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

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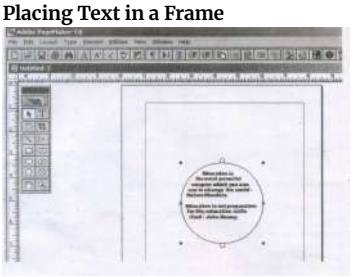
## Answers Key:

**5 Marks**

1. **Table 1.1 Keyboard Shortcuts**

| S. No. | Tools | Keyboard Shortcut |
|---|---|---|
| 1. | Pointer Tool | F9 |
| 2. | Rotating Tool | Shift + F2 |
| 3. | Line Tool | Shift + F3 |
| 4. | Rectangle Tool | Shift + F4 |
| 5. | Ellipse Tool | Shift + F5 |
| 6. | Polygon Tool | Shift + F6 |
| 7. | Hand Tool | Shift + Alt + Drag Left mouse button |
| 8. | Text Tool | Shift + AIt + F1 |
| 9. | Cropping Tool | Shift + Alt + F2 |
| 10. | Constrained Line Tool | Shift + Alt + F3 |
| 11. | Rectangle Frame Tool | Shift + Alt + F4 |

2. **Placing Text in a Frame**



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**To place text in a Frame:**
(i) Click on one of a Frame tool from the Toolbox.
(ii) Draw a frame with one of PageMaker's Frame. tools (Rectangle frame tool or Ellipse Frame Tool or Polygon frame Tool). Make sure the object remains selected.
(iii) Click on **File**. The File menu will appear.
(iv) Click on **Place**. The Place dialog box will appear.
(v) Locate the document that contains the text you want to place, select it.
(vi) Click on **Open**.
(vii) Click in a frame to place the text in it. The text will be placed in the frame.

3. After created text in a text block, if you want to convert it to a frame. You can do this by using these steps.
(i) Draw the **frame** of your choice using one of the PageMaker's Frame tool.
(ii) Select the text block you want to insert in the frame.
(iii) Click the frame while pressing the Shift key. Now both elements will be selected.
(iv) Choose **Element > Frame > Attach Content** on the Menu bar.
(v) Now the text appears in the frame.



4. **Table 1.1 Keyboard Movement Keys**

| Move | Press |
|---|---|
| One character the left | Left Arrow |
| One character to the right | Right Arrow |
| One word to the left | Ctrl+ Left Arrow |
| One word to the right | Ctrl + Right Arrow |
| Up one line | Up Arrow |
| Down one line | Down Arrow |
| To the end of a line | End |
| To the beginning of a line | Home |
| Up one paragraph | Ctrl + Up Arrow |
| Down one paragraph | Ctrl + Down Arrow |

5. (i) The main purpose of PageMaker is composing pages. You can insert new pages into a document, remove existing pages, move between pages, and sort pages in a large document.
**Going to a specific Page:**
PageMaker provides several methods for navigating the pages in your publication.
**Method 1:**
(i) You can move from one page to another by using the **Page up** and **Page down** keys on your keyboard.
(ii) This is probably the navigation methods you will use most often.
**Method 2:**
(i) You can move from one page to another by using the page icons. at the left bottom of the screen. Click on the page icon that corresponds to the page that you want to view. The page is displayed.
**Method 3:**
**Using the Go to Page dialog box. Refer Figure 1.52 and 1.53**
To go to a specific page in a document.
(i) Choose **Layout > Go to Page** in the menu bar (or) Press **Alt + Ctrl + G** in the keyboard.

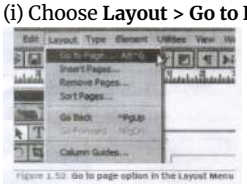


Figure 1.52 Go to page option in the Layout Menu

Go to page option in the Layout Menu
Now the **Go to Page** dialog box appears.


Figure 1.53 Go to Page dialog box

Go to Page dialog box
(i) In the dialog box, type the page number that you want to view.
(ii) Then click on OK button. The required page is displayed on the screen.

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