

Total No. of Printed Pages—12

HS/XII/V/CT/Paper-IV/13

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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 : 1×15=15

(a) The descender is any part of a letter that goes
—— the baseline.

(2)

- (b) There are 72 points or 6 picas per —.
- (c) The higher the number of dots in an image, the — sharper the picture.
- (d) If leading is — than the point size, it means negative leading.
- (e) An orphan is the — line of a paragraph appearing alone at the bottom of a page or column.
- (f) Grams per square meter (GSM) is a measure of the — of paper.
- (g) Gutter is the spacing between two —.
- (h) In landscape page arrangement, width is — than height.
- (i) Tracking is the — of spaces between letters on a global basis.
- (j) Layers allow to place different objects of publication in various —.

(3)

- (k) A single-page publication has only a — master page.
- (l) When you — an object, two of its corners move while two corners on the opposite side remain static.
- (m) The trim option has the effect of — a portion where the objects overlap each other.
- (n) A perspective effect can be created by — one or two sides of an object.
- (o) Cropping is usually done to — the visible area of an image.

List of words/phrases :

more	stacks	shortening	left
removing	columns	greater	skew
first	above	last	weight
enlarge	inch	less	lines
below	reduce	adjusting	right

2. State whether the following statements are *True* or *False* : $\frac{1}{2} \times 20 = 10$

- (a) Desktop publishing is to create a document ready for printing using a desktop computer.
- (b) Laser printers give good quality printing of text but not the graphics.

(4)

- (c) Cap (capital) height is the distance between baseline and the top of an uppercase character.
- (d) Type is measured from the top of the tallest ascender to the baseline.
- (e) Offset means a duplicate copy of a printed sheet.
- (f) Alley is the margin left between rows.
- (g) Guides are lines which help in positioning of elements on a page.
- (h) Layout means the way text and graphics are arranged on a page.
- (i) An error in typing or typesetting is known as literal.
- (j) Pagination indicates absence of page numbers.
- (k) Frames allow to add graphics and text together as one object.
- (l) Monospacing is the spacing which is same for each letter irrespective of its width.

(5)

- (m) Masthead means the subtitle of news sheet.
- (n) You cannot have more than one text block in a single page.
- (o) You can create one or more master page(s) of a publication and apply for different page ranges.
- (p) Pasteboard is used for pasting objects outside the page.
- (q) A CorelDRAW document by default contains a single page.
- (r) Multipaged documents cannot be created in CorelDRAW.
- (s) The page counter bar displays only the number of the currently active page.
- (t) The 'extrude' feature lets you apply a three-dimensional perspective by projecting lines from an object to create the illusion of depth.

(6)

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

(a) The dictionary meaning of font in traditional typography states that font is an assortment of type

- (i) all of one size and different styles
- (ii) all of different sizes and same style
- (iii) all of one size and style
- (iv) all of different sizes and different styles

(b) Kerning between certain characters means

- (i) to narrow the spacing
- (ii) to narrow or widen the spacing
- (iii) to widen the spacing
- (iv) None of the above

(c) Various text blocks can be joined to make a continuous flow of text along these text blocks. This is called

- (i) joining a text block
- (ii) grouping a text block
- (iii) uniting a text block
- (iv) threading a text block

(7)

(d) Leading is specified in points the distance from

- (i) one line to the next line
- (ii) one baseline to the next baseline
- (iii) one line to the next baseline
- (iv) None of the above

(e) Hand tool is used to move screen from

- (i) left to right
- (ii) top to bottom
- (iii) Both (i) and (ii)
- (iv) None of the above

SECTION—II

(Marks : 30)

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

- (a) State two important features of PageMaker.
- (b) What is a footer in a page and why is it used?
- (c) What are different margins to be decided for a document?

(8)

(d) What is the difference between 'justify' and 'force justify'?

(e) State the uses of 'book' option in the utilities menu of PageMaker.

(f) State two advantages of using 'story editor' to edit text in PageMaker.

(g) Name any four different types of view mode provided by CorelDRAW.

(h) State two features of 'shape' tool in CorelDRAW.

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

(a) Discuss the 'text wrap' option and the corresponding 'text flow' options in PageMaker.

(b) How to design a document in PageMaker on a bigger size paper than the size of the paper accepted by the printer?

- (c) Write the names of any six tools that are available in a PageMaker toolbox.
- (d) What do the following options in the 'document setup menu' in PageMaker specify? Explain.
- (i) Page size
 - (ii) Orientation
 - (iii) Double-sided
- (e) Differentiate between style sheet and template.
- (f) What is the role of 'autoflow' option? In which menu this option is available?
- (g) What does the feature 'Envelope' mean in CorelDRAW? What are the options available in this feature?
- (h) What is aligning of text? Describe various text alignment options available in CorelDRAW.

(10)

(PART : B—DESCRIPTIVE)

(Marks : 40)

GROUP—I

Answer any *five* questions from this Group : 4×5=20

6. What are plug-ins? Discuss any three plug-in options. 1+3=4

7. What is the function of revert command? How is it different from undo? 2+2=4

8. Write the purpose of a master page. What key combination is to be pressed to include page numbers in the master page? What is the maximum limit of master pages? 2+1+1=4

9. Discuss the use of the following tabs : 1×4=4

(i) Left

(ii) Right

(iii) Centre

(iv) Decimal

(11)

10. What is zooming? Discuss any three options of zooming. 1+3=4

11. Describe any four functions that can be carried out through 'edit menu' of CorelDRAW. 1×4=4

GROUP—II

Answer any *four* questions from this Group : 5×4=20

12. Explain the printing features of PageMaker. Write the concepts of 'odd', 'even' and 'both'. 5

13. Write the steps to be followed to prepare a table of contents in a PageMaker. 5

14 Discuss the use of the following options of the 'paragraph specifications' window : 1×5=5

(i) Left

(ii) First

(iii) Right

(iv) Before

(v) After

(12)

- 15.** Mention five actions that can be performed on both 'artistic-type text' and 'paragraph-type text'. 5
- 16.** Explain the 'fit text to path' feature of CorelDRAW. 5
