

JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

CENTRE: KISII LEARNING CENTRE

**UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION
ARTS**

(SCHOOL-BASED)

1st YEAR 2nd 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) Define Desktop publishing and give three examples of software programs used in Desktop publishing (5 Marks)
- b) Explain the following tools as used in publisher (5 Marks)
 - i) Objects toolbar
 - ii) Page margin
 - iii) Format publication task pane
 - iv) Status Bar
 - v) Rulers
- c) Explain five basic elements of design (5 Marks)
- d) What is the difference between Graphic design and Desktop publishing? (2 Marks)
- e) Explain four principles of design used by desktop publishers (8 Marks)
- f) What is meant by wrap text (2 Marks)
- g) Explain a text box as used in publisher and explain how it is created (3 Marks)

QUESTION TWO

- a) Explain three advantages of using a DTP package to produce the newsletter rather than a word processing package. (6 Marks)

- b) List five publications types you can create using Desktop publishing software (5 Marks)
- c) Explain the use of the following parts of a publisher window
 - i. Format toolbar
 - ii. Standard toolbar
 - iii. Page boundary (6 Marks)
- d) Outline how to open an existing document in MS publisher (3 Marks)

QUESTION THREE

- a) Discuss five factors to consider when choosing a typeface (5 Marks)
- b) Define the following terms as used in Desktop publishing
 - i) Web page
 - ii) Master pages
 - iii) Page layout (6 Marks)
- c) Explain the disadvantage of using Desktop publishing software (2 Marks)
- d) As a teacher, how will Desktop publishing skills you have gained be beneficial to you in your profession (7 Marks)

QUESTION FOUR

- a) Define MS publisher 2007 (2 Marks)
- b) 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) Outline how to change the text format in MS publisher (2 Marks)
- d) What is a custom color scheme (2 Marks)

QUESTION FIVE

- a) Differentiate between copying and moving graphics (2 Marks)
- b) Outline how to save an existing document in MS publisher (2 Marks)
- c) Publisher offers two options for creating a new document. State them and briefly discuss how each is used (6 Marks)
- d) Explain how you can do the following in a publisher application
 - i) Remove a logo
 - ii) Inserting a Picture
 - iii) Adding or remove a toolbar (6 Marks)
- d) Discuss the difference between Save As and Save as used in publisher (4 Marks)