

1920/202B

COMPUTER APPLICATIONS II (PRACTICAL)

Paper 2

July 2019

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 THREE 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 provided at the end of the examination.



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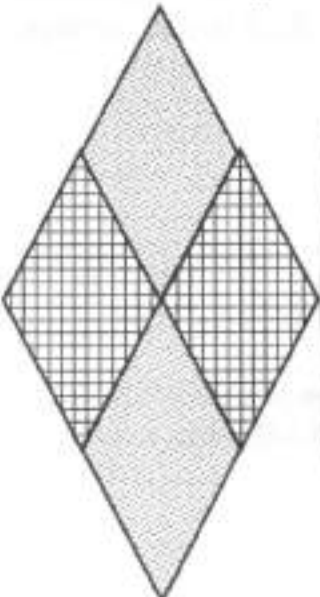
TASK 1

You have been tasked to design cover pages of a book using a desktop publishing program.

- (a) Open a desktop publishing program and apply the following settings: (2 marks)
- (i) Page orientation : Landscape;
 - (ii) Units : centimetres;
 - (iii) Paper size : A4;
 - (iv) Page margins : 1 cm all round.
- (b) Figure 1 shows the back and front cover design of a book. Create the cover design as it appears. Save the publication as *cover* in the **KNECEXAM** folder to print out later. (18 marks)

Desktop Publishing
For Professional Designs
Blimax Publishers

A book for all designs



Lighting The Country

Revised 2016

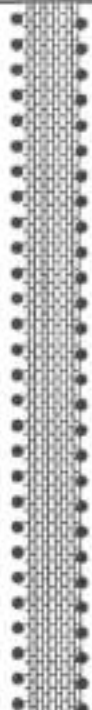
Transforming Education to new Heights

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ABOUT THE BOOK

This book is not only used as a teaching material for teachers, but also as self-directed learning materials for students. It is a building block for those who intend to take Desktop Publishing to its greater heights. The book was voted the best in the category of ICT in the region.

The sequencing of topics in the book is logical and the design made to captivate the readers' interest



Number | **Publisher**

Figure 1

TASK 2

- (a) Open a CAD program and change the default units to millimetres. (½ mark)
- (b) Insert two layers each with the following properties:
- layer name: *body*, line weight: 0.7 mm. (1 mark)
 - layer name: *dimensions*, line weight: 0.18 mm. (1 mark)
- (c) (i) Draw on the layer named *body*, the geometry shown in Figure 2, using the dimensions indicated. (12 marks)
- (ii) Fully dimension the drawing. (4 marks)
- (d) (i) Save the drawing as *planefigure* in the **KNECEXAM** folder. (½ mark)
- (ii) Print out later the geometry. (1 mark)

