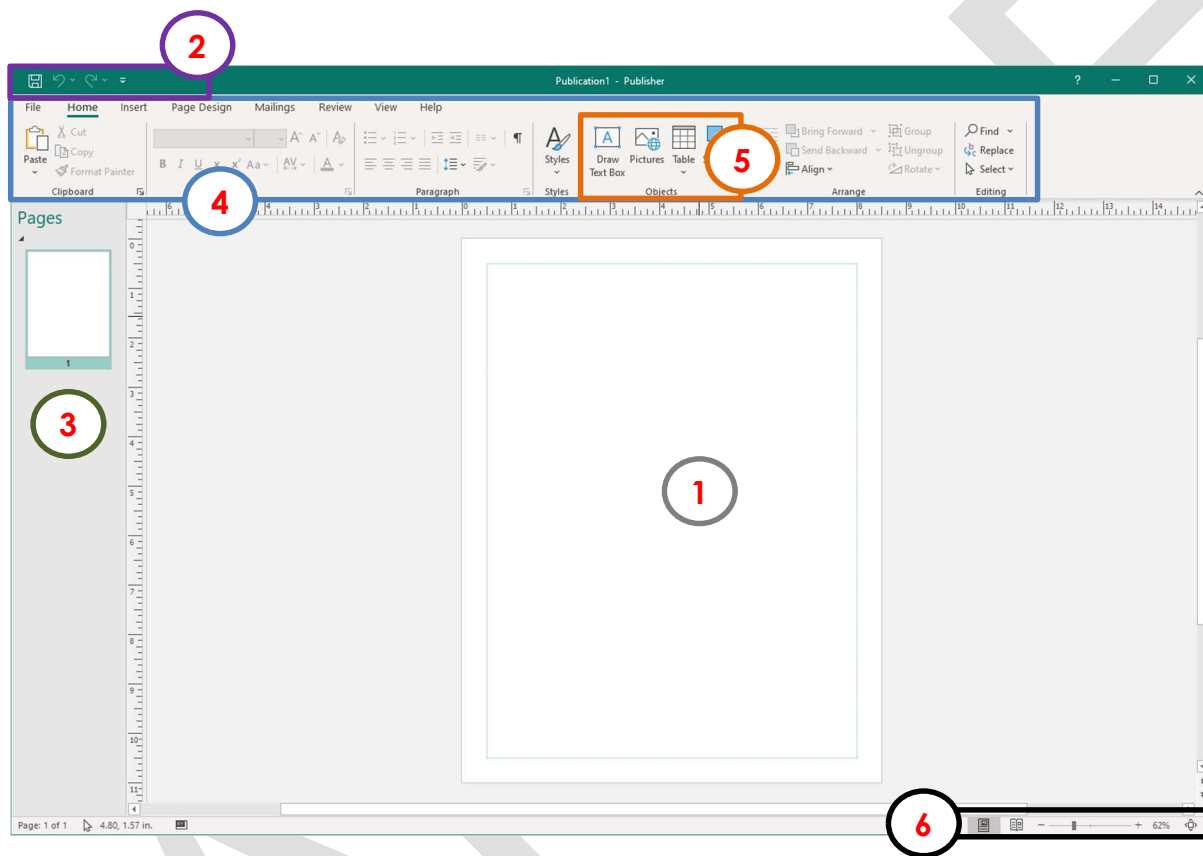


## Session 2 Review: About Microsoft Publisher

Number the parts of the Microsoft Publisher window.

- |              |                         |                         |
|--------------|-------------------------|-------------------------|
| 1. Work Area | 2. Quick Access Toolbar | 3. Page Navigation pane |
| 4. Ribbon    | 5. Group                | 6. View Controls        |



/6

Fill the blanks with the correct term.




ribbon	command	groups	caption
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- The band at the top of the window which holds a set of tabs is called the ribbon.
- A command is a tool on a tab that completes a task.
- The tab is divided into separate groups.
- Text describing the contents of a picture is called a caption.

/4

Select the command to complete the task.

11. Draw a shape.

- a.  b.  c. 

12. Fill a shape with a color.

- a.  b.  c. 

13. Align a shape.

- a.  b.  c. 

14. Draw a text box.

- a. **Aa** b.  c. 

15. Choose an outline for a shape.





- a.  b.  c. 

16. Add a picture to a publication.

- a.  b.  c. **A**

/6

Match the command to its function.

17.   **D**    A. Make the font smaller
18.   **C**    B. Make the words fit as large as possible in the text box
19.   **B**    C. Align text in the center of a text box.
20.   **A**    D. Add a caption to a picture

/4

**Total: /20**