KISII UNIVERSITY
UNIVERSITY EXAMINATIONS
FIRST YEAR EXAMINATION FOR THE AWARD OF THE CERTIFICATE IN INFORMATION TECHNOLOGY

SECOND SEMESTER 2023/2024
[JAN – APRIL, 2024]

CIT 0107:   DESKTOP PUBLISHING

STREAM: Y1 S2   **TIME: 2 HOURS**

DAY: WEDNESDAY, 3:00 - 5:00 P.M.   **DATE: 17/04/2024**

INSTRUCTIONS

1. Do not write anything on this question paper.
2. Answer question ONE (Compulsory) and any other TWO questions.

QUESTION ONE [25 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. Briefly discuss three purposes of desktop publishing software [6 marks]
    c. List five examples of Desktop Publishing software   [5 marks]
    d. Briefly explain the two types of pages used in desktop publishing [4 marks]

QUESTION TWO [15 MARKS]

a. Highlight procedure followed when adding a picture from a folder into your working space

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

QUESTION THREE [15 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.

                      [3 marks]
c. What are the steps followed when renaming a document when using Ms Publisher?

[3 marks]

d. Briefly discuss three alignments used with MS-publisher [6 marks]

QUESTION FOUR [15 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   [1 mark]
    ii.   Publisher Tasks Pane   [1 mark]
    iii. Objects Toolbar   [1 mark]
    iv.   Publication Workspace   [1 mark]
    v.   Rulers   [1 mark]

QUESTION FIVE [15 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]