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**University Examinations 2015/2016**

FIRST YEAR FIRST SEMESTER EXAMINATION FOR CERTIFICATE IN INFORMATION TECHNOLOGY

**CIT 1103: PUBLISHING AND PRESENTATION SOFTWARE**

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

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

**QUESTION ONE (30 MARKS)**

1. Define the following terms:
2. Publishing (2 Marks)
3. Desktop publishing (2 Marks)
4. What is layering as used in DTP? Why is it a very useful feature in desktop Publisher? (2 Marks)
5. Differentiate between margin guides and column guides. (2 Marks)
6. State and explain two main categories of desktop publishing software. (4 Marks)
7. Explain how you will draw a triangle of height 5 cm and base 6 cm. (3 Marks)
8. Differentiate between the following terms:
9. Kerning and tracking. (2 Marks)
10. Change case and drop cap. (2 Marks)
11. Discuss any two editing tools available in a DTP software. (2 Marks)
12. Explain the function of this software in a publishing firm:
13. DTP software (2 Marks)
14. Operating system (2 Marks)
15. Anti-virus (2 Marks)
16. Internet browser. (2 Marks)
17. Define e-publishing (1 Mark)

**QUESTION TWO (20 MARKS)**

1. Explain why you would need to lock margins or objects in a publication. (2 Marks)
2. Give four differences between manual publishing and electronic publishing. (4 Marks)
3. Discuss three areas of DTP application. (3 Marks)
4. Mention the three main purposes of a desktop publishing software. (3 Marks)
5. Define the following terms:
6. Cross head (2 Marks)
7. Desktop publishing (2 Marks)
8. Publishing (2 Marks)
9. Define the following:
10. Cropping (1 Mark)
11. Object grouping (1 Mark)

**QUESTION THREE (20 MARKS)**

1. Give three benefits of kerning and tracking in desktop publishing. (3 Marks)
2. State three factors to be considered before designing a publication. (3 Marks)
3. Differentiate between Ellipse and ellipse frame. (2 Marks)
4. Describe the role of desktop publishing in the following areas:
5. Creating and manipulating graphical objects (2 Marks)
6. Creating layouts. (2 Marks)
7. Printing publications (2 Marks)
8. What is layering as used in DTP? (1 Mark)
9. List two types of publications that can be published electronically. (1 Mark)
10. Give four reasons why is a desktop publisher preferred in designing documents than a word processor? (4 Marks)

**QUESTION FOUR (20 MARKS)**

1. Explain how you can create different columns on the same page. (2 Marks)
2. Describe two ways of ensuring that an online publication is secure from an authorized access. (2 Marks)
3. Explain how you would cut off the unwanted edges of a graphical object. (2 Marks)
4. You have been requested as a patron of journalism club to design for them a five-page school magazine. The magazine layout should display the school logo at the top of every page and school motto at the bottom, moreover, magazine should not miss school history, KCSE analysis performance for the school for the last five year, co-curriculum activities. Explain how you would achieve this on five pages. (5 Marks)
5. Discuss three types of non-printing guides. (3 Marks)
6. What is the use of a modem and UPS in a publishing firm? (2 Marks)
7. State the importance of the following in desktop publishing:
8. Rulers (2 Marks)
9. Master pages (2 Marks)

**QUESTION FIVE (20 MARKS)**

1. Describe the role of desktop publishing in the following area:
2. Creating and manipulating graphical objects. (2 Marks)
3. Creating layouts. (2 Marks)
4. Printing publications (2 Marks)
5. Explain how you would perform the following operations:
6. Making sure that an object has a solid colour. (2 Marks)
7. Change the thickness of the line. (2 Marks)
8. Explain the following in relation to graphics:
9. Cropping (2 Marks)
10. Colour fill (2 Marks)
11. Define e-publishing and give two examples of publications that can be published through e-publishing. (2 Marks)
12. Explain the function of this software in publishing firm:
13. DTP software (1 Mark)
14. Operating system (1 Mark)
15. Anti-virus (1 Mark)
16. Internet browser (1 Mark)