QB365 Student Learing Managemnet System
Exam Name: An Introduction to Adobe Pagemaker - Practice
Std: 12th Standard - Computer Applications
Chapter: An Introduction to Adobe Pagemaker

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Answers Key:

3 Marks

1. (i) Adobe PageMaker is a page layout software
   (ii) It is used to design and produce documents that can be printed.
   (iii) A simple business card to a large book can be created.
   (iv) Page layout software includes tools that allows to easily position text and graphics on document pages.
   (v) Pictures and text next to each other, on top of each other, or beside each other can be placed.
2.

S.No	Tools	Keyboard Short Cut
1.	Pointer tool	F9
2.	Rotating Tool	Shift + F2
3.	Line tool	Shift + F3

3. i). Line Tool - Used to draw straight lines in any direction.

   ii). Ellipse Tool - Used to draw circles and ellipses.

   iii). Polygon Tool - Used to draw polygon shape.

2 Marks

4. Desktop publishing (abbreviated DTP) is the creation of page layouts for documents using DTP software.
5. In the Windows 7 operating system, we can open Adobe PageMaker using the command sequence
   Start → All Programs → Adobe → PageMaker 7.0 →Adobe PageMaker 7.0
6. (i) A document page is displayed within a dark border.
   (ii) The area outside of the dark border is referred to as the pasteboard.
   (iii) Anything that is placed completely in the pasteboard is not visible when the document is printed.
   (iv) The use of pasteboard is to temporarily hold elements while designing document.
7. Menu bar contains the following menus File, Edit, Layout, Type, Element, Utilities, View, Window, Help. When you click on a menu item, a pull down menu appears. There may be sub-menus under certain options in the pull-down menus.
8.

Ellipse tool:		Used to draw circles and ellipse
Ellipse frame tool:		Used to create elliptical placeholders for text and graphics.

9. Zoom tool is to magnify or reduce the display of any area in document.

Multiple Choice Question

10. (b) PageMaker
11. (a) File menu
12. (d) Ctrl + W
13. (c) Rectangle
14. (a) Ctrl + A
15. (d) all of the above.
16. (a) title bar
17. (b) 2
18. (a) Untitled -1