4. _____programs are used to create and to edit vector images.
   - a. Illustration
   - c. Suites
   - b. Vector
   - d. None of the above

   Ans : Illustration

5. In the_____ click one of the font options in the Control palette, Use the toggling buttons to choose the Type style, Case, Position, Type Size, Leading, Expert Tracking, Horizontal Scale, Kerning, and Baseline Shift.
   - a. Control Palette
   - c. Colors Palette
   - b. Toolbox
   - d. Character view

   Ans : Control Palette

6. The Save and _____ commands allow you to store your active publication.
   - a. Publication
   - c. Save As
   - b. Template
   - d. None of these

   Ans :Save As

7. We can use any of the models to create a process color, but PageMaker will convert those values to the approximate_____values when we print separations or color composites
   - a. RGB
   - c. HLS
   - b. CMYK
   - d. None of these

   Ans : CMYK

8. The_____fields is where you enter in the name of the text file you are looking for
   - a. File Type
   - c. New Story
   - b. File Name
   - d. None of these

   Ans : File Name

9. When starting with a new document, you will see a blank page with/ without Margin Guides set to a size specified in the_____dialog box.
   - a. Page Setup
   - c. Page Scale
   - b. Margin setup
   - d. None of these

   Ans : Page setup

10. _____Buttons: Apply Normal, Bold, Italic, Underline, Reverse or Strikethrough
    - a. Font style
    - c. Font size
    - b. Type style
    - d. None of the above

    Ans : Type Style

I. Diagram Matching (10x1=10)

A. Leading option : Specify the number of spaces between lines.
B. Baseline-Shift option : Specify the vertical position of text relative to the baseline
C. Font Size
D. Horizontal Scale option : Type values from 5% to 250% in increments of tenth of 1% (Normal equals 100%, or the character width in the original font design).
E. Expert Tracking option : Type or select the amount of space between letters and words.
F. Kerning (Rotation) option : Increase, decrease, or view kerning increments.
G. Apply button : Click to apply formatting to selected text.
H. Case button : Specify small caps or all caps, or deselect both buttons for normal case.
I. Font
J. Character-view and Paragraph view button : Toggle between to kinds of type settings.
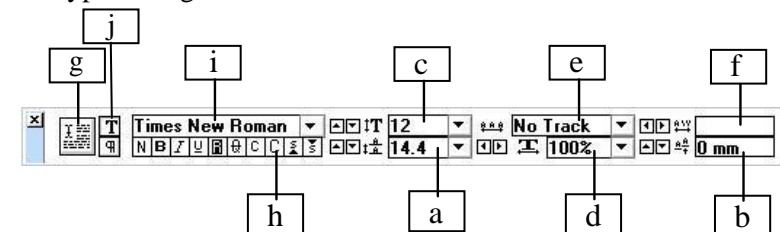
II. MULTIPLE CHOICE QUESTIONS (10x1=10)

1. One different between desktop publishing and word processing is
   - **a. that desktop publishing allows you to create documents that have professionals-quality layout and types styles**
   - b. the first uses graphics, the second uses text.
   - c. that word processing allows the user to add graphics to a document, desktop publishing doesn't
   - d. important because word processors work at the command line, but desktop publishing work with graphics.

2. Which of the following programs is not a popular desktop publishing program?
   a. Adobe PageMaker
   b. Microsoft Publisher
   c. **Lotus AmiPro**
   d. QuarkXPress
3. Raster images are also known as
   a. **bitmap images**
   b. vector images
   c. clip art images
   d. multimedia images
4. Which of the following program is not a popular professional image editor program?
   a. Adobe Photoshop
   b. Microsoft Paint
   c. **Adobe PageMaker**
   d. Corel Photo Paint
5. Multimedia can contain
   a. database that, in turn, contain other databases, creating a massive data collection
   b. only numeric type data
   c. numeric, text and picture data
   d. **graphics, animation, video, music and voice**
6. A special effect in which one image seems to melt into another is referred to as
   a. drifting
   b. flashing
   c. **morphing**
   d. polling
7. PageMaker uses one kind of extensions,
   a. .Pm65
   b. .M65
   c. **.P65**
   d. All the above
8. From the main menu, choose File>Preference>General to open the General Preferences dialog box. OR press the
   a. Ctrl+N key
   b. **Ctrl+K key**
   c. Ctrl+J key
   d. Ctrl+C key
9. Which option is used to compress text horizontally by some percentage of the current size?
   a. **Spacing**
   b. Scale
   c. **Kerning**
   d. Subscripting
10. When lines of text are straight on the left and right margins, such as most newspaper columns, text is :
   a. **fully justified**
   b. centre justified
   c. aligned
   d. whole justified

III. **TRUE OR FALSE**   (10x1=10)
1. One difference between desktop publishing and word processing is that with desktop publishing you can mix text and graphics. **T**
2. Desktop publishing software focuses on manipulating text. **F**
3. Paint programs are mainly used to create and modify vector images. **F**
4. Virtual reality can create wonderful games and can also help workers learn new skills. **T**
5. PageMaker 6.5 publications can be outputted to high-end or low-end printers, saved as HTML files, and may even be saved as PDF files for placement in other applications. **T**
6. The .T65 extensions represents PageMaker Template document. **T**
7. The Place options allows you to choose how a graphic is placed in your publication. **F**
8. We can also use the Shift key in the Control palette to crop a picture which will also reduce its size. **F**
9. The Printer drop-down list allows you to choose various types of printers you may have installed locally or on a network. **T**
10. For best print quality, use the High Resolution setting when you are ready to print. **T**

IV. **FILL IN THE BLANKS**   (10x1=10)

1. Software that allows the user to create professional quality layout and type styles is _____
   a. Word processing
   b. Layout creation
   c. desktop publishing
   d. None of the above
   Ans : desktop publishing
2. _____ are program for creating and editing bitmap images
   a. Paint Images
   b. Image Editors
   c. Programme Editors
   d. None of the above
   Ans : Image Editor
3. A _____ program, or image editor, allows you to use tools that stimulate painting on a digital image
   a. Vertical Ruler
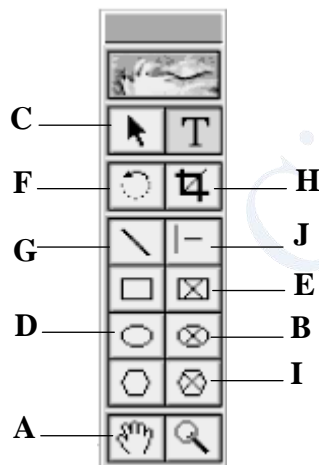   b. Hyperlinks
   c. Paint
   d. None of the above
   Ans : paint

Full Mark : 40   **Time : 1 hours**

A. Choose the right answer   **(20x1=20)**

1. The PageMaker window is the working space for creating and producing
    a. element   c) page
    b. documents   d) note
    Ans : document

