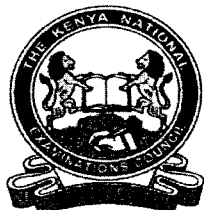


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COMPUTER APPLICATIONS II (PRACTICAL)
Paper 2
November 2016
Time: 2 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL
CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY
MODULE II

COMPUTER APPLICATIONS II (PRACTICAL)

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 and Index Number 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 7 printed pages
Candidates should check the question paper to ascertain that all the
pages are printed as indicated and that no questions are missing.

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.

Task 1

Figure 1 shows a smart phone. Use it to answer the questions that follow:

- (a) Open a CAD program and change the drawing units to millimeters. (½ mark)
- (b) Insert **THREE** layers with the following properties:
- (i) Outline layer, with a line weight of 0.8mm; (1 mark)
 - (ii) Centre line layer, blue in colour; centre line type; (1 mark)
 - (iii) Dimensions layer, red in colour with a line weight of 0.15mm to dimension Figure 1. (1 mark)
- (c) (i) Draw the figure on the outline layer using the dimensions given. (8 marks)
- (ii) Draw the centerlines on the layer labelled centreline (1 mark)
- (iii) Fully dimension the drawing on the dimensions layer (6 marks)
- (d) Save the drawing as *Smartphone* in the KNECEXAM folder. (½ mark)
- (e) Open layout 1 balance the drawing on the layout page and print. (1 mark)

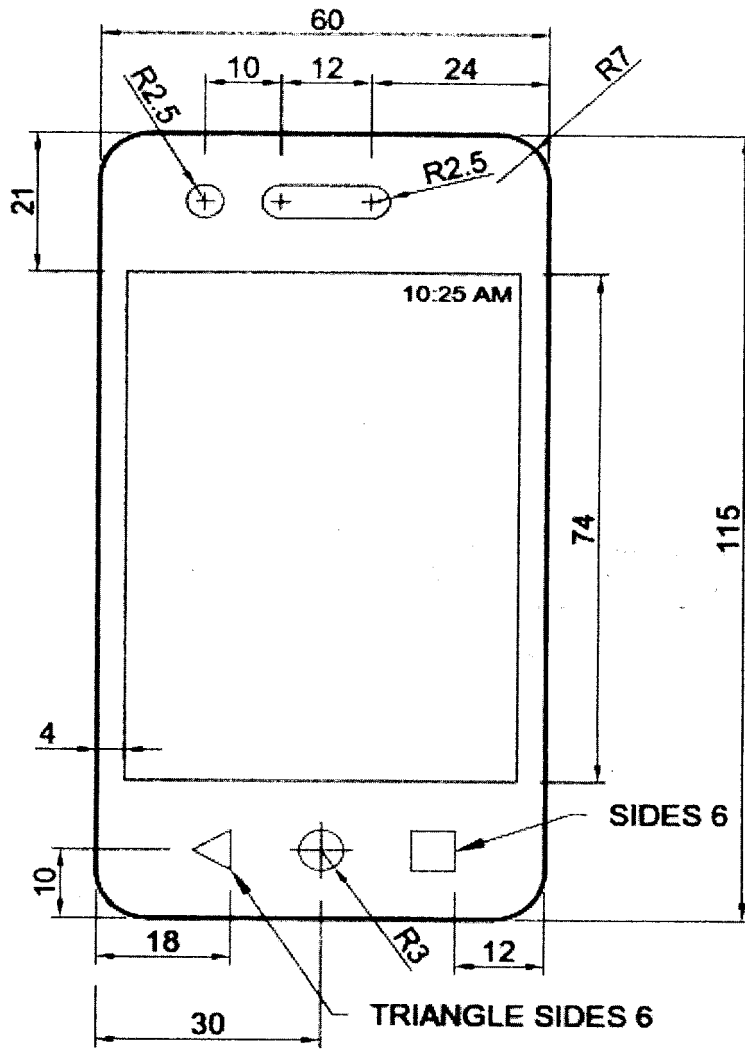


Figure 1

Task 2

Figure 2 shows a publication designed using a DTP program. Use it to answer the questions that follow:

- (a) Open a DTP program and make the following page settings;
 - (i) Page orientation: landscape; (1/2 mark)
 - (ii) Paper size A4. (1/2 mark)
- (b) Create the publication to appear as shown in Figure 2, ensuring that the publication covers the entire printable area of the paper size. (18 marks)
- (c) Save the publication as *Certificate* in the KNECEXAM folder to print out later. (1 mark)

