

Check Your Understanding of One-Page Flyers

Directions: *The statements below are true or false. If false, correct the sentence to make it true as you type all ten statements. Save the document as **Activity D402-05**. Set an appropriate header with your name, date, and class.*

- ___ 1. A one-page flyer is a document that informs the public about local happenings or events taking place.
- ___ 2. A one-page flyer should contain a lot of text and no white space.
- ___ 3. A report is an example of a desktop publishing publication.
- ___ 4. Common extensions for images include .doc, .tmp, and .ppt.
- ___ 5. Graphics are images that enhance a document or publication.
- ___ 6. Graphics can be inserted into MS Word.
- ___ 7. Graphics can be resized.
- ___ 8. MS Excel cannot be used to create basic desktop publishing publications.
- ___ 9. One-page flyers are typically horizontally and vertically centered.
- ___ 10. The web toolbar can be used to edit graphics in MS Word.

Word Processing

Use word processing software with alternative input devices.