It is essential in the process of learning Photoshop that the student acquire a certain set of skills and mastery of terminology to be successful. The worksheets such as this one are designed to let you know what concepts and terminology are the most important to focus on. As you read the textbook and watch the video tutorials, use this worksheet as a guideline. *Read over the worksheet first to see what is important and then as you read and watch the videos, try to complete the questions.*

**Photoshop interface and navigation**

1. Launch Photoshop. Choose File> New and create a new document. The several floating boxes that you see on the screen that contain various information and commands are called _________________________.

2. At the top of the Photoshop interface are different bars. The very top bar is called the ____________ bar and it contains various menus and commands. The bar where the features change based on which tool is selected in the tool panel is called the _______________ bar.

3. The white document area in the middle of the Photoshop interface is called the _____________________.

4. To quit Photoshop, press on _____________ in the Menu bar and select Quit. (MAC)
   
   PC users should press on ___________ menu and choose Exit.

**Navigation & views**

Choose File>Open with Bridge and navigate to any image. Double click to open the image to answer the following.

5. What tool in the Tool panel can be used to zoom in on an image? _______________________________________________________________________

6. The keyboard shortcut ______________________ can also be used to zoom in and ______________________ can be used to zoom out.

7. What other panel is available that allows you to zoom in and out and to also move around in the image? _______________________________________________________________________

**Shortcuts for viewing & navigation**

Although you can access these functions through the menu bar and/or the toolbar, you should memorize and practice the following alternatives, as they are a much more efficient way to view and navigate your documents.

- **Spacebar**—toggles the hand tool to pan your image window when either the view is greater than 100% or the Image window is smaller than your entire image

- **Command + (plus sign) [PC's: Control +]**—increases view ratio of the image and with successive clicks will maximize the image window as well

- **Command –(minus sign) [PC's: Control –]**—decreases view ratio of the image and will minimize the image window with successive clicks to smallest size he monitor will allow

- **Command 0 (zero) [PC's Control 0]**—fit to screen

- **Command 1 [PC's Control 1]**—View 100%

**NOTE:** This panel may be hidden by default. Look under the Window menu for possibilities.
8. After zooming in, pressing the ____________________ on the keyboard allows you to scroll (pan) around the image. This is a shortcut for using the Hand tool.

9. Press Command 0 or PC/Control 0. What happens? ______________

Press Command 1 or PC/Control1. What happens? ______________

10. Name two places on the Photoshop interface that indicates the exact viewing percentage. (There are more than two, be observant!)

   a. ______________________________________________________
   b. ______________________________________________________

11. Press the __________________ key to hide all of the panels.

12. The _________________ menu in the Menu bar contains all the panels. If a panel is closed by mistake, then go to this menu to select the panel that was closed.

13. This part of the Photoshop interface located in the lower left corner is called the ________________________________

14. To access and show rulers, go to the _______________ menu in the Menu bar or press ________________________ (keyboard shortcut) to activate the rulers.

15. Describe how to position a ruler guide in the image window. ______ _________________________________

   _________________________________

16. The ______________________ tool is used to reposition guides after they are positioned on the document.

17. Describe how to remove a guide. _________________________________

   _________________________________
18. To remove several guides all at one time, select the ________________ command in the View menu.


__________________________________________________________________________

20. Examine the tool panel. Some of the tools have a small triangle called a tic. Press and hold on any of the tools with a tic.
   What happens? __________________________________________________________________
   ____________________________________________________________________________

21. In the screen capture to the right, what is the purpose of
   icon A ________________________________________________________________
   icon B ________________________________________________________________
   icon C ________________________________________________________________

22. At the very bottom of the Tool panel, locate the Screen Mode icon. Try out the three different screen modes. The keyboard shortcut to cycle thru the three different modes is to press the ______ key.

23. Choose File>Open with Bridge and open another image or two. If multiple images are open at the same time, the interface has a series of tabs with file names across the top. The active image’s tab is highlighted. How do you activate another image?

__________________________________________________________________________

24. To release an image from the tabbed interface so that all the images can be seen at the same time, you can ____________________________
   ____________________________________________________________________________

NOTE: The tabs are similar to the tabs in the Firefox or Safari web browsers.
25. Identify these tools and describe their purpose.

26. The __________ panel lists all the steps executed by the user and allows the user to undo either step by step or by undoing several steps. Each of the steps are called ____________________. You are strongly advised to open this panel found under the Window menu and USE it to undo the mistakes you make or to change your mind.

27. The keyboard shortcut __________ + ________ will undo the last step the user executed.


___________________________________________________________

___________________________________________________________