1. Shortcut key of UNDO is –
a. Ctrl + X   b. Ctrl + H   c. Ctrl + Y   **d**. **Ctrl + Z**

2. What is the character to be shortened to its normal shape and display something below its location ?
a. Superscript   b. DropCap   **c. Subscript**   d. Alignment

3. What is the character displayed by showing it slightly above its normal size?
a. **Superscript**   b.DropCap   c. Subscript   d. Alignment

4. What is the full form of PDF?
A) Picture Document Format
B) Portable Document Format
C) Portable Direct Format
D) Pixel Document Format

5. Which page size paper is used in the laser printer?
a. A4   b.Letter   c. Legal   d. **All of these**

6. The layout of the page depends on _____
a. **On page size**   **b.** On Text   c. On Paragraph d. All of these

7. Which of these software can be a master page?
a. **PageMaker**   **b.** Painting   c. Photoshop **d.** All of these

8. What is the extension of file created in PageMaker ?
a. Psd   **b. Pmd**   c. Tiff   **d.** Txt

9. Which of these is not the main part of the PageMaker application ?
a. Title Bar   **b.** Color Palette   c.**Drawing Toolbar**   **d.** Control Palette

10. Which of the following is not a menu in PageMaker ?
a. Elements   **b.** Type   c. Utilities   d. **Format**

11. Which of these tools is not in the toolbox-
a. Ellipse Tool   **b.** Polygon Tool c. Rotating Tool d. **Move Tool**

 12. *The Shortcut key of ZOOM OUT is –*
a. Ctrl++   **b. Ctrl+–**   c. Ctrl+O   **d.** Ctrl+Z

 13. How many menus are there in PageMaker ?
a. 6   **b.** 7   c. 8   d. **9**

 14. SHIFT + F7 is the shortcut key of _____
A) Zoom Tool   **b. HandTool**   c. Ellipse Tool d. Crop Tool

 15. How many VIEWS are there in the PageMaker's control palette?
a. 2   **b. 3**   c. 4   d. 5

 16. Which option is used to import text on the page in Page Maker ?
a. Open   **b.** New   c. Insert   d. **Place**

17. Which of these is related to vertical alignment in Page Maker ?
a. **Frames**   **b.** Page Setup   c. Table   d. Picture

18. What is the full form of GUI
a. **Graphical User Interface**
b. Graphics User Integrate
c. Graphics Universal Interface
d. Graphics User Interchange

19. By using of which tool we can insert a picture in PageMaker?
a. **Picture Palette**   **b.** Clip Art   c. Diagram Tool   d. Insert Graphics

20. Which of the following is not palette in PageMaker?
a. Style Sheets   **b.** Control   c. Colors   d. **Document Layout**

21. What is the minimum font size in PageMaker?
a. 8   **b.** 7   c. 6   d. **4**

22. Which of the following options can not be the style sheet?
a. **Drop Cap**   **b.** Leading   c. Font Color   d. Line End

23. Which option does the text flow in PageMaker?
a. Standard   **b.** Auto Flow   c. Semi-Auto Flow   d. **All of the Above**

24. Which company had developed PageMaker?
a. Microsoft   **b.** Adobe Corporation   c. **Aldus Corporation**   d. Intel

26. What is the unit to measure the quality of the picture?
a. **DPI**   **b.** LPI   c. PPI   d. CCD

27. Which menu contains the Find option in Pagemaker?
a. Edit   **b.** Insert   c. **Utilities**   d. View

28. When did Pagemaker begin?
A) 1980   **B) 1985**   C) 1990   D) 1995

29. How many columns are in the newspaper?
a. 10   **b.** 9   c. **8**   d. 7

30. Which one of these is not size of paper?
a. A1   **b.** A3   c. A5   d. **None of the above**

31. Which of these is not the main part of the PageMaker application?
a. Title Bar   **b.** Color Palette   c. **Drawing Toolbar**   d. Control Palette

32. Which of the following is not a menu in PageMaker?
a. Elements   **b.** Type   c. Utilities   d. **Format**

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a. Ellipse Tool   **b.** Polygon Tool   c. Rotating Tool   d. **Move Tool**

34. The Shortcut key of ZOOM OUT is –

a. Ctrl++   **b. Ctrl+−**   c. Ctrl+O   d. Ctrl+Z

35. How many menus are there in PageMaker?

a. 6   **b.** 7   c. 8   d. **9**

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43. What is the minimum font size in PageMaker?

