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| **True / False** |

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| 1. Flyers cannot be posted on the web.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-2 Introduction | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:07 AM | | *DATE MODIFIED:* | 8/17/2019 12:08 AM | |

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| 2. Publisher has hundreds of templates.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-5 Creating a Flyer | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:08 AM | | *DATE MODIFIED:* | 8/17/2019 12:09 AM | |

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| 3. A color scheme is a defined set of colors that complement each other when used in the same publication.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-8 Creating a Flyer | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:09 AM | | *DATE MODIFIED:* | 8/17/2019 12:11 AM | |

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| 4. Once you click the Create button to create your publication, you may not go back to make changes.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-11 Creating a Flyer | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:12 AM | | *DATE MODIFIED:* | 8/17/2019 12:13 AM | |

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| 5. When you start Publisher, the ribbon displays eight main tabs.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-18 The Publisher Window | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:13 AM | | *DATE MODIFIED:* | 8/17/2019 12:15 AM | |

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| 6. Rulers cannot be hidden.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-12 The Publisher Window | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:16 AM | | *DATE MODIFIED:* | 8/17/2019 12:17 AM | |

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| 7. Objects such as photos, clip art, and shapes are difficult to select.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-20 Selecting Objects and Zooming | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:17 AM | | *DATE MODIFIED:* | 8/17/2019 12:18 AM | |

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| 8. Pointing to objects on the page layout causes the boundary to appear as a gray solid line.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-15 The Publisher Window | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:19 AM | | *DATE MODIFIED:* | 8/17/2019 12:20 AM | |

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| 9. You may select an object by pressing TAB until the desired object is selected.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-20 Selecting Objects and Zooming | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:20 AM | | *DATE MODIFIED:* | 8/17/2019 12:21 AM | |

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| 10. Using the mouse wheel to zoom makes the layout appear 30% smaller or larger.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-21 Selecting Objects and Zooming | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:22 AM | | *DATE MODIFIED:* | 8/17/2019 12:23 AM | |

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| 11. Editing small areas of text is easier if you use zooming techniques to enlarge the view of the publication.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-21 Selecting Objects and Zooming | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:26 AM | | *DATE MODIFIED:* | 8/17/2019 12:27 AM | |

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| 12. Pressing the F9 key a second time magnifies the layout to twice its current size.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-22 Selecting Objects and Zooming | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:28 AM | | *DATE MODIFIED:* | 8/17/2019 12:29 AM | |

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| 13. To format something means to change its appearance.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-22 Selecting and Entering Text | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:29 AM | | *DATE MODIFIED:* | 8/17/2019 12:33 AM | |

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| 14. It is not possible to select placeholder text.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-23 Selecting and Entering Text | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:34 AM | | *DATE MODIFIED:* | 8/17/2019 12:35 AM | |

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| 15. The default text refers to preset text.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-25 Selecting and Entering Text | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:37 AM | | *DATE MODIFIED:* | 8/17/2019 12:38 AM | |

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| 16. To display a list of corrections for flagged text, right-click the flagged text.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-27 Checking the Spelling | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:39 AM | | *DATE MODIFIED:* | 8/17/2019 12:41 AM | |

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| 17. Publisher does not automatically check for duplicate words as you enter text.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-27 Checking the Spelling | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:45 AM | | *DATE MODIFIED:* | 8/17/2019 12:46 AM | |

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| 18. You can press the CTRL + A shortcut key to select all the text in a text box.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-28 Checking the Spelling | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:46 AM | | *DATE MODIFIED:* | 8/17/2019 12:49 AM | |

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| 19. Best Fit autofitting shrinks or expands text to fit in the text box, even when the text box is resized.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-38 Formatting Text | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:49 AM | | *DATE MODIFIED:* | 8/17/2019 12:51 AM | |

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| 20. The TEXT BOX TOOLS FORMAT tab is displayed when a text box is selected.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-38 Formatting Text | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:51 AM | | *DATE MODIFIED:* | 8/17/2019 12:55 AM | |

