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:

5 Marks

1.

Tool	Tool Toolbox	Cursor	Use
Pointer tool			Used to select, move, and resize text objects and graphics.
Text tool			Used to type, select, and edit text.
Rotating tool			Used to select and rotate objects
Cropping tool			Used to trim imported graphics
Line tool			Used to draw straight lines in any direction
Constrained line Tool			Used to draw vertical or horizontal lines
Rectangle tool			Used to draw squares and rectangles
Rectangle frame tool			Used to create rectangular place holders for text and graphics
Ellipse tool			Used to draw circles and ellipses
Ellipse frame tool			Used to create elliptical place holders for text and graphics
Polygon tool			Used to draw polygons
Polygon frame tool			Used to create polygonal place holders for text and graphics
Hand tool			Used to scroll the page (an alternative to the scroll bar)
Zoom tool			Used to magnify or reduce an area of the page.

3 Marks

2. (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.

3.

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

4. To rejoin the two split blocks:
(i) Place the cursor on the bottom handle of the second text block, click and drag the bottom handle up to the top.
(ii) Then, place the cursor on the bottom handle of the first text block, and click and drag the bottom handle down if necessary.

2 Marks

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. To create a new document,
(i) Choose File → New in the menu bar.(or) Press Ctrl + N in the keyboard. Now Document Setup dialog box appears.
(ii) Enter the appropriate settings for your new document in the Document Setup dialog box.
(iii) Click on OK
7. (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.

8. 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.

9.

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

Multiple Choice Question

10. (b) PageMaker
11. (a) File menu
12. (b) pasteboard
13. (a) Ctrl + A
14. (d) All of these
15. (a) Text tool

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