

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?
- When you move text by dragging it, a copy of the text you move is stored on the system Clipboard.
 - The Office Clipboard can hold more than one item.
 - You can view the contents of the Office Clipboard.
 - 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?
- review subsequent bank statements
 - prepare a schedule of bank transfers
 - review the composition of authenticated deposit slips
 - prepare a year-end bank reconciliation

Competency: Desktop applications knowledge

- 7) Which of the following statements is **not** true?
- Use the vertical rule to position horizontal ruler guide.
 - Layout guides appear on one page of the publication.
 - The zero point can be changed.
 - 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.
- Master page
 - Publication page
 - Body Text
 - 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