

PUBLISHER SKILLS CHECKLIST



Student Name: _____

Date: _____

Be prepared to follow teacher's specific instructions for each skill! You will have a limited amount

The student can:

Not Yet With Help Expertly

0 marks 1 mark 2 marks

1. Set page to Tabloid size, Landscape layout, 2" margins and 2 columns.			
2. Create two text boxes and link them together. Explain why you would use the linking feature.			
3. Insert text from a file (any readme file) into the first of the 2 linked text boxes and change the text box fill to transparent.			
4. Select all of the text and change it to Tahoma font, 12pt size and full justified alignment. Change "line spacing" to 1 space and "after paragraph" to 6pt. Resize text box to show all text.			
5. Use the drawing tools to create a square filled with red and having a blue 2 pt outline.			
6. Rotate the square 45 degrees, move it over the text box and send it to the back.			
7. Insert clipart from the MS clip gallery. Position it over a text box and crop half of the image.			
8. Adjust the text wrap from frame wrap to image wrap.			
9. Insert an automatic page number and send it to the background layer.			
10. Switch to the background layer and adjust the position, font and size of the page number. Explain the use of the background layer.			
11. Insert a table 6 columns by 4 rows. Adjust column width so left column is approximately twice as wide as the other columns, Use hairline, black/grid, to format the table "lines."			
12. Merge all of the cells in the top row of the 5 thinner columns into a single cell. Type some text and change text alignment to Right.			
13. Type 7 or 8 lines of text and format as a numbered list (a,b,c,d format) starting at c.			
14. Insert a new page and create a text box filled with 20% red and a drop shadow.			
15. Select a paragraph of text and insert a Drop cap. Insert horizontal ruler guides at 3" and 5".			

TOTAL: / 30