KIBABII UNIVERSITY

(KIBU)

UNIVERSITY EXAMINATIONS

2017/2018 ACADEMIC YEAR

END OF SEMESTER EXAMINATIONS

YEAR ONE SEMESTER ONE EXAMINATIONS

FOR THE CERTIFICATE IN INFORMATION TECHNOLOGY

COURSE CODE : ITC 015

COURSE TITLE : DESKTOP PUBLISHING

EXAM 1

DATE: 18/01/2018 **TIME: 9.00 – 11.00 AM**

INSTRUCTIONS TO CANDIDATE

ANSWER **QUESTION ONE** AND **ANY OTHER TWO**

QUESTION ONE [24 MARKS]

a. What do you understand by the term Adobe PageMaker? **[2 marks]**
b. Give any four types of Desktop Publishing software **[4 marks]**
c. The cropping tool is also a resizing tool. How is its application different from resizing using the pointer tool. **[3 marks]**
d. What do we mean by grouping objects? Outline how you can group and ungroup objects in Adobe PageMaker. **[8 marks]**
e. Guides are an essential tool in desktop publishing. List three types of guides supported by PageMaker and state why they are important in use. **[7 marks]**

QUESTION TWO [18 Marks]

a. List four example of publication software **[4 marks]**
b. Name and explain any three types of palettes used in Adobe PageMaker. **[6 marks]**
c. Differentiate the following terms as used in Desktop publishing **[8 marks]**
   - Headers and footers.
   - Drop cap and drop shadow
   - Rotating and cropping an object
   - Ellipse tool and ellipse frame tool

QUESTION THREE [18 Marks]

a. In desktop publishing we have two main groups of Desktop publishing software identify the two groups giving example of both groups. **[6 marks]**
b. Explain the importance of the following tools on the PageMaker's toolbox. **[6 marks]**
   i. Pointer tool
   ii. Text tool
   iii. Rotate tool
   iv. Line tool
   v. Hand tool
   vi. Zoom tool
c. Differentiate fill and stroke as used in PageMaker. How does Fill and Stroke applied in PageMaker? **[6 marks]**
   How does Fill and Stroke applied in PageMaker?

QUESTION FOUR [18 Marks]

a. List two factors to consider when buying publication software **[2 marks]**
b. Outline the steps to follow while performing the following tasks in publisher: **[8 marks]**
   i. Deleting text
   ii. Moving text boxes
   iii. Grouping objects
   iv. Insert new page
c. Outline two importance of grouping objects in a publication. **[2 marks]**
d. Explain the functions of the following features in Microsoft publisher. **[6 marks]**
   i. Title bar
   ii. Menu bar

iii. Text box
iv. Scroll bar

QUESTION FIVE [18 Marks]

a. Outline some of the features of DTP software. **[8 marks]**
b. Give three non-printing guides used in PageMaker **[3 marks]**
c. What is text wrapping? Outline the steps followed when you wrap a text around an object. **[7 marks]**