MURANG'A UNIVERSITY OF TECHNOLOGY

SCHOOL OF COMPUTING AND INFORMATION TECHNOLOGY

DEPARTMENT OF INFORMATION TECHNOLOGY

UNIVERSITY ORDINARY EXAMINATION

2018/2019 ACADEMIC YEAR

FIRST YEAR **FIRST** SEMESTER EXAMINATION FOR, CERTIFICATE IN INFORMATION TECHNOLOGY

SIT 005 – DESKTOP PUBLISHING

DURATION: 2 HOURS

DATE:

TIME:

Instructions to candidates:

1. Mobile phones are not allowed in the examination room.

2. You are not allowed to write on this examination question paper.

You have been contracted to design a newsletter and have been given the text to design it. Therefore, create your publication and produce it as it appears in the sample paper, with the following specifications:

1. Document set up
   i. Page size is A4   (1 mark)
   ii. Orientation is portrait   (1 mark)
   iii. The option should be set to display on master page   (2 marks)
   iv. The margins are set with an allowance of 18mm on the right and left margins, and 20mm and 10mm for the top and bottom margins respectively   (1 mark)

2. Master page
   i. Set the headers so as to have the title displayed throughout publication   (4 marks)
   ii. Place page numbers at the bottom right of the pages in the Arabic style   (2 marks)
   iii. Set the frame on the master page   (2 marks)
   iv. Add a footer at the bottom to be displayed throughout the publication so as to have your name   (2 marks)

3. Placing text
   i. Placing the text and auto flowing it in the pages   (5 marks)
   ii. Sort it out in such a way that all stories appear in the right places   (5 marks)
   iii. Leave the first column of the page for the table of contents   (5 marks)

4. Formatting text
   i. Formatting the text by placing it with the right styles   (4 marks)
   ii. Use of proper and contrasting colors   (4 marks)
   iii. Setting the drop caps to the first character of the story   (2 marks)
   iv. Blocking of the stories with frames and lines   (4 marks)
   v. Apply bullets and numbering as appropriate   (4 marks)
   vi. Setting the alignment for the stories as in the sample paper   (2 marks)

5. Pictures
   i. Use of appropriate picture   (2 marks)
   ii. Text-wrapping to avoid overlap   (2 marks)

iii.   Resizing to create proportionality   (2 marks)

6. Subscription

Use an appropriate application to create the subscription form as shown in page III of the sample paper

    i.   Use of contrasting colors on text and graphics   (1 mark)

    ii.   Skewing of the dotted frame   (2 marks)

    iii.   Use of indents and leaders   (2 marks)

7. Table of contents

    i.   Using appropriate paragraph styles, generate the table of contents for the story and place it in the first column of page 1   (3 marks)

    ii.   Formatting it and using the indents and tabs to set the leaders   (3 marks)

    iii.   Changing the character casing to appear in the title   (3 marks)