2. The _____ bar is located below the title bar and contains the Pull down menus.
    a. menu   c) title
    b. close box   d) restore box
    Ans : Menu

3. Shortcut key for display of half size view of the page was
    a. Ctrl+7   c) Ctrl+5
    b. Ctrl+6   d) Ctrl+4
    Ans : Ctrl+5

4. Use the _____ to select any kind of the object on the page
    a. Rotating tool   c) box tool
    b. Pointer tool   d) hand tool
    Ans : Pointer tool

5. Shortcut key for display of ruler in the document is
    a. Ctrl+R   c) Alt+Ctrl+R
    b. Ctrl+Alt+R   d) Alt+R
    Ans : Ctrl+R

6. There are _____ points in picas.
    a. 10   c) 8
    b. 12   d) 6
    Ans : 12

B. State True or False   **(10x1=10)**
1. PageMaker is an application software. **T**
2. Printed areas that extend beyond the trim marks of the page is called bleed. **T**
3. Paste special is inside Text Tool. **F**
4. Number of page per publication, range from 1 to infinity. **F**
5. The distance between the text and the paper edge is margin. **T**
6. When double-sided is selected, margins are set as outside only. **F**
7. Preference command is mainly used to change the measurement unit. **T**
8. Master page is common to all pages coming under it. **T**
9. The space between two columns is called the gutter width. **T**
10. Topic lists cannot be created separately in PageMaker. **F**

C. Match the following with figure   **(10x1=10)**

A. Hand Tool   F.   Rotating Tool

B. Elliptical Frame Tool   G.   Line Tool

C. Pointer Tool   H.   Crop Tool

D. Ellipse Tool   I.   Polygonal Frame Tool

E. Rectangular Frame Tool   J.   Constrain Line Tool

7. To create new document, the default orientation is
   a. portrait
   b. landscape
   c) both a&b
   d) none of the above
   Ans : portrait

8. To quickly paste copies of an object at a specific offset, that is at a specific distance from the original copy, press
   a. Ctrl+Alt+V
   b. Ctrl+P
   c) Ctrl+V
   d) Ctrl+Alt+P
   Ans : Ctrl+Alt+V

9. _____is the fastest way to place a text on a page
   a. Cut & Paste
   b. Auto Flow Text
   c) Manual Text Flow
   d) Drag & Drop
   Ans : Auto Flow text

10. Text wrap command was on
    a. Tool bar
    b. Menu bar
    c) Title bar
    d) Element bar
    Ans : Element

11. To show control palette, press
    a. Alt+tab
    b. Shift+tab
    c) Shift+alt
    d) Ctrl+tab
    Ans : Shift+tab

12. The long form of PDF is.
    a. Portable Document file
    b. Portable Document Format
    c) Printable Document Format
    d) Portable Disk Format
    Ans : Portable Document Format

13. Make each occurrence of the individual words and phrases to include in the index using the
    a. Index entry
    b. Create index
    c) Show index
    d) Add index entry
    Ans : Index entry

14. To set the frame options, press
    a. Alt+Ctrl+F
    b. Shift+tab
    c) Ctrl+tab
    d) Ctrl+shift
    Ans : Alt+Ctrl+F

15. In the_____dialog box, select the style that you would like to remove
    a. Edit style
    b. Define style
    c) Remove button
    d) Import style
    Ans : Define Style

16. The short cut for zooming in is
    a. Ctrl+P
    b. Ctrl+Plus
    c) Ctrl+Z
    d) Ctrl+N
    Ans : Ctrl+Plus

17. To bring text from back to front, press
    a. Ctrl+Shift+L
    b. Ctrl+Shift+}
    c) Ctrl+Shift+J
    d) Ctrl+Shift+F
    Ans : Ctrl+Shift+}

18. The shortcut key for current page is
    a. Ctrl+G
    b. Alt+Ctrl+G
    c) Ctrl+C
    d) Alt+G
    Ans : Alt+Ctrl+G

19. To cycle the units of measure through inches, mm, Cicero and Picas, use
    a. Ctrl+Alt+Z
    b. Ctrl+Alt+S
    c) Ctrl+Alt+N
    d) Ctrl+Alt+M
    Ans : Ctrl+Alt+M

20. To sent text from front to back, press
    a. Shift+Ctrl+L
    b. Shift+Ctrl+F
    c) Shift+Ctrl+B
    d) Shift+Ctrl+{
    Ans : Shift+Ctrl+{

33. The full form of TIFF is
   a) **Tag Image File Format**　　　　b) Tick Image Format File
   c) Tag Image Format File　　　　　d) None of these
34. The PageMaker window is the working space for creating and producing
   a) Folder　　　　　　　　　　b) Element
   c) **documents**　　　　　　　　d) None of these
35. PageMaker is an_____.
   a) **Application software**　　　b) Hardware
   c) Graphic software　　　　　　d) none of these
36. _____is used to select, move, and size text objects and graphics
   a) Utility tool　　　　　　**b) Pointer tool**
   c) Auto flow　　　　　　　　d) none of these
37. The figure represents
   a) Constraint line tool　　　　b) Help
   c) **Print**　　　　　　　　　d) None of these
38. The figure represents
   a) **Save**　　　　　　　　　b) pointer tool
   c) print　　　　　　　　　　d) None of these
39. Printed areas that extend beyond the trim mark of the page is called
   a) Printer style　　　　　　　b) Mask
   c) **Bleed**　　　　　　　　　d) none of these
40. The distance between the text and the paper edge is
   a) **Margin**　　　　　　　　b) Frame
   c) Bleed　　　　　　　　　　d) none of these

Full Mark : 40　　　　　　　　　　　　　　**Time : 1 hour**

A. Choose the correct answer　　　　　　　**(1X40=40)**
1. The figure represent
   a) Character palette　　　　　　b) Changing text styles
   c) Deming　　　　　　　　　　d) **none of these**
2. What does a document show when a design consistently uses the same typeface for heading, sub-headings, caption and text?
   a) Rhythm　　　　　　　　　　b) Emphasis
   c) **Unity**　　　　　　　　　d) shape
3. One difference between desktop publishing and word processing is
   a) that desktop publishing allows you to create documents that have professionals-quality layout and types styles
   b) the first uses graphics, the second uses text.
   c) that word processing allows the user to add graphics to a document, desktop publishing doesn't
   d) important because word processors work at the command line, but desktop publishing work with graphics.
4. The figure represent
   a) character view　　　　　　b) **Apply button**
   c) Horizontal scale　　　　　　4) None of these
5. The figure represent
   a) EPS selection　　　　　　　b) Element button
   c) **Color option**　　　　　　d) None of these
6. Which option is use to compress text horizontally by some percentage of the current size?
   a) Spacing　　　　　　　　　b) Scale
   c) **kerning**　　　　　　　　d) Subscripting
7. When line of text are straight on the left and right margins, such as most newspaper columns, the text is:
   a) **fully justified**　　　　　b) center justified
   c) aligned　　　　　　　　　d) whole justified
8. In PageMaker 'Tools' is in………… menu
   a) **windows**　　b) Edit　　c) View　　d) None of these

