

Question 1

Uzima Computer College and Consultancy centre have set up a special advertising campaign to market its course. As a DTP expert, you have been appointed to assist the marketing team in designing a brochure. The rear page of the brochure is given in the next sheet

The fonts, borders and graphics used should be relevant to the publication as may be available in your software.

- (a) Prepare a publication with the following specifications:
 - i) Paper size set to A4 landscape (2 marks)
 - ii) Set margins to 10mm all round (2 marks)
 - iii) Set the publication to be in three columns measuring 88mm, 84mm and 93mm respectively (2 marks)
 - iv) Set the space between columns to 6mm (2 marks)
- (b) Key in the text as shown in columns 1-3 in the sample provided. Save your work as sample 1 (8 marks)
- (c) In column (title pane), format the various items as follows:
 - i) Set the transparency of the fill colour to 25% (2 marks)
 - ii) Bold and italicize the mission statement heading (2 marks)
 - iii) Italicize and centre the mission statement (2 marks)
 - iv) Set the vertical alignment of the text box bearing the words The Best College for you to middle (1 mark)
 - v) Apply blue and green fill to stars on your left and right respectively as shown in the sample (3 marks)
 - vi) Place the clipart and word at appropriately as shown in column 3 of the sample. (4 marks)
 - vii) Save your work as sample 2 (1 mark)
- (d) In column 1 (**Liaison offices**), format the text as follows;
 - i) Apply shadow to the title **Liaison Offices** and set the font size to 20 (2 marks)
 - ii) Apply double underline to each of the telephone numbers (2 marks)
 - iii) Set the colour of the names of the buildings to blue (2 marks)
 - iv) Insert the footer: *Registration and enquiries at our head office* (1 mark)
 - v) Apply blue outline to the textbox bearing the title **Liaison Offices** (1 mark)
- (e) Create a mailing coupon as it appears in column 2 (2 marks)
- (f) Format the mailing coupon as follows:
 - i) Bolden and centre the address as shown in the sample (2 marks)
 - ii) Draw and enter Place stamp here caption at the top right corner (2 marks)
 - iii) Save your work as sample 3 (1 mark)

(g) Print Sample 1, Sample2 and Sample 3

(3 marks)