

ONLINE WORKSHEET (LIVEWORKSHEETS FORMAT)

Topic: Introduction to Microsoft Publisher

Subject: ICT

Year: 4

Name: _____

Class: _____

Date: _____

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
-

2. Microsoft Publisher is a type of...

- ☐ Drawing software
 - ☐ Presentation software
 - ☒ Desktop publishing software ✓
 - ☐ Video editing software
-

Section B: Matching

(Use: **Drag & Drop**)

Match the parts to their functions.

Text Box → Type words

Picture Tool → Add pictures

Template → Ready-made design

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



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



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 ✓