9. In PageMaker stroke option is in ……………. menu
   a) Type   b) File   c) **Element**   d) None of these
10. The figure represent ✎
    a) **Spelling**   b) hand tool
    c) Rotating tool   d) none of these
11. The figure represent ☷
    a) Elliptical frame tool   c) Crop tool
    c) Picture palette   d) **None of these**
12. Red, Yellow and Blue are what type of color?
    a) **Primary**   b) Secondary
    c) Tertiary   d) Complementary
13. What is Desktop Publishing
    a) An application software like PageMaker
    b) The use of audio equipment
    c) The use of a computer system and graphic software
    d) A software that allows you to layout a document
14. The figure represent 📐
    a) Zoom in   b) open
    c) Increase font   d) **None of the above**
15. Software that allows the user to create professional quality layout and type style is …………..
    a) Word processing   b) layout creation
    c) **Desktop publishing**   d) none of the above
16. The save and_____commands allows you to store your active publication
    a) Publication   b) Template
    c) **Save as**   d) None of these
17. The_____field is where you enter in the name of the text file you are looking for
    a) File type   b) **File name**
    c) New story   d) None of the above
18. When starting with a new document, you will see a blank page with/without margin guides set to a size specified in the_____dialog box
    a) **Page setup**   b) Margin setup
    c) Page scale   d) None of the above
19. _____Button: apply normal, Bold, Italic, Underline, Reverse or strikethru
    a) Font style   b) **Type style**
    c) Font size   d) None of the above
20. _____are program for creating and editing bitmap image
    a) **Image editor**   b) Bitmap editor
    c) View editors   d) All of these

21. Fill is in_____menu of PageMaker
    a) **Element**   b) plug in   c) layout   d) none of these
22. _____tool is used to draw star shaped objects.
    a) Circle   b) **polygon**   c) Rectangle   d) none of these
23. To show_____is window>show control palette
    a) Drop cap   b) **control palette**
    c) Control bullet   d) none of these
24. Paste special is inside
    1) **Edit menu**   b) View   c) utilities   d) none of these
25. Shortcut key for special character copyright symbol is
    a) Ctrl+K   b) **Alt+G**   c) Ctrl+G   d) none of these
26. The PageMaker color library include
    a) 40 standard colors   b) 216 standard colors
    c) 0 standard colors   d) 256 standard colors
27. One difference between desktop publishing and word processing is
    a) that desktop publishing allows you to create documents that have professionals-quality layout and types styles
    b) the first uses graphics, the second uses text.
    c) that word processing allows the user to add graphics to a document, desktop publishing doesn't
    d) important because word processors work at the command line, but desktop publishing work with graphics.
28. The figure represent 🔍
    a) **Zoom tool**   b) Hand tool
    c) Circle tool   d) None of these
29. The figure represent ¶
    a) Line symbol   b) **Paragraph symbol**
    c) Text symbol   d) None of these
30. The bar usually at the bottom of the desktop is called
    a) Windows bar   b) **Taskbar**
    c) Menu bar   d) None of these
31. The default file extension of PageMaker file is
    a) **PMD**   b) DOC   c) TXT   d) None of these
32. The full form of RIP is
    a) Roster Image Process   b) **Raster Image Processor**
    c) Repeat Image Process   d) None of these

36. The figure represent
    a) Line Symbol   b) **Paragraph Symbol**
    c) Text Symbol   d) None of the above

37. The figure represent
    a) Character view   b) **Apply button**
    c) Horizontal scale   d) None of these

38. The figure represent
    a) Zoom in   b) **Crop tool**
    c) Increase font   d) none of these

39. The figure represent
    a) Elliptical frame tool   b) Picture palette
    c) Crop tool   d) **None of these**

40. The figure represents
    a) **Save**   b) Pointer Tool
    c) Print   d) None of these

MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
Diploma Course Examination, December, 2017
Diploma in Computer Application Semester I
Subject : Desktop Publishing (DCA-106)

Full Mark : 40   **Time : 1 hour**

A. Choose the correct answer   **(1X40=40)**
1. The default page size in PageMaker 6.5 is
   a) A4   b) Custom
   c) **210 X 297 mm**   d) Letter
2. In PageMaker, we can create the border automatically around the object
   by using_____option from Utilities>Plug-ins.
   a) Border   b) **Keyline**
   c) Outline   d) None of the above
3. Paragraph Specification dialog box provides ___types of Alignment.
   a) 4   b) 6
   c) **5**   d) None of the above
4. Change Case plug-ins provide____type of Case
   a) 3   b) 1
   c) 2   4) **None of the above**
5. Template file extension in PageMaker 6.5 is
   a) .dot   b) .t65
   c) .pot   d) **.p65**
6. To get set by set print out in PageMaker we use
   a) **Collate**   b) Reverse
   c) Scale   e) None of the above
7. _____is the process of adjusting space between specific letter pairs in
   PageMaker
   a) Leading   b) Tracking
   c) **Kerning**   d) None of the above
8. You can create up to____columns in a page in PageMaker.
   a) **20**   b) 21
   c) 8   d) 16
9. In PageMaker space between two columns is called
   a) Leading   b) Horizontal Scale
   c) Margin   d) **Gutter**
10. In PageMaker any file is important through a with the extension of .FLT
    a) **Filter**   b) OLE
    c) DDE   d) File Browser

11. We get Facing Pages option active when_____option is on.
  a) Single page
  b) **Double sided**
  c) Single sided
  d) None of the above

12. In PageMaker the minimum target output resolution that we can set is
  a) 80
  b) 100
  c) 300
  d) **72**

13. We can draw maximum_____sided Polygon with the help of Polygon tool in PageMaker
  a) **100**
  b) 999
  c) 99
  d) Unlimited

14. Maximum Stroke weight is_____in PageMaker.
  a) 100
  b) **800**
  c) 90
  d) 50

15. Word Counter option is under_____menu
  a) Edit
  b) Element
  c) View
  d) **Utilities**

16. In PageMaker US English option is related to _____
  a) Alignment
  b) Language
  c) **Dictionary**
  d) English

17. The shortcut key of 50% zoom view in PageMaker is
  a) **Ctrl+5**
  b) Ctrl+2
  c) Ctrl+Shift+5
  d) F5

18. In PageMaker Shortcut key of Superscript is
  a) Alt+\
  b) **Ctrl+Shift+**
  c) Shift+\
  d) Alt+Shift+Ctrl+\

19. The shortcut key of Go to next frame in PageMaker
  a) Alt+N
  b) Ctrl+N
  c) **Ctrl+Alt+]**
  d) Ctrl+Alt+[

20. The cropping tool is used to trim any_____graphics.
  a) Inline
  b) **Imported**
  c) Mask
  d) None of the above

21. We get "High Resolution" option from_____dialog box.
  a) General
  b) **Preference**
  c) Document Setup
  d) graphics