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| 21. Underlines are used to emphasize, or draw attention to, specific text.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-36 Formatting Text | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:56 AM | | *DATE MODIFIED:* | 8/17/2019 12:57 AM | |

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| 22. A picture placeholder has boundaries and a picture icon that is displayed only when you point to it.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-39 Using Graphics | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:58 AM | | *DATE MODIFIED:* | 8/17/2019 12:59 AM | |

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| 23. You can create three types of publications with Microsoft Publisher.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-53 Creating a Webpage from a Publication | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 1:00 AM | | *DATE MODIFIED:* | 8/17/2019 1:02 AM | |

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| 24. A web publication is one suitable for publishing to the web, containing certain objects, formatting options, hyperlinks, and other features.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-53 Creating a Webpage from a Publication | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 1:02 AM | | *DATE MODIFIED:* | 8/17/2019 1:03 AM | |

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| 25. Each brand and version of browser software displays information in the same manner.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-56 Creating a Webpage from a Publication | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 1:04 AM | | *DATE MODIFIED:* | 8/17/2019 1:06 AM | |

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| **Modified True / False** |

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| 26. Publisher checks for grammar as you type. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - spelling  False - SPELLING  False - Spelling | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-27 Checking the Spelling | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 2:26 AM | | *DATE MODIFIED:* | 8/28/2019 1:27 AM | |

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| 27. A(n) HTML is a small single-file format that does not create a supporting folder of resources. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - MHTML  False - mhtml | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Webpage from a Publication SCPUB 1-53 SCPUB 1-54 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 2:28 AM | | *DATE MODIFIED:* | 9/4/2019 10:40 PM | |

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| 28. If you choose a template from the BUILT-IN template gallery, Publisher displays the template information pane on the right, with a larger preview of the selected template, along with some customization options. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-5 Creating a Flyer | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/21/2019 5:00 AM | | *DATE MODIFIED:* | 8/21/2019 5:02 AM | |

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| **Multiple Choice** |

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| 29. A \_\_\_\_ is a tool that helps you through the design process by offering you publication options.   |  |  |  | | --- | --- | --- | |  | a. | template | |  | b. | task pane | |  | c. | master | |  | d. | dialog box |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-5 Creating a Flyer | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 8:58 PM | | *DATE MODIFIED:* | 8/16/2019 9:12 PM | |

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| 30. Templates are displayed in the gallery as \_\_\_\_, or small images.   |  |  |  | | --- | --- | --- | |  | a. | task panes | |  | b. | master lists | |  | c. | thumbnails | |  | d. | galleries |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-6 Creating a Flyer | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:05 PM | | *DATE MODIFIED:* | 8/16/2019 9:11 PM | |

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| 31. A color \_\_\_\_ is a defined set of colors that complement each other when used in the same publication.   |  |  |  | | --- | --- | --- | |  | a. | palette | |  | b. | scheme | |  | c. | gallery | |  | d. | index |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-8 Creating a Flyer | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:08 PM | | *DATE MODIFIED:* | 8/16/2019 9:11 PM | |

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| 32. A \_\_\_\_ is a defined set of fonts associated with a publication.   |  |  |  | | --- | --- | --- | |  | a. | color scheme | |  | b. | font scheme | |  | c. | headline scheme | |  | d. | Web scheme |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-8 Creating a Flyer | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:14 PM | | *DATE MODIFIED:* | 8/16/2019 9:16 PM | |

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| 33. The \_\_\_\_ displays all of the current pages in the publication as thumbnails in a panel on the left side of the workspace.   |  |  |  | | --- | --- | --- | |  | a. | formatting toolbar | |  | b. | task pane | |  | c. | workspace | |  | d. | Page Navigation pane |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-13 The Publisher Window | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:17 PM | | *DATE MODIFIED:* | 8/16/2019 9:21 PM | |

