

Lesson 1 Publisher

True/False

1. Microsoft Publisher 2010 helps you create professional-looking publications quickly and easily.
2. Microsoft Publisher 2010 template options include the choices of template, font scheme, and color scheme.
3. When the Microsoft Publisher 2010 program opens, the first screen visible to the users is a new blank publication.
4. The page navigation area is helpful when publications extend past one page in length.
5. If the page layout rulers are not visible, they may be toggled from the Page Design Ribbon.

Multiple Choice

1. _____ is the tab that contains the most commonly used commands.
 - a) View
 - b) Home
 - c) Insert
 - d) Start
2. The _____ provides quick access to frequently used commands.
 - a) Shortcut menu
 - b) Start menu
 - c) Mini Toolbar
 - d) Quick Access Toolbar
3. When a Publisher object is selected, _____ appear(s) around the object.
 - a) A red checked border
 - b) A dark blue line
 - c) Multiple rotation handles
 - d) Arrows
4. Which of the following characters is allowed in a file name?
 - a) ? question mark
 - b) * asterisk
 - c) _ underscore
 - d) : colon

Microsoft Publisher Practical Exam Questions

S Marginson



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