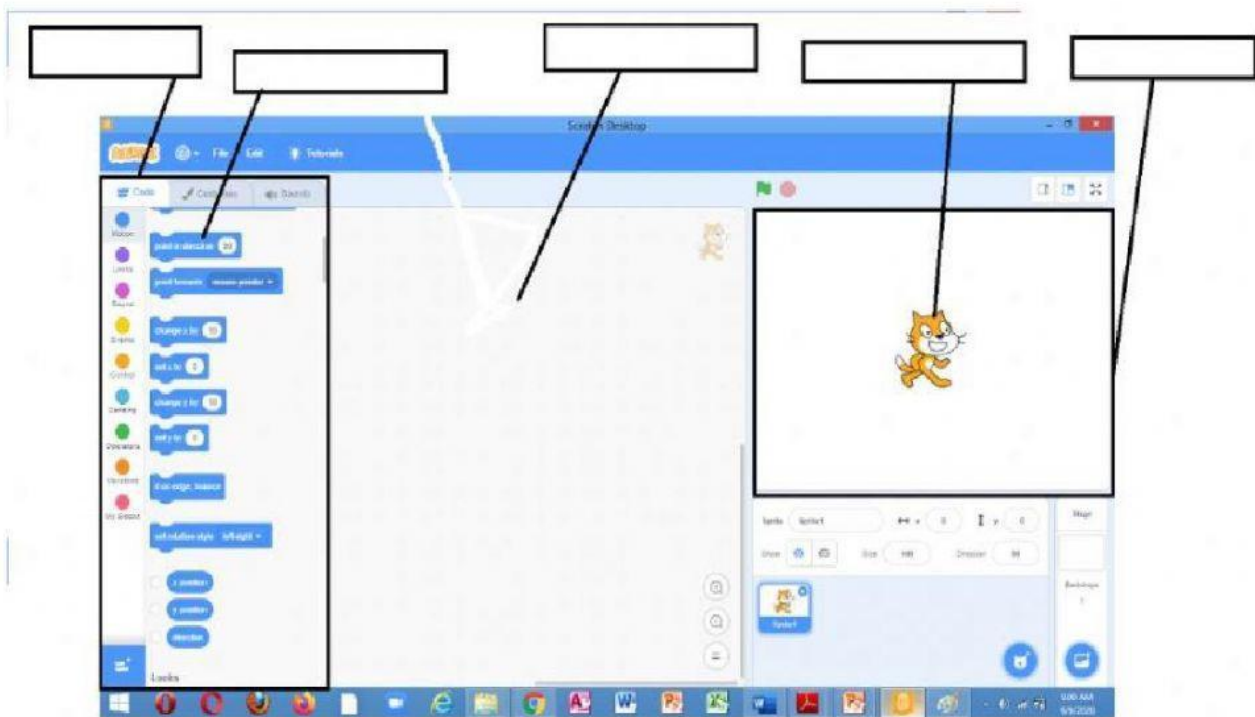
1. Which key is most used to enter a single capital letter? \_\_\_\_\_
2. Which key has the same use as clicking on an OK button? \_\_\_\_\_
3. Which key deletes a character to the right of the cursor? \_\_\_\_\_
4. How many spaces should go between words? \_\_\_\_\_

5. Which Key is used to Capitalize all the letter in a word? \_\_\_\_\_
6. Which key is used to put space out words? \_\_\_\_\_
7. Which Key is used to deletes character to the left of the cursor. \_\_\_\_\_
8. Which key is used to Indent a paragraph? \_\_\_\_\_
9. Which Key can be found on the left and right of the Keyboard? \_\_\_\_\_
10. The \_\_\_\_\_ keys move the cursor around the document.

### Section E

### Label the Scratch Window

5 Marks



### Section F

### Structured Questions

25 Marks

1. In 5 steps explain how to save a document. (5 points)

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

2. Name two similarities between Microsoft Word and Microsoft Publisher. (2 points)

3. Name two differences between Microsoft Word and Microsoft Publisher. (2 points)

4. In 4 Steps Explain how to insert an online picture in a document. (4 points)

Step 1:

Step 2:

Step 3:

Step 4:

5. What is a textbox used for? {2 pt.}

6. Name two professions that would benefit from using Microsoft Word and explain how. [2]

7. Give an example of a template that the following businesses might create. {4pt}

a. Bush Cook Restaurant. \_\_\_\_\_

b. School festival. \_\_\_\_\_

c. Penny's Nail Salon. \_\_\_\_\_

d. Tara's Birthday party. \_\_\_\_\_

8. Name two functions you can perform in the page layout tab. {2 pt.}

9. Jane is opening her new jewelry business name “Jane’s Jewelry”, she wants her new clients to know everything about her business including pictures of her jewelry and prices. Which will be the best publication template for her to use and why? (2 points)