

QUESTION ONE [24 MARKS]

- a) Define the following terms as used in desktop publishing [2 Marks]
- i) Publishing
 - ii) Desktop Publishing
- b) Elucidate various examples of publications designed using a DTP [4 marks]
- c) Give examples where the following DTP can be used
- i. Adobe PageMaker [2 marks]
 - ii. Adobe Photoshop [2 marks]
 - iii. CorelDraw [2 marks]
 - iv. Microsoft Publisher [2 marks]
- d) Give FOUR areas where desktop publishing is required [4 marks]
- e) Describe the major difference between a word processor and a Desktop Publishing [2 marks]
- f) Outline any two consideration one has to put in place before or when designing a publication [2 marks]
- g) What are the advantages of current methods of publishing over traditional methods? [2 marks]

QUESTION TWO [18 MARKS]

- a) Define the term formatting [2 marks]
- b) A DTP program gives you more control over the graphics in a publication. Describe what the following operations do in manipulation of graphics in a DTP. [4 marks]
- i. *move*
 - ii. *size*
 - iii. *Rotate*
 - iv. *Crop*
- c) Outline at least SIX features of a DTP software [6 marks]
- d) Name and explain at least THREE options that exist as far as changing text case is concerned. [6 marks]

QUESTION TWO [18 MARKS]

- a) Desktop publishing software can be grouped into two main categories. Describe the two categories [4 marks]
- b) Mention the three main purposes of a desktop publishing software. [3 marks]

- c) List TWO areas of DTP application. [2 marks]
- d) State FIVE features of a Desktop publisher. [5 marks]
- e) Does one need graphic design training to do Desktop Publishing? [4 marks]

QUESTION THREE [18 MARKS]

- a) Why is layering a very useful feature in a desktop publisher [2 marks]
- b) Distinguish between a graphic designer and a desktop publisher [4 marks]
- c) List two factors to consider when buying publication software [2 marks]
- d) Outline the steps one can follow while performing the following tasks in a DTP [8 marks]
 - i. Deleting text [2 marks]
 - ii. Moving text boxes
 - iii. Grouping objects
 - iv. Insert new page
- e) Outline two importance of grouping objects in a publication

QUESTION FOUR [18 MARKS]

- a) Give three non-printing guides used in publisher [3 marks]
- b) Explain the functions of the following features in Microsoft Publisher [4 marks]
 - i) Title Bar
 - ii) Menu Bar
 - iii) Text Box
 - iv) Scroll Bar
- c) What is text wrapping? Outline the steps followed when you want to wrap a text around an object. [7 marks]
- d) Describe what is cropping in desktop publishing and explain how it's different from resizing [4 marks]

QUESTION FIVE [18 MARKS]

- a) Idents and tabs are powerful tools for positioning text. Explain the difference between them [2 marks]
- b) What are Master Pages and why are they important in a publication? [6 marks]
- c) Differentiate between Tracking and Kerning [4 marks]
- d) Explain ways of making an object appealing and more informative to the reader [6 marks]