1920/202A
COMPUTER APPLICATIONS II (THEORY)
July 2017
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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1. (a) Beltin Enterprises had the following assets and liabilities as at 1st April 2016:

   building   -   Ksh 5,110,000;
   machinery   -   Ksh 2,050,000;
   cash   -   Ksh 800,700;
   bank loan   -   Ksh 2,007,850.

   Determine the *owner's equity*.

   (2 marks)

   (b) Halima Kassam, a retailer of clothing in Mlango wa Papa has incurred the following expenditure.

   Expenditure
   Wages of shop staff
   New shelving for clothing displays
   Coat hangers
   Printer ribbon for computer

   Classify the expenditure as either *capital* or *revenue*.

   (2 marks)

2. Hussein is preparing a flier for a client and intends to insert a picture in the publication. Describe **four** picture formats that could have been used to save the picture.

   (4 marks)

3. Explain the function of each of the following tools as used in CAD programs:

   (a) Crosshairs;

   (b) Spline.

   (4 marks)

4. Martin is preparing an educational booklet for his county on water use and preservation that has text and pictures appearing on many pages.

   (a) Describe the DTP feature that he could use to insert the text and pictures at once.

   (2 marks)

   (b) Assume that the booklet needs to be organised into columns and sections, explain the DTP feature that he could use to achieve this.

   (2 marks)

5. (a) Moses intends to purchase an accounting program for his business. State **two** programs that he could purchase from the market.

   (1 mark)

   (b) Most small businesses find it unnecessary to computerize their accounting systems. Explain **three** reasons for this scenario.

   (3 marks)

6. (a) With the aid of a diagram, outline **two** orthographic views used in CAD programs.

   (2 marks)

   (b) Explain the function of *Cartesian Coordinates system* as used in CAD programs.

   (2 marks)

7. (a) Kazuri has designed a publication and wishes to highlight certain features using text formatting. Identify **four** text formats that she could use in the publication. (2 marks)

   (b) Define the term *object layering* as used in DTP programs. (2 marks)

8. Differentiate between *discount allowed* and *discount received* as used in accounting. (4 marks)

9. Karisa is designing a computer table using a CAD program. Explain **two** examples of *snap features* that he could use to improve his design accuracy. (4 marks)

10. (a) State the function of each of the following commands as used in CAD programs:

    (i) Polyline;

    (ii) Extend. (2 marks)

    (b) Explain an instance when a business could use each of the following business documents:

    (i) Debit note;

    (ii) Credit Note. (2 marks)

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