UNIVERSITY   REGULAR EXAMINATIONS

2012 /2013 ACADEMIC YEAR

FOR THE CERTIFICATE
IN INFORMATION TECHNOLOGY

COURSE CODE: ITC 015

COURSE TITLE: DESKTOP PUBLISHING

DATE:26th August 2013   **TIME:** 2.00pm – 5.00pm

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INSTRUCTIONS TO CANDIDATES

Answer **Questions ONE a**nd any other **TWO**.

Q1)

    a.) What is Desktop Publishing?   (2Marks)

    b.) Why do we do Desktop Publishing?   (3 Marks)

    c.) Give three examples of Desktop Publishing Applications   (3 Marks)

    d.) List any two publications that can be created using PageMaker   (2 Marks)

    e.) State any two graphics formats   (2 Marks)

    f.) When doing a long document planning, give any four considerations you would take to save on time and effort.   (8 Marks)

Q2)

  a.)

    i) What is a template as used in Desktop Publishing?   (2 Marks)

    ii) Describe how you would create your own template in PageMaker.   (2 Marks)

    iii) Differentiate between a Template and a Publication   (2 Marks)

  b.)

    i) What is the Difference between Graphic Design and Desktop Publishing?   (4 Marks)

    ii) Does one need Graphic Design Training to Do Desktop Publishing?   (5 Marks)

    iii) Explain how one can check the spelling of the story in page maker.   (5 Marks)

Q3)

  a.)

    i) Define a Master Page   (2 Marks)

    ii) Differentiate between a Master Page and a Document Master Page.   (4 Marks)

    iii) Describe how you would create a Master Page in a Document.   (4 Marks)

  b.) Assuming a certificate student has appropriate Desktop publishing software and he/she understands the basics in Desktop, he/she needs between 30 minutes to several hours to finish a simple Desktop Publishing project. State if it is true or false. For true, highlight steps that are generally applicable in any DTP process. But if it is false explain. (10marks)

Q4)

  a.)

    i) Outline the importance of having rulers in a Publication   (2 Marks)

    ii) What is a Zero Point as used in a publication?   (2 Marks)

    iii) What is the importance of a Zero Point when publishing.   (2 Marks)

    iv) Describe any two non-printing guides used in desktop publishing.   (4 Marks)

  b.)

    i) State and explain any elements of good design that one need to consider.   (10 Marks)

Q5)

    a.) Briefly explain features of master page and how one can make master page from scratch.   (10 Marks)

    b.) Explain how one can set up a page for a new file in PageMaker.   (2 Marks)

    c.) Explain how you will change text attributes in PageMaker.   (2 Marks)

    d.) What do we call the space between columns in a publication.   (2 Marks)

    e.) Briefly explain what you understand about cropping an image in PageMaker (4 Marks)