

PART II — (10 × 1 = 10 marks)

Fill in the blanks.

46. _____, _____, _____ are the main softwares used for DTP.
47. _____ command is used to change the fill colors of the object.
48. _____ option is used to make the text appear inside an object.
49. _____ command is used to create an Index.
50. _____ command is used to add pages to document.
51. _____ keys should be pressed to increase the view size of the page.
52. _____ shortcut is used to show and hide control palette.
53. _____ shortcut is used to copy the contents.
54. _____ command is used to toggle the view of tool bar.
55. _____ shortcut is used to paste the copied contents.

CERTIFICATE PROGRAMME IN DTP
OPERATOR — JANUARY, 2006.

Term-End Examination

PAGE MAKER

Time : 2 hours

Maximum marks : 100

SECTION A — (1 Hour)

Note : Part I consists of 15 Short Answer Questions. Each question carries 3 marks and the answer should be in few sentences. Students are required to answer any 10 Questions.

Part II consists of Match the following 10 questions, which carries 2 marks each.

PART I — (10 × 3 = 30 marks)

Short Answer Questions.

1. Explain Page Maker Tools.
2. Define Type style.

3. Define Page break and Column break.
4. What is Paste Multiple?
5. What is Edit Story?
6. Explain Autoflow.
7. Explain Table of contents.
8. Explain the use of Column Guide.
9. What is Text wrap?
10. List the menus available in Page Maker.
11. Write short notes on Tabs.
12. Explain Paste Special.
13. Explain Alignment and Arrangement.
14. Explain Hyphenation.
15. Define Table Editor.

PART II — (10 × 2 = 20 marks)

Match the following.

- | Column 1 | Column 2 |
|-----------------------------|------------------------------------|
| 16. Paragraph specification | (a) Show/hide control palette |
| 17. Fill and stroke | (b) Ctrl + A |
| 18. Text wrap | (c) Page down |
| 19. Bold | (d) Find |
| 20. Select All | (e) Shift + Ctrl + B |
| 21. Ctrl + F | (f) To make the text around object |
| 22. Ctrl + V | (g) Ctrl + U |
| 23. Zoom in | (h) Paste |
| 24. Goto next page | (i) Ctrl + + |
| 25. Ctrl + J | (j) Ctrl + M. |

SECTION B — (1 Hour)

Note : Part I consists of 20 Multiple Choice Questions, which carries 2 marks each and Part II consists of 10 Fill in the blanks, which carries 1 mark each.

PART I — (20 × 2 = 40 marks)

Multiple Choice Questions.

26. Page maker helps in creating
- (a) Visiting cards (b) Brochures
(c) Challans (d) All of the above.
27. DTP – Denotes
- (a) Desk Top Publishing
(b) Deck Top Publisher
(c) Desk Top Principle
(d) Deck Top Publishing.
28. Rounded corners is available in
- (a) View Menu (b) Utility Menu
(c) Edit Menu (d) Element Menu.
29. Leading is the space between
- (a) Paragraphs (b) Words
(c) Pages (d) Lines.

30. Edit story is in
- (a) File menu (b) View menu
(c) Edit menu (d) Element menu.
31. One of the menus used to beautify pages in Page maker is
- (a) View menu (b) Utility menu
(c) Element menu (d) Window menu.
32. Ctrl + G command is used to
- (a) Select pictures (b) Group pictures
(c) Delete pictures (d) None of the above.
33. Two types of paste functions in paste multiple are
- (a) Text paste and Graphics paste
(b) Word paste and line paste
(c) Paragraph paste and graphics paste
(d) Text paste and line paste.
34. TOC denotes
- (a) Title of contents
(b) Table of contents
(c) Table of combinations
(d) None of the above.

35. Which command is used to create index?
- (a) Clear command
 - (b) Create Index command
 - (c) Show Index command
 - (d) New Story command.
36. Rulers is a submenu under the Guides and
- (a) Rulers Menu
 - (b) View Menu
 - (c) Tool Menu
 - (d) None of the above.
37. Press Ctrl + M to use
- (a) Edit story
 - (b) Text wrap
 - (c) Paragraph
 - (d) Group objects.
38. To see 50% page view
- (a) Ctrl + 5
 - (b) Ctrl + 7
 - (c) Ctrl + 1
 - (d) Ctrl + +.
39. To place text automatically on all pages
- (a) Insert page
 - (b) Goto page
 - (c) Autoflow
 - (d) Text wrap.

40. Ctrl + E key is used for
- (a) Bullets and Numbering
 - (b) Set tabs
 - (c) Edit story
 - (d) Edit.
41. To get 100% page view press
- (a) Ctrl + 5
 - (b) Ctrl + 8
 - (c) Ctrl + 1
 - (d) Ctrl + +.
42. Which of the following command is used to paste the copied contents
- (a) Ctrl + V
 - (b) Ctrl + A
 - (c) Ctrl + C
 - (d) Ctrl + O.
43. To beginning of line which of the following key is used
- (a) Up Arrow
 - (b) Down Arrow
 - (c) Home
 - (d) End.
44. Bullets and numbering in
- (a) Edit menu
 - (b) View menu
 - (c) Utility menu
 - (d) Window menu.
45. Press Shift + Ctrl + R to use
- (a) Snap to Rulers
 - (b) Snap to Guides
 - (c) Both (a) and (b)
 - (d) None of the above.