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| 34. When you **\_\_\_\_** an object in Publisher, the object appears surrounded by a solid selection rectangle with handles.   |  |  |  | | --- | --- | --- | |  | a. | scroll to | |  | b. | zoom | |  | c. | select | |  | d. | move |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-20 Selecting Objects and Zooming | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:22 PM | | *DATE MODIFIED:* | 8/16/2019 9:23 PM | |

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| 35. To zoom in on an object, press the \_\_\_\_ key on the keyboard.   |  |  |  | | --- | --- | --- | |  | a. | F7 | |  | b. | F8 | |  | c. | F9 | |  | d. | F10 |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-21 Selecting Objects and Zooming | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:26 PM | | *DATE MODIFIED:* | 8/16/2019 9:27 PM | |

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| 36. When using the \_\_\_\_ button, the page layout expands to fill the workspace horizontally.   |  |  |  | | --- | --- | --- | |  | a. | ribbon | |  | b. | Page Width | |  | c. | Zoom Slider | |  | d. | Whole Page |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-21 Selecting Objects and Zooming | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:28 PM | | *DATE MODIFIED:* | 8/16/2019 9:29 PM | |

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| 37. To zoom to page width, press \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | CTRL+SHIFT+L | |  | b. | CTRL+Z | |  | c. | CTRL+C | |  | d. | CTRL+SHIFT+N |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-21 Selecting Objects and Zooming | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:30 PM | | *DATE MODIFIED:* | 8/16/2019 9:31 PM | |

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| 38. To change the magnification, enter a magnification percentage in the \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | Zoom box | |  | b. | Magnification box | |  | c. | ribbon | |  | d. | Zoom slider |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-21 Selecting Objects and Zooming | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:35 PM | | *DATE MODIFIED:* | 8/16/2019 9:37 PM | |

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| 39. A \_\_\_\_ is an object in a publication designed to hold text in a specific shape, size, and style.   |  |  |  | | --- | --- | --- | |  | a. | headline | |  | b. | text box | |  | c. | headline box | |  | d. | Zoom box |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-22 Selecting and Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:38 PM | | *DATE MODIFIED:* | 8/16/2019 9:39 PM | |

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| 40. Publisher templates use \_\_\_\_ types of text in template text boxes.   |  |  |  | | --- | --- | --- | |  | a. | two | |  | b. | three | |  | c. | four | |  | d. | five |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-23 Selecting and Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:40 PM | | *DATE MODIFIED:* | 8/16/2019 9:41 PM | |

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| 41. Text boxes can be drawn on the page using the \_\_\_\_ button.   |  |  |  | | --- | --- | --- | |  | a. | Drawing | |  | b. | Clip Art | |  | c. | Draw Text Box | |  | d. | Task Pane |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-22 Selecting and Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:42 PM | | *DATE MODIFIED:* | 8/16/2019 9:43 PM | |

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| 42. Press \_\_\_\_ to select all of the text in the text box.   |  |  |  | | --- | --- | --- | |  | a. | CTRL+C | |  | b. | SHIFT+B | |  | c. | CTRL+A | |  | d. | CTRL+B |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-25 Selecting and Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:47 PM | | *DATE MODIFIED:* | 8/16/2019 9:49 PM | |

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| 43. You select \_\_\_\_ with a single click.   |  |  |  | | --- | --- | --- | |  | a. | property text | |  | b. | Task Panes | |  | c. | placeholder text | |  | d. | fonts |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-23 Selecting and Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:50 PM | | *DATE MODIFIED:* | 8/21/2019 3:25 AM | |

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| 44. Publisher \_\_\_\_ a potential spelling error in a publication window with a red wavy underline.   |  |  |  | | --- | --- | --- | |  | a. | highlights | |  | b. | flags | |  | c. | underlines | |  | d. | italicizes |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-27 Checking the Spelling | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:52 PM | | *DATE MODIFIED:* | 8/16/2019 9:53 PM | |

