

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)

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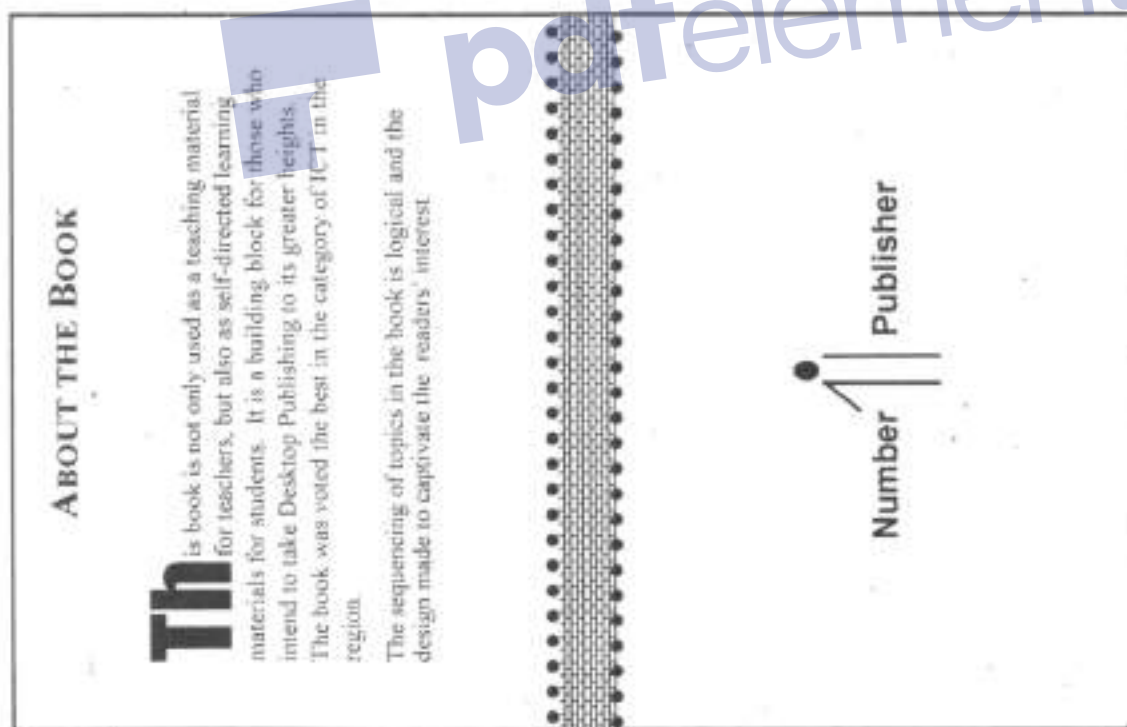
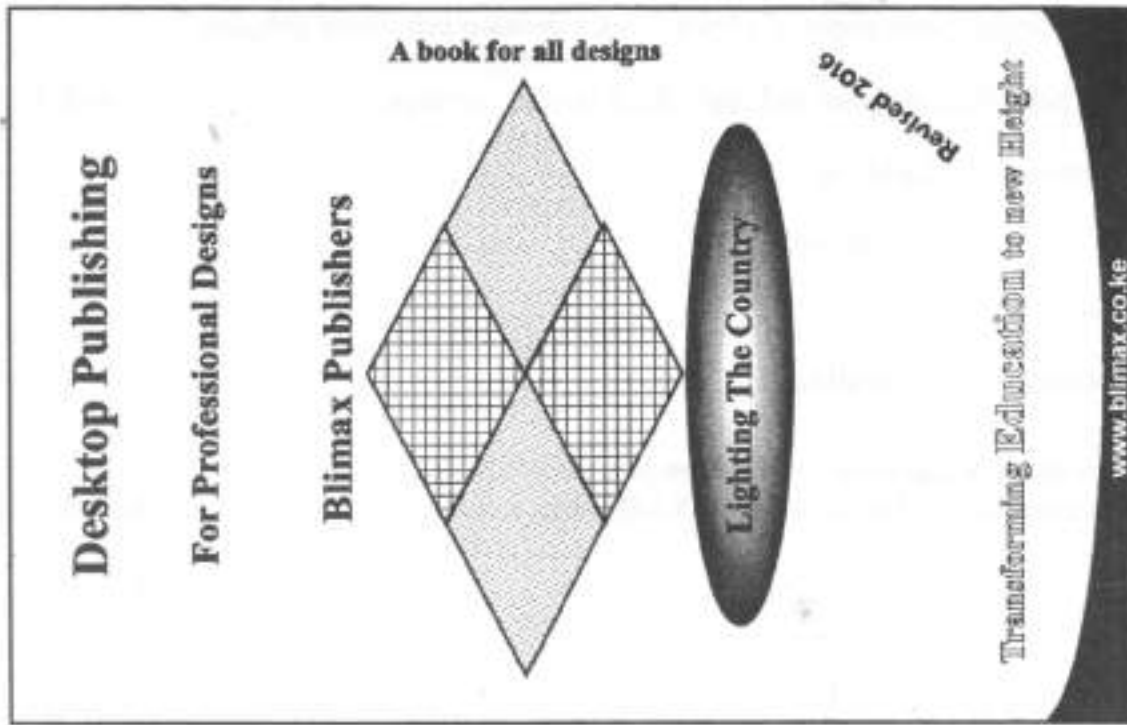


