

**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND  
TECHNOLOGY**

**UNIVERSITY EXAMINATION 2013 / 2014**

**SEMESTER EXAMINATION FOR DEGREE OF BACHELOR OF  
EDUCATION**

**KISII LEARNING CENTRE**

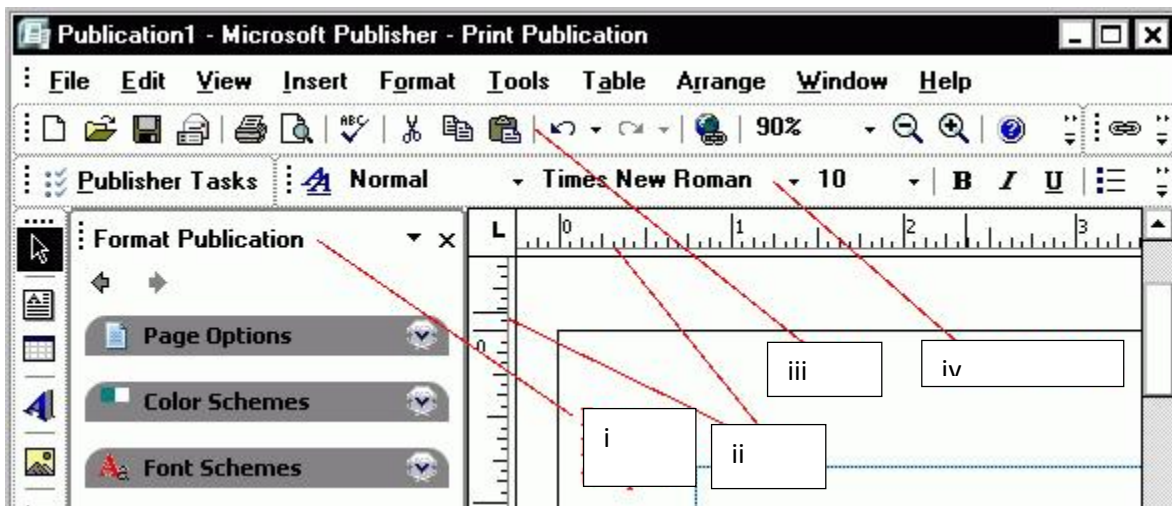
**COURSE CODE: SCS 112  
TITLE: DESKTOP PUBLISHER  
DATE:  
DURATION: 2 HOURS**

**INSTRUCTIONS:**

1. This paper contains FIVE (5) Questions
2. Answer Question 1 (Compulsory) and ANY other 2 Questions.
3. Write all answers in the booklet provided

QUESTION 1 (30MARKS)

- a. Explain the following terms as used in multimedia technology
  - i. *Smart Tag* (1 mark)
  - ii. Wrap text (1 marks)
  - iii. Drop cap (1 marks)
  - iv. Reverse text (1 marks)
- b. List the seven steps followed in the process of creating a publication in desktop publisher (7 marks)
- c. Name the parts of the publisher window listed as i-iv in the screen below (4 marks)



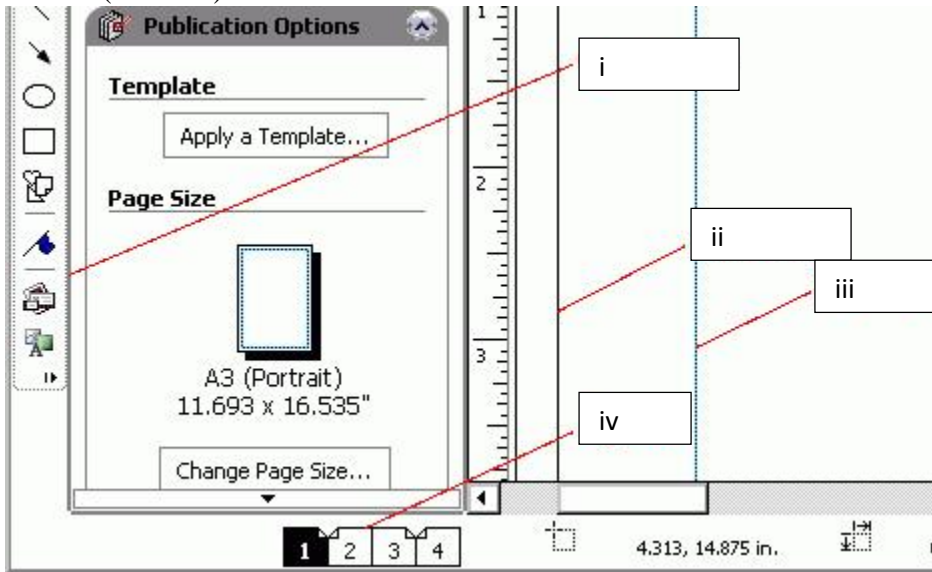
- d. Briefly explain the use of following parts of a publisher window (4 marks)
  - i. Objects toolbar
  - ii. Page boundary
  - iii. Page icons
  - iv. Page margin
- e. Explain how you can do the following in a publisher application: (6 marks)
  - i. adding or Remove a toolbar
  - ii. Changing the Zoom Percentage
  - iii. Displaying Rulers
- f. Explain how you can open publisher application for use (2 marks)
- g. Outline how to insert a picture from an existing picture file (3 marks)

## QUESTION TWO 20 MARKS

- a. Gathering your ideas and determining the goal of your publication is an important step in the writing process of publication creation. It acts as a blueprint for your publication. Discuss the six things you should consider during the brainstorm and Prepare stage in a publication creation.

(6 marks)

- b. Name the parts of the publisher window listed as i-iv in the screen below (4 marks)



- c. Explain how to do the following in publisher

(9 marks)

- i. Resizing Graphics
- ii. Cropping Graphics
- iii. Moving graphics

- e. Differentiate between copying and moving graphics

(1 marks)

## QUESTION THREE 20 MARKS

- a. Creating the layout for your Publisher publication includes a variety of components, each of which contributes to the overall look. Outline five choices to make for each layout option. (5 mark)

- b. List three uses of graphics

(3 marks)

- c. Before you start creating your publication in Publisher, it is helpful to sketch a rough draft on paper for a proper Layout. This will serve as a reference when you are creating the layout in Publisher. Explain the three elements you may want to include in your document sketch. (6 marks)

- d. Explain the following tools as used in publisher

(6 marks)

- i. Objects toolbar
- ii. Page boundary
- iii. Page icons
- iv. Page margin
- v. Format Publication task pane
- vi. Rulers

**QUESTION FOUR 20MARKS**

- a. John Menge was working in a publisher application and encountered the following icons which he didn't know their use. Name them and briefly outline their use (6 marks)
- b. Discuss the difference between Save AS and Save as used in publisher outlining step per step how each is accomplished. (5 marks)
- c. Explain a text box as used in publisher and explain how it is created (4 marks)
- d. List five text wrapping options (5 marks)

**QUESTION FIVE 20MARKS**

- a. Name and outline the following buttons as applied in desktop publishing (5 marks)
- b. Publisher offers two options for creating a new document. State them and briefly discuss how each is used. (8 marks)
- c. Outline how to open an existing document in publisher (3 marks)
- d. Explain the three uses of Save AS option as used in publisher (3 marks)
- e. What is meant by wrap text (1 mark)