



*(Knowledge for Development)*

**KIBABII UNIVERSITY**

**(KIBU)**

**UNIVERSITY EXAMINATIONS**

**2019/2020 ACADEMIC YEAR**

**SUPPLEMENTARY/SPECI EXAMINATIONS**

**YEAR ONE SEMESTER ONE EXAMINATIONS**

**FOR THE CERTIFICATE IN**

**(INFORMATION TECHNOLOGY)**

**COURSE CODE : ITC 015**

**COURSE TITLE : DESKTOP PUBLISHING**

**DATE: 03/02/2021      TIME: 11.00A.M. – 1.00A.M.**

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**INSTRUCTIONS TO CANDIDATE**

**ANSWER QUESTION ONE AND ANY OTHER TWO**

**QUESTION ONE [24 MARKS]**

- a) What is Desktop Publishing? [2 Marks]
- b) Why do we do Desktop Publishing? [3 Marks]
- c) Give three examples of Desktop Publishing Applications [3 Marks]
- d) Give two publications that can be created using PageMaker [4 Marks]
- e) State and explain two graphics formats [4 Marks]
- f) When doing a long document planning, give any four considerations you would take to save on time and effort [8 Marks]

**QUESTION TWO [18 MARKS]**

- a) What is a template as used in Desktop Publishing? [2 Marks]
- b) Describe how you would create your own template in PageMaker. [2 Marks]
- c) Differentiate between a Template and a Publication [2 Marks]
- d) What is the Difference between Graphic Design and Desktop Publishing? [4 Marks]
- e) Does one need Graphic Design Training to Do Desktop Publishing [4 Marks]
- f) Explain how one can check the spelling of the story in page maker. [4 Marks]

**QUESTION THREE [18 MARKS]**

- a) Define a Master Page [2 Marks]
- b) Differentiate between a Master Page and a Document Master Page. [4 Marks]
- c) Describe how you would create a Master Page in a Document. [2 Marks]
- d) Assuming a certificate student has appropriate Desktop publishing software and he/she understands the basics in Desktop, he/she needs between 30 minutes to several hours to finish a simple Desktop Publishing project. State if it is true or false. For true, highlight steps that are generally applicable in any DTP process. But if it is false explain. [10 Marks]

**QUESTION FOUR [18 MARKS]**

- a) Outline the importance of having rulers in a Publication [2 Marks]
- b) What is a Zero Point as used in a publication? [2 Marks]
- c) What is the importance of a Zero Point when publishing. [2 Marks]
- d) Describe any two non-printing guides used in desktop publishing. [4 Marks]
- e) State and explain any elements of good design that one need to consider. [8 Marks]

**QUESTION FIVE [18 MARKS]**

- a) Briefly explain features of master page and how one can make master page from scratch. [8 Marks]
- b) Explain how one can set up a page for a new file in PageMaker. [2 Marks]
- c) Differences between margin guides and column guides [2 Marks]
- d) What do you understand by Kerning of characters [2 Marks]
- e) Briefly explain what you understand about cropping an image in PageMaker [4 Marks]