

1920/202B  
COMPUTER APPLICATIONS II (PRACTICAL)  
Paper 2  
July 2018  
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.

## TASK 1

- (a) Open a desktop publishing program and set the page orientation to portrait and paper size to A4. (1 mark)
- (b) (i) Create the Business card as it appears in Figure 1. The length and the width of the card is 9.9 cm and 4.2 cm respectively. (16 marks)
- (ii) Create ten copies of the card on the same page so that the page fits two horizontally and five vertically. (2 mark)
- (c) (i) Save the publication as *Buscard* in the **KNECEXAM** folder. (½ mark)
- (ii) Print out later the publication. (½ mark)



Figure 1

## TASK 2

- (a) Open a CAD program and set the units to millimetres. (½ mark)
- (b) Insert two layers with the following properties: (2 marks)

Layer Name	Line weight	Colour
Body	0.7 mm	
dimension	0.18 mm	Blue

- (c) (i) Draw Figure 1 on the layer named *Body* using the dimensions indicated. (14 marks)
- (ii) Insert one dimensions on the layer named *dimension* in each of the following:
- (I) linear dimension X in axis direction; (½ mark)
- (II) linear dimension Y in axis direction; (½ mark)
- (III) linear dimension Z in axis direction; (½ mark)
- (IV) Radius. (½ mark)
- (d) (i) Save the drawing as *geometry* in the **KNECEXAM** folder. (½ mark)
- (ii) Print out later the file name *geometry*. (1 mark)

