



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SCHOOL OF INFORMATICS AND INNOVATIVE SYSTEMS

UNIVERSITY UNDERGRADUATE EXAMINATIONS

1st YEAR 2nd SEMESTER 2016/2017 ACADEMIC YEAR

MAIN CAMPUS

COURSE CODE: SCS 112

COURSE TITLE: DESKTOP PUBLISHING

EXAM VENUE:

STREAM: SHS

DATE:

EXAM SESSION:

TIME: 2.00 HOURS

INSTRUCTIONS:

- 1. Answer Question 1 (Compulsory) and ANY other 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 ONE: (30 MARKS)

- a) Outline four ways in which desktop publishing can be used to produce professional documents. (4 marks)
- b) Compare and contrast with specific features desktop publishing and word processing (8 marks)
- c) What file extension name do we give to publication done using Ms Publisher (2 marks)
- d) What is the effect of the following options in the Text Wrap
 - i. Wrap Around (4 marks)
 - ii. Top and Bottom (4 marks)
- e) Explain the following as used in Ms Publisher
 - i. Ruler guides (4 marks)
 - ii. Column guides (4 marks)

QUESTION TWO: (20 MARKS)

- a) Explain how you will perform the following in Ms Publisher
 - i. Manual text flow for large text blocks (7 marks)
 - ii. Unthreading text (7 marks)
- b) Explain the following as applied in desktop publishing
 - i. Left indent (2 marks)
 - ii. Right indent (2 marks)
 - iii. First indent (2 marks)

QUESTION THREE: (20 MARKS)

- a) Explain what “Text Wrap” is and how it is achieved in Ms Publisher. (5 marks)
- b) What is a “Drop Cap”? (2 marks)
- c) Outline how you can achieve a Drop Cap in a publication (3 marks)
- d) How would you change the thickness of a line or frame border in Ms. Publisher (10 marks)

QUESTION FOUR: (20 MARKS)

- a) Describe how you can perform the following in Ms. Publisher?
 - i. Rearrange two overlapping images in Ms Publisher (5 marks)
 - ii. Inserting a picture file in Ms Publisher (10 marks)
 - iii. Adding more pages in Ms Publisher (5 marks)

QUESTION FIVE :(20 MARKS)

- a) Describe the steps you will follow to realize the following in Ms. Publisher
 - i. Generating Table of Content (TOC) (8 marks)
 - ii. Generating and place index (12 marks)