**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADM NO: \_\_\_\_\_\_\_\_\_\_\_\_CLASS:\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MARKS HERE

**COMPUTER STUDIES**

**FORM TWO**

**TERM 3, 2023**

**INSTRUCTIONS: (Answer all the questions) TIME: (1h 30min)**

1. Define the following terms 8mks
2. Publishing
3. Desktop publishing
4. Publication
5. Desktop
6. State five advantages of DTPs over traditional methods of publishing. 5mks
7. State 5 the examples of DTPs software. 5mks
8. List FIVE types of publication which are possible to be produced by DTP. 5mks
9. What are master pages? 2mks
10. Differentiate between the pasteboard and printable area. 4mks
11. What are the three main purposes of a desktop publishing software 3mks
12. What tool would you use to correct wrong grammar and spelling mistakes in publication? 2mks
13. What is drop cap? 2mks
14. Describe how you would achieve the following:
15. Format the borders of a graphic object 3mks
16. Insert text with special effects in a publication 3mks
17. Make sure that a shape is full of a particular colour3mks
18. Make sure text is confined within a page.3mks
19. 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