

KIBABII UNIVERSITY

(KIBU)

**UNIVERSITY EXAMINATIONS
2020/2021 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

DATE: 27/01/2022

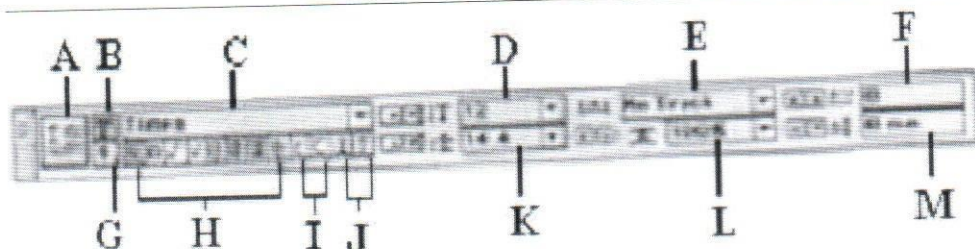
TIME: 8.00 A.M. -10.00 A.M.

INSTRUCTIONS TO CANDIDATE

ANSWER QUESTION ONE AND ANY OTHER TWO

QUESTION ONE (COMPULSORY) [24 MARKS]

- a) Differentiate between Column guides, ruler guides and margin guides. [6 marks]
- b) What do you understand by the term Publishing? [2 marks]
- c) The figure below represents a control palette in Adobe PageMaker. Use it to answer question i) and ii) below.



- i. Name the parts labeled D, E and F [3 marks]
- ii. Explain the functions of the parts labeled B and C [4 marks]
- d) Explain how one can format a text Formatting text to superscript and subscript and how you can remove both of them. [6 marks]
- e) Give any three comparisons between DTP software & Word processor software application window [3 marks]

QUESTION TWO [18 MARKS]

- a) List four example of publication software [4 marks]
- b) Certificate students in Information Technology in Kibabii University have been invited to present their projects on creating brochures in the campus. Describe briefly how to make a simple brochures [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]

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** the 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]