

# Learning microsoft office: desktop publishing quiz



**ASSIGN  
BUSTER**

desktop publishingthe process of designing and printing a document using a desktop computer and a printerpage layoutthe way text, graphics and space are organized on a document page ONLEARNING MICROSOFT OFFICE:

DESKTOP PUBLISHING QUIZ SPECIFICALLY FOR YOUFOR ONLY\$13.

90/PAGEOrder Nowdropped capitalan enlarged capital letter that drops below the first line of body text in the paragraphbordera line placed on one or more sides of a paragraph(s), page or text box3Da perspective added to a border to give the appearance of three dimensionsshadinga color or pattern applied to a paragraph(s), page or text boxtextboxa rectangular drawing object in which text or graphic images can be inserted and positioned anywhere on a pagesizing handlesrectangular boxes around the edges of a selected object that you use to resize the objectobjecta graphic, picture, chart, shape, text box or other element that can be inserted into a documentsmart art graphica pre-drawn graphic used to illustrate a specific data relationship, such as a list, process, cycle, hierarchy, matrix, pyramid or other relationshiptemplatea sample or model document on which new documents are based and are used to create new documentsbuilding blocka feature of Microsoft Office that lets you insert reusable pieces of content such as headers, footers or tables created from saved text or graphicsmacroa series of commands and keystrokes that you record and save together so you can run it later to replay the series