

1920/202B  
COMPUTER APPLICATIONS II (PRACTICAL)  
Paper 2  
November 2018  
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 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 6 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**

Materu Beddings of P. O. Box 338, Machakos deals in sales of beddings and runs a business on the Mombasa-Nairobi highway. Record the following financial details and transactions of the business using an accounting program for the year starting 1<sup>st</sup> September 2016.

**Balances as at 1<sup>st</sup> Septuary 2016**

	<b>Kshs</b>
Furniture - cost	800,000
Depreciation	140,000
Building) - cost	1,520,000
Depreciation	130,000
Bank A/C (NBK)	178,000
Cash	270,000
Creditors: Akamba Blankets	240,000
Julia Furnishers	160,000

**Stock**

	<u>Quantity at hand</u>	<u>Price per item</u>	<u>Cost per item</u>
<b>Blankets</b>		<b>Kshs</b>	<b>Kshs</b>
Size 6X4	210	400	150
Size 6X5	40	500	160
<b>Bed sheets</b>			
Size 6X6	30	800	250
Size 6X4	60	1000	300

During the month of September, the following transactions took place:

**Cash Sales**

- Sept 8      10 blankets Size 6X4; 2 blankets Size 6X5, 3 Size 6X6 Bed sheets, 1 Size 6X4 Bed sheet
- Sept 19     25 blankets Size 6X4, 6 Size 6X6 Bed sheets, 2 Size 6X4 Bed sheets

**Credit Sales**

During the month of September, Materu Beddings secured an order from African Childrens Home of Atiru, Kitui to supply 30 blankets Size 6X4, 10 Size 6X5 blankets, 5 Size 6X6 Bed sheets and 5 Size 6X4 Bed sheets, every month. Materu Beddings supplied African Children's Home for the month of September on 12<sup>th</sup> September 2016.

**Credit Purchases**

	<u>Item</u>	<u>Supplier</u>	<u>Quantity</u>
<u>Sept 16</u>	Blankets Size 6X4	Akamba Blankets	40
	Bed sheets Size 6X6	Millenium Furnishings	35
<u>Sept 22</u>	Size 6X4 Bed sheets	Julia furnishers	44

The following expenses were paid for by cash.

		<u>Kshs</u>
Sept 10	Salaries and wages	25,000
	License (Machakos county)	3,000
Sept 24	Air freight	10,000
	Insurance	2,500
	Travelling	6,000

**Cheque payments**

Sept 10	Julia Furnishers	Kshs 160,000
Sept 25	Akamba Blankets	Kshs 210,000
Sept 30	Millenium Furnishings	Kshs 1,250

Generate and print each of the following reports:

- |     |   |           |
|-----|---|-----------|
| (a) | Opening trial Balance                               | (5 marks) |
| (b) | Profit and loss A/C for the month of September 2016 | (8 marks) |
| (c) | Balance sheet as at 31 September 2016               | (7 marks) |





**TASK 2**

Figure 1 shows the design of a serving tray. Use it to answer the questions that follow:

- (a) Open a CAD program and change the units to millimeters. (½ marks)
- (b) Insert *three* layers with the following properties:
  - (i) *Drawing* layer; 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, line weight of 0.15mm. (1 mark)
- (c) (i) Draw the serving tray on the *drawing layer* using the dimensions given. (8 marks)
- (ii) Draw the *centerlines* on the center line layer. (1 mark)
- (iii) Fully dimension the serving tray on the dimensions layer. (6 marks)
- (d) Save the drawing as *Tray* in the **KNECEXAM** folder. (½ mark)
- (e) Open layout 1, balance the serving tray on the layout paper and print it. (1 mark)