22. We get Autoflow option in_____menu.
  a) Element
  c) **Layout**
  c) Place
  d) None of the above

23. There are_____types of view in Control palette
  a) 1
  b) **2**
  c) 3
  d) None of the above

24. We can see Left/ Right margin when_____option is off.
  a) Facing Page
  b) See Inside/Outside
  c) **Double sided**
  d) None of the above

25. We can change the margin of an existing file, from_____dialog box.
  a) Page Setup
  b) Margin
  b) **Document Setup**
  d) None of the above

26. Maximum Font size is _____
  a) 8 pt
  b) 4 pt
  c) 6 pt
  d) **None of the above**

27. We can import graphics through_____option.
  a) Import
  b) Insert
  c) **Place**
  d) None of the above

28. TOC stand for
  a) Table of Column
  b) Toggel of Character
  c) **Table of Content**
  d) None of the above

29. In PageMaker Shortcut key of Superscript is
  a) Alt+\
  b) Alt+Shift+Ctrl+\
  c) Shift+\
  d) **Ctrl+Shift+**

30. Text wrap cannot be used in case of_____graphics.
  a) **Inline**
  b) Imported
  c) Both of the above
  d) None of the above

31. Indents and Tabs option provides_____types of tab
  a) 3
  b) 5
  c) **4**
  d) None of the above

32. There are_____type of Leading Method in PageMaker
  a) **Three**
  b) One
  c) Four
  d) None of the above

33. We can set the value of maximum_____lines for Widow Control
  a) 1
  b) 2
  c) **3**
  d) 4

34. We can set the value of maximum_____for Orphan Control
  a) 4
  b) **3**
  b) 2
  d) 1

35. The shortcut key of underline in PageMaker_____is
  a) Shift+U
  b) Ctrl+U
  b) U
  d) **Shift+Ctrl+U**

33. In a long document feature the chapters are usually numbered with ____
   a) Romans numerals   c) Indian numerals
   b) **Arabic numerals**   d) English numerals
34. The full form of TOC is
   a) **Table of content**   c) To control
   b) Time of occurrence   d) Title line of chapter
35. When we want to create a square we have to click

   a)   c)

   b) ✓   d) None of the above

36. _____is an area on the PC screen that acts as a space holder for text or a graphic
   a) layout   c) Element
   b) Type   d) **frame**
37. When a frame is attach to the text or text is attach to the frame they are still____object
   a) **Separate**   c) group
   b) Combine   d) One
38. If you press Ctrl+8 the following appears
   a) Layout palette   c) Multiple palette
   b) **Layers palette**   d) Style palette
39. Frame option dialog box is in____menu
   a) Edit menu   c) **Element**
   b) Layout menu   d) type menu
40. The option which determine the distance between the frame and the graphic is ____
   a) Frame editor   c) Combiner
   b) Graphic Editor   d) **Inset**

A. Choose the correct answer   **(1X40=40)**
1. Clicking the minimize box reduce the page maker window to a button on the
   a) Right top   c) **taskbar**
   b) Left top   d) Centre
2. The shortcut to shrinks the page to a postage-stamp size, and show the entire width of the paste board is
   a) Ctrl +   c) **Shift + Ctrl + O**
   b) Ctrl -   d) Shift + Ctrl + S
3. Ctrl+7 display the____of the page
   a) 100%   c) **75%**
   b) 50%   d) 25%
4. Use____to select any kind of object on the page
   a) **Pointer tool**   c) Oval tool
   b) Box tool   d) Hand tool
5. Oval tool creates oval and____frames for the text or image
   a) Oval   c) **Circular**
   b) Square   d) Rectangle
6. Ciceros is____pica
   a) Equal to   c) Smaller than
   b) **Slightly larger than**   d) Cannot be measure
7. In document setup which one indicates the overall width and height of the paper?
   a) Page size   c) **Dimension**
   b) Orientation   d) Option
8. Shift+Ctrl+S is same as
   a) **Save**   c) Save as
   b) Show   d) Show as

9. By clicking the picture we can draw
   a) **Closed Polygon**   c) Line
   b) Circle   d) Rectangle

10. _____is used to draw rectangle and square
   a) Oval tools   c) Line tools
   b) Square tools   d) **Rectangle tools**

11. While drawing polygon a value 0% represent
   a) **No star**   c) Bright star
   b) Custom stroke   d) Rounded corner

12. Ctrl+spacebar is used to get
   a) Arrow tool   c) Crop tool
   b) Text tool   d) **magnifying glass**

13. PageMaker consider a block of text as an _____
   a) String of words   c) **Object**
   b) Word group   d) Group of text

14. _____works best for the initial placement of a large story that makes many pages
   a) **Autoflow**   c) Control tools
   b) text   d) Story Editor

15. The full form of TIF format is
   a) Timeline of image file   c) Table image file
   b) **Tagged-image file**   d) None of the above

16. The figure is used to
   a) Crop Graphic   c) Insert graphic
   b) Expand graphic   d) **Zoom graphic**

17. _____trims away a portion of the graphic, rather than reducing the size of the graphic
   a) Sizing   c) **Cropping**
   b) Zooming   d) Aligning

18. Positioning or moving objects to a different place on the screen is
   a) Transferring object   c) Shifting Object
   b) **Transforming object**   d) Changing Object

19. _____is combining several object as one object
   a) Exporting   c) **Grouping**
   b) Importing   d) None of the above

20. The figure is used for
   a) **Rotating object**   c) Colouring object
   b) Duplicating objects   d) Zooming object

21. PDF file are _____
   a) Rewritable   c) Editable
   b) Read and write format   d) **Not editable**

22. Ctrl+] is used to
   a) **Bring object to the front**   c) Print to network printer
   b) Save in different page   d) Save in different format

23. Distiller is a program that comes with _____
   a) Pressing Ctrl+Enter   c) Pressing Insert
   b) MS Word   d) **PageMaker**

24. _____are non-printing lines which help you in placing the object on your publication page
   a) Double page   c) **Ruler guide**
   b) Ctrl+P   d) None of the above

25. The maximum number of page that we can insert in single publication is
   a) 666   c) 888
   b) 777   d) **999**

26. Fonts, size, position etc. Were included in
   a) **Character specification**   c) Single page setting
   b) Triple adjustment   d) Multi column format

27. _____is a the space between two lines of type
   a) **Leading**   c) Forwarding
   b) lagging   d) Space bar

