Desktop Publishing & Computer Graphic Design: Study Guide

Lesson 1: Basics of Desktop Publishing

1) Microsoft Publisher offers many pre-formatted files that serve as starting points for projects. These pre-formatted files are called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a. rough drafts b. text boxes c. templates d. starting points

2) WYSIWYG stands for \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a. “what you select is what you gather” b. "printer-ready"

c. "you get what you see" d. "what you see is what you get"

3) The image that you see on the screen using desktop publishing software is called a \_\_\_\_\_\_ image because what you see on the screen is what you’ll see when you print.

a. WUSIWY b. MY WAY c. WYSIWYG d. none of the above

4) Desktop Publishing and Computer Graphic Design are both areas of what technology?

a. Computers b. Manufacturing c. Communication d. Power and Energy

5) \_\_\_\_\_\_\_Which of the following design elements can you control when you’re using desktop publishing?

a. Picture size b. The positioning of text and pictures c. Font color d. All of the above

6) In *Publisher*, you can change the color scheme (and several other things) by selecting *Color Schemes* from a \_\_\_\_\_\_.

a. task pane b. text box c. master page d. graphic box

# Lesson 2: Customizing Publications

# 7) What term refers to the letters and symbols used for written communication?

a. Typography b. Typec. Charactersd. Track

8) \_\_\_\_\_\_\_\_\_\_\_ refers to the style and shape of individual letters and symbols. It’s the art of making a design look eye-appealing for your audience.

a. Line spacing b. Type specs c. Styling d. Typography

9) Type size (also called font size) is usually measured in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a. inches b. points c. centimeters d. pixels

10) Another name for leading is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

a. tracking b. font c. line spacing d. kerning

11) To add typed words that can be easily manipulated to your project, insert a \_\_\_\_\_\_\_.

a. type square b. text box c. typeface d. typing box

12) What term is often used in place of type?

a. font b. style c. pattern d. all of the above

13) **\_\_\_\_\_\_\_\_\_\_** is decorative text that you can add to a document.

a. WordArt b. Special effects c. Text Box Deluxe d. WordDesign

14) In *Publisher*, you can activate a text box by \_\_\_\_\_\_\_\_\_\_\_\_.

a. clicking it b. pushing CTR+X c. tracing an oval around it d. hitting CTR+A

## Lesson 3: History of Graphics & Introduction into Graphic Design

15) During the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, primitive art was first developed by cave dwellers.

a. Iron Age b. Stone Age c. Industrial Age d. Fossil Age

16) Which 2 civilizations are credited with developing paper first?

a. Chinese & Japanese b. The Americans & Chinese c. Chinese & Egyptians d. The Sumerians & Mayans

17) Who invented the printing press in 1452, making it much faster and easier to print?

a. Johann Guttenburg b. Ben Franklin c. Alexander Graham Bell d. Eli Whitney

18) To make a shape like a triangle, trapezoid, or heart in MS Publisher, click on the \_\_\_\_\_\_\_\_\_\_\_ icon.

a. polygons b. oval c. AutoShapes d. WordArt

19) Which of the following can you not do in MS Publisher?

a. Create 3-D shapes b. Add text inside shapes c. Overlap 2 shapes d. Create transitions from page to page.

**Lesson 4: Design Elements**

20) Good design is a \_\_\_\_\_\_\_\_\_\_\_\_\_.

a. process b. publication c. document d. tactic

21) The most important purpose of design is to \_\_\_\_\_\_\_\_\_\_\_\_\_.

a. sell a productb. communicate c. create a process d. create graphic art

22) The first step in the design process is to identify your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a. audience and market b. budget and working supplies

c. audience and demographics d. objective and audience

23) You should be able to state your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in a single sentence.

a. market b. document c. publication d. objective

24) A computer screen is made up tiny rectangles that make up the images a viewer sees on the screen. These tiny rectangles are called what?

a. Points b. Grids c. Pixels d. Cubes

25) When designing a layout for any Publisher project, consider 3 things- Simplicity, consistency, & \_\_\_\_.

a. complexity b. sophistication c. elegance d. contrast

26) A \_\_\_\_\_\_ is simply a small, quick drawing that allows designers to explore multiple visual ideas quickly.

a. thumbnail sketch b. mini-design c. story board d. mini-sketch

**Lesson 5- Designing and Making Your T-Shirt**

27) To help design a T-shirt, thumbnail sketches and a design model are created. They are stages of a \_\_\_.

a. graphic process b. creation c. design process d. none of the above

28) To make a t-shirt you first print your design onto a special type of paper then you imprint the design on the t-shirt using a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a. press-o-matic b. heat press c. drill press d. transfer sheet

29) Your design and text will transfer on your t-shirt using a special type of paper called a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a. transfer cartridge b. transfer sheet c. toner cartridge d. color sheet

30) When a piece of paper or design on a computer is presented lengthwise like this, what format/style is it in?

a. Flat b. Portrait c. Landscape d. Horizon