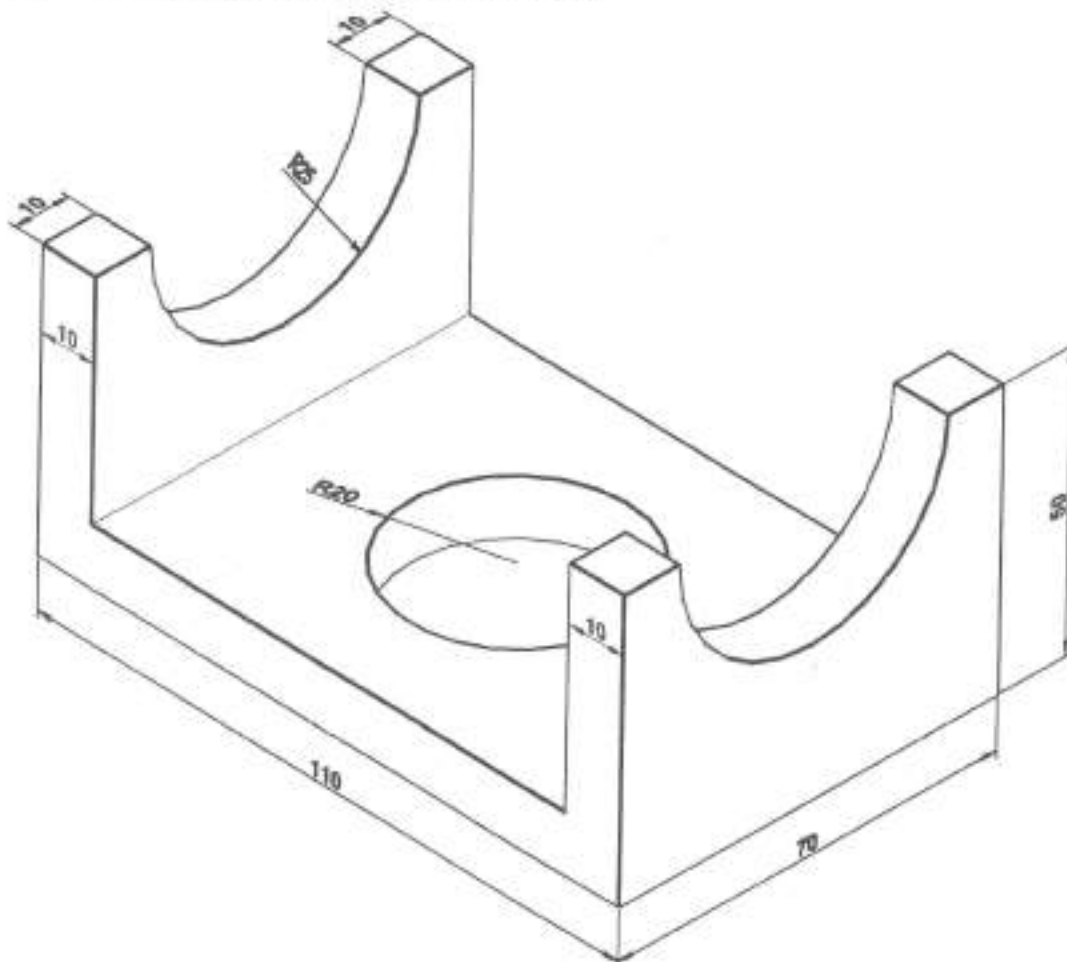


Figure 2

## TASK 3

Rainbow Paints and Painters Ltd of P.O. Box 3843-00410 Kopir, distributes paints and provides painting services. Using an accounting program, record the following financial details and transactions of the company starting 1<sup>st</sup> July 2016.

Balances as at 1st July 2016

## Stock

Item (Paints)	Quantity	Cost Price/Unit	Selling Price/Unit
1 Litre can	200	300	500
4 Litre can	150	1,500	2,000
20 Litre bucket	88	5,500	6,500

Cash in hand		44,310
Cash at Bank (UBL Bank)		123,300
Debtors	Amani Developers, Box 120, Mombasa	300,000
	Kauli Hardware, Box 103, Kilifi	280,000
Creditors	Docks Paints and Hardware Ltd, Box 204 Nairobi	420,000
	Dolly Paints Ltd, Box 739 Mombasa	800,000
Office equipment:	Cost	480,000
Motor Vehicle:	Cost	1,420,000
	Depreciation	582,000
Fixtures and Fittings:	Cost	260,000
Goodwill		2,000,000

The following transactions took place during the months of July to September.

- July 1: Sold 30 cans of 1 litre paint and provided painting services worth Ksh 124,000 to Amani Developers for cash.
- July 16: Sold 100 cans of 4 litres and provided painting services worth Ksh 108,000 to Kauli hardware on credit.
- July 23: Purchased 160 cans of 1 litre, 200 cans of 4 litre and 40 buckets of 20 litre from Docks Paints and Hardware Ltd on credit.
- July 28: Received payment of Ksh. 250,000 from Kauli Hardware by cheque.
- July 30: Paid rent Ksh. 30,000 cash, salaries Ksh 50,000 cash and electricity Ksh. 2,000 by cheque.
- Aug 2: Gave employees monthly phone credit of Ksh. 5,000 paid by cash.
- Aug 10: Purchased 60 cans of 1 litre, 100 cans of 4 litre and 30 buckets of 20 litre by cash.
- Aug 20: Sold 100 cans of 1 litre and 104 cans of 4 litre to Josura Builders on credit.
- Aug 28: Received Ksh. 420,000 from Amani developers by cheque.
- Aug 29: Sold 20 cans of 4 litre and 20 bucket of 20 litre to Josura Builders on credit.
- Aug 30: Paid Rent Ksh. 30,000 and salaries Ksh 50,000 by cash.
- Sept 1: Withdrew Ksh. 400,000 from the bank for office use.
- Sept 4: Purchased 100 cans of 1 litre, 150 cans of 4 litre and 40 buckets of 20 litre from Dolly Paints Ltd on credit.

Sept 15 Paid Dolly Paints Ltd Ksh. 500,000 by cheque.

Sept 19 Sold 68 cans of 1 litre and 124 cans of 4 litre paid by cash.

Sept 20: Sold 89 cans of 4 litre and provided painting services of Ksh. 67,000 to Amani Developers on credit.

Sept 21: Bought stationery Ksh. 46,000 by cash.

Sept 22: Amani Developers returned 12 cans of 4 litre paint and was issued with a credit note.

Sept 30: Paid rent Ksh. 30,000 by cheque and employees phone credit of Ksh. 6,000 cash.

#### REQUIRED

- |     |  |            |
|-----|--|------------|
| (a) | Trial Balance as at 30th September 2016.                                 | (11 marks) |
| (b) | Trading profit and loss account for the 3 months to 30th September 2016. | (5 marks)  |
| (c) | Balance Sheet as at 1 <sup>st</sup> July 2016.                           | (4 marks)  |

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