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University Examinations 2017/2018

FIRST YEAR FIRST SEMESTER EXAMINATION FOR CERTIFICATE IN INFORMATION TECHNOLOGY

CIT 1103: MS PUBLISHER AND PRESENTATION SOFTWARE

DATE: SEPTEMBER 2018 **TIME: $1^1/_2$ HOURS**

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

QUESTION ONE (30 MARKS)

a) Define the term desktop publishing (2 marks)

b) Explain four alignment types found in Ms Publisher (2 marks)

c) What is layering as used in DTP? Why is it a very useful feature in desktop publisher (3 marks)

d) Differentiate between margin guides and column guides (3 marks)

e) Explain the procedure of inserting a picture in Ms publisher in a publication (4 marks)

f) Differentiate between the following terms

i. Crosshead and kerning (2 marks)

ii. Ranner and font type (2 marks)

iii. Footer and header (2 marks)

g) Explain how you would rotate text at 33.50 in ms publisher (3 marks)

h) List four graphics design software's used commercially and state their core function (4 marks)

i) Explain three importance of Master page (3 marks)

QUESTION TWO (20MARKS)

a) Explain and explain format operation that can be applied to the following

   i. Character in a text (2 marks)

   ii. Paragraphs (2 marks)

   iii. Borders (2 marks)

b) Give five reasons why a desktop publisher is preferred in designing documents than a word processor (5 marks)

c) Explain three features of today's desktop publishing software's (6 marks)

d) Explain why you would need to lock margins or objects in a publication (3 marks)

QUESTION THREE (20 MARKS)

a) Specify three types of non-printing guides (3 marks)

b) Outline the steps followed when inserting a shape in ms publisher (3 marks)

c) State four problems that may occur during printing and how to solve them (4 marks)

d) Explain how you would lock objects to avoid accidental moving from the current position (3 marks)

e) Give three methods that are used to transform an object (3 marks)

f) Explain how you would

   i. Calibrate rules to measure in millimetres (2 marks)

   ii. Change the boldface and the font size of selected text at once (2 marks)

QUESTION FOUR (20 MARKS)

a) Describe the role of desktop publishing in the following areas

   i. Creating and manipulating graphical objects (2 marks)

   ii. Creating layouts (2 marks)

   iii. Printing publications (2 marks)

b) Explain the following in relation to graphics

   i. Cropping (2 marks)

   ii. Color fill (2 marks)

c) State three factors to be considered before designing a publication (3 marks)

d) Outline the procedure you will use to plan, design and publish a 150 pages book using ms publisher. Explain the various packages you will use and the work they will carry out and the various methods he will use for the book to be read globally (6 marks)

QUESTION FIVE (20 MARKS)

a) Outline the procedure on how you will design a three page document to have each page the same number of columns, margins and background in Ms publisher (4 marks)

b) You are given a contract to design an outstanding five page campaign calendar how will you achieve this and which software will you use. Outline your plan and explain in detail (6 marks)

c) Identify and explain the function of three ribbon tabs in Ms publisher (6 marks)

d) Explain how you would perform the following operations in ms publisher

i. Fill a rectangle with a purple color (2 marks)

ii. Insert a table of three rows and five columns (2 marks)