1920/202B
COMPUTER APPLICATIONS II (PRACTICAL)
Paper 2
July 2015
Time: 2 hours

THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY

MODULE II

COMPUTER APPLICATIONS II (PRACTICAL)

Paper 2

2 hours

INSTRUCTIONS TO CANDIDATES

You have ten minutes to read through the instructions and questions before starting the examination.
Any problem with the computer should be reported to the invigilator immediately.
Direct any question(s) to the invigilator only. Conversing with fellow students may lead to disqualification.
Write your name and index number on the Rewritable CD.
Type your name as a header on each sheet of paper used.
This paper consists of **THREE** *tasks. Perform* **ALL** *the tasks.*
Each task carries **20** *marks.*
Read the instructions of each task carefully.
Print on **one** *side of the paper(s) only and use a fresh sheet of paper for each task.*
Hand over your **printed work** *and the* **Rewritable CD** *to the invigilator at the end of the examination.*
Candidates should answer the questions in English.

This paper consists of 5 printed pages

**Candidates should check the question paper to ascertain that all the
pages are printed as indicated and that no questions are missing.**

Turn over

GENERAL INSTRUCTIONS TO CANDIDATES

1. Create a folder named **KNECEXAM** on the desktop.

2. Ensure that the **KNECEXAM** folder and all its content is burnt onto the Rewritable CD provided at the end of the examination.

TASK 1

(a) Open a desktop publishing program and make the following default settings:

    (i)   page orientation: landscape   (½ mark)

    (ii)   paper size : A4.   (½ mark)

(b) Create the publication to appear as shown in sample 1, ensuring that the design covers the entire printable part of the page on an A4 paper.   (18 marks)

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Sample 1

(c)   (i)   Save the publication as *offer* in the **KNECEXAM** folder.   (½ mark)

    (ii)   Print out later the publication.   (½ mark)

TASK 2

(a)   Open a CAD program and set millimetres as the default units.   (1 mark)

(b)   Insert **two** layers each with the following properties:

    (i)   A layer labelled *body* with the line weight set to 0.8 mm on which to draw the geometry;
                                                                                    (1 mark)

    (ii)   A layer labelled *dimension* with the line weight set to 0.18 mm and of a red colour on which to draw the dimensions.   (1 mark)

(c)   (i)   Draw on the layer named *body*, the geometry shown in figure 1 using the dimensions indicated.   (11 marks)

    (ii)   Fully dimension the geometry as it appears on the layer labelled dimension.
                                                                                    (4½ marks)