A) 8   b. 7   c. 6   d. **4**

44. Which of the following options cannot be the style sheet?

A) **Drop Cap**   b. Leading   c. Font Color   d. Line End

45. Which option does the text flow in PageMaker?

A) Standard   b. Auto Flow   c. Semi-Auto Flow   d. **All of the Above**

46. What is the first step of the page layout for desktop publishing

A) **Selecting Page Size**

B) Selecting Page Border

C) Selecting the page margin

D) None of these

47. Which menu contains the font option in PageMaker?

A) Layout   **b. Type**   c. Utilities   d. Element

48. Which menu contains the frame option in PageMaker?

A) File   b. Utilities   c. **Element**   d. None of these

49. Which of these options is not in the PageMaker?

A) Toolbox   b. Style and ColorPalette   c. Control Palette   d. **Slide Palette**

50. How many types of screen view in PageMaker?

A) **2**   **b.** 3   c. 4   d. 5

51. Which of these views is not in the PageMaker?

A) Layout View   b. Story EditorView   c. **Outline View**   d. None of these

52. Which option is used to display master items on a page in PageMaker?

A) **Display Master Item**   b. Show Master Item   c. View Master Item   d. Insert Master Items

53. Which option is used to change the order of pages in PageMaker?

A) Page Orientation   b. View Pages   c. **Sort Pages**   Range Pages

54. Which menu contains Insert Pages option?

A) File   **b. Layout**   c. Element   d. Utilities

55. What is the default font size in PageMaker?

A) 11   **b. 12**   c. 13   d. 14

56. How many alignments are there in PageMaker?

A) 3   **b.** 4   c. **5**   d. 6

57. Which menu contains the Story Editor option ?

A) File   **b. Edit**   c. View   d. Insert

58. What are the shortcut to window fit in window in PageMaker?

A) **Ctrl+0**   b. Ctrl+1   c. Ctrl+2   d. Ctrl+3

59. Which menu contains the show master page option in PageMaker?

A) Layout   **b. Window**   c. Element   d. Utilities

60. Which of the options is not available in the type style in PageMaker?

A) Bold   b. Italic   c. Strikethrough   d. **Indent**

61. What is the shortcut key of find?

A) **Ctrl +F**   b. Ctrl +H   c. Ctrl +Y   d. Ctrl +Z

62. Shortcut Key of UNDO is –

A) Ctrl + X   **b.** Ctrl +H   c. Ctrl +Y   d. <u>**Ctrl +Z**</u>

63. Shortcut Key of UNDO is –
A) Ctrl + X   B) Ctrl + H   C) Ctrl + Y   **D) Ctrl +Z**

64. What is the character to be shortened to its normal shape and display something below its location?
A) Superscript B) Drop Cap   **C) Subscript**   D) Alignment.

65. What is the character displayed by showing its lightly above its normal size?
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67. Which page size paper is used in the laser printer?
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A) DPI   B) LPI   C) PPI   D) CCD

73. Which menu contains the Find option in PageMaker?
A) Edit   B) Insert   **C) Utilities**   D) View

74. When did PageMaker begin?
A) 1980   **B) 1985**   C) 1990   D) 1995

75. How many columns are in the newspaper?
A) 10   B) 9   **C) 8**   D) 7

76. Which one of these is not size of paper ?
A) A1   B) A3   C) A5   **D) A6**

77. What is the first step of the page layout for desktop publishing –
A) Selecting Page Size   B) Selecting Page Border   C) Selecting the page margin   D) None of these

78. Which of these is not the main part of the PageMaker application?
A) Title Bar   B) Color Palette   **C) Drawing Toolbar**   D) Control Palette

79. Which of the following is not a menu in PageMaker?
A) Elements   B) Type   C) Utilities   **D) Format**

80. Which of these tools is not in the toolbox?
A) Ellipse Tool   B) Polygon Tool   C) Rotating Tool   **D) Move Tool**

81. The Shortcut key of ZOOM OUT is –
A) Ctrl + +   **B) Ctrl+–**   C) Ctrl +O   D) Ctrl +Z

82. How many menus are there in PageMaker?
A) 6   B) 7   C) 8   **D) 9**

83. SHIFT+F7 is the shortcut key of _____
A) Zoom Tool   **B) Hand Tool**   C) Ellipse Tool   D) Crop Tool

84. How many VIEWS are there in the PageMaker's control palette?
A) 2   **B) 3**   C) 4   D) 5

85. Which option is used to import text on the page in PageMaker?
A) Open   B) New   C) Insert   **D) Place**

86. Which of these is related to vertical alignment in Page Maker?
A) Frames   B) Page Setup   C) Table   D) Picture

87. What is the full form of GUI
A) Graphical User Interface
B) Graphics User Integrate
C) Graphics Universal Interface
D) Graphics User Interchange

