



City Desktop
TRAINING

Adobe InDesign

Assessment

Adobe InDesign

This test is designed to assess your current knowledge and use of Adobe InDesign. Please note that it is not expected for all questions to be answered, as the course content will include some of these areas. Please either email back the answers (jamie@cd.com.au) or fax back on 9516 1337.

1. What is an **easy** way to **scroll** around your document without using the scroll bars when a) you have the type tool selected?
and b) when you don't have the type tool selected?
c) what 2 keys can you hold down irrespectively of what tool is selected to scroll around?
2. When creating an object, what key do you hold down to draw from the **centre**?
3. What is your favourite method for **enlarging or reducing your views** at a particular part of your document?
4. What keys do you hold down to access an object that is **behind** another object?
5. What Panel do you set **Paragraph Rules** from?
6. What is the shortcut to get to
a) specific **Page** in your document?
b) **Fit entire spread** in the window?
c) **Toggle** between open documents?
d) Open the **Preferences Dialogue** window?
7. What does the **'+' symbol** indicate beside a Style name in any Style Palette?
and how can you fix it?
8. When using your **nudge / arrow keys**, what other key can you hold down, to jump in larger increments?



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9. If you just opened a document that you converted from Quark and found that you did not have **several fonts** on your system that you now need to replace, what would be some of the best ways to fix this?
10. What is the easiest way to **copy an entire page to a new page**?
11. How would you copy all the **character and paragraph styles** from one document into another document?
12. In the Swatches palette and Styles (Character, Paragraph & Object) palettes, how can you **eliminate quickly all colours and styles** not being used in your document?
13. How can you check the **actual and effective ppi** of an image in InDesign?
14. How can you **revert to a previous stage** of your document, if you have already chosen to save?
15. How can you turn **autoflow** on when placing a long word document that you want to create extra pages as needed on the fly?
16. What is the advantage of choosing **“New Window”** from the Window Menu > Arrange?