KISII UNIVERSITY

UNIVERSITY EXAMINATIONS

FIRST YEAR EXAMINATION FOR THE AWARD OF

CERTIFICATE IN INFORMATION TECHNOLOGY

FIRST SEMESTER, 2023/2024

(AUGUST-DECEMBER, 2023)

CIT 0107: DESKTOP PUBLISHING

STREAM: Y1 S1   **TIME: 2 HOURS**

DAY: TUESDAY, 12.00 – 2.00 PM   **DATE: 28.11.2023**

INSTRUCTIONS

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

QUESTION ONE

a) Explain **three** features of a publisher   (4marks)

b) Explain what to do when the textbox you have created has too much

   text   (6marks)

c)Describe how you can divide a textbox into columns   (4marks)

d)What is the difference between Ms word and Ms publisher   (4marks)

e) Explain **three** ways on how to add duplicate page in Ms publisher(6marks)

f) Explain **three** steps on how to delete a page in Ms publisher   (6marks)

QUESTION TWO

a) Describe is the main purpose of publisher   (2marks)

b) Describe **three** roles of publisher   (6marks)

c)Describe **two** main types of publishing   (4marks)

d)Explain **four** building blocks of publisher   (8marks)

QUESTION THREE

a) Explain **Five** uses of Microsoft publisher   (10marks)

b) What does Ms publisher stand for?   (2marks)

c)What is the meaning of title bar in the publisher?   (2marks)

d)Describe **three** components to consider in creating publication in

Ms publisher   (6marks)

QUESTION FOUR

a) Explain any **five** formatting tools in publisher   (10marks)

b) Explain **five** types of formatting   (10marks)

QUESTION FIVE

a) **Explain four** application areas for publishers   (4marks)

b) What are the **six** areas of desktop publishing   (6marks)

 c)Explain circumstance under which the following tools may be used in desktop
application   (10 marks)

   i.   Text box
  ii.   wordArt
 iii.   Margins