



# MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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## University Examinations 2023/2024

FIRST YEAR, SECOND SEMESTER EXAMINATION FOR THE DIPLOMA IN  
INFORMATION TECHNOLOGY

### CIT 2215: DESKTOP PUBLISHER

DATE: APRIL 2024

TIME: 1<sup>1</sup>/<sub>2</sub> HOURS

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#### INSTRUCTIONS:

1. Answer Question ONE, and any other TWO
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#### QUESTION ONE (30 MARKS)

- a) Define the following terms as used in desktop publishing (4 marks)
  - i) Publishing
  - ii) Cropping
  - iii) Wrapping
  - iv) Pasteboard
- b) What two factors should one consider when designing a brochure (4 marks)
- c) State any four publications that can be designed with Ms Publisher (4 marks)
- d) What is text overflow and how can it be resolved? (4 marks)
- e) How would you merge cells in a table in Ms Publisher (4 marks)
- f) Discuss the importance of master pages in DTPs. (3 marks)
- g) Describe the three ways you can design a publication. (3 marks)
- h) Mention any four details that a business card should contain. (4 marks)

#### QUESTION TWO (15 MARKS)

- a) Design an attractive poster regarding a prayer day that will be held in Meru University on 1<sup>st</sup> April 2022 (6 marks)
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- b) Outline the procedure of creating section breaks in Ms-Publisher (4 marks)
- c) Briefly explain any five object wrapping options in Ms-Publisher (5 marks)

**QUESTION THREE (15 MARKS)**

- a) How would you insert a character that is not available on the keyboard (3 marks)
- b) Briefly explain how you can create a publication from scratch without using any template (4 marks)
- c) Describe any three reasons why a DTP would create better publications than a word processor (6 marks)
- d) Define a chart as used in DTP (2 marks)

**QUESTION FOUR (15 MARKS)**

- a) You have requested by Meru University to design for them a graduation booklet. The graduation will be held at the end of this year. Write down five items that you would have on your booklet.  
(5 marks)
- b) List any four DTP software that are in the market today (4 marks)
- c) Differentiate between layout-based DTPs and graphic based DTPs. (4 marks)
- d) State any two text formatting features used in Ms Publisher (2 marks)