

DIPLOMA IN INFORMATION TECHNOLOGY

DIT 0102: DESKTOP PUBLISHING

INSTRUCTIONS:

ANSWER QUESTION ONE AND ANY OTHER TWO QUESTIONS

QUESTION ONE – (30 MARKS)

- a) Define the following term as used in Desktop Publishing studies **[8 marks]**
- i. Orientation
 - ii. Proof reading
 - iii. Image
 - iv. Watermark
 - v. Menu bar
 - vi. Margins
 - vii. Layout
 - viii. Sketching
- b) State six features of DTP software **[3 marks]**
- c) Distinguish between the following types of desktop publications **[6 marks]**
- i. Pamphlets and posters
 - ii. Catalogues and newsletters
 - iii. Cards and certificates
- d) Explain the following design concepts as used in DTP, give examples for each: **[4 marks]**
- i. Graphic Design
 - ii. Page Layout Design.
- e) Define the term Master Page and explain how it is used in the design of multi-page document using a page layout-based DTP program **[4 marks]**
- f) State **Five** different ways of using Publisher as a DTP application? **[5 marks]**

QUESTION TWO – (20 MARKS)

- a) Differentiate between the following terms as used in DTP **(6 marks)**
- i. Page setup and page layout
 - ii. Vector images and Bitmap Images
 - iii. Ruler guide and working area
- b) Successful desktop publishing process requires a combination of various publishing skills. Briefly explain four such necessary skills **(4 marks)**
- c) Discuss five challenges of desktop publishing profession **(10 marks)**

QUESTION THREE – (20 MARKS)

- a) The desktop publishing process today involves a number of software. Two major categories of Some software are graphic design based while others are page layout based software. Briefly describe any six examples of each category [12 marks]
- b) A Master Page can be created in a number of ways.
- i) State THREE of these ways [3marks]
 - ii) . Pick any ONE of this ways and explain how you carry out this activity [5 marks]

QUESTION FOUR – (20 MARKS)

- a) You have been contracted by Kisii University’s communications department to design for them a graduation booklet. Discuss the various phases of DTP process [10 marks]
- b) There are various ways of viewing a page for a close up or at a distance, outline the steps to view and state the Five different ways of viewing a page [10 marks]

QUESTION FIVE – (20 MARKS)

- a) Discuss the steps that a design using Ms. Publisher to design a calendar follows from the beginning of the process to the end [10 marks]
- b) When creating a document in a desktop publisher, a number of settings apply. Explain the following settings: [10 marks]
- i. Resolution
 - ii. Background
 - iii. Color mode
 - iv. Orientation
 - v. Size