28. the font type like Normal, bold, italic, underline etc are called _____
   a) Font style   c) Control style
   b) **Type style**   d) Changing style

29. Subscript character_____the base line
   a) Raise above   c) Together with
   b) Inline with   d) **Drop below**

30. _____provides a blank typing area, like a white sheet of paper, to type on.
   a) Text processor   c) Modification tools
   b) **Story editor**   d) Changing tools

31. Header and footer styles ensure
   a) **Consistency**   c) Story writing
   b) Typing error   d) Font selection

32. Editing style is done in exactly the same as _____
   a) Printing style   c) **Creating style**
   b) Importing style   d) Typing style

III. Fill-In-The-Blanks : (10x1=10)

1. _____ are programs for creating and editing bitmap images. (**Image editor** / Bitmap editors)

2. Paint programs produce _____ images which are made up of thousands of dots or pixels. (View/**bitmap**)

3. We can create a master page in _____ (**PageMaker**/ Photoshop)

4. Show library is a _____ (Preview / **Plug in**)

5. _____ is the extension of PageMaker file. (PGM/**PMD**)

6. DTP stands for _____ (**Desk Top Publishing**/Desk Top Publication)

7. Force justify is a _____ (Centre/**Alignment**)

8. You can insert a picture in PageMaker using

   _____ (**Picture Palette**/Insert Palette)

9. Fill is in _____ menu of PageMaker (Layout/**Element**)

10. _ tool is used to draw star shaped objects. (Circle/**Polygon**)

Full Mark : 40 **Time : 1 hour**

I. Tick (√) the right answer from the following. (15x1=15)

1. Which of the following programs is not a popular professional image editor program?
   a) Adobe PageMaker ☐ b) Microsoft Paint
   c) Adobe Photoshop ☐ d) Corel Photo Paint ☐
   Ans : Adobe PageMaker

2. The Pagemaker's color library includes
   a) 40 standard colors ☐ b) 216 standard colors ☐
   c) 0 standard colors ☐ d) 256 standard colors ☐
   Ans :

3. One difference between desktop publishing and word processing is
   a) that desktop publishing allows you to create documents that have professional-quality layout and type styles. ☐
   b) the first uses graphics, the second uses text. ☐
   c) that word processing allows the user to add graphics to a document, desktop publishing doesn't. ☐
   d) important because word processors work at the command line, but desktop processors work with graphics. ☐
   Ans : that desktop publishing allows you to create documents that have professional-quality layout and type styles

4. The bar usually at the bottom of the desktop, is called
   a) Windows Bar ☐ b) Taskbar ☐
   c) Menu Bar ☐ d) None of the above ☐
   Ans : Taskbar

5. The shortcut used in MS-Word to copy selected text is
   a) Control + V ☐ b) Control + X ☐
   c) Control + C ☐ d) None of the above ☐

Ans : Control+C

6. The shortcut used in MS-Word to cut an selected paragraph is
   a)   Control + X   b)   Control + V
   c)   Control + C   d)   None of the above

   Ans : Control+X

7. The default file extension for PageMaker files is
   a)   PMD   b)   DOC
   c)   TXT   d)   None of the above

   Ans: PMD

8. The shortcut key to save a PageMaker file.
   a)   Ctrl + n   b)   Ctrl + X
   c)   Ctrl + V   d)   None of the above

   Ans : None of the above

9. In PageMaker 'Tools' is in --------- menu
   a)   windows   b) Edit
   c)   View   d) None of the above

   Ans : window

10. In PageMaker stroke option is -------- menu
    a)   Type   b)   File
    c)   Element   d)   None of the above

    Ans : Element

11. Red, yellow, and blue are what type of colors?
    a)   Primary   b) Secondary
    c)   Tertiary   d) Complementary

    Ans : Primary

12. What type of printing is done when using CMYK?
    a)   Spot color   b) Process color
    c)   Pantone   d) Black and white

    Ans : Process color

13. What is Desktop Publishing?
    a)   An application software like PageMaker
    b)   The use of audio editing equipment
    c)   The use of a computer system and graphic software
    d) A software that allows you to layout a document

    Ans : An Application software like PageMaker

14. What does a document show when a design consistently uses the same typeface for headings, subheadings, captions, and text?
    a)   Rhythm   b) Emphasis
    c)   Unity   d) Shape

    Ans : Unity

15.. Given a standard tri-fold brochure with ¾" margins (top, bottom, left and right), what size gutters in inches are needed in following layout rules?
    a)   ½   b) ¾
   c)   1   d) 1 ½

    Ans : 1 ½

II.   Write 'T' against the Right and 'F' against the Wrong ones. (15x1=15)

1. Desktop publishing software focuses on manipulating text. **F**

2. We can add graphics document to a PageMaker file. **T**

3. One difference between desktop publishing and word processing is that with desktop publishing you can win text and graphics. **T**

4. It is not possible to edit the master page in PageMaker. **F**

5. It is possible to insert a picture in PageMaker. **T**

6. We can design advertisement using PageMaker. **T**

7. Spell check is a feature in PageMaker. **T**

8. The maximum font size in PM is 72. **F**

9. It is possible to rotate text in PageMaker. **T**

10. JPEG is a movie format. **F**

11. Smudge tool is in PageMaker. **F**

12. We can move to Photoshop from Page Maker. **T**

13. Every PageMaker file is called a publication. **T**

14. The PageMaker does not show the page indicator. **F**

15. Topic lists cannot be created separately in PageMaker. **F**

D. Match the following with figure (10x1=10)

A. Tool Box   F. Close Button

B. Page Icon   G. Menu Bar

C. Colors and Styles   H. Horizontal Ruler

D. Publication page   I. Control Palette

E. Vertical Ruler   J. Title Bar
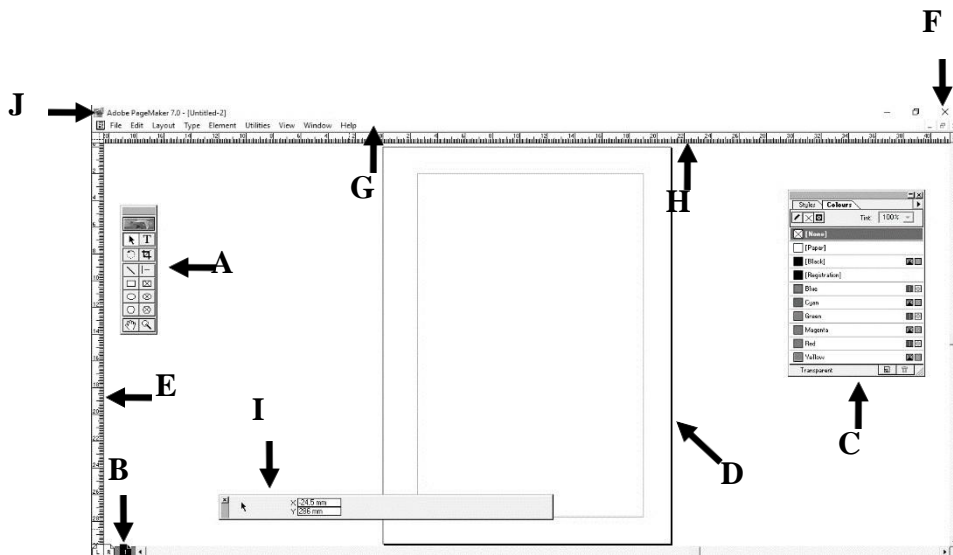
MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
Certificate Course Examination, June, 2015
Certificate in Computer Application
Subject: Desktop Publishing (CCA106)

