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**JOMO KENYATTA UNIVERSITY**

**OF**

**AGRICULTURE AND TECHNOLOGY**

 **UNIVERSITY EXAMINATIONS 2016/2017**

**YEAR I SEMESTER I EXAMINATION FOR THE DIPLOMA IN INFORMATION TECHNOLOGY AND CERTIFICATE IN INFORMATION TECHNOLOGY**

**DIT/CIT 0104: DESKTOP PUBLISHING**

**DATE: APRIL 2017 TIME: 1 ½ HOURS**

**INSTRUCTIONS: ANSWER QUESTION ALL THREE QUESTIONS**

**QUESTION ONE (30 MARKS)**

1. After considerable discussion, the students body concluded that “Welcome back party/Bash” and that support for it. Create a newsletter for teachers explaining the importance of school spirit among students.
2. Create a newsletter using any template style that you choose. [3 marks]
3. Choose a style from the style gallery. [3 marks]
4. Choose/allow for columns and text overflow. [2 marks]
5. Use a drop cap and Reverse text to capture the reader’s attention. [3 marks]
6. Remove any unused sections of the newsletter template [2 marks]
7. Use one culprit graphic on the newsletter (2 marks]
8. Create an announcement postcard using any style template that you choose. 2 marks]
9. Complete the postcard with the following information. [3 marks]
* Your name
* Mobile numbers
* Email address
* Title
* Announcement
1. Change the postcard company image to any appropriate image for the announcement. [2 marks]
2. Arrange the image to bring it forward so that it is not behind any other objects. [2 marks]
3. Remove any unused textboxes and align all textboxes for clear readability and visibility. [2 marks]
4. Change the font type to Baskerville old fact for the entire population and the colour scheme to flow. [2 marks]
5. Insert the accent graphic element ( among stripe) at the bottom of the publication and Resize to approximately ¼ (0.25) inch in height and the full width of the text area. Save it as Postcard. [2 marks]

**QUESTION TWO**

1. Open Ms Publisher and create a calendar for the year 2017. The calendar should include following details;
2. Atleast 4 birthdays ( Your own, Your Mom’s/Dad, Brother/Sister, Friend’s)

(ii) Atleast THREE holiday in the year

(iii) Atleast FOUR other events of your choice i.e. (Sporting events, meeting, Doctor’s Appointment, CAT – Schedule etc). Save your work as Q2 a calendar. [10 marks]

1. Open Ms Publisher software and create a Flyer, indicate following;
2. Where is the party?
3. When is the party? (Date and Time)
4. Why are you having the party?
5. What do guest need to bring if needed?

Add graphics and picture related to the event. Save it as Q2b Flyer. [5 marks]

**QUESTION THREE**

Mr. Kihuya is a consultant in comuter services and has approached you to develop and design a business card for his business. The name of the business is “computer wizards” with the following address;

 Mr. Kihuya

 Computer Wizards Consultants

 P. O. Box 681 – 80100

 Email: kihuya”computerwizards.com

 Website: [www.computerwizards.com](http://www.computerwizards.com)

 SERVICES OFFERED:

 Software Development

 Networking

 Computer maintenance

 Computer training

Using the information provided above, design a business card for Mr. Kihuya, save your work as Business Card. [15 marks]