(KNOWLEDGE FOR DEVELOPMENT)

KIBABII UNIVERSITY
(KIBU)

UNIVERSITY EXAMINATIONS
2017/2018 ACADEMIC YEAR
END OF SEMESTER EXAMINATIONS
FIRST YEAR FIRST SEMESTER

DIPLOMA IN IINFORMATION TECHNOLOGY

COURSE CODE   :   DIT 055

COURSE TITLE   :   DESKTOP PUBLISHING

DATE: 3/8/2018   TIME: 9.00 A.M – 11.00 A.M

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTIONS ONE and ANY OTHER TWO

QUESTION ONE (COMPULSARY) [24 MARKS]

a) Define the following terms as used in desktop publishing?   [2Marks]

    i.   Publishing

    ii.   Desktop publishing

b) Discuss three functions of desktop publishing software.   [6Marks]

c) Between Word Processors and Desktop Publishing, giving reason explain which software you would use in publishing projects?   [6Marks]

d) There are various desktop publishing software in use today. These software can be categorized into two main categories. Discuss these categories while giving suitable examples in each case.   [4Marks]

e) Elucidate various examples of publications designed using DTPs?   [4Marks]

f) What are advantages of current methods of publishing over traditional methods?   [2Marks]

QUESTION TWO [18 MARKS]

a) Differentiate between the pasteboard and printable page as used in PageMaker.   [2Marks]

b) PageMaker is one of the most widely used desktop publishing software because of its features. Discuss this features.   [8Marks]

c) Toolbox in PageMaker offers several functionalities. Explain how this is achieved using several tools found in it.   [8Marks]

QUESTION THREE [18 MARKS]

a) Microsoft publisher has several ways of manipulating text. Explain two strategies used in manipulating text.   [4Marks]

b) Differentiate between *fill* and *stroke* as used in Microsoft publisher.   [2marks]

c) How is *Fill and Stroke applied in* Microsoft publisher?   [4Marks]

d) Microsoft publisher offers the user rulers. Explain the two types of rulers and their purpose in the publication process.   [4Marks]

e) Editing is the process of making changes to a publication. How is this achieved in Microsoft publisher   [4Marks]

QUESTION FOUR [18 MARKS]

a) Define the term *formatting*? [2Marks]

b) Formatting text is made possible using the control palette. Explain various tools found within the palette that helps in editing text. [8Marks]

c) Explain various options that exist as far as changing text case is concerned. [4Marks]

d) What is Drop cap and when is it used? [4Marks]

QUESTION FIVE [18 MARKS]

a) Indents and tabs are powerful tools for positioning text. Explain the difference between them. [2Marks]

b) How does page numbering improve a publication? [6Marks]

c) Differentiate between *Tracking* and *Kerning* [4Marks]

d) Explain ways of making an object appealing and more informative to the readers? [6Marks]