Desktop Publishing

1) Text placed under an illustration to describe it is called a:
   a. footnote
   b. figure
   c. description
   d. caption

   **Competency:** Basic desktop terminology and concepts

2) Pictures of general use which are provided in a library for easy inclusion in publications are called:
   a. objects
   b. clipart
   c. graphics
   d. charts

   **Competency:** Basic desktop terminology and concepts

3) The clipboard is used to:
   a. temporarily store text or graphics for later use
   b. move additional entries into view
   c. help measure and position graphics
   d. format text or select colors in an advance way

   **Competency:** Basic desktop terminology and concepts

4) A non-printing line that you drag from either the vertical or horizontal rulers to help you position elements on a page.
   a. grid line
   b. column guide
   c. ruler guide
   d. gutter

   **Competency:** Desktop applications knowledge
5) Which of the following statements is not true?
   a. When you move text by dragging it, a copy of the text you move is stored on the system Clipboard.
   b. The Office Clipboard can hold more than one item.
   c. You can view the contents of the Office Clipboard.
   d. The last item cut or copied from a document is stored on the system Clipboard.

**Competency:** Desktop applications knowledge

6) Which one of the following procedures might an auditor use to detect kiting?
   a. review subsequent bank statements
   b. prepare a schedule of bank transfers
   c. review the composition of authenticated deposit slips
   d. prepare a year-end bank reconciliation

**Competency:** Desktop applications knowledge

7) Which of the following statements is not true?
   a. Use the vertical rule to position horizontal ruler guide.
   b. Layout guides appear on one page of the publication.
   c. The zero point can be changed.
   d. Ruler guides appear on the foreground of a publication.

**Competency:** Desktop layout rules and standards

8) _____________ is a page which contains objects (such as headers, page numbers or borders) which will be reproduced on every other page of a document.
   a. Master page
   b. Publication page
   c. Body Text
   d. Document page

**Competency:** Desktop layout rules and standards
9) Checking text in detail for errors is known as:
   a. proofreading
   b. scanning
   c. analyzing
   d. greeking

   Competency: Message presentation, accuracy, proofreading

10) The use of correct information in a publication refers to:
    a. clarity
    b. audience
    c. brevity
    d. accuracy

   Competency: Message presentation, accuracy, proofreading

ANSWER KEY
   1. d
   2. b
   3. a
   4. c
   5. a
   6. b
   7. b
   8. a
   9. a
   10. d