

**MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**P.O. Box 972-60200 – Meru-Kenya.**

**Tel: 020-2069349, 061-2309217. 064-30320 Cell phone: +254 712524293, +254 789151411**

**Fax: 064-30321**

**Website:** [**www.must.ac.ke**](http://www.must.ac.ke) **Email:** [**info@must.ac.ke**](mailto:info@must.ac.ke)

**University Examinations 2015/2016**

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR CERTIFICATE IN INFORMATION TECHNOLOGY

**CIT 1103: MS PUBLISHING & PRESENTATION SOFTWARE**

**DATE: NOVEMBER, 2015 TIME: HOURS**

**INSTRUCTIONS:** *Answer question* ***one COMPULSORY*** *and any other* ***two*** *questions.*

**QUESTION ONE – (30 MARKS)**

1. Explain the function of these software in a publishing firm;
2. DTP software (2 Marks)
3. Operating system (2 Marks)
4. Anti-virus (2 Marks)
5. Internet browser (2 Marks)
6. Explain the function of the following hardware in a publishing firm;
7. UPS (2 Marks)
8. Modem (2 Marks)
9. Define e-publishing (1 Mark)
10. Discuss three features of a Desktop publisher. (3 Marks)
11. Why is a desktop publisher preferred in designing documents than a word processor?

(5 Marks)

1. Explain how you would;
2. Calibrate rulers to measure in millimeters. (1 Mark)
3. Change the boldface and the font size of selected text at once. (1 Mark)
4. Differentiate between margin guides and column guides. (2 Marks)
5. Explain how you would import a graphic from another file into the publication using the Place command. (3 Marks)
6. Define the following:
7. Cropping (1 Mark)
8. Object grouping (1 Mark)

**QUESTION TWO (15 MARKS)**

1. Differentiate between the Pasteboard and Printable page. (2 Marks)
2. (i) What are Master pages? (1 Mark)

(ii) Why are master pages important in a publication? (2 Marks)

1. What commands are used in place of portrait and landscape page orientation in PageMaker? (2 Marks)
2. Explain the importance of the following tools on the PageMaker’s toolbox.
3. Pointer tool (1 Mark)
4. Text tool (1 Mark)
5. Rotate tool (1 Mark)
6. Line tool (1 Mark)
7. Hand tool (1 Mark)
8. Zoom tool (1 Mark)
9. Identify four common features in word processing and desktop publishing software.

(2 Marks)

**QUESTION THREE (15 MARKS)**

1. Explain how you would:
2. Draw a hexagon (2 Marks)
3. Rotate a triangle by 45 degrees. (3 Marks)
4. Lock an object in order to preserve your publication design (2 Marks)
5. Import a graphic from another file into the publication using the Place command

(2 Marks)

v) Group objects so that you can manipulate them as a unit. (2 Marks)

1. Explain the concept of wrapping text around objects. (2 Marks)
2. Differentiate between margin guides and column guides. (2 Marks)

**QUESTION FOUR (15 MARKS)**

1. Explain why you would need to lock margins or objects in a publication. (2 Marks)
2. Give four differences between manual publishing and electronic publishing. (4 Marks)
3. Discuss three areas of DTP application. (3 Marks)
4. Mention the three main purposes of a desktop publishing software. (3 Marks)
5. Define the following terms; (3 Marks)
6. Cross head
7. Desktop publishing
8. Publishing

**QUESTION FIVE (15 MARKS)**

1. Give three benefits of kerning and tracking in desktop publishing. (3 Marks)
2. State two factors to be considered before designing a publication. (2 Marks)
3. Differentiate between Ellipse and ellipse frame. (2 Marks)
4. Describe the role of desktop publishing in the following areas:
5. Creating and manipulating graphical objects (2 Marks)
6. creating layouts (2 Marks)
7. Printing publications (2 Marks)
8. What is layering as used in DTP? (2 Marks)