**MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**P.O. Box 972-60200 – Meru-Kenya.**

**Tel: 020-2069349, 061-2309217. 064-30320 Cell phone: +254 712524293, +254 789151411**

**Fax: 064-30321**

**Website:** [**www.must.ac.ke**](http://www.must.ac.ke) **Email:** **info@must.ac.ke**

**University Examinations 2015/2016**

STAGE 1 FIRST SEMESTER EXAMINATION FOR DIPLOMA IN INFORMATION TECHNOLOGY

**CIT 2102: DESKTOP PUBLISHING**

 **DATE: AUGUST 2016 TIME: 11/2 HOURS**

**INSTRUCTIONS:** *Answer question* ***one*** *and any other* ***two*** *questions*

**QUESTION ONE (30 MARKS)**

1. State two application areas of desktop publishing software. (2 Marks)
2. Explain the following graphic terms:
3. Rotate (1 Mark)
4. Crop (1Mark)
5. State three ways of moving round the page in a desktop publishing window. (3 Marks)
6. List five types of publications that can be designed by using desktop publishing software. (5 Marks)
7. Briefly outline four advantages of DTP over a word processor. (8 Marks)
8. State the main categories of DTP software. (2 Marks)
9. Distinguish between object linking and object embedding as used in DTP programs. (4 Marks)
10. Outline the circumstances under which each of the following features could be used in a presentation program:
11. Timing (2 Marks)
12. Cropping (2 Marks)

**QUESTION TWO (20 MARKS)**

1. What is desk top publishing? (1 Mark)
2. Give any two examples of DTP software. (2 Marks)
3. Identify two graphic based and two layout based DTP software. (4 Marks)
4. Outline the function of each of the following features as used in DTP programs:
5. Layers (2 Marks)
6. Placeholder (2 Marks)
7. Explain the function of each of the following options when applied to a presentation:
8. Hide slide (2 Marks)
9. Slide orientation (2 Marks)
10. Distinguish between fill and stroke as used in DTP applications. (5 Marks)

**QUESTION THREE (20 MARKS)**

1. Briefly describe three types of publications that can be created using a DTP program. (6 Marks)
2. Explain the function of each of the following facilities as used in presentation programs:
3. Task pane (2 Marks)
4. Outlining toolbar (2 Marks)
5. With aid of a diagram, describe the term text frame as used in Desktop Publishing programs. (4 Marks)
6. The figure below shows a text box created in Desktop Publishing program. Use it to answer the question that follows. (6 Marks)

Outline the steps that would be followed to create the figure.

**QUESTION FOUR (20 MARKS)**

1. Define the following terms as used in Desktop Publishing:
2. Paste board
3. Printable area
4. Toolbar (6 Marks)
5. Briefly state the purpose of the following MS Publisher tools:
6. Pointer tool
7. Text box
8. Rotate
9. Insert table
10. Insert WordArt (10 Marks)
11. Distinguish between kerning and tracking as used in a Desktop Publishing program. (4 Marks)

**QUESTION FIVE (20 MARKS)**

1. Outline two slide views available in a typical presentation program. (2 Marks)
2. Explain each of the following presentation program features:
3. Advance slide (2 Marks)
4. Animation (2 Marks)
5. The diagram below shows some Ms Publisher toolbars. Describe the function of the features labeled 1 to 4. (8 Marks)
6. Outline three advantages of using a presentation program in teaching. (6 Marks)