



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**SCHOOL OF INFORMATICS AND INNOVATIVE SYSTEMS**  
**DEPARTMENT OF COMPUTER SCIENCE & SOFTWARE ENGINEERING**  
**UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF BUSINESS**  
**ADMINISTRATION**  
**1<sup>ST</sup> YEAR 2<sup>ND</sup> SEMESTER 2017/2018 ACADEMIC YEAR**  
**MAIN CAMPUS**

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**COURSE CODE: SCS 112**

**TITLE: DESKTOP PUBLISHING**

**COURSE EXAM VENUE:**

**STREAM:**

**DATE:**

**EXAM SESSION:**

**TIME: 2HRS**

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**INSTRUCTIONS**

- 1. Answer ONE (COMPULSORY) and ANY Two questions**
- 2. Candidates are advised not to write on the question paper**
- 3. Candidates must hand in their answer booklets to the invigilator while in the examination room**

**Question 1 [30 marks]**

- a. Define desktop Publishing (2 marks)
- b. State and explain the Five different ways of using Publisher as a DTP application? (5 marks)
- c. Compare and contrast Desktop publishing and word processing (4marks)
- d. Discuss the challenges you would encounter when placing text and graphics in your publication (4marks)
- e. Discuss the importance of drop caps and indents in DTP (6marks)
- f. Describe the features in text wrap window that makes it important in managing text around a graphic? (5marks)
- g. Explain how you would use guides to manage your document (4 marks)

**Question 2 [20 marks]**

- a. There are various ways of viewing a page for a close up or at a distance, outline the steps to view and state the Five different ways of viewing a page (10marks)
- b. Discuss the similarities and differences between Graphic design and Desktop publishing, Identify one of them as your preferred choice and give THREE reasons as to why you prefer it (5marks)
- c. State the importance of the control palette in managing objects during publication (5marks)

**Question 3 [20 marks]**

- a. A student your village has come to you so that you can help in making a decision whether he should do desktop publishing. Advise (8marks)
- b. A Master Page can be created in a number of ways.
  - i. State THREE of these ways (6marks)

- ii. Pick any ONE of this ways and explain how you carry out this activity  
(6 marks)

**Question 4 [20 marks]**

- a) Explain what is meant by group objects in DTP (5 Marks)
- b) Define layering in desktop publishing (6 Marks)
- c) Differentiate between printable area and Pasteboard ( 6 Marks)
- d) Explain the following terms;
- i. Text frame (1 Marks)
  - ii. Control palette (1 Marks)
  - iii. Text tool (1 Marks)

**Question 5 [20 marks]**

- a) Give TWO reasons as to why the following steps are important in DTP
- i) Having a plan sketch of what you want to publish
  - ii) Printing a draft of your publication
- b) Discuss the importance of having the control palette in manipulating DTP