88. By using of which tool we can insert a picture in PageMaker?
A) Picture Palette   B) Clip Art   C) Diagram Tool   D) Insert Graphics

89. Which of the following is not palette in PageMaker?
A) Style Sheets   B) Control   C) Colors   **D) Document Layout**

90. What is the minimum font size in PageMaker?
A) 8   B) 7   C) 6   **D) 4**

91. Which of the following options cannot be the style sheet?
A) Drop Cap   B) Leading   C) Font Color   D) Line End

92. Which option does the text flow in PageMaker?
A) Standard   B) Auto Flow   C) Semi-Auto Flow   **D) All of the Above**

93. Which menu contains the font option in PageMaker?
A) Layout   **B) Type**   C) Utilities   D) Element

94. Which menu contains the frame option in PageMaker?
A) File   B) Utilities   **C) Element**   D) None of these

95. Which of these options is not in the PageMaker?
A) Toolbox   B) Style and Color Palette   C) Control Palette   **D) Slide Palette**

96. Which of these views is not in the PageMaker?
A) Layout View B) Story Editor View   **C) Outline View**   D) None of these

97. Which option is used to display master items on a page in PageMaker?
A) Display Master Item   B) Show Master Item   C) View Master Item   D) Insert Master Items

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A) Page Orientation   B) View Pages   C) Sort Pages   D) Range Pages

100. Which menu contains Insert Pages option?
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101 What is the default font size in PageMaker?
A) 11   **B) 12**   C) 13   D) 14

102. How many alignments are there in PageMaker?
A) 3   B) 4   **C) 5**   D) 6

103. Which menu contains the Story Editor option?
A) File   **B) Edit**   C) View   D) Insert

104. What are the shortcut to window fit in window in PageMaker?
A) Ctrl+0   B) Ctrl+1   C) Ctrl+2   D) Ctrl+3

105. Which menu contain the Show Master Page option in PageMaker?
A) Layout   **B) Window**   C) Element   D) Utilities

106. Which of the options is not available in the Type Style in PageMaker?
A) Bold   B) Italic   C) Strikethrough   **D) Indent**

107. What is the shortcut key of Find?
A) Ctrl + F   B) Ctrl + H   C) Ctrl + Y   D) Ctrl + Z

108. Which of the following is not a palette in PageMaker?
A) Style Sheets B) Control   C) Colors   **D) Document Layout**

109. If you press the [command] key while your pointer contains loaded text, what happens:
A) Nothing
B) The text is deleted
C) The pointer becomes a standard pointer
D) The pointer becomes an Auto Flow pointer

120. The largest font size in PageMaker is:
A) 650　　　　B) 72　　　　C) 823　　　　D) 1,200

121. The smallest font size in PageMaker is:
A) 8　　　　B) 7　　　　C) 6　　　　**D) 4**

122. Which menu contains the Document Set up command
A) Edit　　　　**B) File**　　　　C) View　　　　D)Document

123. How many master pages can you have?
A) Unlimited　　**B) 255**　　　C) 172　　　　D) 2

124. Which of the following can't be included in a style sheet
A) Drop Cap　　B) Leading　　C) Font color　　D) Line end

125. What is Leading?
A) The space between paragraphs.
B) The space between two characters.
C) The space between more than two characters.
D) The space between Lines.

