



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**CENTRE: KISII LEARNING CENTRE**

**UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION  
ARTS/BACHELOR OF BUSINESS ADMINISTRATION**

**(FULL TIME)**

**1<sup>st</sup> YEAR 2<sup>nd</sup> SEMESTER 2013/2014 ACADEMIC YEAR**

**SCS 112: DESKTOP PUBLISHING**

**INSTRUCTIONS**

- 1. Answer question ONE(Compulsory) and any other TWO Questions**
- 2. Do not write anything on this question paper**

**QUESTION ONE (COMPULSORY)**

- a) Describe what desktop publishing means and give three examples of software programs used in Desktop publishing (5 Marks)
- b) Explain four principles of design used by desktop publishers (8 Marks)
- c) Explain the following tools as used in publisher
  - i) Page boundary
  - ii) Page icons
  - iii) Standard toolbar
  - iv) Objects toolbar
  - v) Formatting toolbar (5 Marks)
- d) Explain a text box as used in publisher and explain how it is created (4 Marks)
- e) Discuss five factors to consider when choosing a typeface (5 Marks)

- f) List three uses of graphics (3 Marks)

## QUESTION TWO

- a) As a teacher/bank manager how will Desktop publishing skills you have gained be beneficial to you in your profession (7 Marks)
- b) Explain five basic elements of design (5 Marks)
- c) Define the following terms as used in Desktop publishing
- i) Typography
  - ii) Master pages
  - iii) Page layout (6 Marks)
- d) Explain the disadvantage of using Desktop publishing software (2 Marks)

## QUESTION THREE

- a) List five publications you can create using Desktop publishing software (5 Marks)
- b) Explain the use of the following parts of a publisher window
- i. Format publication task pane
  - ii. Rulers
  - iii. Page margin (6 Marks)
- c) Explain three advantages of using a DTP package to produce the newsletter rather than a word processing package. (6 Marks)
- d) Outline how to open an existing document in MS publisher (3 Marks)

## QUESTION FOUR

- a) State two design goals of a WYSIWYG application (2 Marks)
- b) List the steps followed in the process of creating a publication in desktop publisher (5 Marks)
- c) Explain how you can do the following in a publisher application
- i) Inserting drop cap
  - ii) Inserting a Picture
  - iii) Changing text format (6 Marks)

d) Creating the layout for your publication includes a variety of components, each of which contributes to the overall look. Outline five choices to make for each layout option (5 Marks)

e) Outline how to save an existing document in MS publisher (2 Marks)

### **QUESTION FIVE**

a) Explain how to do the following in publisher

- i. Moving graphics
- ii. Cropping graphics
- iii. Resizing graphics (9 Marks)

b) List five text wrapping options (5 Marks)

c) What is the difference between Graphic design and Desktop publishing? (3 Marks)

d) Explain the three uses of Save As option as used in publisher (3 Marks)