



**PAKISTAN INTERNATIONAL SCHOOL JEDDAH**  
**FEDERAL JUNIOR SECTION**

NAME : \_\_\_\_\_

SECTION: \_\_\_\_\_

**CH#1: CREATING PUBLICATION IN PUBLISHER**

**Q: MATCH THE FOLLOWING BUTTONS WITH THEIR FUNCTIONS:**

| <u><b>BUTTON</b></u>        | <u><b>FUNCTION</b></u>                                                |
|-----------------------------|-----------------------------------------------------------------------|
| <b>Text Fit</b>             | <b>Changes the hyphenation behaviour of the selected text</b>         |
| <b>Change Case</b>          | <b>Creates a large capital letter at the beginning of a paragraph</b> |
| <b>Hyphenation</b>          | <b>Changes the behaviour for fitting text inside a text box</b>       |
| <b>Clear All Formatting</b> | <b>Changes the selected text to small cap text</b>                    |
| <b>Drop Cap</b>             | <b>Adjusts the spacing between the characters</b>                     |
| <b>Character Spacing</b>    | <b>Remove all formatting from the selection</b>                       |