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SARDAR PATEL UNIVERSITY
BCA (Ist Semester) (CBCS) Examination
2016
Tuesday, 5th April
2.30 p.m. to 4.30 p.m.
US01EBCA03 : Desktop Publishing

Total Marks: 70

Q. 1   Pick up the correct alternative for each of the following questions: **[10]**

1. _____ is a desktop publishing program.
   - a. Paint
   - b. PageMaker
   - c. visual basic
   - d. FrontPage

2. Desktop publishing methods provide more control over design, layout, and Typography than _____ does.
   - a. Word Processing
   - b. Spreadsheet
   - c. Presentation
   - d. none of the above

3. To add more pages go to_____.
   - a. Layout > Insert Pages
   - b. Layout > Insert
   - c. add > new page
   - d. file > new page

4. _____ in a text block's bottom window-handle indicates more text.
   - a. Down arrow
   - b. Yellow triangle
   - c. Red triangle
   - d. hyperlink

5. File created in pagemaker has _____ extension.
   - a. .pmd
   - b. .xls
   - c. .doc
   - d. .pmp

6. _____ is inserted in frame.
   - a. text
   - b. graphics
   - c. text & graphics
   - d. none of the above

7. _____ are powerful tools for positioning text.
   - a. Tabs
   - b. Indent
   - c. Indent /Tab
   - d. All of the above

8. _____ in PageMaker is considered as the part of a story.
   - a. Graphics
   - b. Text
   - c. Table
   - d. Picture

9. _____ is a way to automate the formatting of a document.
   - a. Style sheet
   - b. Style
   - c. Formatting
   - d. none of the above

10. _____ is a publication with a prebuilt page design that you can use immediately.
   - a. Customize document
   - b. Template
   - c. New Page
   - d. Book

Q. 2   **[A]**   Attempt any ten from following: **[20]**

1. Define Publishing.
2. Define PageMaker.
3. List out Popular desktop publishing software.
4. List out modes of Control Palette.
5. Write steps to delete an object.
6. List any five tools available in PageMaker tool palette.

7. Write steps to remove master page formatting.
8. List the types of frame in PageMaker.
9. How can we set margins for document?
10. Explain story in PageMaker.
11. How to import graphic?
12. How to rotate an object?

Q. 3	[A]	Explain Advantages of PageMaker.	[06]
	[B]	Explain the need of Desktop Publishing.	[04]

OR

Q. 3	[A]	Write a note on "Key features of PageMaker 7.	[05]
	[B]	Explain Graphics and Desktop Publishing.	[05]

Q. 4	[A]	Explain all modes of Control Palette.	[10]

OR

Q. 4	[A]	Describe Style Palette.	[10]

Q. 5	[A]	Explain numbering page in PageMaker.	[05]
	[B]	Write steps to apply same master page to several pages throughout the document.	[05]

OR

Q. 5	[A]	Write steps to apply different master page to different pages throughout the document.	[05]
	[B]	Explain frame option.	[05]

Q. 6	[A]	Explain different elements of layer palette.	[05]
	[B]	Explain Story Editor.	[05]

OR

Q. 6	[A]	Explain sorting page process in PageMaker.	[05]
	[B]	Explain character formatting.	[05]

All the Best