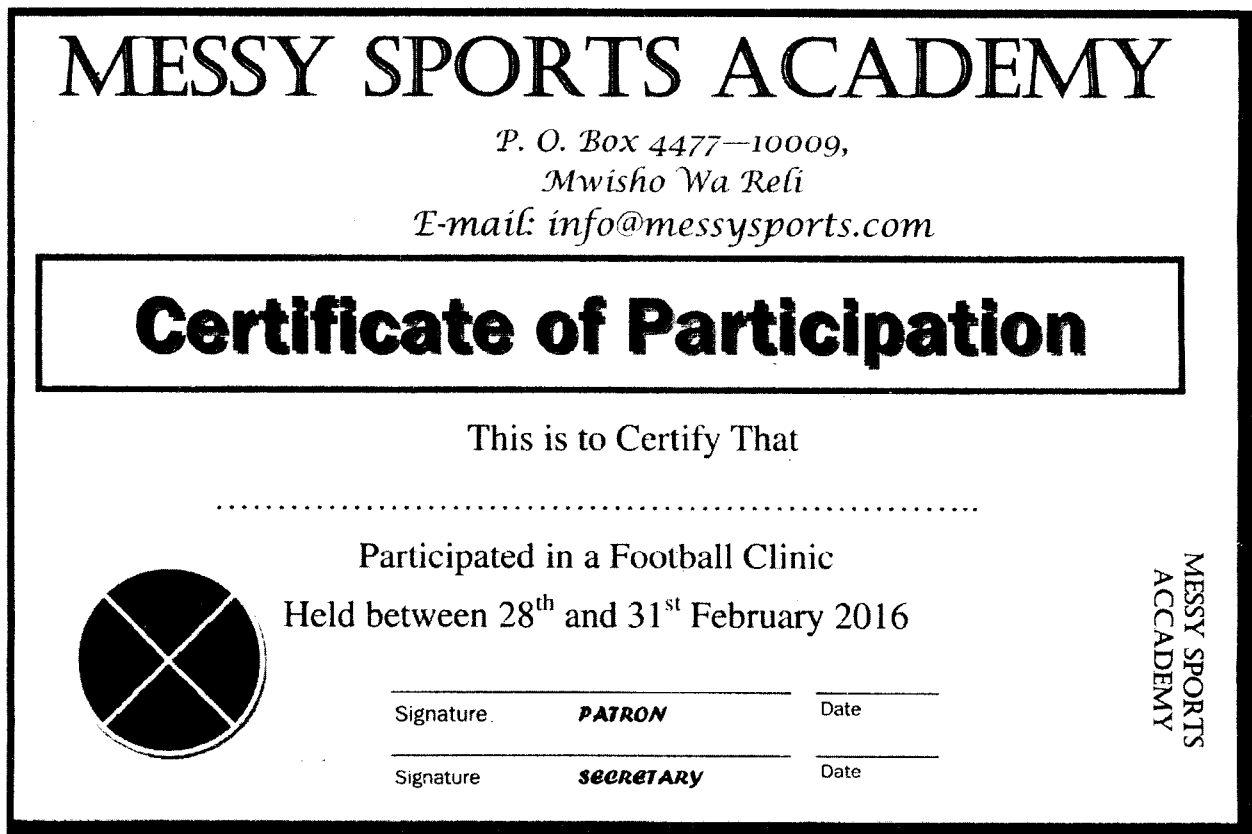


Figure 2

Task 3

Kokoto Builders and Contractors Limited of P.O.BOX 190-04310, Machakos is a building contractor and also hires out construction equipment. Using an accounting program, record the following financial details and transactions of the company for the month of May 2016.

Balances as at 1.5.2016		Ksh.
Excavators	Cost	56,000,000
	Depreciation	7,502,200
Wheel Loaders	Cost	34,000,000
	Depreciation	12,280,000
Bulldozers	Cost	26,870,000
	Depreciation	13,709,400
Cash		603,720
Bank (KTB bank)		1,216,000
Debtors	Manjip Equipment Rentals	2,460,000
	Turac Contractors	800,740
Creditors:	Truks Equipment	3,780,200

The following transactions took place during the month of May.

- May 1 Received Ksh 800,000 from Turac Contractors by cheque,
- May 2 Rented 2 excavators for 2 weeks to Kairam Builders at Ksh 300,000 per week for each excavator and paid by cheque.
- May 6 Bought 3 excavators from Shataq Equipment at Ksh 10 million each on credit
- May 8 Borrowed 4,000,000 from KTB bank to finance purchase of construction equipment received by cheque.
- May 10 Received a contract of Ksh 7,000,000 from Katika County for road construction and issued an invoice.
- May 12 Received Ksh 1 million from Manjip Equipment Rentals by cheque.
- May 15 Submitted a quotation for a contract to KUB Ltd of Ksh 2,000,000.
- May 17 KUB Ltd confirmed the contract and Kokoto issued an invoice.
- May 20 Provided excavation services of Ksh 1,500,000 paid by cheque.
- May 21 Paid rates Ksh 90,000, Electricity Ksh 60,000, and salary advances Ksh 106,000 by cash.
- May 22 Rented 2 wheel loaders to Ukweli builders for Ksh 700,000 on credit
- May 26 Paid Shataq Equipment of Ksh. 1,000,000 by cheque.
- May 27 Ukweli builders paid Ksh. 200,000 by cash.
- May 30 Paid Salaries by cheque Ksh 308,000, Equipment maintenance Ksh 234,000 by cash.

Generate and print the following reports

- (a) Opening Balance sheet as at 1st May 2016 (8 marks)
- (b) Trial balance as at 30th May 2016 (6 marks)
- (c) Income statement for the month. (6 marks)

THIS IS THE LAST PRINTED PAGE.