

Total No. of Printed Pages—9

HS/XII/V/CT/Paper-IV/14

2 0 1 4

COMPUTER TECHNIQUE

(Vocational Stream)

Paper : IV

[Desktop Publishing (DTP)]

(Theory)

Full Marks : 100

Time : 3 hours

The figures in the margin indicate full marks for the questions

General Instructions :

- (i) Write all the answers in the Answer Script.
- (ii) Attempt Part—A (Objective Questions) serially.
- (iii) Attempt all parts of a question together at one place.

(PART : A—OBJECTIVE)

(*Marks : 60*)

SECTION—I

(*Marks : 30*)

- 1.** Fill in the blanks from the list of words/phrases given below : 1×10=10

(a) The control palette allows us to manipulate —— and other objects in a number of ways.

(2)

- (b) The Toolbox is a — containing a set of tools.
- (c) Scroll bars are — important navigation devices.
- (d) A — is a set of styles that we can apply to the text in our publication.
- (e) If you have used in zoom tool, as a result the size of your page has —.
- (f) The polygon tool of the Toolbox is used to create —.
- (g) CorelDRAW provides — types of view mode.
- (h) — is used to apply colors to objects or the outlines of the objects.
- (i) — is the bottommost bar of the CorelDRAW window.
- (j) CorelDRAW provides a — to work with the text.

List of words/phrases :

status bar	removing
text	vertical bar
increased	style sheet
color palette	six
two	skew
polygons	text editor

(3)

2. State whether the following statements are *True* or *False* : $\frac{1}{2} \times 10 = 5$

- (a) Ascender is the part of a letter that extends above the X-height.
- (b) Ornamental fonts are usually used for the heading or cover designs of catalogues.
- (c) A scanner converts photographs to digital image files.
- (d) Descender is the part of a letter that extends above the X-height.
- (e) The menu bar is not a collection of useful menus.
- (f) The vertical scroll bar is on the button side of the screen.
- (g) Style sheets change the entire look of the text in a document.
- (h) CorelDRAW is a complete vector-based drawing program.
- (i) Template is not a predesigned file of CorelDRAW.
- (j) Vector images are written in or defined by algebraic equations.

(4)

3. Answer the following :

1×10=10

- (a) What is desktop publishing?
- (b) What is a pasteboard?
- (c) Define 'Table of Contents' (ToC).
- (d) What information are displayed on the 'status bar' of a CorelDRAW screen?
- (e) Name two softwares of DTP.
- (f) Where is the 'revert option' available?
- (g) What is the use of 'Shape' tool?
- (h) Name any two type styles.
- (i) What are templates?
- (j) What is the purpose of a scanner?

(5)

4. Choose and write the correct answer : 1×5=5

- (a) The maximize button is used to
- (i) enlarge a window
 - (ii) reduce a window
 - (iii) close a window
- (b) The control panel as name suggests
- (i) deletes the folder permanently
 - (ii) controls the working of the computer
 - (iii) installs new fonts in our computer
- (c) Using the style sheets we can
- (i) change the font of the text
 - (ii) change the entire look of the text
 - (iii) change the font size
- (d) Color pallete can be used to
- (i) color to objects
 - (ii) color the outlines of the objects
 - (iii) Both of the above
- (e) Which view enlarges the document?
- (i) Simple wireframe view
 - (ii) Enhanced view
 - (iii) Zoom view

(6)

SECTION—II

(Marks : 30)

5. Answer any six of the following in 3 to 4 sentences each : 2×6=12

- (a) Write the name of any four tools that are available in a PageMaker Toolbox.
- (b) What is 'ascender' in a font?
- (c) How are simple graphics different from imported graphics?
- (d) What are 'headers' and 'footers'?
- (e) Name four tools available in CorelDRAW Toolbox which are used to draw geometric figures.
- (f) What information are displayed on the title bar of a CorelDRAW screen?
- (g) What are the functions of 'pointer tool' and 'text tool'?
- (h) Name any four menus available in the PageMaker menu bar.

(7)

6. Answer any six of the following in about 4 to 5 sentences each : $3 \times 6 = 18$

(a) What are grouping and ungrouping elements? $1\frac{1}{2} + 1\frac{1}{2} = 3$

(b) How do you create columns in PageMaker? 3

(c) What is a master page? Write down the steps for applying a master page. $1 + 2 = 3$

(d) Name the six different types of view mode provided by CorelDRAW. $\frac{1}{2} \times 6 = 3$

(e) What is a fill tool in CorelDRAW? Name two fill patterns available in the 'fill tool menu'. $1 + 2 = 3$

(f) Write the steps to be followed in CorelDRAW to rotate an object on the screen. 3

(g) State the uses of 'Find' and 'Change' options in the utilities menu of PageMaker. $1\frac{1}{2} + 1\frac{1}{2} = 3$

(h) How can you change the page orientation of a document? 3

(8)

(PART : B—DESCRIPTIVE)

(Marks : 40)

GROUP—I

Answer the following questions : 4×5=20

7. Write briefly on—

(a) tracking;

(b) kerning.

2+2=4

8. What is alignment? What are various options of text alignment in PageMaker? Explain.

1+3=4

9. Describe the steps to be followed in PageMaker to create a new style as per the requirements of the user.

4

10. How is the margin set up in a PageMaker page?

4

11. Distinguish between—

(a) justify and force justify;

(b) artistic text and paragraph text.

2+2=4

(9)

GROUP—II

Answer any *four* questions :

5×4=20

- 12.** Explain the term 'links'. How do you re-establish lost links? 5
- 13.** Write the steps to be followed to prepare a Table of Contents (ToC) in a PageMaker. 5
- 14.** How can you crop a graphic? 5
- 15.** Write short notes on the following : 1×5=5
- (a) Bitmap images
 - (b) Vector images
 - (c) Polygon tool
 - (d) Text editor
 - (e) Zooming
- 16.** How can you design a document in PageMaker on a bigger size paper than the size of the paper accepted by the printer? 5
