

NAME: INDEX NUMBER:

1404/1
DESKTOP PUBLISHING
Paper 1
(Theory)
Oct/Nov. 2007
Time: 2 hours

THE KENYA NATIONAL EXAMINATIONS COUNCIL
CERTIFICATE IN COMPUTER SYSTEMS AND APPLICATION
PACKAGES

DESKTOP PUBLISHING

(Theory)

2 hours

General instructions to candidates

Write your name and index number on the question paper.

There are 15 questions in this paper.

Answer all the questions in the spaces provided on the question paper.

For official use only

Question	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Marks															

Total Marks

This paper consists of 5 printed pages.

The candidate should check the question paper to ascertain that all the pages are printed as indicated and no questions are missing.

Turn over

Answer all the questions (60 marks)

1. When creating a publication, one has to set margins, paper size, and the page numbers. Describe:

(a) how to set margins;

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(2 marks)

(b) how to insert page numbers to appear in all the pages.

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(2 marks)

2. (a) Define the term 'Text Block' as applied in DTP.

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(2 marks)

(b) Susan wanted to print a publication from page 20 to 34 and from page 75 to the end of the publication. Indicate what she would enter at the page range option of the printer dialog box to achieve her objective.

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(2 marks)

3. Distinguish between threading and linking as applied in DTP.

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(4 marks)

4. Items (a) to (d) indicate the different formats that have been applied to the word 'COURSE' in a in DTP program. Identify the tools/features used to manipulate the word.

(a) COURSE

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(b) C O U R S E

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(c) COURSE

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(d) COURSE

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(4 marks)

5. Describe the procedure of producing a ten-sided polygon.

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(4 marks)

6. Explain why it would be necessary to print your publication to a file rather than to the printer.

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(4 marks)

7. The figures (i) to (iv) represent various paragraph indentations. Identify the indentations represented by each figure.

(i)

An ethical issue is a problem, situation, or opportunity that requires an individual, group or firm to choose among several actions. These actions must be evaluated as right or wrong.

(ii)

An ethical issue is a problem, situation, or opportunity that requires an individual, group or firm to choose among several actions. These actions must be evaluated as right or wrong, ethical or un-

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(iii)

An ethical issue is a problem, situation, or opportunity that requires an individual, group or firm to choose among several actions. These actions must be evaluated as right or wrong, ethical or unethical. A good step towards that

(iv)

An ethical issue is a problem, situation, or opportunity that requires an individual, group or firm to choose among several actions. These actions must be evaluated as right or wrong, ethical or unethical. A good step

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(4 marks)

8. Describe the procedure of creating index in a long document in DTP.

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(4 marks)

9. Differentiate between locking and grouping as applied in DTP.

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(4 marks)

10. Explain how the following organizations can make use of DTP in their daily activities:

(a) Educational institutions

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(2 marks)

(b) Small business enterprises

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(2 marks)

11. Describe the procedure of creating a table in a DTP program.

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(4 marks)

12. State **two** benefits of using templates, when designing publications.

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(4 marks)

13. Explain the role of the text editor to a publication designer.

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(4 marks)

14. State the **four** elements that can be contained in a master page.

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(4 marks)

15. Explain **two** methods of protecting publication files in a computer system.

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(4 marks)