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| 45. To display a list of corrections for flagged text, right-click the **\_\_\_\_**.   |  |  |  | | --- | --- | --- | |  | a. | placeholder text | |  | b. | property | |  | c. | flagged text | |  | d. | text box |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-27 Checking the Spelling | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:54 PM | | *DATE MODIFIED:* | 8/16/2019 9:56 PM | |

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| 46. You may \_\_\_\_ text to adjust the way the text fits into the text box.   |  |  |  | | --- | --- | --- | |  | a. | zoom | |  | b. | delete | |  | c. | synchronize | |  | d. | autofit |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB -38 Formatting Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 9:57 PM | | *DATE MODIFIED:* | 8/16/2019 9:59 PM | |

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| 47. \_\_\_\_ text slants to the right.   |  |  |  | | --- | --- | --- | |  | a. | Placeholder | |  | b. | Formatted | |  | c. | Bold | |  | d. | Italic |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-37 Formatting Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 10:03 PM | | *DATE MODIFIED:* | 8/21/2019 3:31 AM | |

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| 48. A(n) \_\_\_\_ is a single media file, including art, sound, animation, or movies that you can insert and use in a publication.   |  |  |  | | --- | --- | --- | |  | a. | clip | |  | b. | print | |  | c. | art | |  | d. | virus |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-39 Using Graphics | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 10:05 PM | | *DATE MODIFIED:* | 8/16/2019 10:07 PM | |

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| 49. Graphic placeholders do not print, but \_\_\_\_ will print.   |  |  |  | | --- | --- | --- | |  | a. | italic placeholders | |  | b. | placeholder text | |  | c. | picture placeholders | |  | d. | metadata text |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-40 Using Graphics | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 10:07 PM | | *DATE MODIFIED:* | 8/16/2019 10:08 PM | |

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| 50. A web \_\_\_\_ is one suitable for publishing to the web, containing certain objects, formatting options, hyperlinks, and other features specific to webpages.   |  |  |  | | --- | --- | --- | |  | a. | sheet | |  | b. | graphic | |  | c. | page | |  | d. | publication |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-53 Creating a Webpage from a Publication | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 10:09 PM | | *DATE MODIFIED:* | 8/21/2019 3:31 AM | |

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| 51. \_\_\_\_ is a small single-format that does not create a supporting folder of resources.   |  |  |  | | --- | --- | --- | |  | a. | NHTML | |  | b. | MHTML | |  | c. | SHTML | |  | d. | HTML |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-54 Creating a Webpage from a Publication | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 10:12 PM | | *DATE MODIFIED:* | 8/16/2019 10:13 PM | |

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| 52. A(n) \_\_\_\_ file is a file capable of being stored and transferred electronically on a file server in order to display on the web.   |  |  |  | | --- | --- | --- | |  | a. | template | |  | b. | browser | |  | c. | hyperlink | |  | d. | HTML |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-53 Creating a Webpage from a Publication | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 10:19 PM | | *DATE MODIFIED:* | 8/16/2019 10:21 PM | |

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| 53. You can transfer a print publication to a web publication by clicking the \_\_\_\_ command on the File menu.   |  |  |  | | --- | --- | --- | |  | a. | Switch to Web Page | |  | b. | Convert to Web Page | |  | c. | Publish HTML | |  | d. | Transfer to the Web |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-54 Creating a Webpage from a Publication | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/16/2019 10:21 PM | | *DATE MODIFIED:* | 8/16/2019 10:23 PM | |

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| 54. A(n) \_\_\_\_ is a set of letters, numbers, and symbols that all have the same style and appearance.   |  |  |  | | --- | --- | --- | |  | a. | color scheme | |  | b. | font | |  | c. | task pane | |  | d. | toolbar |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-8 Creating a Flyer | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 2:31 AM | | *DATE MODIFIED:* | 8/17/2019 2:33 AM | |

