



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)