**MARKING SCHEME**

**FORM TWO**

**TERM 3 2023**

1. Define the following terms 8mks
2. Publishing

*Is the process of producing publications like newspapers, cards, pamphlets, pictures and calendars of professional quality.*

1. Desktop publishing

*Refers to the process of producing publication by designing, inserting, editing, formatting and printing of text and graphical objects using desktop publishing software.*

1. Publication

*Is a text and graphics rich document which is normally produced for circulation to a large or targeted audience.*

1. Desktop

*The term desktop means that all the publishing processes can now be done using a personal computer.*

1. State five advantages of DTPs over traditional methods of publishing. 5mks
* *Every item on a page is contained in layered frame and can be edited and formatted independely.*
* *Content can be contained in a single frame or threaded between several frames.*
* *Frames need not flow in logical order.*
* *In most DTPs special pages known as master pages are used to set a common layout which may be repeated on several pages, e.g Logo, page numbers.*
* *Publication artworks can be producd in a form suitable for commercial printing, e.g using digital printing or off-set printers.*
* *Provide wide range of templates such as brochures,booklets etc*
* *Multiple stories from different authors can be handled with ease.*
1. State 5 the examples of DTPs software. 5mks
* *Adobe PageMaker*
* *Microsoft publisher*
* *quarkXpress*
* *Adobe InDesign*
* *Ventura*
* *Serif PagePlus*
* *Apple page 2.*
1. List FIVE types of publication which are possible to be produced by DTP. 5mks
* *Cards*
* *Certificates*
* *Newspapers, magazines, pamphlets and newsletters*
* *Books*
* *Calendars*
1. What are master pages? 2mks

*Are those on which the blueprint of the publication can be created. They are used to design a common layout to be applied in the other pages of the publication.*

1. Differentiate between the pasteboard and printable area. 4mks

*Pasteboard is a large work area where you place text and graphical objects before moving and placing them on the printable area. While printable area looks like a page surrounded by margins on the pasteboard. Any object or text that is placed on the printable area will be printed by the printer.*

1. What are the three main purposes of a desktop publishing software 3mks

*It gives the person designing publications a lot of control on:*

* *Graphic design*
* *Page layout design*
* *Printing*
1. What tool would you use to correct wrong grammar and spelling mistakes in publication? 2mks

*Spelling and grammar checker*

1. What is drop cap? 2mks

*Making the first character in a first line of the paragraph bigger.*

1. Describe how you would achieve the following:
2. Format the borders of a graphic object 3mks
3. Insert text with special effects in a publication 3mks
4. Make sure that a shape is full of a particular colour3mks
5. Make sure text is confined within a page.3mks
6. What would you do if the spelling checker flagged a word like jembe as having a spelling mistake yet you know very well the word is okay. 2mks

*You ignore*

*Or add the word to the dictionary*