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| 55. \_\_\_\_ to an object causes the object’s boundary to appear.   |  |  |  | | --- | --- | --- | |  | a. | Zooming | |  | b. | Pointing | |  | c. | Panning | |  | d. | Hyperlinking |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-20 Selecting Objects and Zooming | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 2:34 AM | | *DATE MODIFIED:* | 8/17/2019 2:36 AM | |

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| 56.  **\_\_\_\_** is prewritten template text that you replace to customize a publication.   |  |  |  | | --- | --- | --- | |  | a. | Property text | |  | b. | Product text | |  | c. | Headline text | |  | d. | Placeholder text |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-23 Selecting and Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 2:37 AM | | *DATE MODIFIED:* | 8/17/2019 2:41 AM | |

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| 57. Publisher tear-offs contain placeholder text and are \_\_\_\_, which means that when you finish editing one of the tear-off text boxes, the others are automatically updated across pages and publications.   |  |  |  | | --- | --- | --- | |  | a. | Restored | |  | b. | Saved | |  | c. | synchronized | |  | d. | desynchronized |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-26 Selecting and Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 2:42 AM | | *DATE MODIFIED:* | 8/21/2019 3:30 AM | |

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| CASE: You are the administrative assistant to the director of a private preschool program. The director has asked you to prepare a flyer advertising the school’s new summer camp program. |

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| 58. Which Publisher tool can you use to quickly create a page layout for a professional-looking flyer?   |  |  |  | | --- | --- | --- | |  | a. | Contact information object | |  | b. | Template | |  | c. | Color scheme | |  | d. | Font scheme |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-5 Creating a Flyer | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | Critical Thinking Questions Case 1-1 | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 8/17/2019 3:01 AM | | *DATE MODIFIED:* | 8/23/2019 6:21 AM | |

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| CASE: You have volunteered to create a flyer advertising a garage sale fundraiser for your neighborhood youth baseball league. The flyer will be printed and published to the league’s website. |

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| 59. Which Publisher tool should you use to make your publication into a web page available to others?   |  |  |  | | --- | --- | --- | |  | a. | Synchronization | |  | b. | Picture styles | |  | c. | Publishing HTML | |  | d. | Building block library |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-53 Creating a Webpage from a Publication | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | Critical Thinking Questions Case 1-2 | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 8/17/2019 3:07 AM | | *DATE MODIFIED:* | 8/22/2019 4:12 AM | |

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| **Completion** |

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| 60. To publicize an event, advertise a sale or service, promote a business, or convey a message to the community, you may want to create a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and post it in a public location.   |  |  | | --- | --- | | *ANSWER:* | flyer  FLYER  Flyer | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-1 Introduction | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 1:06 AM | | *DATE MODIFIED:* | 8/22/2019 10:31 PM | |

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| 61. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a defined set of fonts associated with a publication.   |  |  | | --- | --- | | *ANSWER:* | font scheme  FONT SCHEME Font Scheme  Font Scheme | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-8 Creating a Flyer | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 1:08 AM | | *DATE MODIFIED:* | 8/22/2019 10:31 PM | |

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| 62. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a defined set of colors that complement each other when used in the same publication.   |  |  | | --- | --- | | *ANSWER:* | color scheme  COLOR SCHEME Color Scheme  Color scheme | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-8 Creating a Flyer | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 1:16 AM | | *DATE MODIFIED:* | 8/22/2019 10:32 PM | |

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| 63. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is used to measure and place objects on a page.   |  |  | | --- | --- | | *ANSWER:* | ruler  RULER Ruler | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-12 The Publisher Window | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 1:18 AM | | *DATE MODIFIED:* | 8/22/2019 10:32 PM | |

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| 64. When you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ an object in Publisher, the object appears surrounded by a solid selection rectangle.   |  |  | | --- | --- | | *ANSWER:* | select  SELECT Select | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-20 Selecting Objects and Zooming | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 1:19 AM | | *DATE MODIFIED:* | 8/22/2019 10:32 PM | |

