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COMPUTER TECHNIQUE

(Vocational Stream)

[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* : 75)

SECTION—I

(*Marks* : 45)

1. Fill in the blanks from the list of words/phrases given below :   1×15=15

  (a) The process of creating a document using page layout software is called as _____.

  (b) _____ allows to assemble elements like texts, graphics, etc., in one page.

                                                  [P.T.O.

(c) _____ allows to work with text just like word processor in PageMaker.

(d) _____ image format is supported in PageMaker.

(e) Basic _____ like circle, ellipse, rectangle, etc., can be directly drawn in PageMaker.

(f) The process of removing mistakes from a draft document is called as _____.

(g) CorelDRAW is known as _____ graphic design software.

(h) Any _____ can be designed in CorelDRAW.

(i) The most common tool in CorelDRAW is _____ tool.

(j) _____ tool is used to divide the graphics into two parts in CorelDRAW.

(k) In PageMaker/CorelDRAW, the graphics/elements can be increased/decreased in size through _____.

(l) Bitmap images requires more _____ than graphics images.

(m) In page setup, the vertical length of a paper is more than the horizontal length of a paper in _____ orientation.

[Contd.

(3)

(n) The process of removing a portion of a photo is known as _____.

(o) The color model used by printers is _____.

List of words/phrases

Shapes	Logo	DTP
Proofreading	Pick	Portrait
Cropping	Knife	CMYK
Story Editor	Vector	Memory
PageMaker	JPEG	Handles

2. State whether the following statements are *True* or *False* : ½×20=10

   (a) PageMaker file requires more memory than CorelDRAW file.

   (b) PageMaker and MS-Word are same.

   (c) CorelDRAW and Adobe Photoshop are same.

   (d) In PageMaker, elements are first prepared outside PageMaker and then import.

   (e) GIF is a video format.

   (f) Superscript can be done in PageMaker.

   (g) Drop Cap cannot be done in PageMaker.

(4)

(h) WYSIWYG means what you see is what you get.

(i) JPG stands for Joint Picture Group.

(j) Text boxes can be linked in PageMaker.

(k) Files cannot be exported from PageMaker.

(l) Scrolling and panning are same.

(m) Artistic text and Paragraph text are same in CorelDRAW.

(n) PageMaker cannot be used to prepare newspaper.

(o) In PageMaker, page numbers can be inserted from insert menu.

(p) Autoflow is not allowed in PageMaker.

(q) Nodes in CorelDRAW can be added or subtracted.

(r) File extension of CorelDRAW file is .DOCX.

(s) Graphics can be saved as images in CorelDRAW.

(t) In CorelDRAW, an image can be placed inside a graphic.

[Contd.

(**5**)

3. Match the following sentences given the two columns below : 1×10=10

	Column—I		*Column—II*
(a)	Text tool is common to both	*(i)*	Shape tool
(b)	Arrangement of texts, images, shapes means	*(ii)*	PageMaker
(c)	In CorelDRAW, the tool used to apply design to a drawing is	*(iii)*	RGB
(d)	Text frames can be used in	*(iv)*	Grouped
(e)	Fountain fill is used in	*(v)*	Paragraph headers
(f)	Monitor	*(vi)*	Keywords
(g)	Two, three or more objects can be	*(vii)*	Artistic texts
(h)	Table of contents	*(viii)*	CorelDRAW
(i)	Index table	*(ix)*	PageMaker or CorelDRAW
(j)	PowerClip	*(x)*	Page layout

4. Expand the following acronyms (any *ten*) : 1×10=10

(a)	DTP	*(i)*	PNG
(b)	CMYK	*(j)*	WWW
(c)	RGB	*(k)*	WYSIWYG
(d)	MPEG	*(l)*	KISS (Related to design principle in computers)
(e)	JPEG		
(f)	PDF	*(m)*	BMP
(g)	GIF	*(n)*	AV
(h)	TIFF	*(o)*	DPI

(**6**)

SECTION—II

(*Marks* : 30)

5. Answer any *ten* of the following questions in *1* or *2* sentence(s) each :   2×10=20

(a) What is artistic text in CorelDRAW?

(b) How to group objects in CorelDRAW?

(c) What is autoflow in PageMaker?

(d) Give the difference between Shape tool and Bézier tool in CorelDRAW.

(e) What is the use of arrange command in CorelDRAW?

(f) Define frame in PageMaker.

(g) What is a Master Page in PageMaker?

(h) What is the use of place command in PageMaker?

(i) What are nodes in CorelDRAW?

(j) What do you mean by perspective view in CorelDRAW?

(k) Define layers in PageMaker.

(l) What is masking in PageMaker?

6. How are the following commands/tools used in PageMaker or CorelDRAW?   2×5=10

   (a) Revert   *(f)* Cascade

   (b) Acquire   *(g)* Lock position

   (c) Export   *(h)* Freehand tool

   (d) Paste special   *(i)* Interactive fill tool

   (e) Leading   *(j)* Eyedropper tool

(PART : B—DESCRIPTIVE)

(*Marks* : 25)

GROUP—I

Answer any *two* of the following questions :   5×2=10

7. What are the different steps used to fit text into path? How to apply spacing between text and path after fitting?

8. How to apply PowerClip into artistic text?

9. How to create Master Page in PageMaker?

10. What are the steps in creating Index table?

(8)

GROUP—II

11. Write short notes on any *three* of the following :   5×3=15

(a) Snapping

(b) Palettes

(c) Styles

(d) Lenses

(e) Contour

(f) Table of contents

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