

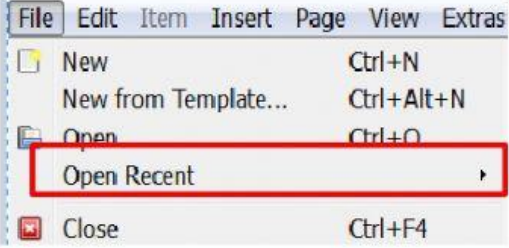
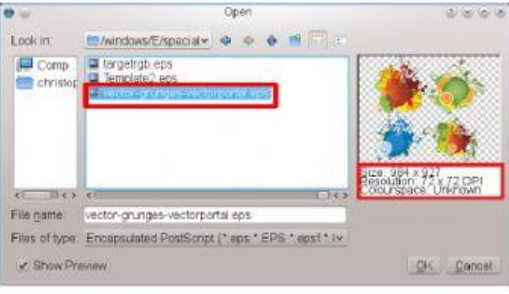
Name: _____

Date: _____

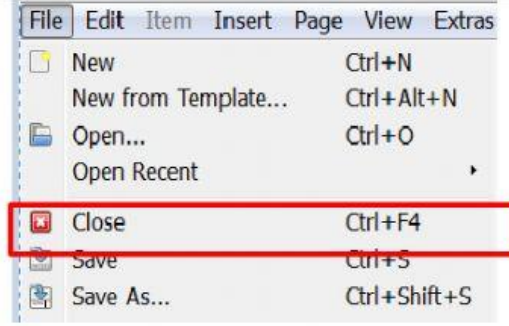
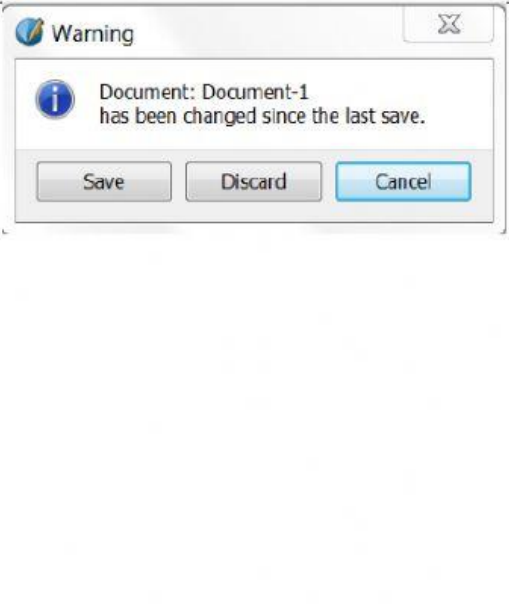
TOPIC: OPENING EXISTING DOCUMENT IN SCRIBUS

A. Fill in the missing blanks

Steps to open an existing document

	Step 1: Go _____ and click on _____	OK File name
	Step 2: Choose the _____ and click on _____	File menu open

Steps to close a document

	Step 1: Go _____ and click on _____	without warning 'Discard'
	If you have not saved the changes a _____ will be displayed. Click on the _____ to save changes Click on _____ to close the document _____ saving. Click on _____ if you decide _____ to close the document	File menu cancel 'save' not close

B. match the keyboard shortcut under the file menu below

 New		Ctrl+Alt+N
New from Template...		
 Open...		Ctrl+O
Open Recent		
 Close		Ctrl+P
 Save		Ctrl+Alt+P
 Save As...		
Save as Template...		Ctrl+S
 Revert to Saved		
Collect for Output...		Ctrl+F4
Import		
Export		Ctrl+Alt+S
 Document Setup...		Ctrl+Shift+S
Preferences...		
 Print...		Ctrl+Q
 Print Preview		
 Quit		Ctrl+N