



MURANG'A UNIVERSITY OF TECHNOLOGY
SCHOOL OF COMPUTING INFORMATION TECHNOLOGY
DEPARTMENT OF INFORMATION COMMUNICATION

UNIVERSITY ORDINARY EXAMINATION

2020/2021 ACADEMIC YEAR

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

UNIT CODE: SIT 053

UNIT TITLE-DESKTOP PUBLISHING

DURATION: 2 HOURS

Instructions to candidates:

1. Answer question One and Any Other Two questions.
2. Mobile phones are not allowed in the examination room.
3. You are not allowed to write on this examination question paper.

General instructions to the candidate:

You are required to open a new OTP document and design the item below:

1. Document set up (4marks)
 - A4
 - Margins 0.1 inches
 - Orientation portrait
 - The page numbers
2. Text effect (15marks)
 - Word art
 - Font size 14 pt
 - Font type New Time Roman
 - Font color
 - Underline to all titles
3. Spacing (12marks)
 - Leading
 - Kerning
 - Cases for the text.
4. Design (18marks)
 - Pictures
 - Auto shapes
 - Stroke
 - Color
 - Auto flow
 - Rounded corners
5. Other setting (21marks)
 - Headers & footers
 - Page numbers
 - Auto shapes
 - Arrange
 - Text wrap
 - Rotating objects
 - Column guide