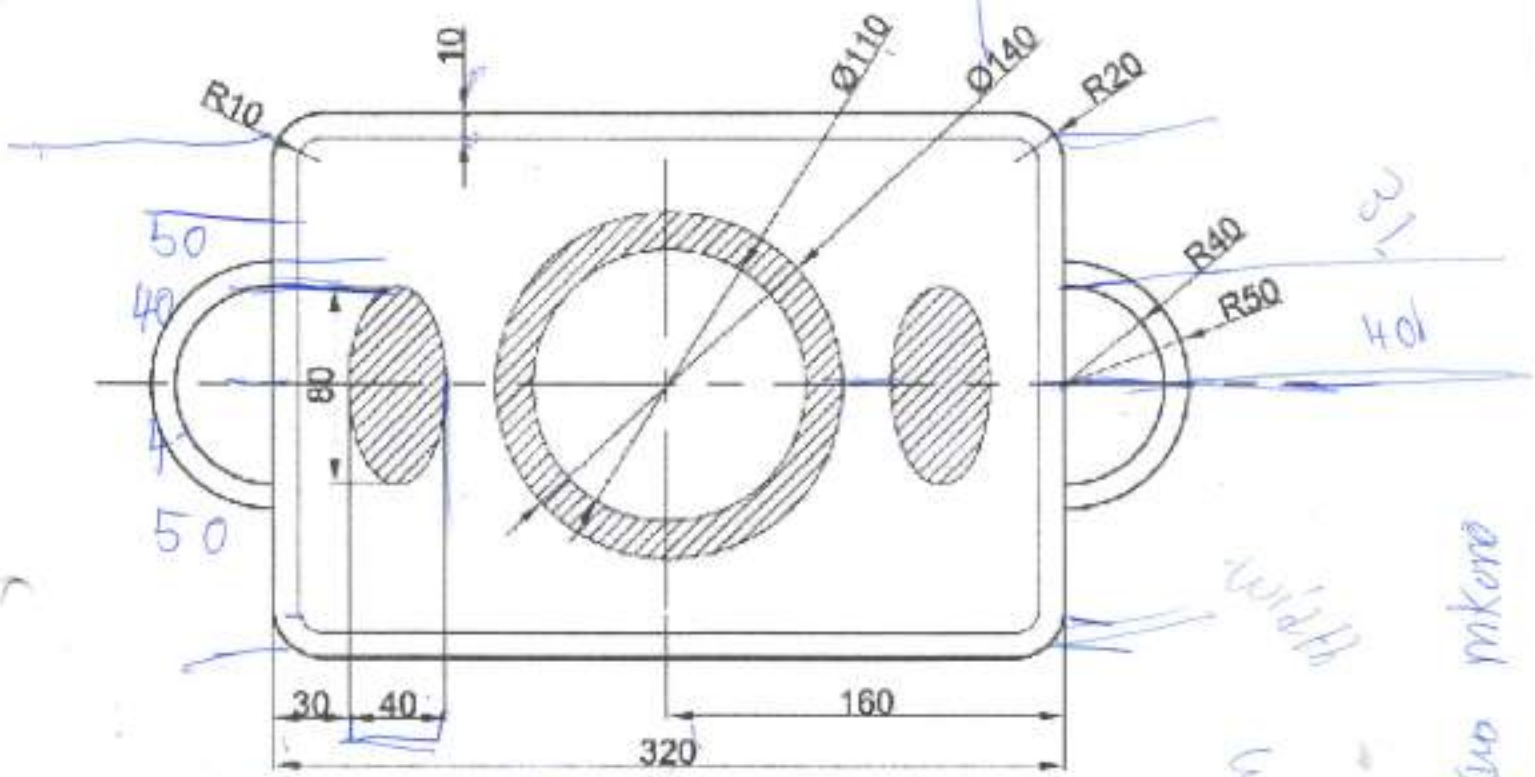


Figure 1



Handwritten numbers: 320, 326, 220, 5

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## TASK 3

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

- (a) Open a desktop publishing program and make the following page settings:
- Page orientation: landscape; (½ mark)
  - Paper size A4. (½ mark)
- (b) Create the publication to appear as shown in Figure 2, ensuring the publication covers the entire area of the page size. (18 Marks)
- (c) Save the publication as *Driving* in the KNECEXAM folder, to print out later (1 mark)

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Figure 2



**THIS IS THE LAST PRINTED PAGE**