

1920/202B
COMPUTER APPLICATIONS II (PRACTICAL)
July 2017
Time: 2 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL
CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY

MODULE II

COMPUTER APPLICATIONS II (PRACTICAL)

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 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.

 pdfelement

Task 1

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

- (a) Open a CAD program and change the units to millimetres. (½ mark)
- (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 grill on the *drawing layer* using the dimensions given. (8 marks)
 - (ii) Draw the centerlines on the *centre line layer* (1 mark)
 - (iii) Fully dimension the grill on the *layer dimensions* (6 marks)
- (d) Save the drawing as *Grill* in the **KNECEXAM** folder. (½ mark)
- (e) Open layout 1, balance the grill on the layout paper and print. (1 mark)

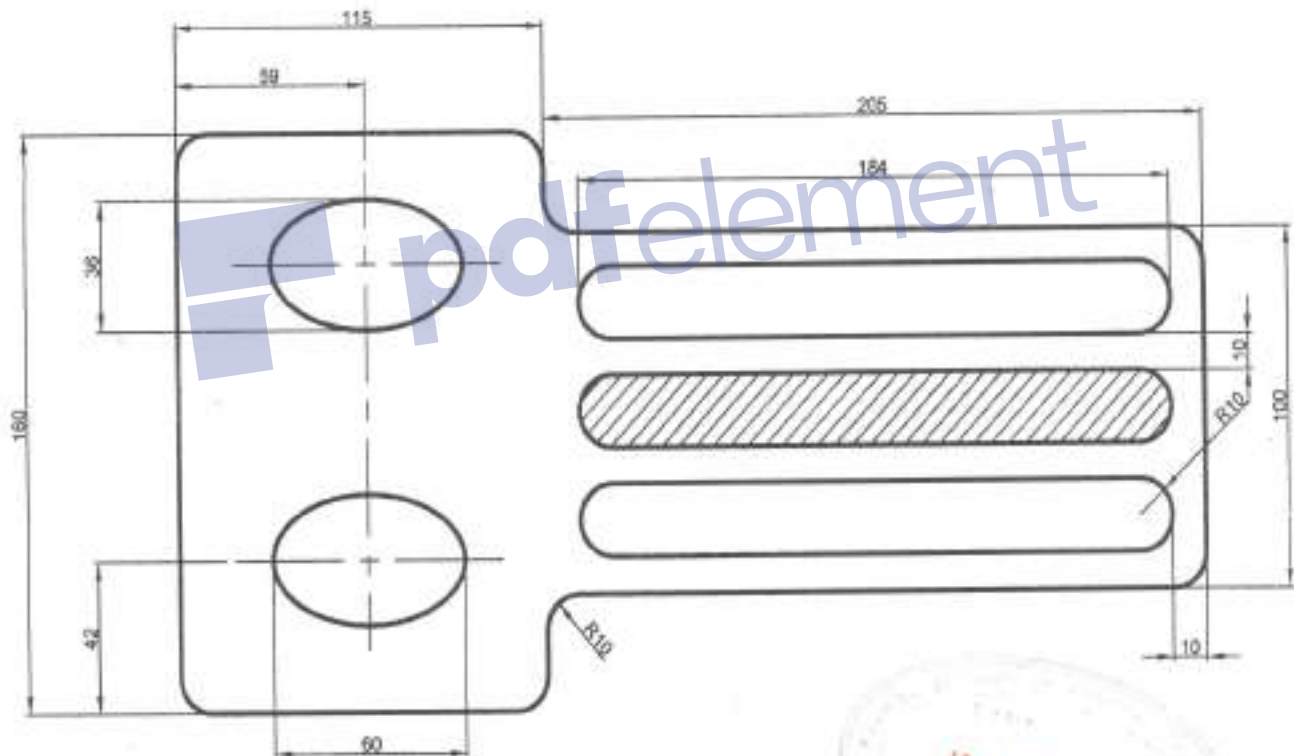


Figure 1

Turn over

Task 2

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:
 - (i) Page orientation: landscape; (1/2 mark)
 - (ii) Paper size A4. (1/2 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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CLASS	COST
A	7,000
B	7,000
C	7,000
D	8,000
E	7500
F	4,000
BCE	16,000






Figure 2

Task 3**Financial Applications**

Xadu Ltd of P. O. Box 425, Salama, is a chemical stockist and distributor. Open an accounting program and record the following financial details and transactions of the company for the year starting 1st March 2016.