126. If you wanted to "shuffle" or" reorder "your pages, you would use which PageMaker command?
A) Shuffle
B) Document Layout palette
C) Sort Pages
D) You cannot shuffle pages in PageMaker

127. Which of the following are text flow options in PageMaker?
A) Standard　　B) AutoFlow　　C) Semi-Auto Flow　　**D) All of the above**

128. Which feature could you use If the job is finished and you are ready to send it to your printer?
A) Collect for Output　B) Make Ready　　　C) Shrink, Zip and Go　**D) Save for Service Provider**

129. Pick the kind of tab that PageMaker does not support:
A) Left　　　　B) Right　　　　C) Decimal　　　**D) Flush**

130. Which command is NOT found in the Utilities menu?
A) Book　　　B) Define Colors　　　**C) Define Styles**　　　　D) Plug-ins

131. By default, graphics larger than＿＿＿＿＿are stored in the PageMaker publication:
A) 1 MB　　　**B) 256 KB**　　　C) 16 KB　　　D) Files are never stored in the publication

132. What is the largest PageMaker publication you can have (in number of pages):
A) 9999　　　**B) 999**　　　C) 9　　　　D) 9.9

133. Which menu in PageMaker contains the zoom option?
A) file　　　　**B) view**　　　　D) utilities　　　　D) none of these

134. Which menu of PageMaker contains the font option?
A) layout　　　**B) type**　　　C) utilities　　　D) element

135. In PageMaker which menu contains Frames option?
A) file   B) utilities   **C) element**   D) none of these

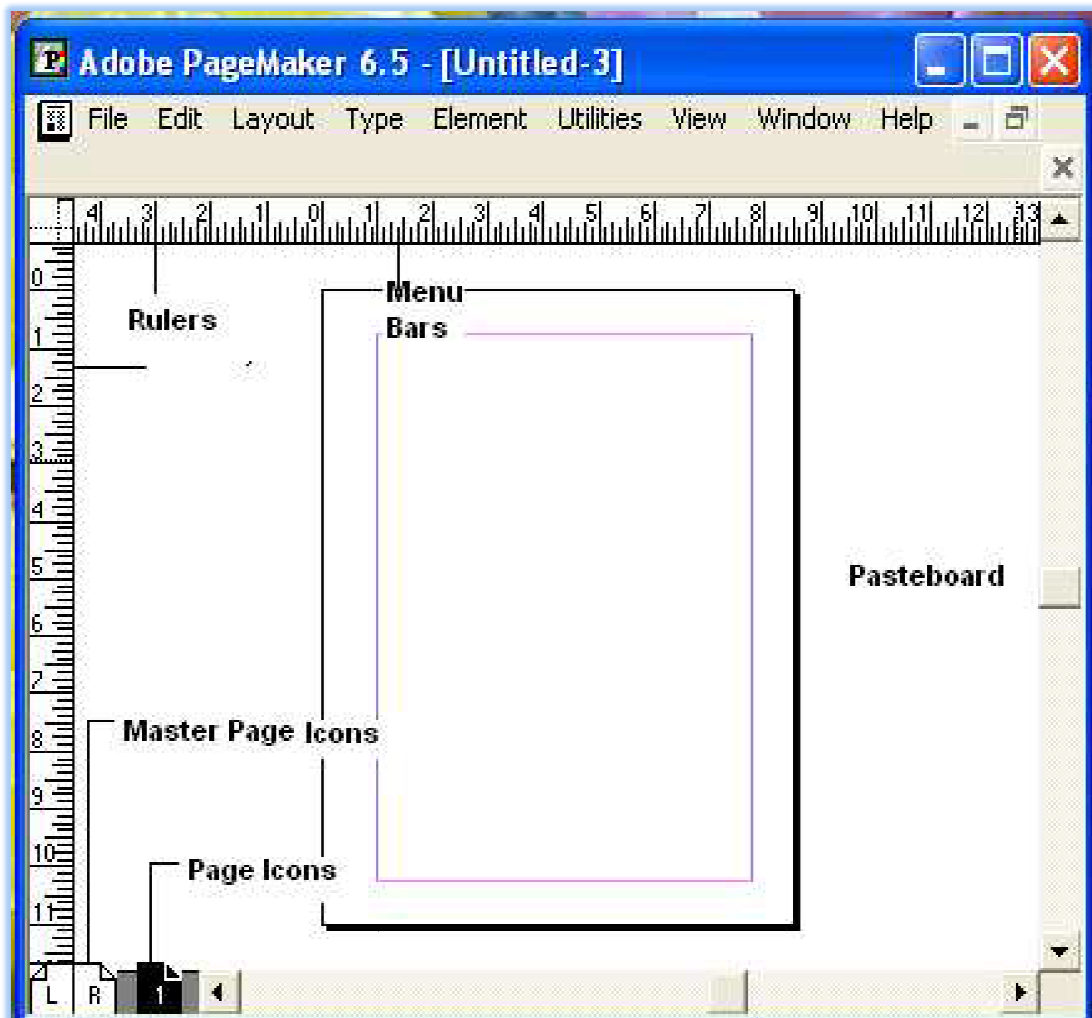**136. What is the extension of PageMaker file?**
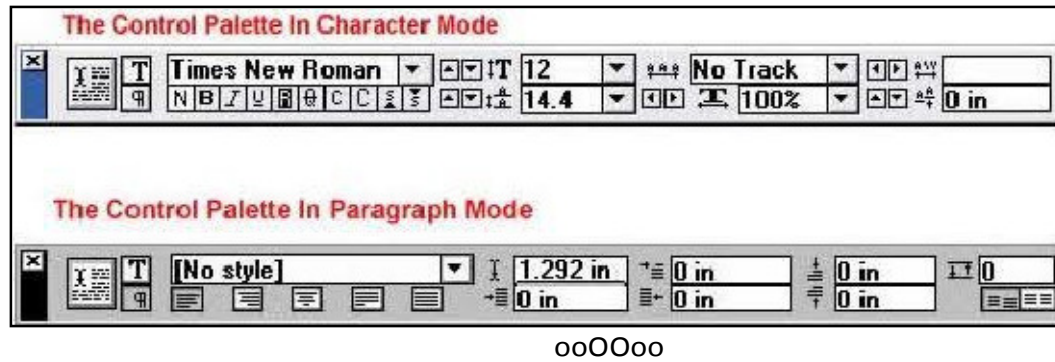A) .cdr   **B) .pmd**   C) .gif   D) none of these

