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COMPUTER TECHNIQUE

(Vocational Stream)

[Desktop Publishing (DTP)]

Paper : IV

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 in the box below : 1×10=10

 (a) DTP is used to _____ text, numbers, pictures, charts and other visual elements in a document that can be printed on a laser printer or more advanced typesetting machine.

(b) _____ is a page layout program.

(c) _____ content creation can also be done nowadays by using DTP.

(d) _____ controls all aspects of the size and shape of a document, including page numbers and numbering system.

(e) In PageMaker, header and footer are inserted in the _____ .

(f) _____ softwares enable users to manipulate the content of a document or layout.

(g) Index entries are _____ throughout the publications in PageMaker.

(h) CorelDRAW is a _____ designing software.

(i) In CorelDRAW, the selected object displays _____ around it.

(j) The layout menu in PageMaker organizes the _____ to control the layout of a document/publication.

List of Words/Phrases

vector-based	commands	handles
WYSIWYG	words	page setup
master Page	PageMaker	online
combine		

[Contd.

2. State whether the following statements are *True* or *False* :

1×10=10

(a) Elements created in some other softwares like CorelDRAW, MS-Word, etc. cannot be used in PageMaker.

(b) In PageMaker, table of content page is not dynamic in nature.

(c) Bitmap-based software requires less memory to save files.

(d) Only objects on the drawing page will be printed in CorelDRAW.

(e) Windowshade is used to control visibility of text block in PageMaker.

(f) DTP softwares are system programs.

(g) Multiple objects can be selected by drawing a marquee in CorelDRAW.

(h) In CorelDRAW, curves cannot be autoclosed.

(i) In PageMaker, text blocks can be connected automatically.

(j) An empty frame in PageMaker is empty at the center.

3. Select the most appropriate answer from the given choices : 1×10=10

(a) Which of the following is a non-impact printer?

  (i) Dot matrix printer

 (ii) Line printer

(iii) Daisy wheel printer

(iv) Laser printer

          [P.T.O.

(b) Which of the following tools is not in PageMaker toolbox?

   (i) Text tool

   (ii) Crop tool

   (iii) Zoom tool

   (iv) Brush tool

(c) Leading in CorelDRAW means

   (i) the space between paragraphs

   (ii) the space between two characters

   (iii) the space between more than two characters

   (iv) the space between lines

(d) Which menu in PageMaker contains the zoom option?

   (i) File

   (ii) View

   (iii) Edit

   (iv) Utilities

(e) Which of the following image type can be scaled without loosing quality?

   (i) Bitmap

   (ii) Vector

   (iii) Movie clip symbol

   (iv) Graphic symbol

(f) Number of columns that can be created in PageMaker is

   (i) 20

  (ii) 21

 (iii) 8

 (iv) 16

(g) The tool which allows to select size, skew and rotate objects in CorelDRAW is

   (i) pick tool

  (ii) shape tool

 (iii) line tool

 (iv) None of the above

(h) The default paper size when CorelDRAW is opened is

   (i) A4

  (ii) letter

 (iii) B2

 (iv) None of the above

(i) In CorelDRAW, the tool used to crop objects is

   (i) pick tool

  (ii) shape tool

 (iii) zoom tool

 (iv) knife tool

(j) Number of paper orientations in CorelDRAW is

   (i) 2

  (ii) 4

 (iii) 5

 (iv) 3

(**6**)

SECTION—II

(*Marks* : 30)

4. Answer any *ten* of the following in *1* or *2* sentence(s) each with reference to PageMaker and CorelDRAW :   1×10=10

(a) Place

(b) Autoflow

(c) Expert kerning

(d) Arrange

(e) ZeroLock

(f) Cascade

(g) Artistic text

(h) Flyout

(i) Outline width

(j) Fountain fill

(k) Color models

(l) Nodes

5. Answer any *five* of the following questions in *2* to *3* sentence(s) each :   2×5=10

(a) Explain any two effects available in CorelDRAW.

(b) What is text-wrap in PageMaker?

(c) What is lock object's position?

(d) How to draw a line at 30° in CorelDRAW?

(e) Define subscript and superscript in PageMaker.

(f) How to convert paragraph text into artistic text in CorelDRAW?

6. List at least four commands for each of the following (any *five*) : 2×5=10

(a) File menu of PageMaker

(b) Arrange menu of CorelDRAW

(c) Layout menu of PageMaker

(d) View menu of CorelDRAW

(e) Element menu of PageMaker

(f) Type menu of PageMaker

(PART : B—DESCRIPTIVE)

(*Marks* : 40)

GROUP—I

Answer any *five* of the following questions : 4×5=20

7. What are the steps of placing texts into a curve in CorelDRAW?

8. How to link text blocks manually?

9. How to place any picture inside a circle as container in CorelDRAW?

(8)

10. How to apply drop-cap in PageMaker?

11. How to convert a straight line into a curve in CorelDRAW?

12. How to insert Page-number in PageMaker publication/ document?

GROUP—II

Answer any *four* of the following questions :   5×4=20

13. What are the steps of creating table of content (TOC) in PageMaker?

14. How to mix equal amount of colors from RGB model to get resultant color as yellow?

15. How to import image created in CorelDRAW into PageMaker?

16. How to trace an object using Bézier curve tool in CorelDRAW?

17. What is control palette? What is the use of control palette in PageMaker?

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