

## DESKTOP PUBLISHING

1. Which is the program most used for desktop design today?
  - a. InDesign
  - b. WordPerfect
  - c. PowerPoint
  - d. Word
  
2. HSL stands for:
  - a. hue, shape, and luminosity
  - b. hue, saturation, and level
  - c. header, section, and luminosity
  - d. hue, saturation, and luminosity
  
3. Footnotes and \_\_\_\_\_ reference a source or supply additional information in a document.
  - a. footers
  - b. headers
  - c. endnotes
  - d. works cited
  
4. Which one of the following lists are coordinating conjunctions?
  - a. consequently, however, moreover, on the other hand
  - b. and, after, but, although, as, yet, nor
  - c. after, although, as, because, if, once
  - d. and, but, or, for, yet, nor, so
  
5. If using a word processing program to create a document, what key command takes you to the end of a line?
  - a. shift end
  - b. control end
  - c. tab end
  - d. end
  
6. How many colors does the GIF element allow?
  - a. 512
  - b. 256
  - c. 538
  - d. 258
  
7. Style is:
  - a. the way a font is designed
  - b. the way the document is designed
  - c. the way a font is presented, such as bold, italics, or underlined
  - d. the way the document is written

8. Which is **true** of initial caps?
  - a. Initial caps are capital letters that appear in the titles and subtitles only.
  - b. Initial caps are capital letters that appear in each word in the sentence.
  - c. Initial caps are capital letters that appear in the first word in each sentence.
  - d. Initial caps are drop caps.
  
9. When setting up a new document in one of the desktop programs you must first:
  - a. choose the layout of the document, the photos to be used, and the margins
  - b. choose the size of the document, number of pages, and basic layout
  - c. choose the colors, number of pages, and margins
  - d. choose the size of the document, the page numbering, and the section markers
  
10. What is the weight of most printer paper?
  - a. 30 pound
  - b. 20 pound
  - c. 25 pound
  - d. 15 pound

## Desktop Publishing Answer Key

1. A
2. D
3. C
4. D
5. D
6. B
7. C
8. C
9. B
10. B

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