Figure 1

**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:
- (i) layer name; *body*, line weight: 0.7 mm. (1 mark)
  - (ii) 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)

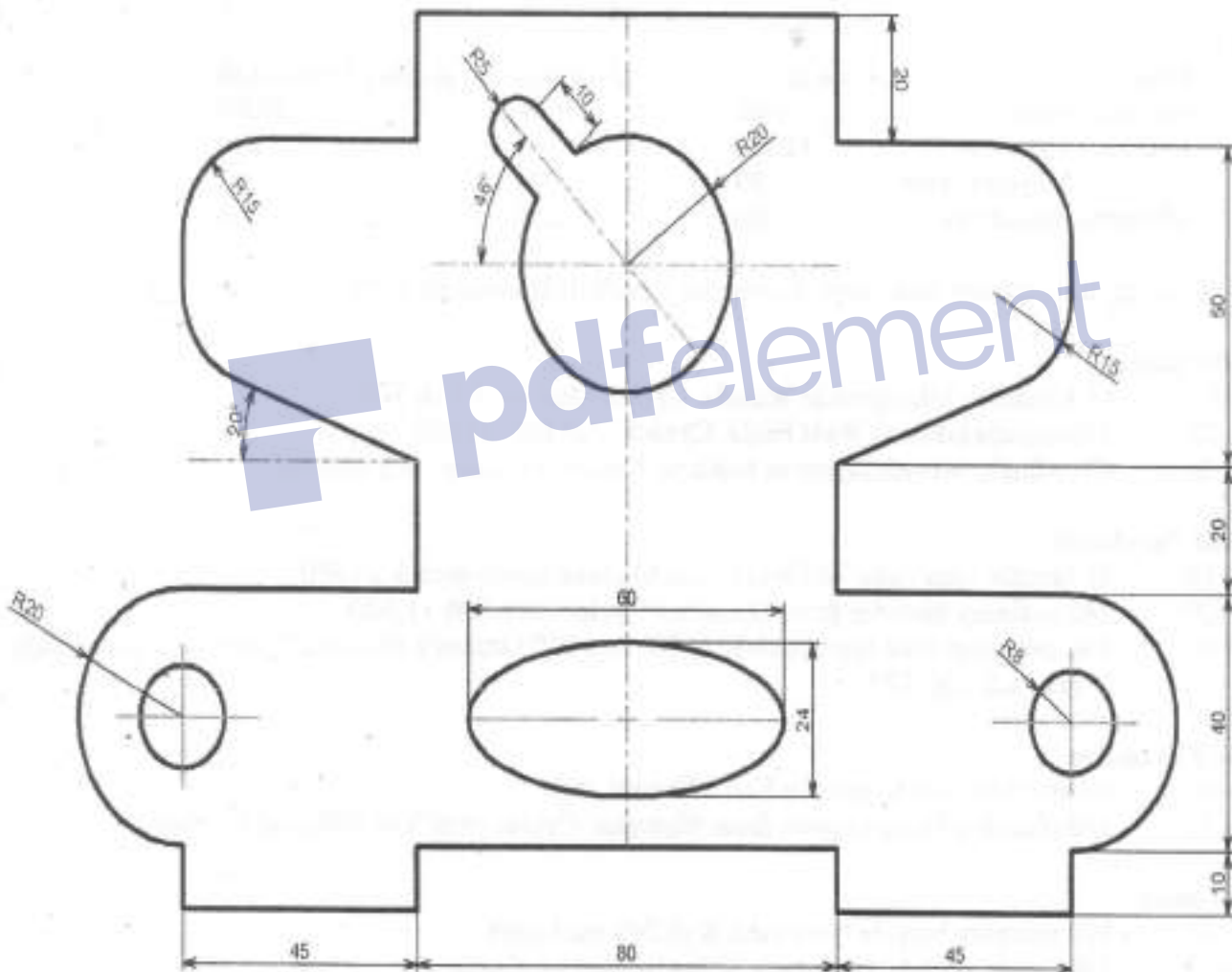


Figure 2



**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 1<sup>st</sup> November 2016.

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

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**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 1 <sup>st</sup> Nov 2016.  | (5 marks) |
| (b) | Profit and Loss for the month.                 | (6 marks) |
| (c) | Balance Sheet as at 30 <sup>th</sup> Nov 2016. | (9 marks) |

**THIS IS THE LAST PRINTED PAGE.**

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