1920/202A
COMPUTER APPLICATIONS II (THEORY)
Paper 1
November 2016
Time: 1 hour

THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY
MODULE II

COMPUTER APPLICATIONS II (Theory)

1 hour

INSTRUCTIONS TO CANDIDATES

Answer ALL the questions in this question paper on the answer booklet provided.
Candidates should answer the questions in English

This paper consists of 3 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

1.   (a)   Explain the function of each of the following tools as used in CAD applications:
                  (2 marks)

          (i)   Ortho Mode;

          (ii)   Snap Mode.

    (b)   Figure 1 shows part of CAD toolbar. Use it to answer the question that follows.
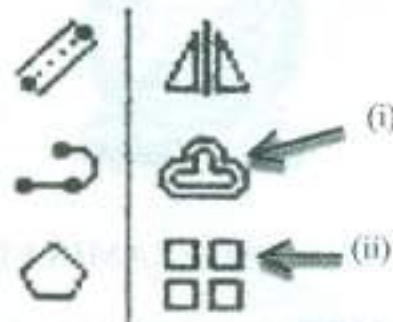

Figure 1

        Explain the function of each of the parts labelled (i) and (ii).   (2 marks)

2.   (a)   State **four** examples of DTP publications.   (2 marks)

    (b)   Outline **two** ways of correcting a text overflow in a textbox while editing a DTP publication.   (2 marks)

3.   Differentiate between a *trial balance* and a *balance sheet* as used in accounting.   (4 marks)

4.   With the aid of a sketch, explain the application of each of the following dimension tools in CAD applications:

          (i)   Linear;

          (ii)   Aligned.   (4 marks)

5.   The following transactions for Kapital Hotel took place during the month of June 2016:

June 1   Received Kshs. 20,200 from customers by cash;
June 12   Purchased fresh produce Kshs. 35,000 from Smart Farm Limited on credit;
June 13   Sold meals to Kaunti Plastics Ltd Kshs. 25,000 on credit;
June 20   Returned fresh produce to Smart Farm Ltd worth Kshs. 7,000.

For each of the transaction, identify the book of original entry (Journal) that should be recorded.   (4 marks)

6. (a) State the function of each of the following tools in DTP applications. (2 marks)

(i)

(ii)

b) Explain the purpose of a *watermark* in a DTP publication. (2 marks)

7. a) State **two** properties that could be modified by the *layers' properties manager* while creating a publication. (2 marks)

b) Explain the function of the *Isoplane* Command as used in CAD applications. (2 marks)

8. The following assets and liabilities have been extracted from the records of I.C. Limited on 30th April, 2016.

Item	Ksh	Item	Ksh
Land	420,000	Creditors	63,400
Premises	126,800	Accrued Rent	322,400
Motor Vehicles	118,600	Debtors	416,200
Stock	33,200	Plant	122,300

Prepare the *balance sheet* for I.C. Limited as at 30th April, 2016. (4 marks)

9. Jane has inserted a picture in a DTP publication and intends to resize it to fit the size of her publication. Describe **two** ways she could use to achieve her objective. (4 marks)

10. Juma, a designer, chose to use a CAD application to design house plans. Explain **two** reasons for his choice. (4 marks)

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