MASINDE MULIRO UNIVERSITY OF

SCIENCE AND TECHNOLOGY

(MMUST)

MAIN CAMPUS

UNIVERSITY EXAMINATIONS

MAIN EXAM

2022/2023 ACADEMIC YEAR

FIRST YEAR FIRST SEMESTER EXAMINATION

FOR THE FOR THE CERTIFICATE IN INFORMATION TECHNOLOGY

COURSE CODE: DIT 055

COURSE TITLE: **DESKTOP PUBLISHER**

DATE: 17/04/2023   **TIME: 8:00-9:30AM**

INSTRUCTIONS TO CANDIDATES

•Answer Questions ONE and ANY OTHER TWO.

MMUST observes ZERO tolerance to examination cheating

Paper Consists of 3 Printed Pages. Please Turn Over   .

Question #1 General [24 Marks]

a) Explain the meaning of the following terms: [4 Marks]

    i.   Graphics   ii. Desktop publishing

b) State any three graphics formats   [3 Marks]

c) Distinguish between graphics design and desktop publishing   [4 marks]

d) Why is Desktop Publishing Important?   [2 Marks]

c) Explain how a desktop publishing document is created?   [6 Marks]

d) List any five publication that can be created using ms publisher   [5 Marks]

Question #2 [18 Marks]

a) Describe how to create a publication using the following features in ms publisher [4mks]

      i.   Blank publication

      ii.   Templates

b) Briefly explain what you understand by the term master slide?   [5 marks]

c) State any three disadvantages related to traditional publishing   [3 marks]

d) State any three advantages of desktop publishing   [3 marks]

e) In what way are text and pictures similar in Publisher?   [3 marks]

Question #3 [18 Marks]

a) Explain how to perform the following tasks while working on a publication   [8 marks]

      i.   Deleting pages

      ii.   Duplicating pages

      iii.   Inserting text boxes

      iv.   Inserting an object

b) Explain why one will prefer using Ms Publisher over Ms Word   [3 marks]

c) Briefly explain why a publisher will prefer using cut or copy and paste instead of import when getting MS Word document to a publisher   [4 marks]

d) What can the Design Gallery be used for?   [2 Marks]

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e) Differentiate between the following terms   [1marks]
   a) Soft copy and hardcopy
   b) Print and print preview

Question #4 [18 Marks]

a) Briefly explain how one can insert page numbers on a master page in PageMaker   [2 marks]

b) Explain how hyperlinks can be added on a publisher document.   [4 marks]

c) A student has been asked to create a flyer to advertise an upcoming event that will take place at their campus state any four desktop publishing software that he can use to create the advertisement   [4 marks]

d) Briefly explain the steps involved for one to produce a publication.   [5 marks]

e) List and describe three different ways to enter text into a publisher document   [3 marks]

Question #5 [18 Marks]

a. When does this button appear and what does it do? [4 marks]

b. Explain how one can create master page in ms publisher   [4 marks]

c. What do you understand by the following terms?
   i.   Desktop publishing   [2 marks]
   ii. Publication   [2 marks]
   iii. Desktop publishing software   [2 marks]
d. What information do you normally find on a business card?   [4 marks]