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