1920/202A
COMPUTER APPLICATIONS II (THEORY)
Paper 1
November 2017
Time: 1 hour

THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY

MODULE II

COMPUTER APPLICATIONS II (Theory)

Paper 1

1 hour

INSTRUCTIONS TO THE CANDIDATES

*This paper consists of **TEN** questions.*
*Answer **ALL** the questions in 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. Describe **two** factors that a computer user would consider before choosing DTP software to use in a cybercafé other than cost. (4 marks)

2. Explain the function of each of the following commands as used in CAD programs.

   (a) Pan;

   (b) Zoom. (4 marks)

3. The bookkeeper of Quotient Limited prepared the following trial balance which did not balance. Prepare a corrected trial balance. (4 marks)

	Dr.	Cr.
Capital	809,260	
Motor vehicle		406,200
Fixtures and fittings	94,204	
Debtors		22,340
Creditors	37,295	
Bank Overdraft		110,130
Cash in Hand	80,400	
Bank Loan		508,700
Totals	**1,021,159**	**1,047,370**

assets
1,390,064
liabilities
678,965

4. With the aid of a sketch, describe each of the following *dimension tools* as used in CAD programs:

   (a) Angular;

   (b) Aligned. (4 marks)

5. Peter wishes to publish a newsletter and has been advised to use a DTP program. Outline **four** advantages of using this program for this task. (4 marks)

6. Determine the book of *original entry*, which should be recorded for each of the following transactions:

   (i) Capital invested by the owner of a business;

   (ii) Cash sales of goods paid by cheque;

   (iii) Cash purchase of goods for sale;

   (iv) Sale of goods on credit. (4 marks)

7. State the function of each of the following commands as used in CAD program:

   (a) Array;

   (b) Offset. (4 marks)

8. Distinguish between *Vector graphics* and *Raster graphics* as used in DTP programs. (4 marks)

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9. Joseph intends to purchase furniture for office use and the trader has promised to give him *cash discount* and *trade discount* respectively. Explain each of these terms as used by the trader. (4 marks)

10. (a) Explain a circumstance under which use each of the following features would be applied during creation of a publication:

   (i) gutter;

   (ii) margin. (2 marks)

   (b) Explain **two** types of accounts that are recorded in the nominal ledger. (2 marks)

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