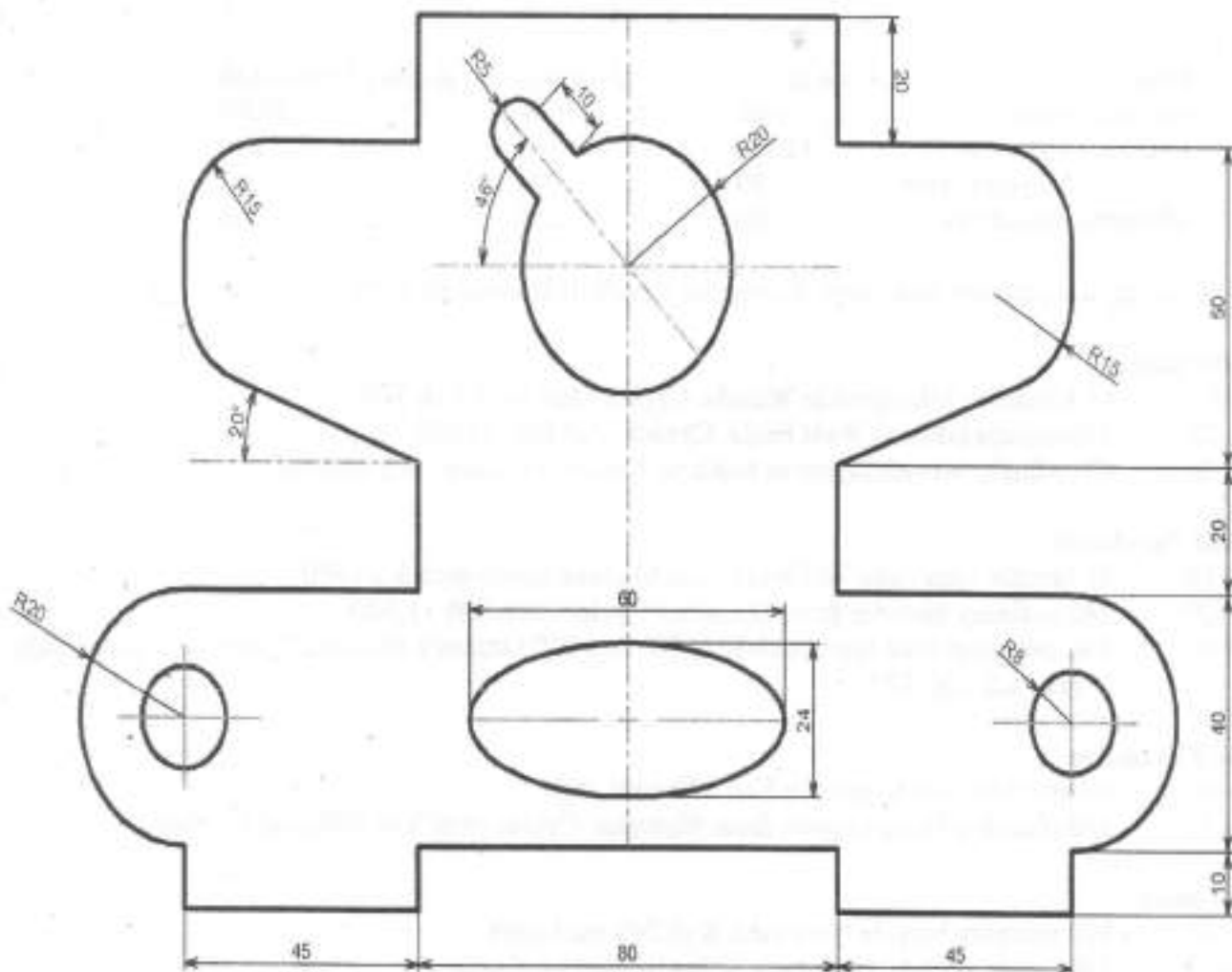


Figure 2

TASK 3

Itanga Cycle Mart Limited of P. O. Box 9865-00504 Webuye, deals in buying and selling of bicycles and bicycle components. Record the following financial details and transactions of the company using an accounting program, for the year starting 1st November 2016.

Balances as at 1st November 2016		<u>Ksh</u>
Delivery Van:cost		1,350,000
Debtors		
Sukuma Mwendo Cycles		253,000
Wembe Cycles Mart		750,200
Creditors		
WeiWei Cycle Manufacturers		1,250,000
Raju Cycle Tyres		420,120
Fixtures and fittings: Cost		343,200
Bank (RR bank)		226,300
Cash		148,410

Stock

Item	Cost (Ksh)	Quantity	Selling Price (Ksh)
Mountain bikes	22000	40	30,000
Ordinary bicycles	12600	184	18000
Ordinary bicycles tyres	180	343	240
Mountain bike tyres	360	250	500

The following transactions took place during the month of November 2016.

Credit Sales

- Nov 6 41 mountain bike tyres to Wembe Cycles Mart each Ksh 500
- Nov 22 2 mountain bikes to West Boda Cycles each Ksh 29,000
- Nov 26 40 ordinary bicycles tyres to Sukuma Mwendo Cycles each Ksh 230

Credit Purchases

- Nov 16 75 bicycle rims from WeiWei Cycle Manufacturers each Ksh 980
- Nov 19 280 ordinary bicycles from Shanghai Cycles each Ksh 11,500
- Nov 30 146 mountain bike tyres each Ksh 350 and 220 Ordinary bicycles Tyres from Raju Cycle Tyres each Ksh 175

Cash Purchases

- Nov 10 9 mountain bike tyres each Ksh 350 paid cash
- Nov 12 100 ordinary bicycles tyres from Shanghai Cycles each Ksh 160 paid by cheque

Cash sales

- Nov 10 100 ordinary bicycle tyres each Ksh 240 paid cash
- Nov 17 146 mountain bike tyres each Ksh 450 paid by cheque
- Nov 23 4 mountain bikes each Ksh 29,000 paid by cheque
- 184 mountain bike tyres each Ksh 500 paid by cheque
- 220 ordinary bicycles tyres each Ksh 250 paid by cheque
- Nov 29 40 bicycle rims to Sugut Cycle Mart each Ksh 1250 paid cash

Payments

Nov 14	Kshs.1,240,000 to WeiWei Cycle manufacturers by cheque
Nov 18	Kshs. 185,000 to Raju Cycle Tyres by cheque
Nov 20	Kshs. 220,000 to Shanghai Cycles by cash
Nov 28	Salaries Kshs. 110,000 cash, Electricity Kshs.31,000 cash

Receipts

Nov 7	Kshs.58,000 from West Boda Cycles by cheque
Nov 30	Kshs.770,700 from Wembe Cycles Mart by cheque

Generate and print the following reports:

- (a) Trial Balance as at 1st Nov 2016. (5 marks)
- (b) Profit and Loss for the month. (6 marks)
- (c) Balance Sheet as at 30th Nov 2016. (9 marks)

THIS IS THE LAST PRINTED PAGE.