



**MASENO UNIVERSITY**  
**UNIVERSITY EXAMINATIONS 2013/2014**

**FIRST YEAR SECOND SEMESTER EXAMINATIONS FOR THE  
DEGREE OF BACHELOR OF EDUCATION WITH INFORMATION  
TECHNOLOGY  
(HOMA BAY CAMPUS)**

**SCS 112: DESKTOP PUBLISHING**

*Date: 11<sup>th</sup> April, 2014*

*Time: 2.00 – 4.00pm*

**INSTRUCTIONS:**

- Section A: Attempt QUESTION ONE which is compulsory (30 marks).
- Section B: Attempt ANY TWO questions (20 marks each)
- Start a new question on a new page.
- Mobile phones are prohibited in the Examination room.



**QUESTION ONE (30 MARKS)**

- a) Define the following terms (5marks)
  - i. Desktop Publishing(DTP)
  - ii. Cropping
  - iii. Filtering
  - iv. Master page
  - v. Layout
- b) Discuss five aspects of focus in DTP process(5 marks)
- c) Create a simple brochure for a university of your choice indicating the courses offered and when offered and the qualifications for each course (20 marks)

**QUESTION TWO (20 MARKS)**

- a) Explain the process of setting up a new publication from scratch(8marks)
- b) Explain how to start a new publication from a template (4 marks)
- c) Explain four types of tools found in the toolbox (4 marks)
- d) What is the importance of the revert command in the PageMaker environment (4 marks)

**QUESTION THREE (20 MARKS)**

- a) Explain how you can import a spreadsheet chart in PageMaker. (6 marks)
- b) Clearly highlight the procedure of setting up column (4marks)
- c) Explain any five types of images that can be imported into a page (10 marks)

**QUESTION FOUR (20 MARKS)**

- a) Explain how you can do the following tasks in PageMaker environment:
  - ✓ Draw and edit and shapes (3 marks)
  - ✓ Delete an object (3 marks)
  - ✓ Move and resize an object (3 marks)
  - ✓ Crop a graphic (3 marks)
  - ✓ Wrap text around (3 marks)
  - ✓ Attach a graphic (3 marks)
- b) Describe the process of grouping objects (2 marks)

**QUESTION FIVE (20 MARKS)**

- a) Explain the process of adding page-number markers to master pages (8 marks)
- b) How do you rearrange pages in DTP using PageMaker software (4 marks)
- c) Design the below book cover just as it appears (8 marks)

