



UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)  
उत्तराखण्ड मुक्त विश्वविद्यालय, हल्द्वानी (नैनीताल)

CCA-11  
ASSIGNMENT

*Last Date of Submission: 15/01/2015*

**Course Title:** Introduction to DTP

**Course Code:** CCA-03

**Year:** 2014-15

**Maximum Marks:** 20

Section 'A' contains 08 short answer type questions of 2.5 marks each. Learners are required to answer 4 questions only. Answers of short answer-type questions must be restricted to 250 words approximately.

1. What are Windows and Orphans in PageMaker? How do we use them?
2. What are pixels? How are these represented in Graphics?
3. What are the PageMaker palettes and how are they used?
4. What are the steps for naming, saving, and closing a PageMaker publication?
5. What are the different drawing tools in PageMaker?
6. What is the Polygon tool in PageMaker? How can we edit a polygon?
7. What is OLE? Explain.
8. What are master pages? What are the advantages of having master pages in a publication?

Section 'B' contains 04 long answer-type questions of 5 marks each. Learners are required to answer 02 questions only.

1. What is the PageMaker toolbox? Write about each tool present in the toolbox.
2. Explain the process of cropping a graphic in PageMaker with an example.
3. What is resolution in Photoshop? Explain briefly.
4. Describe Photoshop's toolbox. How many categories of tools are there? Explain each of them.