Balances as at 1st March 2016		Kshs.
Plant and Equipment - cost		4,100,000
Motor vehicles – cost		7,350,000
Debtors:	Tuili Soaps	40,000
	Kal pure oils	6,000
Creditors:	Dakar Chemicals	140,000
	EP Impex Ltd	425,000
Bank (FB Salama)		486,000 (cr)
Cash		125,000

Stock:

Item	Quantity	Cost/Unit	Price/Unit
Formalin	50	5,000	7,500
Caustic Soda	120	1,000	2,000
Perfume	750	300	600

The following transactions took place during the months of March, April and May 2016.

Cash Sales

March 10	12 units of Caustic soda at Ksh 2,200 each
March 13	23 units of Formalin at Ksh 8,000 each
April 2	10 units of Formalin at Ksh 9,500 each
April 7	14 units of Caustic soda Ksh 1,200 each
April 8	15 units of Formalin Ksh 8,300 each
May 4	130 units of perfume at Ksh 700 each

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Cash Purchases

March 14	24 units of Formalin at a cost of Ksh 4,800 each
	46 units of Caustic soda at a cost of Ksh 800 each
April 6	104 units of Perfume at a cost of Ksh 300 each
May 3	310 units of Formalin at a cost of Ksh 4,400 each
	64 units of Caustic soda at a cost of Ksh 850 each

Credit Purchases

March 7	115 units of Formalin from Dakar Chemicals at a cost of Ksh 4,600 each
	90 units of Caustic soda from EP Impex Ltd at a cost of Ksh 900 each
May 4	46 units of Formalin from Dakar Chemicals at a cost of Ksh 4,500 each
May 7	306 units of Perfume at a cost of Ksh 250 each from EP Impex Ltd

Invoices issued

March 7	Tuli Soaps 104 units of Formalin @ Ksh 7,500 each
	220 units of Perfume kits @ Ksh 650 each
April 2	Kal pure oils 168 units of Perfume @ Ksh 650.

Expenses paid by cash

March 7	Rent of Ksh.82,500, Wages Ksh.291,600
March 30	Electricity Ksh.8,350, Lunches Ksh.6,600
April 2	Rent Ksh.82,500, electricity Ksh 9,250 Wages Ksh 210,500
May 4	Rent Ksh.82,500, Transport Ksh98,600
May 30	Wages Ksh 220,800

Other transactions

- March 6 Bought Chemical mixing equipment (2nd hand) worth Ksh 1,120,000 on credit from Ndovu Machineries.
- April 4 Bought a plot for Ksh 6,980,000 for factory construction on credit from Udongo Mortgages Limited.
- April 20 Borrowed a loan from FB bank of Ksh 2,015,000 and used it to pay Udongo Mortgages.

Cheque Payments and Receipts

- March 10 Paid Dakar Chemicals Ksh.120,000 by cheque
- April 4 Paid EP Impex Ltd Ksh 425,000
- April 28 Received cheque of Ksh 500,000 from Tuili Soaps
- May 15 Kal Pure Oils paid their debt in full by cheque

Generate and Print the following reports.

- (a) The Balance Sheet as at 1st March 2016. (6 marks)
- (b) The Profit & Loss Account (Income Statement) for the 3 months. (8 marks)
- (c) The Trial Balance as at 31st May 2016. (6 marks)

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THIS IS THE LAST PRINTED PAGE.