



(Knowledge for Development)

KIBABII UNIVERSITY

(KIBU)

**UNIVERSITY EXAMINATIONS
2021/2022 ACADEMIC YEAR**

**SPECIAL/SUPPLEMENTARY EXAMINATIONS
YEAR ONE SEMESTER ONE EXAMINATIONS**

**FOR THE CERTIFICATE IN
(INFORMATION TECHNOLOGY)**

COURSE CODE : ITC 015

COURSE TITLE : DESKTOP PUBLISHING

DATE: 20/07/2022

TIME: 8.00 A.M. – 10.00 A.M.

**INSTRUCTIONS TO CANDIDATES
ANSWER QUESTIONS ONE AND ANY OTHER TWO.**

QUESTION ONE (COMPULSORY) [24 MARKS]

- a) What do you understand by the term Desktop Publishing? [2 marks]
- b) A student in Information Technology department came across a list of publications during their normal assignments in class. Write short notes on the following publications. [8 marks]
- i. Brochures
 - ii. Cards
 - iii. Certificates
 - iv. Posters
- c) Differentiate Tracking from Kerning [4 marks]
- d) Adobe PageMaker offers the user rulers. State and explain the two types of rulers and its purpose in publication process. [4 marks]
- e) Kibabii University is holding its ball games competition this month. They have approached you to design an appreciation certificate to be issued to the participants during the day. Explain the step to be followed in the design. [4 marks]

QUESTION TWO [18 MARKS]

- a) What do you understand by the word Drop cap and how is it applied? [5 marks]
- b) What are running headers and footers? Which publications are they used mostly. Outline how one can remove running headers and footers [8 marks]
- c) List five example of publication software [5 marks]

QUESTION THREE [18 MARKS]

- a) Explain why one will prefer using Ms Publisher over Ms Word [6 marks]
- b) The Dean of SCAI Kibabii University is preparing to attend a conference in Nairobi. He instructs the secretary to ensure that all the business cards are parked. State **four** reasons why the dean would prefer to have the business cards as he attends the conference [4 marks]
- c) Indents and tabs are powerful tools for positioning text. Explain the difference between them. [2 marks]

- d) Differentiate fill and stroke as used in PageMaker. How does Fill and Stroke applied in PageMaker? [6 marks]

QUESTION FOUR [18 MARKS]

[8 marks]

- a) Explain the difference of the following
- i. Ellipse tool and ellipse frame tool
 - ii. Control palette and Color palette
- b) What is grouping of an object? Outline the steps for grouping and ungrouping objects. [6 Marks]
- c) Explain the functions of the following features in Microsoft publisher. [4 marks]
- i. Title bar
 - ii. Menu bar
 - iii. Text box
 - iv. Scroll bar

QUESTION FIVE [18 MARKS]

[8 marks]

- a) Write short notes on text wrapping.
- b) How one use a ruler to measure can objects in PageMaker publishing, Explain with an example. [8 marks]
- c) Explain how television can be used as a publishing media. [2 marks]