## UNIVERSITY EXAMINATIONS 2023/2024

FIRST YEAR, SECOND SEMESTER EXAMINATION FOR DIPLOMA IN INFORMATION TECHNOLOGY AND CERTIFICATE IN INFORMATION TECHNOLOGY AND CERTIFICATE IN INFORMATION TECHNOLOGY

## CIT 1215 /CIT 2215: DEKSTOP PUBLISHER

**DATE: DECEMBER 2024**                                              **TIME: 1½ HOURS**

**INSTRUCTIONS: Answer Question ONE and any other TWO questions.**

## QUESTION ONE (30 MARKS)

1. What is the definition of balance in design?                        (2 Marks)
2. Explain the concept of hierarchy in design.                         (5 Marks)
3. What are colour schemes, and why are they important?                (5 Marks)
4. How does resizing an image affect its quality?                      (2 Marks)
5. What is the purpose of creating multiple pages in a publication?    (2 Marks)
6. How can you wrap text around images in a document?                  (2 Marks)
7. Why is it important to consider image quality in desktop publishing? (2 Marks)
8. How does font size affect readability?                              (2 Marks)
9. How can typography influence the overall design of a publication?   (2 Marks)
10. Describe the impact of warm and cool colours in the design.        (2 Marks)
11. What steps are involved in adding text to a publication?           (4 Marks)
12. Why is it important to consider design principles when creating a publication? (2 Marks)

13. How does colour psychology affect the perception of a publication? (2 Marks)

14. How can brightness adjustments enhance an image? (4 Marks)

15. How can text effects enhance the appearance of text in a publication? (2 Marks)

**QUESTION TWO (15 MARKS)**

a) What is the Print Preview option, and why is it useful? (4 Marks)

b) How can you print a publication from Publisher? (4 Marks)

c) What formats can you export a publication to for sharing? (6 Marks)

d) Why is it important to check spelling and grammar before publishing? (2 Marks)

e) How can you manage the layout of text and images across multiple pages? (4 Marks)

**QUESTION THREE (15 MARKS)**

a) How do you insert a table in Publisher? (4 Marks)

b) What steps can you take to add or delete rows and columns in a table? (4 Marks)

c) How can you format cells within a table? (2 Marks)

d) What are the benefits of adding borders and shading to table cells? (4 Marks)

e) How can tables enhance the organization of information in a publication? (2 Marks)

f) How do master pages contribute to design consistency? (4 Marks)

**QUESTION FOUR (15 MARKS)**

a) What is the purpose of the Page Design View in Publisher? (4 Marks)

b) How can the Navigation Pane assist in document creation? (4 Marks)

c) Describe the process of launching Microsoft Publisher. (6 Marks)

d) What are the benefits of using templates in Publisher? (6 Marks)

**QUESTION FIVE (15 MARKS)**

a) What steps are involved in adding text to a publication?               (4 Marks)

b) How can you format text using the Formatting toolbar?               (4 Marks)

c) What are the methods for creating bullet points and numbered lists?     (4 Marks)

d) How can text effects enhance the appearance of text in a publication?   (4 Marks)

e) What are some common text effects available in desktop publisher?       (4 Marks)