An Introduction to Adobe Pagemaker Important 2 Marks Questions With Answers (Book Back and Creative)

12th Standard

Computer Applications

Total Marks : 60

2 Marks

30 x 2 = 60

1) What is desktop publishing?

   Answer : Desktop publishing (abbreviated DTP) is the creation of page layouts for documents using DTP software.

2) Give some examples of DTP software.

   Answer : The popular DTP software are Adobe PageMaker, Adobe InDesign, QuarkXpress, etc.

3) Write the steps to open PageMaker.

   Answer : In the Windows 7 operating system, we can open Adobe PageMaker using the command sequence
   Start → All Programs → Adobe → PageMaker 7.0 →Adobe PageMaker 7.0

4) How do you create a New document in PageMaker?

   Answer : To create a new document,
   (i) Choose File → New in the menu bar.(or) Press Ctrl + N in the keyboard. Now Document Setup dialog box appears.
   (ii) Enter the appropriate settings for your new document in the Document Setup dialog box.
   (iii) Click on OK

5) What is a Pasteboard in PageMaker?

   Answer : (i) A document page is displayed within a dark border.
   (ii) The area outside of the dark border is referred to as the pasteboard.
   (iii) Anything that is placed completely in the pasteboard is not visible when the document is printed.
   (iv) The use of pasteboard is to temporarily hold elements while designing document.

6) Write about the Menu bar of PageMaker.

   Answer : Menu bar contains the following menus File, Edit, Layout, Type, Element, Utilities, View, Window, Help. When you click on a menu item, a pull down menu appears. There may be sub-menus under certain options in the pull-down menus.

7) Differentiate Ellipse tool from Ellipse frame tool.

   Answer :

Ellipse tool:		Used to draw circles and ellipse
Ellipse frame tool:		Used to create elliptical placeholders for text and graphics.

8) What is text editing?

   Answer : Editing means making changes to the text. Editing a text contains many tasks such as inserting and deleting words and phrases, correcting errors, moving and copying text to different places in the document.

9) What is threading text blocks?

   Answer : A Text block can be connected to other text block so that the text in one text block can flow into another text block. Text blocks that are connected in this way are threaded text blocks.

10) How do you insert a page in PageMaker?

Answer : (i) Go to the page immediately before the page to be inserted.

(ii) Choose Layout → Insert Pages in the menu bar. The Insert Pages dialog box appears.

(iii) Type the number of pages want to be insert

(iv) To insert pages after the current page choose after' from the pop-up menu.

(v) Click on Insert button.

(vi) The new pages are inserted in publication

11) What is the purpose of page layout tool?

Answer : Page layout software includes tools that allow you to easily position text and graphics on document pages.

12) Write the steps to show toolbox in page maker.

Answer : 1. Click on Window. The Window menu will appear.

2. Click on Show tools.

13) How will you rejoin the split blocks?

Answer : To rejoin the two text blocks

1. Place the cursor on the bottom handle of the second text block, click and drag the bottom handle up to the top.

2. Then place the cursor on the bottom handle of the first text block, and click and drag the bottom handle down if necessary.

14) How to remove pages in Pagemaker?

Answer : You can remove the unused pages from your document with a Remove Pages dialog box

1. Choose Layout > Remove Pages inthe menu bar. The Remove Pages dialog box appears

2. Type the page range you want to remove.

15) How to Hide the Master Items?

Answer : To make the master items invisible on a particular page, switch to the appropriate page, then choose View > Display Masteritems (which is usually ticked).

16) What is scrolling bars?

Answer : (i) Scrolling is the process of moving up and down or left and right through the document window.

(ii) There are two scrollbars namely Vertical and Horizontal scroll bars for scrolling the document vertically or horizontally

17) What is symbol?

Answer : A sign or a special character that can be inserted in a PageMaker document

18) Write the steps to show the tool box infront of the window.

Answer : 1. Click Window menu

2. Click on Show Tools.

19) Write the steps to hide the tool bar.

Answer : 1. Click Window menu

2. Click on Hide Tools.

20) What is Scrolling?

Answer : Scrolling is the process of moving up and down (or) left and right through the document window.

21) What is the use of rulers in PageMaker?

Answer : There are two ruler bars. One is at the top and the other is at the left side of the document window.

22) How the text blocks are created?

Answer : We use Text tool to create the text blocks.

23) What is the shortcut key for Undo command?

Answer : (i) Click Edit→ Undo

(ii) Press Ctrl + Z.

24) What is the use of copy command?

Answer : It creates a duplicate of the selected text, leaving the original text unchanged.

25) How threaded text block can ideatify.

Answer : A threaded text block can be identified by a plus sign in its top and/or bottom handles.

26) What are the different methods to close the document?

Answer : (i) Click File → Close in menu bar. (or)

(ii) Press Ctrl + W in the keyboard.

27) What is Margins?

Answer : The amount of space between the text and the edge of the Page on all four sides.

28) How to resize a Text Block in PageMaker?

Answer : (i) Click on the Pointer tool.

(ii) Click either the left or right corner handle on the bottom of the text block and drag. When you release the mouse button, the text in the text block will reflow to fit the new size of the text block.

(iii) A red triangle in the bottom windowshade means there is more text in the text block than is visible on the page. Drag the windowshade handle down to show more text.

29) How will you separate text from the frame?

Answer : To separate, text from a frame

(i) Click the frame with the Pointer tool.

(ii) Choose Element → Frame → Separate Content in the menu bar. The text will not appear in the frame. It will be separated from the frame.

30) How will you a block of text?

Answer : To delete a block of text, do the following :

(i) Select the text to be deleted.

(ii) Press Delete or Backspace in the keyboard (or) Edit → Clear command