

Shri Gujarati Samaj, Indore  
**PMB Gujarati Commerce College**

**Desk Top Publishing with Advance PageMaker**

**PRACTICAL DIARY QUESTIONS**

**B.Com. II<sup>nd</sup> Year 2023-24**

1. What is PageMaker? Write features of PageMaker 7.0.
2. Explain various Tools of PageMaker 7.0 with their uses.
3. Write various Document Setup options in Page Maker.
4. Perform following in a PageMaker Document
  - i. Creating
  - ii. Opening
  - iii. Editing
  - iv. Saving
5. Write full process of Insertion a Graphics, Setting OLE and In-Line Graphics in PageMaker.
6. Describe Control Palette options for Object, Image and Text in Page Maker.
7. The Use of PageMaker to Prepare the Book and Combing the Chapters.
8. Moving, Rotating, Reflecting & Skewing an Object and Removing Transformation
9. Design Letter Head of PMB Gujarati Commerce College and Business Card of yourself as Sales Representative in Company.
10. How to Create Certificate and Cash Memo in PageMaker? Write Full Process.
11. Create a logo of New IT Company and Design Newspaper Advertisement of a IT Company.
12. Creating and formatting PDF Files with Acrobat.

• **First Submission** Date (Up to Question No. 8)

**28 Dec 2023**

• **Final Submission** Date (All Questions)

**18 Jan 2024**