



# **MURANG'A UNIVERSITY OF TECHNOLOGY**

## **SCHOOL OF COMPUTING AND INFORMATION TECHNOLOGY**

DEPARTMENT OF INFORMATION TECHNOLOGY

UNIVERSITY ORDINARY EXAMINATION

2018/2019 ACADEMIC YEAR

**FIRST YEAR SECOND SEMESTER EXAMINATION FOR DIPLOMA IN  
INFORMATION TECHNOLOGY**

**SIT 053 – DESKTOP PUBLISHING (PRACTICAL)**

**DURATION: 2 HOURS**

**DATE: 24/4/2019**

**TIME: 2-4 P.M.**

**Instructions to candidates:**

1. Answer ALL questions.
2. Mobile phones are not allowed in the examination room.
3. You are not allowed to write on this examination question paper.

## **CASE STUDY: Maryland International School, California**

Maryland International School is one of the top most International Schools in the USA. The school offers British curriculum and prepares students for the university of Cambridge International examinations, at both the 0-levels and A levels. At the end of every term the head teacher's personal Assistant, Ms Caren has to make a newsletter to parents giving all the information about the activities that the school has engaged in during the school term. For parents to receive newsletters they have to subscribe. This term the school has engaged in the following activities.

- i. University of Cambridge officials visited the school and recognized two students for their exemplary performance during the Nov/Dec international examination. One student was the best mathematics student in the world while the other student was the second best English student in the world
- ii. The school participated in an interhouse swimming competition gala and the best house was awarded the best swimmers cup.
- iii. The former president of the United States, Barrack Obama, presided over the school's price giving ceremony. Students who had excelled in different curricula and extra curricular programmes were awarded for their efforts.

Imagine that you are Ms Caren, the head teacher's personal assistant and you are to design a newsletter to the parents using a DTP application software, design the newsletter, with the following specifications:

- i. Document Setup. (10 mks)
  - Page size (A4)
  - Page margins (Right -18mm, left 18mm, Top- 20mm, Bottom -10mm)
- ii. Master page (10 mks)
  - Master page ( school name-header, footer-page number)
  - Include frames.
- iii. Formatting (15 mks)
  - Title styles (Heading 1).
  - Subtitle style (Heading 2).

- Drop caps (First letter of every paragraph).
  - Alignment (Justified).
  - Line spacing (1.5).
  - Font style (Bodoni MT).
  - Use of relevant pictures and text wrap to avoid overlapping.
- iv. Table of contents (10 mks)
- Automated insertion of table of contents
  - Table of contents location(First column, First page)
  - Font style (Bodoni MT)
  - Font size (13)
- v. Page design (5 mks)
- Use of column guides
  - Use of margins to separate stories
- vi. Corporate house style (10mks)
- School Logo (clip art of an eagle)
  - Colour (Light green)
  - Topics and subtopics emphasis
- vii. Subscription and membership Form Design. (10mks)
- Information needed (Name, Emails address, physical location Amount paid, signature, Date.

The form should appear in the last page of the last column.