

1. Answer the following answer.

- i. What are the different sources from which you can insert pictures in your publication?

Ans. In Publisher, pictures can be inserted from two sources:

- Pictures stored on your computer.
 - **Bing image search**, for pictures on the internet.
- ii. Define thumbnail.

Ans. A **thumbnail** is a graphic image in reduced size which helps in organizing pictures and to save space.

- iii. How can you set a picture as a background in your publication?

Ans. To set a picture as the background:

- Right-click the picture and point to **Apply to Background**.
 - Select **Fill** from the submenu that appears.
 - The picture will appear as the background on the page.
- iv. What are the building blocks in Publisher? Write the types of building blocks.

Ans. **Building Blocks** are another set of objects in publisher that contain a combination of text, shapes and images.

There are four types of building blocks:

- Page parts
 - Borders & Accents
 - Calendars
 - Advertisements
- v. What is the scratch area in Publisher?

Ans. **Scratch area** is the grey area that appears around the Publication page where we can place objects. It can be used as temporary holding area.

2. Answer the following question in detail.

- i. **What is a picture caption? How can you add caption to the graphics in Publisher?**

Ans. Caption:

A caption is a short description or title that accompanies a graphic with or without a figure number.

The steps to add a caption are:

- Select the picture.
 - Click the **Caption** button in the **Picture Styles** group. The **Caption** gallery appears. To preview the style in the publication, point to each style option in the gallery.
 - Select your preferred choice. To edit caption text, just select it and type in the new text.
- ii. **How will you swap a picture between a publication page and the scratch area?**

Ans. Pictures in the scratch area also show swap icon. We can drag the swap icon to swap pictures.

The steps to swap a picture are:

- In the scratch area, select the picture you want to swap with the picture in the publication. The selected picture displays the swap icon.
- From the scratch area, drag the swap icon of the picture towards the picture on the publication.
- When the pink boundary is displayed, release the mouse button to swap the pictures.

3. Fill in the blanks with correct answer.

Shapes resize picture style picture placeholder

- i. A **picture style** provides the artistic effects to the picture.
- ii. The **Shapes** collection in Publisher is same as in Word or PowerPoint.
- iii. **Picture Placeholder** is an empty picture frame.
- iv. You can move, align and **resize** a picture or an object.
- v. **Page parts** are placeholders with images and text.

4. True or False.

- i. Caption is available in the picture styles group. **True**
- ii. Scratch area is the black area that appears around the publication page. **False**
- iii. Pictures in the scratch area also show swap icon. **True**
- iv. Borders & Accents are graphic elements for adding borders, frames etc. **True**
- v. Thumbnail is used as temporary holding area for pictures. **False**

5. Word Search.

Arrange	Wrap	Calendar	Effect	Thumbnail
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A	O	P	T	I	N	C	T
R	S	T	N	M	P	A	H
R	W	R	A	P	X	L	U
A	E	P	P	Q	Q	E	M
N	T	O	R	Y	X	N	B
G	Y	V	G	O	N	D	N
E	P	M	Z	M	E	A	A
E	F	F	E	C	T	R	I
T	G	B	S	Q	M	K	L

8. Comprehension.

Read the paragraph carefully and answer the following questions.

Publisher is an application that helps you create professional-looking publications quickly and easily. First released in 1991, there have been 14 versions of Microsoft Publisher at the time of writing. The most current version is Microsoft Publisher 2021, which was released in October 2021. Adobe's PageMaker came out in 1985, securing its position as a leader in the field long before Publisher. These are the features available with Microsoft publisher like:



- Technical-level effects for texts, shapes, and images.
- Mail merge tools.
- Personalization tools.
- Drag-and-drop picture importing and interchanging.
- Document-sharing abilities.

1. In which year Microsoft Publisher was released?

Ans. It was released in 1991.

2. Write any two features of MS Publisher.

Ans. Mail merge tools and personalization tools

3. How many version of MS Publisher are there?

Ans. There are 14 versions of MS Publisher.

4. Which is the most current version of MS Publisher?


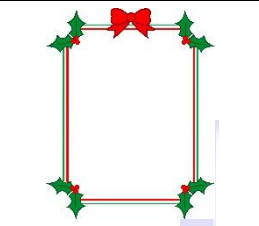
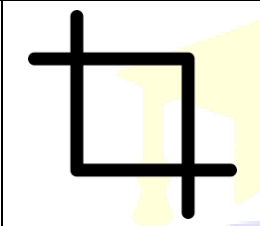

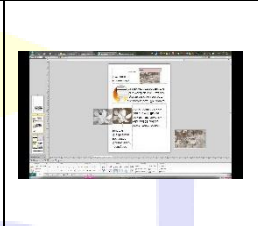
Ans. The most current version of MS Publisher is 2021.

5. Name the application program that was in use before MS Publisher.

Ans. Adobe's PageMaker

9. Drag and Drop.

Write the functions and commands in the relevant column.

I am used to remove the unwanted part of an image.	I am the key used to move the picture in a straight line while dragging.	I am a building block that contains graphic elements for adding borders and frames.	I am a temporary holding area for text and pictures in publisher.	I am a button in the Arrange group that has options to wrap the text around the picture.
Wrap text	Borders & Accents	Crop	Shift	Scratch area
				

Functions	Commands
I am used to remove the unwanted part of an image.	Crop
I am the key used to move the picture in a straight line while dragging.	Shift
I am a building block that contains graphic elements for adding borders and frames.	Borders & Accents
I am a temporary holding area for text and pictures in publisher.	Scratch area
I am a button in the Arrange group that has options to wrap the text around the picture.	Wrap text

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10. Match the columns.

Column A	Column B
Picture style	A4
Paper size	Title
Caption	Image in reduced size
Swap	Artistic effect
thumbnail	Shift

11. Choose the correct answer.

1. The tab that appears on the ribbon when you insert a shape is:			
a. TEXT TOOLS	b. Drawing TOOLS	c. PICTURE TOOLS	d. none of these
2. The option on the illustration group on the insert tab that can insert a picture from your computer in your publication is:			
a. Picture	b. Online Pictures	c. Picture Placeholder	d. All of these
3. The group on the FORMAT tab under PICTURE TOOLS that contains the Arrange Thumbnails button is			
a. Crop	b. Arrange	c. Adjust	d. Picture Styles
4. The option that arranges the text around a picture is:			
a. Bring Forward	b. Bring Backward	c. Wrap Text	d. Align
5. The option in the Picture Style group to add a border of 2 pt. around a picture is:			
a. Picture Border	b. Picture Effects	c. Picture Style	d. Border Width