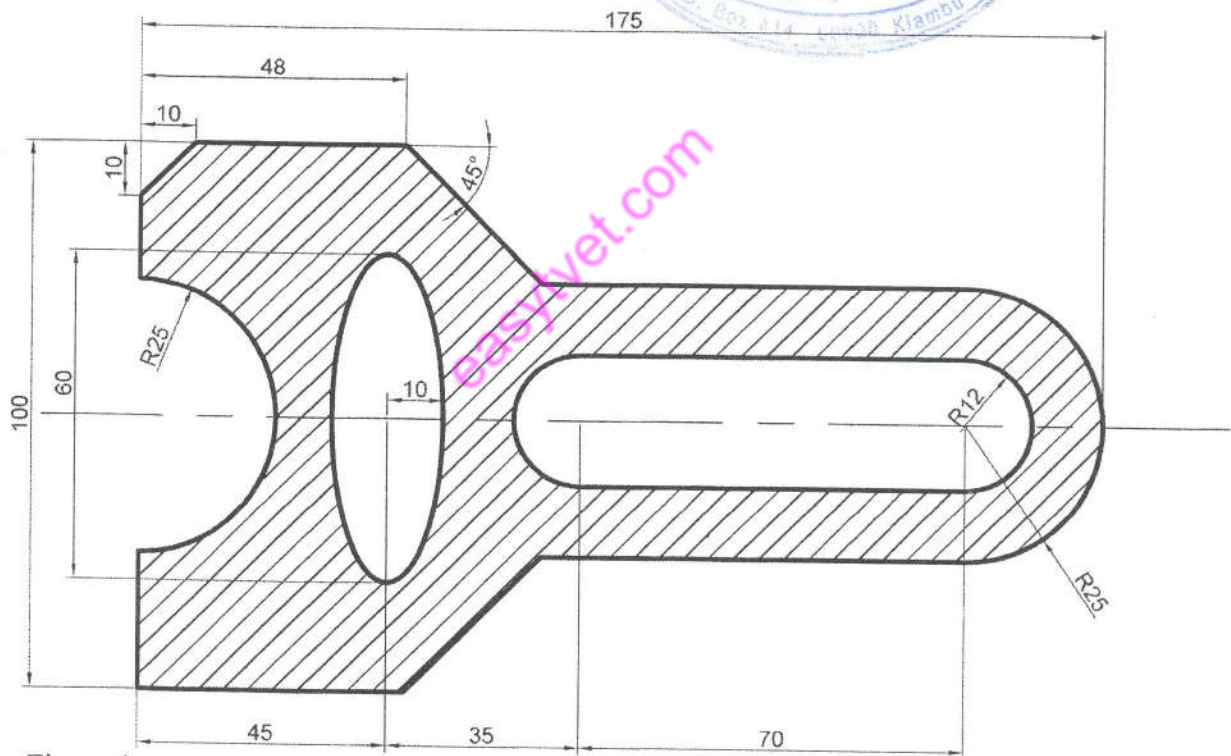(d)   Save the drawing as *metal plate* in the **KNECEXAM** folder to print out later.   (1½ marks)

Figure 1

TASK 3

Halima Fatuma of Kilifi is a farmer who sells her produce to villagers and also supplies to hotels around the area. Open a suitable accounting program and record the following financial details and transactions relating to her farming business for the six months starting from 1st July 2014.

Balances as at 1st July 2014		Ksh
Land		840,000
Cows		103,200
Farmhouse		368,000
Farm tools		90,000
Farm Structures		165,000
Sacco Loan		285,000
Green Houses		216,120
Bank (Farmers SACCO)		43,210
Cash		36,000
Debtors:	Kilifi Cashewnut Factory	82,000
	Kilifi Creek Hotel	103,000
Creditors:	Kilifi Agrovet	203,000

During the six months period ending on 31st December 2014, the following transactions took place:

July 30th	Incurred the following expenses Ksh 60,000 for ploughing the land, Ksh 50,000 for seeds, Ksh 20,000 for fertilizer all on credit from Kilifi Farmers SACCO;
August 10th	Bought a new greenhouse kit Ksh 120,000 by cheque;
August 15th	Received payments by cheque from Kilifi Creek Hotel Ksh 100,000
August 30th	Sold vegetables to Kilifi Creek Hotel Ksh 48,000 on credit;
Sept 10th	Received Ksh 60,000 from Kilifi Cashewnut Factory by cash;
Sept 20th	Labour for greenhouse preparation Ksh 5,000 paid by cash;
Sept 30th	Expenses paid by cheque:- Seeds Ksh 25,000 and fertilizer Ksh 30,000;
October 10th	Sold vegetables to New Kilifi Bay Hotel Ksh 36,000 on credit;
Nov 24th	Paid SACCO loan interest Ksh 10,000 by cash;
Nov 28th	Paid Kilifi Farmers SACCO Ksh 100,000 by cheque;

The following are average monthly cash revenues and expenses;

I.   Cash Sales

Vegetables Ksh 10,000,
Milk Ksh 2,000,
Animal feeds Ksh 3,000

II.   Cash expenses

Electricity Ksh 1,300,
Wages Ksh 9,200,
Water Ksh 800.

Generate and print the following reports:

(a)   Balance sheet as at 1st July 2014;   (8 marks)

(b)   Trial balance as at 31st December 2014;   (7 marks)

(c)   Transaction List by date for the 6 months.   (5 marks)