



**FIRST YEAR EXAMINATION FOR THE AWARD OF CERTIFICATE IN
INFORMATION TECHNOLOGY
FIRST SEMESTER, 2022/2023
(SEPTEMBER-DECEMBER, 2022)**

CIT 0107: DESKTOP PUBLISHING

STREAM: Y1 S 1

TIME: 2 HOURS

DAY: MONDAY, 12:00 – 2:00 P.M. p

DATE: 19/12/2022

INSTRUCTIONS

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

QUESTION ONE [30 MARKS]

- a. Define the following terminologies as used in desktop publishing:
 - i. Publishing [2 marks]
 - ii. Desktop [2 marks]
 - iii. Toolbox [2 marks]
 - iv. Keyboard shortcuts [2 marks]
 - v. Clipart [2 marks]
- b. discuss three purposes of desktop publishing software [9 marks]
- c. List five examples of Desktop Publishing software [5 marks]
- d. Briefly explain the two types of pages used in desktop publishing [6 marks]

QUESTION TWO [20 MARKS]

- a. Highlight procedure followed when adding a picture from a folder into your working space [8 marks]

- b. List three paper sizes that can be used in desktop publishing [3 marks]
- c. discuss three different ways of organizing text which are used globally [9 marks]

QUESTION THREE [20 MARKS]

- a. List the steps followed in opening an existing document in Ms Publisher [3 marks]
- b. Discuss the steps followed to change the orientation of a worksheet from portrait to landscape. [5marks]
- c. What are the steps followed when renaming a document when using Ms Publisher? [3 marks]
- d. discuss three alignments used with MS-publisher [9 marks]

QUESTION FOUR [20 MARKS]

- a. The following are keyboard shortcuts used with Microsoft Publisher, briefly describe their functions
 - i. CTRL+X [2 mark]
 - ii. CTRL+Z [2 mark]
 - iii. CTRL+O [2 mark]
 - iv. CTRL+A [2 mark]
 - v. CTRL+I [2 mark]
- b. What do understand by the following as used with Microsoft Publisher
 - i. Standard Toolbar [2 mark]
 - ii. Publisher Tasks Pane [2 mark]
 - iii. Objects Toolbar [2 mark]
 - iv. Publication Workspace [2 mark]
 - v. Rulers [2 mark]

QUESTION FIVE [20 MARKS]

- a. Discuss three types of layout guides provided by Ms Publisher [9 marks]
- b. Briefly discuss three steps followed when setting up or changing layout guides [6 marks]
- c. List five text wrapping choices available in Microsoft Publisher [5 marks]