Full Mark : 40   **Time : 1 hours**

A. Fill in the blanks (10x1=10)

1. In PageMaker recent file can be open through ……………… (**Recent publication**/Menu)
2. In PageMaker Ctrl+E is the shortcut key for ……………… (Page Layout/**Edit story**)
3. Shortcut key for paste is …………………… (Ctrl+P/**Ctrl+V**)
4. In PageMaker Plug-in is in ………….. menu (**Utilities**/Element)
5. ……………… menu contains the 'Find' option in PageMaker (Type/ **Utilities**)
6. The distance between the text and the paper edge is ………….. (**Margin**/Gutter)
7. In PageMaker text wrap is ……………. menu (**Element**/Layout)
8. In PageMaker 'Tool' is in …………….… menu (**window**/view)
9. In PageMaker fill option is in ……………. menu (File/**Element**)
10. Strikethru shortcut is ……………… (**Ctrl+Shift**+\ / Ctrl+Shift+/)

B. Choose the right answer (10x1=10)

1. Red, yellow and blue are what type of colours?
   a. Primary   c) Tertiary
   b. Secondary   d) Complementary
   Ans : Primary

2. Which option is used to compress text horizontally by some percentage of the current size?
   a. Spacing   c) Kerning
   b. Scale   d) Subscripting

Ans : Kerning

3. What type of printing is done when using CMYK?
   a. Spot color   c) Pantone
   b. Process color   d) Black and white

   Ans : Process color

4. Which is not a form of printing processes?
   a. Gravure   c) Offset
   b. Gutenburg   d) Flexography

   Ans : Gutenburg

5. In desktop publishing, the correct order for the five stages of development is :
   a. Rough-layout, comprehensive layout, thumbnails, and final product
   b. Thumbnails, comprehensive layout, rough layout, and final product
   c. Thumbnails, comprehensive layout, rough layout, and final product
   d. Thumbnails, rough layout, comprehensive layout, and final product

   Ans : Thumbnails, rough layout, comprehensive layout, and final product

6. The image quality of a printer is measured in what units?
   a. DPI   c) PPI
   b. LPI   d) CCD

   Ans : DPI

7. What is Desktop Publishing
   a. An application software like PageMaker
   b. The use of audio equipment
   c. The use of a computer system and graphic software
   d. A software that allows you to layout a document

   Ans : An application software like PageMaker

8. Graphics programs widely used in the graphics arts profession include _____
   a. Desktop publishing programs, image editors and illustration programs
   b. Artificial intelligence, virtual reality, and illustration programs
   c. Megamedia programs, image editors, and desktop publishing programs.
   d. Virtual reality, desktop publishing programs, and illustration programs

   Ans : Desktop publishing programs, image editors and illustration programs

9. One difference between desktop publishing and word processing is
   a. that desktop publishing allows you to create documents that have professionals-quality layout and types styles
   b. the first uses graphics, the second uses text.
   c. that word processing allows the user to add graphics to a document, desktop publishing doesn't
   d. important because word processors work at the command line, but desktop publishing work with graphics.

   Ans : that desktop publishing allows you to create documents that have professionals-quality layout and types styles

10. What of the following programs is not a popular desktop publishing program?
    a. AdobePageMaker   c) Lotus AmiPro
    b. Microsoft Publisher   d) QuarkXPress

    Ans : Lotus AmiPro

C.   State True or False   (10x1=10)
1. Vector Graphics is used in PageMaker. **F**
2. Preference command is mainly used to change the measurement units. **T**
3. Master Page is common to all pages coming under it. **T**
4. It is possible to insert a picture in PageMaker. **T**
5. The space between two columns is called the gutter width. **T**
6. It is not possible to edit the master page in PageMaker. **F**
7. In PageMaker the maximum number of column is 20. **T**
8. It is not possible to rotate text in PageMaker. **F**

9. Topic lists cannot be created separately in PageMaker. **F**
10. Leading is the small amounts of space between lines of typeset text. **T**

C. **Match the following with figure** **(10x1=10)**

A. Spelling   [?] **(B)**

B. Help   [ABC✓] **(A)**

C. Save   [A▲] **(E)**

D. Open   [☰] **(J)**

E. Increase Font   [✛] **(I)**

F. Tab   [🖨] **(H)**

G. Picture Palette   [▶↓] **(F)**

H. Print   [📂] **(D)**

I. Zoom in   [🖼] **(G)**

J. Numbering   [💾] **(C)**

MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
Certificate Course Examination, June, 2016
Certificate in Computer Application
Subject: Desktop Publishing (CCA106)

Full Mark : 40   **Time : 1 hours**

A. **Choose the right answer** **(20x1=20)**
1. The PageMaker window is the working space for creating and producing
   a. element   c) page
   b. documents   d) note
   Ans : document
2. PageMaker is an _____
   a. Application software   c) hardware
   b. Graphic software   d) None of the above
   Ans : Application software
3. Shortcut key for_____is in Ctrl+(0)
   a. Go to page   c) Zoom
   b. Fit   d) None of the above
   Ans : Fit
4. Shortcut key for_____is Ctrl+J
   a. Justify text   c) window
   b. Edit story   d) none of the above
   Ans : Justify text
5. _____is use to select, move and size text objects and graphics.
   a. Utility tools   c) Pointer tool
   b. Auto Flow   d) None of the above
   Ans : Pointer tool
6. _____is the placement of design items within the page
   a. Page layout   c) stroke
   b. Build Booklet   d) None of the above
   Ans : Page layout
7. Printed areas that extend beyond the trim marks of the page is called
   a. Printer style   c) Mask
   b. Bleed   d) none of the above
   Ans : Bleed

