

1. Answer the following questions.**i. What is a publisher?**

Ans. Publisher is a program that allows to create documents such as cards, labels, certificates etc.

ii. What is the purpose of page navigation pane in Publisher?

Ans. The **Page navigation pane** allows to view and work with all the pages in your publication. You can add, delete and re-arrange pages in this pane.

iii. Which are the two tabs that appear when you select a text box?

Ans. The two tabs are

- Drawing Tools
- Text Box Tools

iv. What do you mean by typography?

Ans. Typography refers to the style and appearance of the character in a piece of text.

v. What is a Swash?

Ans. Swash is a stylish extension at the ends of some characters of certain fonts.

2. Answer the following question in detail.**i. Analyze the similarities and differences between the interfaces of MS Publisher and MS Word.**

Ans. Similarities:

- Both allow choosing font type, colour and size.
- Both allow formatting text such as the use of italic, bold underline and justify.
- Both allow for text alignment -- justify, left align and right align.
- Commands for formatting text are similar in both software.

Differences:

- MS Word is primarily used for text.
- MS Publisher allows extensive use of images.
- To write text in MS Publisher you have to draw a textbox, while in MS Word you can start typing right away.
- Rulers open automatically when opening MS Publisher documents. This is not the case in MS Word.

3. Fill in the blanks.

- i. The elements you place in your publication are **objects**.
- ii. **Ligatures** are connections between characters of a font.
- iii. The **create link** option connects the text boxes to the next.
- iv. **Publisher** is a program that allows you to create documents such as labels, cards etc.
- v. **Scratch area** is a grey area around the publication page.

4. Write True or False.

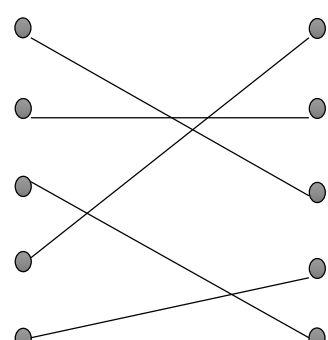
- i. The typography features in Publisher 2013 include Drop Cap, Number Style and Ligatures.
True
- ii. A pre-defined design layout that saves time while designing is called Swash.
False
- iii. Drop-Cap is a text formatting style that enlarges the first letter of the selected text.
True
- iv. Margin lines are green lines that you can add anywhere on your publication.
False
- v. The **Format** under **drawing tools** tab has commands related to formatting the text box.
True

5. Choose the correct option.

| | | | |
|--|--------------------|-------------------|------------------------|
| 1. Which two types of rulers are present on the main screen of Publisher 2013? | | | |
| a. Horizontal | b. Diagonal | c. Vertical | d. Both a and c |
| 2. What are the types of guides present in Publisher 2013? | | | |
| a. Margin | b. Customizable | c. Boundary | d. Both a and b |
| 3. A Publisher file saved with this extension cannot be modified. | | | |
| a. .pub | b. .pdf | c. .tiff | d. .doc |
| 4. The elements in a publication are called | | | |
| a. groups | b. objects | c. a collection | d. images |
| 5. The feature that enlarges the first letter of the selected text is | | | |
| a. Orientation | b. Drop Cap | c. Stylistic Sets | d. Link text |

6. Match the columns.

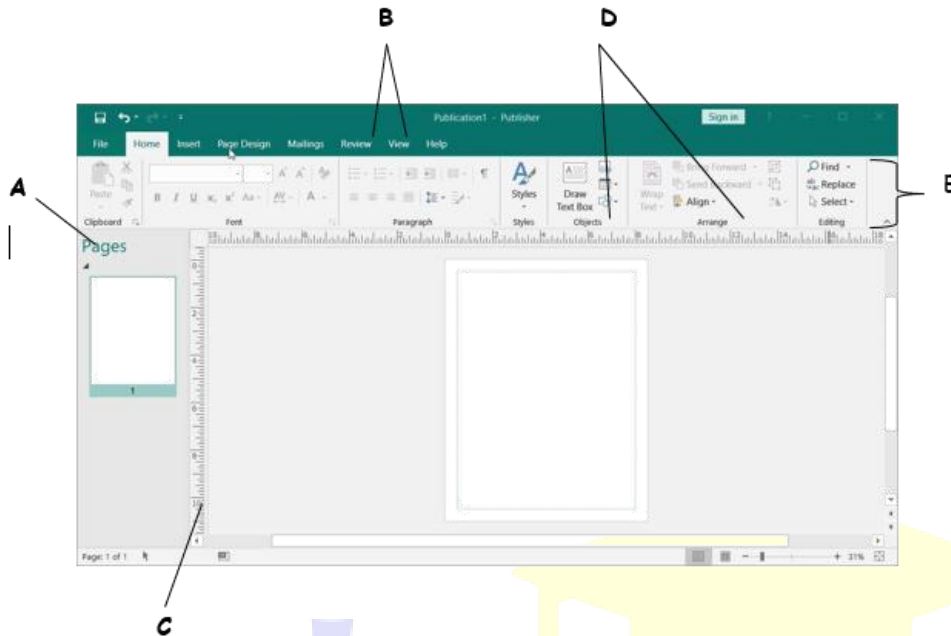
| Column A | | Column B |
|-----------------|---|-------------|
| Types of rulers | ● | Connections |
| Elements | ● | Objects |
| File extension | ● | Two |
| Ligatures | ● | Grey area |
| Scratch area | ● | .pdf |



