MARKING SCHEME

FORM TWO

TERM 3 2023

1. Define the following terms 8mks
   i. Publishing
      Is the process of producing publications like newspapers, cards, pamphlets, pictures and calendars of professional quality.
   ii. 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.
   iii. Publication
      Is a text and graphics rich document which is normally produced for circulation to a large or targeted audience.
   iv. Desktop

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

2. 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.*

3. State 5 the examples of DTPs software. 5mks
   - ✓ *Adobe PageMaker*
   - ✓ *Microsoft publisher*
   - ✓ *quarkXpress*
   - ✓ *Adobe InDesign*
   - ✓ *Ventura*
   - ✓ *Serif PagePlus*
   - ✓ *Apple page 2.*

4. List FIVE types of publication which are possible to be produced by DTP. 5mks
   - *Cards*
   - *Certificates*
   - *Newspapers, magazines, pamphlets and newsletters*
   - *Books*
   - *Calendars*

5. 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.

6. 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.

7. 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*

8. What tool would you use to correct wrong grammar and spelling mistakes in publication? 2mks
   Spelling and grammar checker

9. What is drop cap? 2mks
   Making the first character in a first line of the paragraph bigger.

10. Describe how you would achieve the following:
    a. Format the borders of a graphic object 3mks
    b. Insert text with special effects in a publication 3mks
    c. Make sure that a shape is full of a particular colour3mks
    d. Make sure text is confined within a page.3mks

11. 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