137. The name of the areas that include the color swatches, layers and tool box is……………
A) gradients   B) colors   **C) pallette**   D) all of these
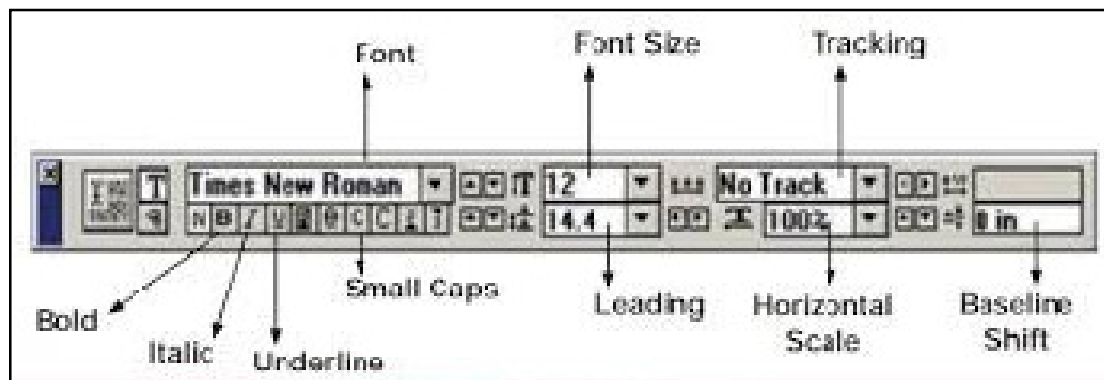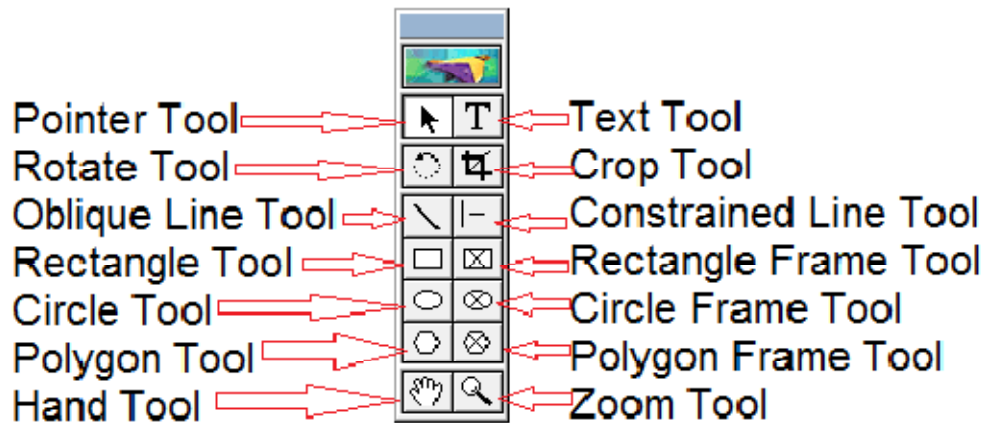
138. What is optimization?
A) Manage the size of image.
B) Act of managing colors.
C) Act of balancing the display quality of graphic.
D) None of these