7. Re-arrange the jumbled words.

- | | |
|-----------------|-------------------|
| i. SHSWA | <u>SWASH</u> |
| ii. ERUBPISHL | <u>PUBLISHER</u> |
| iii. NOITAGIVAN | <u>NAVIGATION</u> |
| iv. XTTOXEB | <u>TEXTBOX</u> |
| v. YHGRAOPYTP | <u>TYPOGRAPHY</u> |

8. Label the Diagram.



- A. Page Navigation pane
- B. Tabs
- C. Rulers
- D. Groups
- E. Ribbon

9. Word Search.

| Swash | Typography | Publisher | Drop Cap | Format |
|-------|------------|-----------|----------|--------|
|-------|------------|-----------|----------|--------|

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| F | A | G | Q | Y | V | D | T | T | S |
| O | B | D | H | T | S | R | W | M | W |
| R | C | J | L | B | H | O | S | F | A |
| M | D | A | R | N | E | P | F | S | S |
| A | R | Q | T | Q | W | C | K | D | H |
| T | Y | P | O | G | R | A | P | H | Y |
| G | N | M | L | U | Q | P | A | S | L |
| P | U | B | L | I | S | H | E | R | N |

10. Comprehension

Read the paragraph and answer the following question carefully.

I am Ayesha. I have created a beautiful card for my class teacher for teachers' day celebration that happens on 5th October every year. I used a software called MS Publisher. I used different formatting styles for text like typography, swash etc. MS publisher has almost similar formatting features like MS Word. After creating my card I saved it in my computer. It has file extension .pub.

1. In which software has Ayesha created a card?

Ans. In MS Publisher

2. On which date does the teachers' day celebrate?

Ans. 5th October

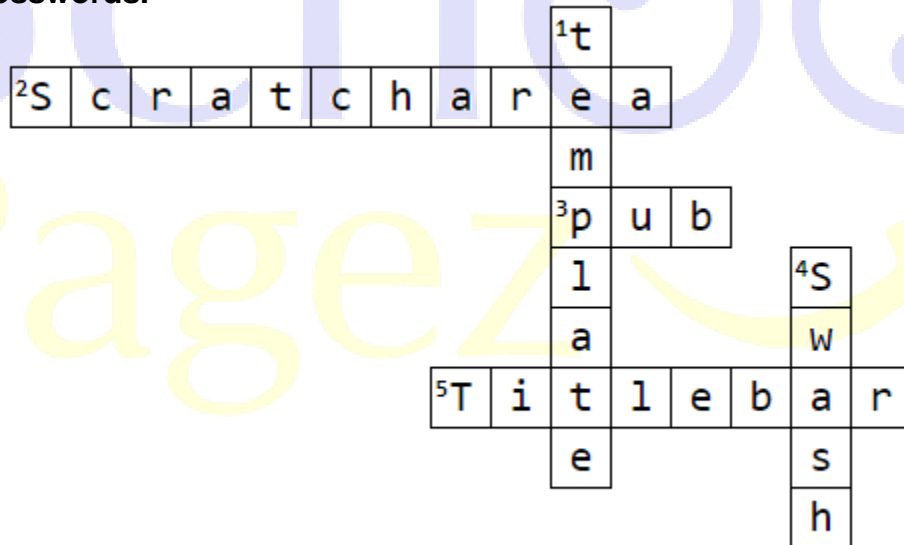
3. What is the file extension of MS publisher?

Ans. pub

4. Which thing is common in both MS Word and Publisher?

Ans. Formatting features and styles

11. Crosswords.



The crossword puzzle grid is as follows:

- Across 2: S c r a t c h a r e a
- Across 3: p u b
- Across 5: T i t l e b a r
- Down 1: t m p l a e
- Down 4: s w a s h

| Across | Down |
|------------------------------------|------------------------|
| 2. grey area | 1. pre-designed format |
| 3. file extension | 4. Stylish extension |
| 5. at the top of the window screen | |