

1920/202B
COMPUTER APPLICATIONS II (PRACTICAL)
Paper 2
November 2021
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 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 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 provided at the end of the examination.

easyvet.com

TASK 1

- (a) Open a desktop publishing program and make the following default settings:
- (i) page orientation to landscape; (½ mark)
 - (ii) paper size be A4. (½ mark)
- (b) (i) Create the calendar as it appears in Figure 1, ensuring that the design covers the entire printable part of the page in its landscape orientation. (17 marks)
- (ii) Apply 3pt borders on all the cells with numbers (1 mark)

JANUARY 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Figure 1

- (c) (i) Save the publication as *calendar* in the **KNECEXAM** folder. (½ mark)
- (ii) Print out later the publication. (½ mark)

TASK 2

(a) Open a CAD program and make the following settings:

- (i) Units: millimetres; (½ mark)
- (ii) Precision: 0 decimal place. (½ mark)

(b) Insert two layers with the following properties:

(3 mark)

Layer name	Line weight	Purpose
outline	0.6 mm	Drawing
dimen	0.25mm	Dimension

(c) (i) Figure 1 shows a key design drawn in 2-D. Draw the figure in its full size on the outline layer, showing all the dimensions. (10 marks)

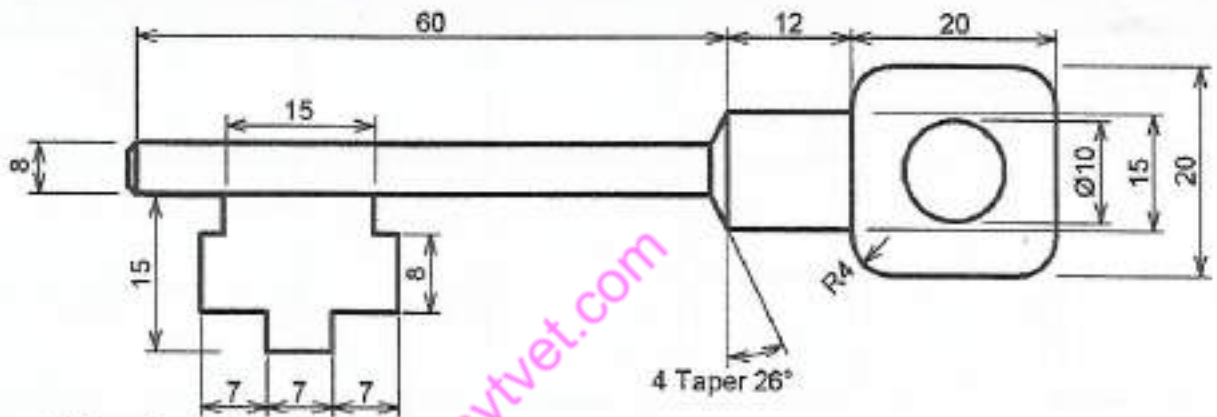


Figure 1

- (ii) Fully dimension the drawing on the layer named dimen. (4½ marks)
- (iii) Save the drawing as *key* in the **KNECEXAM** folder to print out later. (½ mark)

(d) Print out later the drawing in its full scale:

(1 mark)

TASK 3

Muka partnerships of P.O. Box 8293-014500 Conges deals in skins and hides from different abattoirs and butchers. The following financial details and transactions appeared in the records of Muka Partnership as at 1st January, 2018.

Balances as at 1st January, 2018

	KShs
Lorry	6,300,000
Tools & Equipment	1,043,200
Bank (EBK bank)	426,360
Cash	148,410
Leather Processing Equipment	408,000

Debtors

KLB Shoes Ltd	445,800
Sugu Footwear Ltd	182,600
Fast Foot Ltd	300,500

Creditors

Acacia Abattoirs	416,340
Pita Pita Butchers	231,950

Stock

Item	Cost/kg	Quantity (kg)
Cow hides	420	4000
Sheep skins	260	1840
Camel skins	400	1430
Buffalo hides	465	1600

The following transactions took place during the month of January and February;

Credit sales

- January 6 410 kg Sheep skins @ KShs 400/kg, 430 kg Buffalo hides @ KShs 610/kg to Kuguru Shoes.
- January 22 20 kg Cow hides @ KShs 640/kg and 40kg Sheep skins @ KShs 400/kg to KLB Shoes Ltd.
- February 16 200 kg Cow hides @ KShs 410/kg to Sugu Footwear Ltd.

Credit Purchases

- January 16 275 kg Cow hides, 130 kg Camel skins and 280 kg Sheep skins from Pita Pita Butchers.
- February 10 150 kg Buffalo hides and 220 kg Camel Skins from Acacia Abattoirs.

Returns Inwards

- January 14 46 kg Sheep skins and 110 kg Buffalo hides from Kuguru Shoes.
- February 19 40 kg Sheep skins from Sugu Footwear Ltd.

Returns Outwards

January 27 30 kg Sheep skins and 10 kg Camel skins to Pita Pita Butchers.
February 12 10 kg Buffalo hides to Acacia Abattoirs.

Receipts

January 10 Sold 100 kg Sheep skins @ KShs 410/kg and 146 kg Buffalo hides @ KShs 610/kg by cash.
January 7 Received Kshs.176,200 from Kuguru Shoes by cheque.
January 14 Received kshs.240,000 from Sugu Footwear Ltd by cheque.
January 30 Sold 184 kg Sheep skins @ KShs 405/kg, 220 kg Camel skins @ KShs 570/kg and 140 Cow hides @ KShs 610/kg by cash.

Payments

January 14 Paid Acacia Abattoirs. KShs 220,000 by cash.
January 30 Paid Salaries KShs 110,000, Electricity KShs 31,000 and Telephone KShs 14,000 by cash.
February 7 Paid Pita Pita Butchers Kshs.142,000 by cheque.
February 20 Paid Acacia Abattoirs Kshs. 185,000 by cash.

Generate and print later the following reports;

- (a) Opening Trial Balance; (6 marks)
(b) Income statement for the two months; (5 marks)
(c) Balance sheet as at 28th February 2018. (9 marks)

THIS IS THE LAST PRINTED PAGE.