

**SARDAR PATEL UNIVERSITY****B.C.A. SEM-I (CBCS) EXAMINATION****DESK TOP PUBLISHING (US01EBCA03)**Date : Saturday, 16<sup>th</sup> Nov 2013

No of Pages : 02

Time : 2.30 to 4.30

Max. Marks : 70

**Q.1 Multiple Choice Questions [10]**

- 1) \_\_\_\_\_ is considered as desktop publishing software  
(a) Visual Interdev (b) Pagemaker (c) FoxPro (d) FrontPage
- 2) \_\_\_\_\_ key is used to drag object object in state line  
(a) Alter (b) Control (c) shift (d) spacebar
- 3) What is the extension of PageMaker File  
(a) .pdf (b) .pmd (c) .pic (d) .pmc
- 4) What is shortcut for edit story  
(a) Ctrl+e (b) alt +e (c) ctrl+shift+e (d) ctrl+alt+e
- 5) \_\_\_\_\_ are non printing layout Guide  
(a) Columnguide (b) margin guide (c) ruler guide (d) all
- 6) \_\_\_\_\_ is considered as part of story in PageMaker  
(a) Text (b) Picture (c) Table (d) Graphics
- 7) \_\_\_\_\_ is provided by PageMaker for editing & proofing.  
(a) Text editor (b) story Editor (c) Graphics Editor (d) all
- 8) \_\_\_\_\_ is shortcut for zoom in PageMaker  
(a) Ctrl+Plus (b) Ctrl+Minus (c) Shift+Plus (d) Shift+Minus
- 9) \_\_\_\_\_ is considered as transparent sheet, placed on top of other  
(a) Layers (b) Links (c) Threads (d) Parts
- 10) \_\_\_\_\_ is prebuilt publication design that allows you to use immediately  
(a) New Page (b) Customize Document (c) Template (d) Book

**Q.2 Answer in Short [Any 10] [20]**

- 1) Why we use PageMaker?
- 2) What is Desk Top Publishing?
- 3) List any five tools available in PageMaker tool palette.
- 4) List out modes of Control Palette.
- 5) Write steps to remove master page formatting.
- 6) What is Master Page?
- 7) List steps to attach existing text or graphic to a frame.
- 8) Write steps to create text using drag and drop.
- 9) Which options are available while creating table in PageMaker.
- 10) Describe bullets and numbering.
- 11) Write steps to remove style.
- 12) How to import graphic?

**Q.3 [A] What is PageMaker? List different features of it. [10]****OR****Q.3 [A] What is PageMaker? Explain advantages of it. [10]**

- Q.4 [A] Write a note on Document Setup Dialog Box.**  
**[B] What are different tools available in Toolbox? Explain.**

**OR**

- Q.4 [A] Explain Style Palette.**  
**[B] Explain printing of document in PageMaker.**

- Q.5 [A] Write a note on Table in PageMaker.**  
**[B] Write a note on Frame in PageMaker.**

**OR**

- Q.5 [A] Discuss about numbering the page in PageMaker**  
**[B] How to insert more pages in Report? Explain.**

- Q.6 [A] Write a note on Story Editor.**  
**[B] How to Import & Export graphics in PageMaker.**

**OR**

- Q.6 [A] Explain character formatting in detail.**  
**[B] Discuss about sorting page process in PageMaker.**

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