



**Adobe InDesign Competency Exam**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Certificate Program: \_\_\_\_\_

1. You have created a document that only has two pages, and you want to have them side by side - what must you do?

Select one:

- a. Just click and drag one page to the side of the other within the Pages panel
- b. You cannot have a document with only 2 pages side by side
- c. Go to the pages panel options and disallow - Allow Document Pages to Shuffle - then drag one page to the side of the other (in the Pages panel)
- d. Make sure the document you created was not set to Facing pages - then drag one page to the side of the other in the Pages panel

2. Which of the following can you not do to text within InDesign?

Select one:

- a. Rotate an individual letter.
- b. Baseline shift
- c. Stretch the text horizontally
- d. Change the font size
- e. Stretch the text vertically.

3. InDesign swatch files can be imported into Photoshop

- True
- False

4. By default, all items placed in a master, are locked on all the pages that use that master.

- True
- False

5. Which of the following is true about Glyphs within InDesign?

Select one:

- a. The Glyph panel will show a list of recently used Glyphs
- b. You can sort your Glyphs
- c. You can create your own Glyph set.
- d. The Glyph panel can be accessed from the Type menu and the Window menu.
- e. All of these

6. Which of the following is true about alignments?

Select one or more:

- a. You can align left
- b. You can align towards the spine
- c. You can justify align with the last line aligned left
- d. You can justify align with the last line aligned right
- e. All of the above

7. Which of the following statements about the Gradient Swatch tool are true?

Select one or more:

- a. You can use it change the mid-point of any two colours within an applied gradient
- b. You can use it to change the distance over which an applied gradient is applied
- c. You can use it to change the angle of an applied gradient
- d. You can use it to change the number of colours a gradient uses

8. Which of the following is not an export option within InDesign?

Select one or more:

- a. EPS
- b. SVG
- c. TIFF
- d. XML
- e. InDesign Interchange

9. InDesign allows you to embed an image

- True
- False

10. If a document is set up in mm, and you type in 3 in, in the width area for a box, and then press return - what happens?

Select one:

- a. You get an error alert
- b. InDesign allows it and converts the value to mm for you
- c. Nothing
- d. You will not be able to type the (in) part in when the document is set to mm
- e. InDesign allows it and the value shows as 3 in

11. You have created a button within InDesign, and you wish to add a behavior, what do you do?

Select one:

- a. Go to the Window > Interactive > Button panel and add an action
- b. Right-mouse click and go to Interactive > Button options and then click on the Behaviours tab.
- c. Double-click on the button with the Selection tool, and then go to the Behaviors tab.
- d. Go to the Window > Interactive > Object States panel

12. You have used File > Place and selected a text file, and then clicked on Open. No box was selected before you chose the Place command. What happens when you just click on a page? Select one:

- a. An alert appears asking you to select a text box first, and then Place the file again
- b. An alert appears asking you to click on a box
- c. A new text box appears, and the text from the text file you selected is placed inside it
- d. Nothing

13. A master cannot have its left-hand page setup to a different number of columns than its right-hand page.

- True
- False

14. Within InDesign, how can you make a layout of columns?

Select one or more:

- a. Create two text boxes and thread them together.
- b. Divide an already existing box into columns.
- c. When creating a new document, set the number of columns to greater than 1.
- d. You cannot.

15. A table will always fit the width of the text box it is in.

- True
- False

16. The preflighting within InDesign only checks for missing fonts.

- True
- False

17. You have clicked within a text box and you press the return key - what actually happens?

Select one:

- a. A new paragraph is inserted
- b. A space is inserted
- c. A new line is inserted
- d. An end of story marker is inserted

18. When typing text along a path or shape, that path or shape's stroke and fill becomes transparent.

- True
- False

19. Which of the following can InDesign do to a text file it is placing?

Select one:

- a. Strip out any graphics
- b. Preserve page breaks
- c. Map any style sheets in the text document with style sheets in the InDesign document
- d. Strip out the footnotes
- e. All of these

20. How do you import text into InDesign?

Select one:

- a. File > Import
- b. File > Import XML
- c. File > Open
- d. File > Browse
- e. File > Place

21. Which of the following statements is true about frames?

Select one or more:

- a. A text frame cannot be converted to a graphic box (or vice versa, once text/graphics have been placed inside).
- b. Frames default to being text boxes, but can be changed to allow graphics to be placed inside them.
- c. Frames can have either text or graphics placed inside them.
- d. Frames initially have a large cross inside them.