

Assignment – 1

1. Install Page Maker 7.0 Application by Writing the Activation Key.
2. Start PageMaker 7.0 by following Process: -
 - (a) Start Button → Adobe Page Maker
 - (b) Windows Key → Page Maker
 - (c) Windows + R → PM70
3. Create a new document of Page Maker.
4. Hide and show the following component of Page Maker windows by shortcut key and using menu:-
 - (a) Status Bar (b) Color Palette (c) Tool bar
 - (d) Tool Box (e) Ruler (f) Guideline
5. Write the name of all the tools of Tool bar in your copy with symbol.
6. Create a New Document having at least 20 pages in it and in single page.
7. Create any shape in Master Page and View the changes in all pages.
8. Remove the Master content from Page number 3, 7 and 9.
9. Create a Rectangle shape and change its corner in rounded form.
10. Fill Yellow color in it and Green Outline.
11. Create any three line with different color and different thickness and different line style.
12. Create Circle shape in the page and use Ctrl + U to fill color and set outline style.
13. Change the unit of Scale (Ruler).
14. Create any four shape and try to select any three shape using two different method.
15. Try to draw a star and create at least five copy of it.

Assignment – 2

1. Take a new document as given below:-

Size = 4 x 5 inch

Orient = tall

Resolution = 600

No of page = 2

Margin = 0.2

2. Change the created document by two method given below.

Size = 6 x 5

Orient = Wide

No of page = 50

3. Open word, write some text using =rand() formula & copy the text paste the text in notepad and save it.

4. Insert(place) the text of notepad file in pmd in two textbox.

5. Also insert any 3 picture in pmd. (one picture should be as same size)

6. Created page border in all the page of document using star.

Hint:- Border must be create in master page

7. Try to write (ॐ) and applied it as border of page in a new document.

8. Create the following form as shown below.

Mobile: 6206055537

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Enquiry Form

Name:

Address:

Course: Batch Time:

Mobile:

Signature of Student

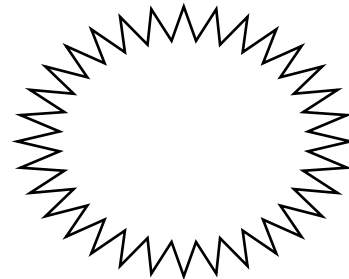
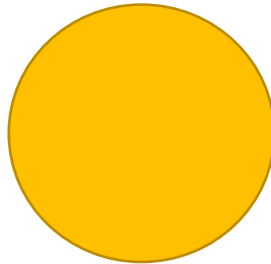
9. Save this created document in Music/vctc/lab4.pmd.

10. Close use pmd & again open saved document using “ Recent publication”.

11. Create any shape in this document & use revert option.

Assignment – 3

1. Open Page Maker and use all the tools.
2. Create the following shape as given below :-



3. Create any One Circular Shape and Create at least Five copy of it.
 - (a) Select all the Shape and Group it.
 - (b) Select any shape and Covert it into Frame.
 - (c) Place any Picture in the shape and Fit the Picture in the Shape.
 - (d) Increase the Width of shape in which picture is placed. And also change its color and style.
 - (e) Create a Rounded Rectangle shape and fill Pattern in it.
4. Create a New Document as given below :-
 - (a) Number of Page – 25
 - (b) Orientation – Wide
 - (c) Mode – Single Side
 - (d) Margin – 0.1 inch
 - (e) Page Size – Height 2.8 inch Width – 1.8 inch
5. Try to Create a Format of ID Card and Simple Poster in Page Maker as shown Below –



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Assignment – 4

1. Open Page maker document and create the following document as shown below :-

Mobile - 9507485401

Jay Mata Di Store
Paliganj, Patna

Invoice No. Date :-

Customer Name :-

Address :-

Mobile :-

Cash Invoice

S.N	Particular Details	Amount
Total Amount		

- **Once Sold Items are not returned.**
 - **Only Exchange between 2 pm to 4 pm.**
 - **Fixed Rate Shop, No Bargaining.**
- Seal & Signature***

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2. Open a Blank Document of Page maker and do the following :-

- (a) Change the Size , Margin and orientation of page using **Document Setup** option of File Menu.
- (b) Use **Revert** option of File menu.
- (c) Write some Text in Notepad and **Place** it in Page Maker document.
- (d) Use **Open Recently** open to open the document of page maker.
- (e) Create a **Printer Style** using File Menu.
- (f) Place any object in document of Page Maker and check **Link Manager** option of File Menu.

Assignment – 5

1. Create a New Document of 25 Page in landscape mode (Single page) having 1 inch Margin and 600 DPI resolution, Starting Number of Page should be 11.
2. Now Create a Star in Master Page and Remove the Content of Master Page from Page number 25, 30, and 35.
3. Create a Polygon and Circle in Page No. 12 and Fill Color in it. Now Select Polygon and set it as Non-n-Printing.
4. Hide the Non - Printing Items from the page. And again show it.
5. Write Five Friend Name in Page No. 15 and Apply a New Bullet in it.
6. Place a Picture and Create a Shape in Page 11 and Use Mask option.
7. Draw a Triangle shape in Page 12 and then convert it in Frame and also fill picture in the shape by fitting picture in it.
8. Create any three shape at different position in page 13 and Arrange them to the top.
9. Now Split the Page No. 16 in three column. Write text in three respective columns and arrange them to the top of the page.
10. Open Word, Write some text using Formula =rand () and copy the text.
11. Paste the Text in PageMaker (Page No. 11) by creating a small box. And move the remaining text in page No. 21.
12. Show "Add Continue Line" in both the page.
13. Use Word Counter option to count the total number of letter, word, sentence and pages of the document.
14. Use Drop Cap and Change Case option in Page maker document.
15. Place the text of Notepad in Page maker and Set Auto Update option. Also view the change after editing the text of Notepad.
16. Create a New Color in Color Palette and New Style in Style Palette. Also show color Palette and Style Palette respectively.
17. Hide and Show the following component of Page maker.
 - a. Data Merge Palette
 - b. Scroll Bar
 - c. Tool Box
 - d. Tool Bar
18. Create Five New Document and View all document in small form together.
19. Create Ruler Guide in the page and use the following:-
 - a. Send Guide to the Back / Front
 - b. Show / Hide Guide
 - b. Lock Guide
 - d. Clear Ruler Guide
20. Use all the option of Zoom using Shortcut key and View Menu.
21. Try to create Multiple ID Card of 20 students with the help of Copy.