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| 65. To use the ribbon, click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.   |  |  | | --- | --- | | *ANSWER:* | VIEW  view  View | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-21 Selecting Objects and Zooming | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 1:21 AM | | *DATE MODIFIED:* | 8/22/2019 10:33 PM | |

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| 66. Publisher provides several ways to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or change the magnification of an object to facilitate viewing and editing.   |  |  | | --- | --- | | *ANSWER:* | zoom  Zoom  ZOOM | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-21 Selecting Objects and Zooming | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 1:23 AM | | *DATE MODIFIED:* | 8/22/2019 10:33 PM | |

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| 67. You press the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key to enlarge selected objects to 100% magnification.   |  |  | | --- | --- | | *ANSWER:* | F9 | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-21 Selecting Objects and Zooming | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 1:24 AM | | *DATE MODIFIED:* | 8/17/2019 1:25 AM | |

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| 68. Publisher helps users organize and identify your files by using \_\_\_\_\_, which are the details about a file.   |  |  | | --- | --- | | *ANSWER:* | Document properties  DOCUMENT PROPERTIES  Document Properties  document properties | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-45 Printing a Publication | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 1:26 AM | | *DATE MODIFIED:* | 8/22/2019 10:33 PM | |

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| 69. You select \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, such as that in a flyer headline, with a single click, allowing you to begin typing immediately.   |  |  | | --- | --- | | *ANSWER:* | placeholder text  PLACEHOLDER TEXT Placeholder Text  Placeholder text | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-23 Selecting and Entering Text | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 1:28 AM | | *DATE MODIFIED:* | 8/22/2019 10:34 PM | |

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| 70. \_\_\_\_\_ allows you to type words continually without pressing ENTER at the end of each line.   |  |  | | --- | --- | | *ANSWER:* | Wordwrap  WORDWRAP  wordwrap  Word wrap  WORD WRAP  word wrap  Word Wrap | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-23 Selecting and Entering Text | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 1:34 AM | | *DATE MODIFIED:* | 8/22/2019 10:35 PM | |

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| 71.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are small, ready-to-be scored text boxes with some combination of name, telephone, fax, email, or address.   |  |  | | --- | --- | | *ANSWER:* | Tear-offs  TEAR-OFFS  Tear-Offs  Tear Offs  TEAR OFFS tear offs  tear-offs | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-26 Selecting and Entering Text | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 2:06 AM | | *DATE MODIFIED:* | 8/22/2019 10:36 PM | |

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| 72. Publisher tear-offs are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which means that when you finish editing one of the tear-off text boxes, the others change to match it automatically.   |  |  | | --- | --- | | *ANSWER:* | synchronized  SYNCHRONIZED  Synchronized | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-26 Selecting and Entering Text | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 2:11 AM | | *DATE MODIFIED:* | 8/22/2019 10:36 PM | |

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| 73. You can remove a selected object from a publication by pressing the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key.   |  |  | | --- | --- | | *ANSWER:* | DELETE  delete  Delete | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-51 Changing a Publication | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 2:14 AM | | *DATE MODIFIED:* | 8/22/2019 10:36 PM | |

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| 74. In order to delete an object, it must be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | selected  SELECTED Selected | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-50 Changing a Publication | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 2:16 AM | | *DATE MODIFIED:* | 8/22/2019 10:36 PM | |

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| 75. Society encourages users to contribute to \_\_\_\_\_\_, which involves reducing the electricity consumed and environmental waste generated when using computers.   |  |  | | --- | --- | | *ANSWER:* | green computing  GREEN COMPUTING  Green Computing  Green computing | | *POINTS:* | 1 | | *REFERENCES:* | SCPUB 1-45 Printing a Publication | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/17/2019 2:21 AM | | *DATE MODIFIED:* | 8/22/2019 10:37 PM | |