8. Ctrl+1 is the shortcut key for
   a. Edit story
   c) Type
   b. Actual size
   d) None of the above
   Ans : Actual size
9. The distance between the text and the paper edge is
   a. Margin
   c) bleed
   b. Frame
   d) None of the above
   Ans : Margin
10. Cropping tool is used to delete unwanted/ wanted part of an
    a. Tile
    c) File
    b. image
    d) None of the above
    Ans : image
11. _____ for publication range from 1 to 999
    a. Number of page
    c) Folder
    b. File
    d) None of the above
    Ans : number of page
12. _____ is a shade of color, usually expressed as a percentage of a solid color
    a. Build Booklet
    c) Dropcap
    b. TINT
    d) None of the above
    Ans : TINT
13. To show _____ is window>show control palette
    a. Dropcap
    c) Control Palette
    b. Control Bullet
    d) None of the above
    Ans : Control Palette
14. _____ is used to reduce the page
    a. Auto flow
    c) Hand tool
    b. Text tool
    d) None of the above
    Ans : None of the above
15. Paste special is inside _____
    a. Edit menu
    c) view
    b. utilities
    d) none of the above
    Ans : edit menu
16. Ctrl+M is the shortcut key of _____
    a. Text wrap
    c) Margin
    b. Paragraph
    d) None of the above
    Ans : Paragraph

17. Dimension of A4 size page is
    a. 180x279mm
    c) 210x297mm
    b. 210x397mm
    d) None of the above
    Ans : 210x297mm
18. _____ is called the Father of publishing
    a. Aldus Manucius
    c) Page Manucius
    b. Aldus Munacius
    d) None of the above
    Ans : Aldus Manucius
19. Fill and stroke shortcut is _____
    a. Alt+4
    c) Ctrl+U
    b. Alt+F
    d) Ctrl+F
    Ans : Ctrl+U
20. Shortcut key for special character copyright symbol is _____
    a. Ctrl+K
    c) Ctrl+G
    b. Alt+G
    d) None of the above
    Ans : Alt+G

B. State True or False (10x1=10)

1. PageMaker 6.5 is developed by Adobe System Inc. **T**
2. To change current paper size is file>document building. **F**
3. Keyboard shortcut of place is Ctrl+Z. **F**
4. The default extension of Adobe PageMaker is 6.5 is .65. **T**
5. When double sided is selected, margin as set as inside and outside. **T**
6. Strike through shortcut is Ctrl+shift+%. **F**
7. The title bar appears at the bottom of the PageMaker window. **F**
8. To remove the page, click the view menu and choose remove. **F**
9. Cropping trims away the portion of the graphic, rather than reducing the size of the graphic. **T**
10. Use the pointer tool to select two or more columns within the same story. **T**

34. An area on the PC screen that acts as a place holder for text of graphic. It may or may not have a border.
   a) Rectangle
   b) Table
   c) **Frame**
   d) Circle
35. The rotating tool allows you to rotate a selected item to
   a) -360° to 0°
   b) 360° to rotation to -10°
   c) **360° of rotation in 0.01°**
   d) None of the above
36. The figure represent
   a) **Spelling**
   b) Rotating tool
   c) Hand tool
   d) none of these
37. The figure represent
   a) Elliptical frame tool
   b) Picture palette
   c) **Bullets and Numbering**
   d) tab
38. The figure represents
   a) Constrained line tool
   b) **Print**
   c) Help
   d) Open
39. The figure represents
   a) Zoom In
   b) Increase Font
   c) Open
   d) **Crop Tool**
40. The figure represent
   a) Character palette
   b) Deming
   c) **Changing text style**
   d) Save

MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
Diploma Course Examination, June, 2017
Diploma in Computer Application Semester I
Subject : Desktop Publishing (DCA-106)

Full Mark : 40   Time : 1 hour

A. Choose the correct answer   (1X40=40)
1. Page layout is the placement of design items within the
   a) Document
   b) menu
   c) File
   d) **Page**
2. To delete unwanted parts of an image
   a) Delete
   b) **Cropping**
   c) text tool
   d) None of the above
3. To select, move and resize text object and graphics
   a) **Pointer tool**
   b) Page layout
   c) Hand tool
   d) None of the above
4. Make each occurrence of the individual words and phrases you want to include in the index using the
   a) Create index
   b) **Index entry**
   c) Show index
   4) None of the above
5. When the document names are displayed, click each document name and then insert button to add the name to the
   a) **Book list**
   b) Book publication
   c) Utilities
   d) None of the above
6. This box specifies which version of Acrobat you want in your file to be compatible with
   a) General section
   b) **Compatibility**
   c) ASCII
   d) Embed all fonts
   e) None of the above
7. Skewing and reflecting are available only on the
   a) Transformation
   b) **Control palette**
   c) Colour palette
   d) None of the above
8. The command controls the way text flows around an independent graphic element
   a) **Text wrap**
   b) OLE object
   c) Element menu
   d) None of the above
9. The maximum size of a single text block is little more than
   a) 10"x 20"
   b) **20" x 20"**
   c) 15"x 15"
   d) 18" x 18"

10. The tool to draw horizontal lines, vertical lines or lines at 45° is
    a) Stroke line   b) **Restricted line**
    c) Rounded corner line   d) None of the above
11. The process of having a document back to the way it was last saved and that deletes everything done since the last save is
    a) **Revert**   b) Both a) and c)
    c) Refresh   d) None of the above
12. Case button is in
    a) File   b) Document
    c) **Control palette**   d) None of the above
13. PageMaker was introduced in the year
    a) 1958   b) 1986
    c) **1985**   d) 1984
14. The distance between the text and the paper edge is
    a) Master Page   b) **Margin**
    c) Inside and Outside   d) None of the above
15. Paste special is inside
    a) File Menu   b) Layout
    c) **Edit Menu**   d) None of the above
16. A shade of colour usually expressed as a percentage of a solid colour is
    a) **Tint**   b) Hand Tool
    c) Dropcap   d) None of these
17. To change current paper size is
    a) File>Page Setup   b) Document Setup>File
    c) **File>Document Setup**   d) None of the above
18. A design template the defines the overall appearance of every page of a printed document is
    a) Print Setup   b) Document Setup
    c) Print   d) **Master Page**
19. When a double-sided as selected, margin are set as
    a) Outside   b) Top
    c) Bottom   d) **Outside and Inside**
20. The father of publishing was called
    a) Adobe Manucius   b) **Aldus Manucius**
    c) Aldas Manucius   d) None of the above
21. Printed areas that extend beyond the trim marks of the page is
    a) Margin   b) Edit body
    c) **Bleed**   d) None of the above
22. Number of pages per publication range from
    a) 1 to infinity   c) **1 to 999**
    c) 1 to 1000   d) 1 - 100
23. Eclipse frame tool is used to draw
    a) **Squares**   b) Circle
    c) Triangle   d) Rectangle
24. In the PageMaker you can use any of the frame shapes to enclose attached text, the most common choice is
    a) Square   b) **Rectangle**
    c) Circle   d) Rhombus
25. The key to effectively use layers in PageMaker is the
    a) **Layer palette**   b) Layer button
    b) Layer menu   d) None of the above
26. The shortcut for actual size is
    a) **Ctrl+1**   b) Shift+1
    c) Alt+1   d) Ctrl+1
27. The shortcut key for zoom in is
    a) **Ctrl+ (+)**   b) Ctrl+ (-)
    c) Ctrl+ (x)   d) Ctrl+ ()
28. The shortcut key for special character Em dash is
    a) Alt+Ctrl+G   b) **Alt+Shift+(-)**
    c) Alt+Ctrl+(-)   d) Alt+Shift+(+)
29. The shortcut key for edit story is
    a) Ctrl+S   b) Ctrl+J
    c) **Ctrl+E**   d) Ctrl+E
30. The shortcut key for Force justify is
    a) Ctrl+J   b) Ctrl+Shift+J
    c) **Ctrl+Shift+F**   d) Ctrl+Shift+F
31. The shortcut key for Goto page is
    a) **Alt+Ctrl+G**   b) Alt+Shift+G
    c) Alt+Ctrl+P   d) Alt+Shift+P
32. The shortcut key of Strikethrough is
    a) Ctrl+Alt+\   b) **Ctrl+Shift+**
    c) Ctrl+Shift+/   d) Ctrl+Alt+/
33. Fill and Stroke shortcut key is
    a) Ctrl+Z   b) Shift+Z
    c) Alt+Z   d) **Ctrl+U**

