

# Desktop Publishing

Name \_\_\_\_\_

## Test C

1. To create two mirrored master pages you click:
  - a. Arrange>Layout Guides Insert > Gutter
  - b. Format>Master
  
2. In making a folded booklet how many pages are automatically created?
  - a. 1
  - b. 2
  - c. 3
  - d. 4
  - e. 0
  
3. Page set up is found under:
  - a. Format
  - b. Insert
  - c. View
  - d. Edit
  - e. File
  
4. To make mirrored pages you select from view:
  - a. Two Page Spread
  - b. Layout Guides
  - c. Master Page
  
5. To change the layout guides you use Shift and the mouse
  - a. True
  - b. False
  
6. To make an object appear on every page you place it on:
  - a. Two Page Spread
  - b. Title Page
  - c. Master Page
  
7. To make columns in a text box you select: Format>Text Box>Text Box>Columns.
  - c. True
  - d. False
  
8. To Adjust the margins in a textbox you first click:
  - a. Edit
  - b. Format
  - c. Right click textbox

