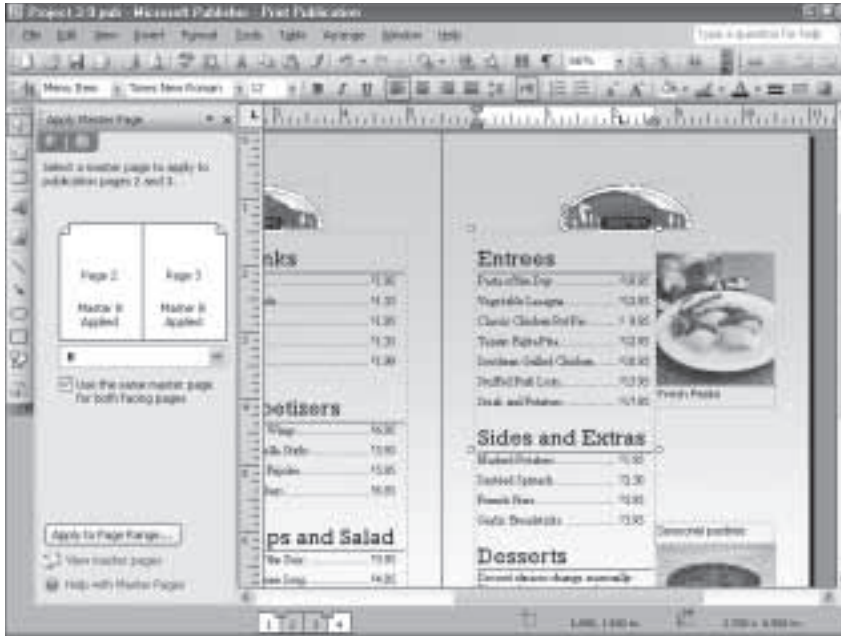


Chapter 3: Worksheet 3A

Review Microsoft Publisher Skills

Directions Use the figure to determine if the statements that follow are true or false. Circle **T** for true or **F** for false. For each false statement, write the correct answer.



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1. The current document is two pages long. T F

2. The Task Pane is displayed. T F

3. The magnification level is set at 100 percent. T F

4. The full page spread is visible on the screen. T F

5. The format displayed for the style sheet is Caption style. T F

6. The page is laid out as a booklet. T F

7. Different Master Pages are applied to pages 2 and 3. T F

8. The prices are aligned with a tab and use leaders. T F

Chapter 3: Worksheet 3B

Evaluate Ethical Use of Materials

Directions Answer the following questions.

1. Define *copyright*.

2. Define *fair use*.

3. Describe a situation when copyrighted material can be used without permission or payment.

Directions One reason a work may be in public domain is because the copyright expired. The copyright has expired for all works published in the United States before 1923. No works published after 1923 will become public domain until at least 2019. For each of the following, circle **Public Domain** if you think the material is in the public domain, or circle **Copyright** if the material could still be copyrighted.

- | | | |
|---|----------------------|------------------|
| 4. William Shakespeare's <i>Romeo and Juliet</i> (1597) | Public Domain | Copyright |
| 5. Maya Angelou's <i>I Know Why the Caged Bird Sings</i> (1969) | Public Domain | Copyright |
| 6. Disney's <i>Finding Nemo</i> (2003) | Public Domain | Copyright |
| 7. Francis Scott Key's "The Star Spangled Banner" (1814) | Public Domain | Copyright |
| 8. Emily Bronte's <i>Wuthering Heights</i> (1847) | Public Domain | Copyright |
| 9. The Brothers Grimm's <i>Hansel and Gretel</i> (1812–1814) | Public Domain | Copyright |
| 10. Stevie Wonder's "You Are the Sunshine of My Life" (1973) | Public Domain | Copyright |
| 11. Isabel Allende's <i>The House of the Spirits</i> (1985) | Public Domain | Copyright |
| 12. John Newton's "Amazing Grace" (1800) | Public Domain | Copyright |
| 13. Homer's <i>Iliad</i> (800 BC) | Public Domain | Copyright |
| 14. President John F. Kennedy's <i>Profiles in Courage</i> (1956) | Public Domain | Copyright |