34. In Page Maker when we copy a document, we____copy a style
   a) cannot
   c) Redefine to
   b) **Automatically**
   d) Hardly
35. ____is that it adjusts the space between letters
   a) **Kerning**
   c) Modification
   b) Track
   d) Reducer
36. Shortcut key for adding a page is
   a) **Ctrl+Shift+P**
   c) Ctrl+D
   b) Ctrl+P
   d) Ctrl+Alt+space bar
37. When creating a master page we can specify whether we want single
   page or ____
   a) **Double page**
   c) Number of page
   b) Triple page
   d) None of the above
38. [⬡] By clicking the picture we can draw
   a) **Closed polygon**
   c) Line
   b) Circle
   d) Rectangle
39. Ctrl+5 display the____of the page
   a) 100%
   c) 75%
   b) **50%**
   d) 25%
40. The following is the shortcut for one-to-one representation of the page
   a) **Ctrl+1**
   c) Ctrl+3
   b) Ctrl+2
   d) Ctrl+4

SET-B

A. Choose the correct answer (1X40=40)

1. The PageMaker window is the working space for creating and
   producing ____
   a) **Document**
   c) Drawing
   b) Word
   d) Arts
2. Title bar appears at the____of the PageMaker window
   a) Bottom
   c) **Top**
   b) Left side
   d) Right side
3. In PageMaker the default measurement is
   a) Centimetre
   c) Feet
   b) Meter
   d) **Inches**
4. Minimize box is on the left of____box
   a) Open
   c) Control
   b) **Maximize**
   d) Bottom
5. In document setup which one indicates the overall width and height
   of the paper?
   a) Page size
   c) **Dimension**
   b) Orientation
   d) Option
6. ____is used to select any kind of object on the page
   a) Hand tools
   c) View tool
   b) **Pointer tools**
   d) Text tool
7. The____lets you magnify or reduce the display of any area in
   your publication
   a) Crop tools
   c) **Zoom tool**
   b) Dragging tools
   d) Find tool
8. By double clicking rectangle tool the following box appear
   a) Polygon setting
   c) Circle setting
   b) Custom stroke
   d) **Rounded corner**
9. ____is the fastest way to place text on the page
   a) Typing
   c) Reading
   b) Text edit
   d) **Autoflow**
10. Page Maker consider a block of text as an ____
   a) String of word
   c) **Object**
   b) Word group
   d) Group of text

11. the figure is used to
    a) **Crop graphic**　　　c) Insert graphic
    b) Expand graphic　　　d) Export
12. TIF full form is
    a) Take-Image File　　　c) Timed-Image File
    b) **Tagged-Image File**　　　d) None of the above
13. ____ trims away a portion of graphic
    a) Cut　　　c) **Crop**
    b) Delete　　　d) Copy

14. the figure is used for
    a) **Rotating object**　　　c) Colouring Object
    b) Duplicating objects　　　d) Zooming Object
15. The full form of TOC is
    a) **Table of content**　　　c) Time of closed
    b) Time of Computer　　　d) Table of correction
16. Rearranging the order of the document page, like page 3 can become page 7 etc is done in
    a) Creating page　　　c) Deleting pages
    b) Numbering page　　　d) **Sorting pages**
17. The maximum number of page that we can insert in single publication is
    a) 666　　　c) 888
    b) 777　　　d) **999**
18. In Page Maker we can have ____ column
    a) Double　　　c) Single
    b) Triple　　　d) **Multi**
19. The font type like Normal, bold, italic, underline etc are called ____
    a) Font style　　　c) Control style
    b) **Type style**　　　d) Changing style
20. Subscript character ____ the base line
    a) Raise above　　　c) Together with
    b) Inline with　　　d) **Drop below**
21. Once you create a story in a story editor, you have to place the story in the
    a) **Layout editor**　　　c) Story importer
    b) Type editor　　　d) Master page
22. The default Line style for paragraph is a ____
    a) One point line　　　c) Three point line
    b) Two point line　　　d) **None of the above**

23. A ____ is an area on a PC screen that acts as a placeholder for text and a graphic
    a) **Frame**　　　c) Format
    b) Fonts　　　d) Master Page
24. When we want to create a square, we have to click
    a) 　　　c)
    b) ✓　　　d) None of the above
25. ____ are similar to transparent sheets place on top of the other
    a) Layers　　　c) Pages
    b) **Text wrap**　　　d) Fonts
26. You can also move object from one layer to another by ____ objects from one layer and pasting them to another layer
    a) Trimming　　　c) Copy
    b) **Cutting**　　　d) None of the above
27. The ____ command is the name that implies to help you in linking chapter or parts of a document
    a) Frame editor　　　c) **Combiner**
    b) Graphic editor　　　d) Book
28. Ctrl+R is used to get
    a) Arrow　　　c) Read
    b) Range　　　d) **Ruler**
29. ____ are object, therefore they can be size and positioned like graphic object
    a) Hand blocks　　　c) **Text blocks**
    b) Pointer blocks　　　d) Export blocks
30. Positioning or moving objects to a different place on the screen is
    a) **Transferring Object**　　　c) Shifting object
    b) Transforming objects　　　d) Changing object
31. PDF file are ____
    a) Rewritable　　　c) Editable
    b) Read and write format　　　d) **Not editable**
32. In a document setup if you type 10 in a start page option the numbering of document will start from
    a) 1　　　c) **10**
    b) 9　　　d) 11
33. Alt+Ctrl+F is the shortcut key for ____
    a) Format option　　　c) Fill option
    b) File option　　　d) **Frame option**