

Chapter 10: Worksheet 10A

Review Desktop Publishing Skills

Directions Match the following descriptions with the terms shown below. Write the letter of the correct description in the space provided.

- _____ 1. desktop publishing
- _____ 2. WYSIWYG
- _____ 3. word processor
- _____ 4. resolution
- _____ 5. layout
- _____ 6. sans serif

- a. Refers to the clarity of an image
- b. Means the computer screen displays what the final printed document looks like
- c. The arrangement of elements on the page
- d. Typeface without small cross strokes at the top and bottom
- e. A software application that allows the user to enter and edit text
- f. The ability to design and develop publications on a personal computer by combining text and graphics

Directions Read each question below. Then fill in the circle next to the word or phrase that best answers the question.

- 7. How many times should you press the space bar after a question mark?
 - none
 - one
 - two
 - three
- 8. In terms of readability, what kind of font should generally be used for a paragraph?
 - sans serif
 - serif
 - decorative
 - bold
- 9. Which of the following alignments should generally not be used together?
 - left and right
 - left and center
 - center and justified
 - right and right
- 10. What is a drop cap?
 - a capital letter that is smaller than the font's x-height
 - a capital letter that is larger than a single line of text
 - a command that allows the user to eliminate capitalized words easily
 - an exception to the rule about using all-caps
- 11. Why should elements be repeated on every page?
 - They give a summary explanation of the story.
 - They capture the reader's attention.
 - They increase white space.
 - They visually tie different pages together.

Chapter 10: Worksheet 10B

Review Adobe Photoshop Skills

Directions Read each question below. Then fill in the circle next to the phrase that best answers the question.

1. After you have used the marquee, what area of the image can be edited?
 - The area to which you are applying the tool
 - Only the area outside the selection
 - Only the area inside the selection
 - Only the area rasterized by the vector image
2. How does the Magic Wand tool determine which areas of an image to select?
 - It determines hard edges of an object and selects that form.
 - It selects areas based solely through the similarity of pixel colors.
 - It selects areas based on image properties such as shadows.
 - It selects areas based upon the history palette and computerized intuition.
3. What is an advantage to using layers?
 - File sizes are much smaller.
 - Images are less confusing to work with.
 - Fewer windows are on your screen.
 - Layers can be edited independently.
4. What is one way that a TIFF file format compares to JPEG file format?
 - A TIFF is much smaller than a JPEG.
 - A TIFF is used for Internet publishing.
 - A TIFF has greater image quality.
 - A TIFF file format is not different from a JPEG file format.
5. What happens to a bitmapped image when it is enlarged?
 - It changes size and keeps its image quality.
 - It changes size and loses image quality.
 - If resized using the same proportions, it keeps its image quality.
 - Bitmapped images cannot be resized.
6. What is a pixel?
 - It refers to a square in an image that displays a single color.
 - It is a tool that smoothes image quality.
 - It is a tool that automatically reduces red-eye problems in pictures.
 - It is a tool use to make corrections in photographs.
7. Which statement is accurate?
 - Bitmap images can be photographic quality, but they have large file sizes.
 - Vector images can be photographic quality, but they have large file sizes.
 - Bitmap images can be photographic quality, but they have small file sizes.
 - Bitmap images are never photographic quality.

Chapter 10: Worksheet 10C

Review Adobe Illustrator Skills

Directions Match the following descriptions with the Illustrator tools shown below. Write the letter of the correct tool in the space provided.

- _____ 1. Selects a specific object within a group
- _____ 2. Sets anchor points and draws lines between those points
- _____ 3. Selects an entire grouped object
- _____ 4. Makes copies
- _____ 5. Moves the workspace

- a. Hand tool
- b. Selection tool
- c. Direct Selection tool
- d. Blend tool
- e. Pen tool

Directions Read each question below. Then fill in the circle next to the word or phrase that best answers the question.

6. Which file format below is the native format created specifically for Illustrator?
- JPEG
 - PNG
 - GIF
 - AI
7. Why is there a triangle shape on the bottom corner of some of the tools in the toolbox?
- Some areas in the toolbox have hidden tools underneath.
 - These are the tools recommended by the Adobe staff.
 - These tools can be customized.
 - The Delta is merely part of interface design.
8. What does it mean to “type on a path?”
- Begin to key text at an anchor point.
 - Text follows the shape of a line.
 - Text will assume the shape of selected artwork.
 - Text is keyed in a text box.

Directions Write the name of the Illustrator palette described in the question on the blank line.

9. Which palette adds, subtracts, merges, and crops shapes?
- _____
10. Which palette shows the layers so they may be viewed, deleted, locked, or reordered?
- _____
11. Which palette changes the thickness of the lines?
- _____
12. Which palette serves as Illustrator’s “clip art”?
- _____

Chapter 10: Worksheet 10D

Review Presentation Skills

Directions Answer the following questions about preparing for a PowerPoint presentation.

Know the Audience

1. Why is it important to make sure your presentation is age-appropriate?

2. Why is it important to know how much knowledge your audience has about the information you will present?

Practice

3. Why is it important to make sure you know how to explain and pronounce everything in your presentation?

4. Why is it important to practice giving the presentation?

Timing

5. Why is it important to know if your audience might be hungry?

6. Why is it important to know exactly how much time you have to complete your presentation?

Prepare Yourself

7. Why is it important to make sure your appearance and clothes look professional?
