

CSK

**THE COMPUTER
SOCIETY OF
KENYA**



COMPUTER APPLICATIONS

PUBLISHER

CSK – 9006 Series

TIME ALLOWED 2 HRS

THE COMPUTER SOCIETY OF KENYA
EXAMINATION BOARD
P.O. BOX 70180
NAIROBI.
TEL: 3871836/48 FAX:3871822
EMAIL : mail@cskonline.org
<http://www.cskonline.org>

INSTRUCTIONS TO THE CANDIDATE

- 1.) The paper contains both practical and theory questions.
- 2.) All the theory question must be answered but the order in which they are answered does not matter. Indicate the question number correctly. Save your practical work in your examination diskette.
- 3.) Good handwriting will earn you more marks.
- 4.) After you finish your examination, put your answer sheet and question sheet together and hand them over to the invigilator.
- 5.) Make sure that you have writing material before starting the examination
- 6.) Pay attention to marks per question in relation to time. All marks indicated are out of 100.
- 7.) This examination include ;
 - a. 4 printed papers including the cover
 - b. 2 blank answer sheets.

STUDENT NAME: _____

COLLEGE: _____

STUDENT'S CSK NO: _____

THEORY [40 MARKS]

- 1.) Outline the procedure of starting and exiting the publisher program. **[6 marks]**
- 2.) Outline the procedure of performing the following tasks:-
 - a.) Inserting an object
 - b.) Apply interactive shadow
 - c.) Change the fill colour of an object
 - d.) Cropping images. **[8 marks]**
- 3.) Explain three types of publication that you know **[6 marks]**
- 4.) What are the factors to consider when designing a publication. **[4 marks]**
- 5.) **What is publisher (2mks)**
- 6.) Differentiate between the following terms;
 - a. Bring to front
 - b. Send to back
 - c. Bring forward
 - d. Send backward
- e. Group. **[12 marks]**

PRACTICALS [60 MARKS]

1. Create a hotel menu containing four pages, ensure all formatting aspects are considered
2. Start **Microsoft Publisher**. Create a **business card** for your business. Be sure to include the following information:
 - a. Logo
 - b. Company Name
 - c. Your name and title (Eg. Owner, President, Manager)
 - d. Address

- e. Phone
 - f. Email
 - g. Web address
2. **Save** the file as **Business Card**