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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2020/2021 ACADEMIC YEAR ONE**

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF SCHOOL OF PURE AND APPLIED SCIENCES**

**FOR THE CERTIFICATE IN INFORMATION TECHNOLOGY**

**COURSE CODE: CIT 004**

**COURSE TITLE: INTRODUCTION TO DESKTOP PUBLISHING**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 17/08/2021 TIME: 12.00-2.00 PM**

**INSTRUCTION TO CANDIDATES**

* **The examination has FIVE (5) questions**
* **Question ONE (1) is COMPULSORY**
* **Choose any other TWO (3) questions from the remaining FOUR (4) questions**
* **Use sketch diagrams to illustrate your answer whenever necessary**
* **Do not carry mobile phones or any other written materials in examination room**
* **Do not write on this paper**

**This paper consists of TWO (2) printed pages *please turn over***

**QUESTION ONE (COMPULSORY)**

1. Alignment is an important principle in graphic design, citing examples discuss this principle (10 marks)
2. In reference to Graphic design discuss Five Basic elements used in desktop publishing (10 marks)
3. Describe any five key components of MS Publisher user interface (10 marks)

**QUESTION TWO**

1. MS Publisher offers many tools to help organize and arrange content in your publication. Describe any five of these tools (10 marks)
2. Discuss the steps involved when designing a certificate from a blank page in MS Publisher (10 marks)

**QUESTION THREE**

1. Desktop publishing has become an integral part of today’s office; discuss different ways in which Desktop publishing software’s are used in the office (12 Marks)
2. Discuss any four examples of Desktop Publishing Software’s available in the market today (8 Marks)

**QUESTION FOUR**

1. You have been requested by Garrisa University to design an attractive brochure for the university. Discuss the factors you will put in to consideration before designing the publication (10 marks)
2. Principles of graphic design address the ways in which a graphic designer can associate individual components in cohesive whole, discuss six basic principles of graphic design (10 marks)

**QUESTION FIVE**

1. Document set up phase is a major step in desktop publishing, explain the steps involved this stage (12 marks)
2. Discuss the following terms as used in DTP (8 marks)

 i. Rotate

 ii. Alignment

 iii. Text box

 iv. Shapes