

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
