

Prerequisite

InDesign Advanced

This test is designed to assess your current knowledge and use of Adobe InDesign and is an indicator for the Intermediate/ Advanced InDesign course. Please note that it is not expected for all questions to be answered correctly. These areas and more are covered in the Essentials course only. Please email back the answers (info@cd.com.au).

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? What are the keys you can hold down irrespective of the tool you have selected?
2. Name 2 ways to **vertically centre** the text in this box? grapefruit
3. What is the difference between **Tracking** and **Kerning**?
4. When creating an object, what key do you hold down to **draw** from the **centre**?
5. What is the shortcut for **Preview Mode**?
6. What is the shortcut for **duplicating** an object?
7. Name 2 ways to increase your page view using **shortcuts**.
8. How can you **proportionally scale/ resize** the image with its bounding box?
9. What keys do you hold down to access an object that is **behind** another object?

10. When using your nudge / arrow keys, what other key can you hold down, to jump in **larger increments**?

11. How can you **activate a Master Page element** on your document page(s)?

12. Describe the simplest way to create a **Starburst**?

13. What is the **shortcut** for a) Show/Hide Guides?

b) Select All?

c) to go to a specific Page in your document?

14. What was used to create the underlines in the following form?

Name _____

Address _____

Email _____

15. When would you base a Paragraph Style on another Paragraph Style?

16. What does the '+' symbol indicate in any Style Panel? and how can you fix it?

17. What is used to define the dotted lines below:

Name

Address

Email

18. In the **Swatches panel** and **Styles (Character, Paragraph & Object) panel**, how can you **minimise the clutter** of colours and styles not being used in your document?