1920/202A
COMPUTER APPLICATIONS II
July 2016
Time: 1 hour

THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY

MODULE II

COMPUTER APPLICATIONS II
(THEORY)

1 hour

INSTRUCTIONS TO 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.

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Turn over

1. (a) Outline the function of each of the following commands as used in Computer Aided Design:

   (i) Explode; (1 mark)

   (ii) Extend. (1 mark)

   (b) Distinguish between *Zoom Scale* and *Zoom Window* as used in a Computer Aided Design program. (2 marks)

2. The following are the transactions for Riki Computer Company
   - September 1st Mr. Ripling started Riki Computer Company by investing Ksh.250,000 and acquired computer equipment valued at Ksh.300,000.
   - September 2nd Mr. Ripling rented an office space with a down payment of Ksh.100,500 for the first three months.

   Record the transactions in a journal. (4 marks)

3. State a feature in Desktop Publishing program that has been used to transform each of the following typed text as it appears. (2 marks)

   (a)(i) Acorn   (ii) Sample

   (b) Explain a circumstance under which a Nonbreaking Space can be used in a Desktop Publishing program. (2 marks)

4. (a) Outline the effects of each of the following operations on text typed in a Desktop Publishing program:

   (i) Kerning; (1 mark)

   (ii) Tracking. (1 mark)

   (b) Susan was creating a document in a Desktop Publishing program. At one point in time, she enabled a view of hidden characters in the document. Explain the reason for this. (2 marks)

5. Seylop, a software development company, has opted to computerise all their financial transactions using an accounting software. Outline **four** benefits that the company is likely to gain from this approach. (4 marks)

6. Explain the function of each of the following tools in a Desktop Publishing program: (4 marks)

   (a)   (b)

7. (a) Explain the term *Desktop publishing*. (2 marks)

    (b) The following is a list of application software. Identify those that are categorised as Desktop publishing programs.

    MS Word, Adobe InDesign, Adobe PageMaker, Photoshop, Notepad+, CorelDraw, PagePlus, Internet Explorer (2 marks)

8. Figure 1 shows an isometric view of a block diagram. Sketch the *front view, side view* and *top view* using the first-angle projection taking the direction labelled A as the front and B as the side view. (4 marks)
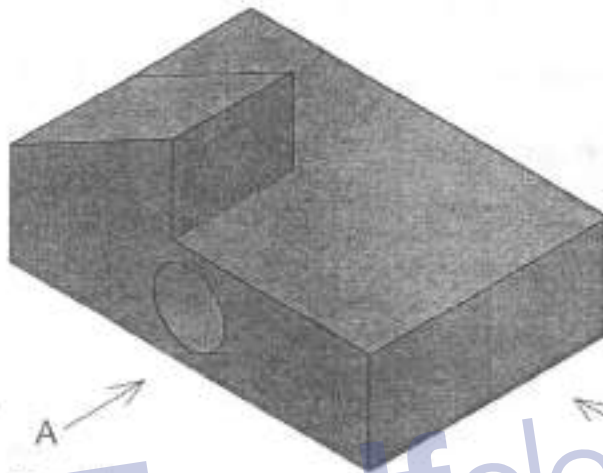

Figure 1

9. Explain the function of each of the following commands as used in Computer Aided Design:

    (a) Rectangle; (2 marks)

    (b) Polyline. (2 marks)

10. Distinguish between *Extrude* and *Presspull* commands as used in Computer Aided Design program. (4 marks)

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