



Date: 12.07.2009

Time: 1.30p.m – 3.30p.m

Answer **FOUR** questions **ONLY**

Q1.

- a) What are the three pallets appear by default, unless you didn't clear them out in a previous session of PageMaker?
- b) What are the differences in between *rulers* and *guides*?
- c) Explain the skills of a Desktop Publisher

Q2.

- a) Suppose you need to change the number of sides of a polygon that you draw in a PageMaker document. Briefly explain the steps involved for the above task.
- b) A rectangle graphic that has been created by the rectangle tool sometimes might need its corners to be rounded. How can you do it?
- c) What is the difference between *fill* and *stroke* of a graphic object?

Q3.

- a) What is the role of Master Pages in a PageMaker document?
- b) How can you create a new Master Page?
- a) What are the advantages of using Master Pages in a PageMaker document?

Q4.

- a) What are the two basic types of graphics?
- b) What is the difference between the above two types of graphics?
- c) How can you import a graphic format in the Master Page?

Q5.

- a) What are the two text editing modes when you are formatting a text in a PageMaker document?
- b) Briefly explain the terms *tracking* and *kerning* in the context of text editing.
- c) How do you import text into PageMaker from a word processing document?

Q6.

- a) What are styles?
- b) Explain how styles could help you as a time saver.
- c) What are the two methods of creating a style in PageMaker? State the common formatting of both methods.

All Rights Reserved