

Question 3

A modern desktop published document may contain many features. Describe with the aid of sketches each feature.

- a. Margin
 - b. Gutter
 - c. Footer
 - d. Column
- (4 marks)**

Question 4

A Youth Club produces a monthly newsletter. Produce a sketch, approximately to scale, using the information given below to show the page layout of this months' newsletter.

- a) Paper Size 150mm x 100mm (Landscape)
 - b) Left Margin 25mm
 - c) Right Margin 10mm
 - d) Header Youth Club News
 - e) Footer June 2005
 - f) 3 Columns of Text Equal Width
 - g) Gutter Width 5mm
- (7 marks)**

Question 5

A desktop published document contains a range of standard features.

- a. Identify the features described below.
 - i. A piece of text that appears at the top of every page
 - ii. Text or graphics printed at the bottom of every page.
 - b. Sketch, a page showing landscape orientation
- (3 marks)**

Question 6

Using sketches where appropriate, explain what is meant by **each** of the following terms as used in computer graphics packages.

- a. Colour gradient
 - b. Copy and Paste
 - c. Zoom
 - d. Font
- (4 marks)**