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University Examinations 2013/2014

STAGE I, EXAMINATION FOR DIPLOMA/CERTIFICATE IN INFORMATION TECHNOLOGY

DIT 0104: DESKTOP PUBLISHING

DATE: APRIL 2014   TIME: 1½ HOURS

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

QUESTION ONE - (30 MARKS)

a)   Outline the procedure of adding three columns to a publication.   (5 marks)

b)   Differentiate between a template and a scheme.   (4 marks)

c)   Write the process of adding page borders to a document.   (4 marks)

d)   Other than MS. Publisher, list three other desktop publishing applications. (3 marks)

e)   Mention three details that a banner should contain.   (6 marks)

f)   Explain the process of connecting text frames.   (5 marks)

g)   How would you print specific pages of a publication on an A3 paper?   (3 marks)

QUESTION TWO – (15 MARKS)

a) Explain three factors that are crucial prior to developing a publication.   (6 marks)

b) Highlight the process of creating a text box with columns in it.   (4 marks)

c) What are the steps of merging cells in a table in Ms Publisher?   (5 marks)

QUESTION THREE – (15 MARKS)

a) What are the steps of creating a drop cap in a paragraph. (3 marks)

b) How can one identify text overflow and how can it be resolved? (4 marks)

c) How do you print twelve pages of a calendar? (2 marks)

d) Explain three publications that can designed with Ms Publisher. (6 marks)

QUESTION FOUR – (15 MARKS)

a) Explain the following terms; (10 marks)
   i.   Leading
   ii. Tracking
   iii. Kerning
   iv. Pack and Go
   v.   Cropping

b) How would you change the margins inside a text box. (3 marks)

c) What is the procedure of inserting a character not available on the keyboard.
(2 marks)