The Control Palette In Character Mode

The Control Palette In Paragraph Mode

ooOOoo

Tools of PageMaker Toolbox

Pointer Tool	Text Tool
Rotate Tool	Crop Tool
Oblique Line Tool	Constrained Line Tool
Rectangle Tool	Rectangle Frame Tool
Circle Tool	Circle Frame Tool
Polygon Tool	Polygon Frame Tool
Hand Tool	Zoom Tool

Font   Font Size   Tracking

Bold   Italic   Underline   Small Caps   Leading   Horizontal Scale   Baseline Shift

COMMON PAGEMAKER SHORTCUT KEY	
Display/hide all palettes	TAB
Display/hide all palettes except tools	SHIFT + TAB
Display/hide control palette	CTRL + '
FILE MENU	

New	CTRL + N
Open	CTRL + O
Close	CTRL + W
Save	CTRL + S
Save as	SHIFT + CTRL + S
Place	CTRL + D
Print	CTRL + P
Document setup	SHIFT + CTRL + P
Quit PageMaker	CTRL + Q
EDIT MENU	
Undo	CTRL + Z
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Clear	DEL
Select all	CTRL + A
Deselect all	SHIFT + CTRL + A
Edit Story / Edit Layout	CTRL + E
Close Story (Story View)	CTRL + W
LAYOUT MENU	
Go to Page	ALT + CTRL + G
Move to Previous Page	PAGE UP
Go Back	CTRL + PAGE UP
Move to Next Page	PAGE DOWN
Go Forward	CTRL + PAGE DOWN
TYPE MENU	
Bold	CTRL + SHIFT + B
Italic	CTRL + SHIFT + I
Underline	CTRL + SHIFT + U
All Caps	CTRL + SHIFT + K
Strike Through	CTRL + SHIFT + /
Super Script	CTRL + SHIFT + \
Sub Script	CTRL + \
Reverse	CTRL + SHIFT + V
Character	CTRL + T
Paragraph	CTRL + M
Indent Tabs	CTRL + I
INCREASE FONT SIZE	
1 point	CTRL + SHIFT + >
DECREASE FONT SIZE	
1 point	CTRL + SHIFT + <
ALIGNMENTS	
Align left	CTRL + SHIFT + L
Align Center	CTRL + SHIFT + C
Align Right	CTRL + SHIFT + R
Justify	CTRL + SHIFT + J

Force Justify	CTRL + SHIFT + F
ELEMENT MENU	
Fill & Stroke	CTRL + U
ARRANGE	
Bring to Front	SHIFT + CTRL +]
Bring Forward	CTRL +]
Send Backward	CTRL + [
Send to Back	SHIFT + CTRL + [
Group	CTRL + G
Lock Position	CTRL + L
Mask	CTRL + 6
UTILITIES MENU	
Find	CTRL + F
Find Next	CTRL + G
Change	CTRL + H
VIEW MENU	
Zoom in	CTRL + +
Zoom out	CTRL + -
Fit in window	CTRL + CLICK RIGHT MOUSE BUTTON
Actual size	CTRL + CLICK RIGHT MOUSE BUTTON
Fit page in window	CTRL + 0
Entire pasteboard	CTRL + SHIFT + 0
ZOOM TO	
50%	CTRL + 5
100% (Actual size)	CTRL + 1
200%	CTRL + 2
Display non-printing items	CTRL-ALT-N
Rulers on/off	CTRL + R
Show/Hide guides	CTRL + ;
SPECIAL CHARACTERS	
End of paragraph	ENTER
Page number marker (on master pages)	CTRL + ALT + P
Bullet (·)	ALT + 8
Registered trademark (®)	ALT + R
Trademark (™)	ALT + 0153
Copyright (©)	ALT + G
Paragraph marker (¶)	ALT + 7
One half fraction (½)	ALT + 0189
Three fourths fraction (¾)	ALT + 0190