

PARAGON CONVENT SCHOOL

SECTOR -24-B CHANDIGARH

CLASS 6

CH-10 INTRODUCTION TO PUBLISHER 2010

BRAIN DEVELOPER

A. Fill in the blanks:

1. Microsoft Office Publisher 2010 is a desktop publishing program.
2. Ms Publisher provides a variety of pre-designed templates.
3. Customize Pane option appears on the right side of the screen.
4. The schemes group allows the user to change the colour scheme of any publication.
5. The square option of Text wrapping wraps the text around the image's frame.

B. State True or False:

1. MS Publisher is used to create, design and publish various professional publications. **True**
2. In MS Publisher, a document cannot be customized. **False**
3. You can change the background of a Publication by using options from Page Design tab. **True**
4. The pre designed templates are listed under the Publication Type section. **False**

C. Match the following:

Drawing Tools	Shape effects
Picture	Illustrations
Wrap Text	Arrange
Page Design	Page Background

D. Answer the following questions:

Q1. Explain the use of MS Office Publisher.

Ans. Microsoft Office Publisher 2010 is a desktop publishing program that helps you to create, design and publish various professional publications, such as Newsletters, Flyers, Brochures, Business cards, Calendars, Greeting cards, and Catalogues.

Q2. What do you understand by formatting a publication?

Ans. Formatting a publication means that changing the appearance of the publication that includes adding special text effects, changing fonts, colours, page layout, background, etc.

Q3. How can you insert a Clipart in a publication?

Ans. To insert a Clipart in the publication:

- i) Click on the Insert tab. Select the Clip art option in the illustrations group. The Clip Art task pane appears to the right-hand side.
- ii) In the Search for: text box type a word that describes the required picture, for example, Computer.
- iii) Now, click Go.
- iv) When the results of the search are fully displayed, click on the desired picture to insert it in the publication.

Q4. How many options of Text Wrapping are available in MS Publisher? Name them.

Ans. There are five Text Wrapping options are available in MS Publisher - None, Square, Tight, Top and Bottom, Through, Edit Wrap Points.

Q5. How can you change the background of a publication?

Ans. To change the background of a publication:

- i) Click on the Page Design tab.
- ii) Select Background option in the Page Background group. A Background palette appears.
- iii) Choose any desired background from the given options. Click on More Backgrounds to view more background.

Q6. How can you change the colour scheme of a publication?

Ans. To change the colour scheme of a publication:

- i) Click on the Page Design tab.
- ii) The Schemes group allows you to change the colour scheme of your publication. You can select any option from the pre-designed schemes or create your own. To view more colour schemes, click on the More button. To create your own colour scheme, click on the Create New Color Scheme option.