

1920/202B

COMPUTER APPLICATIONS II

July 2016

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** 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.

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

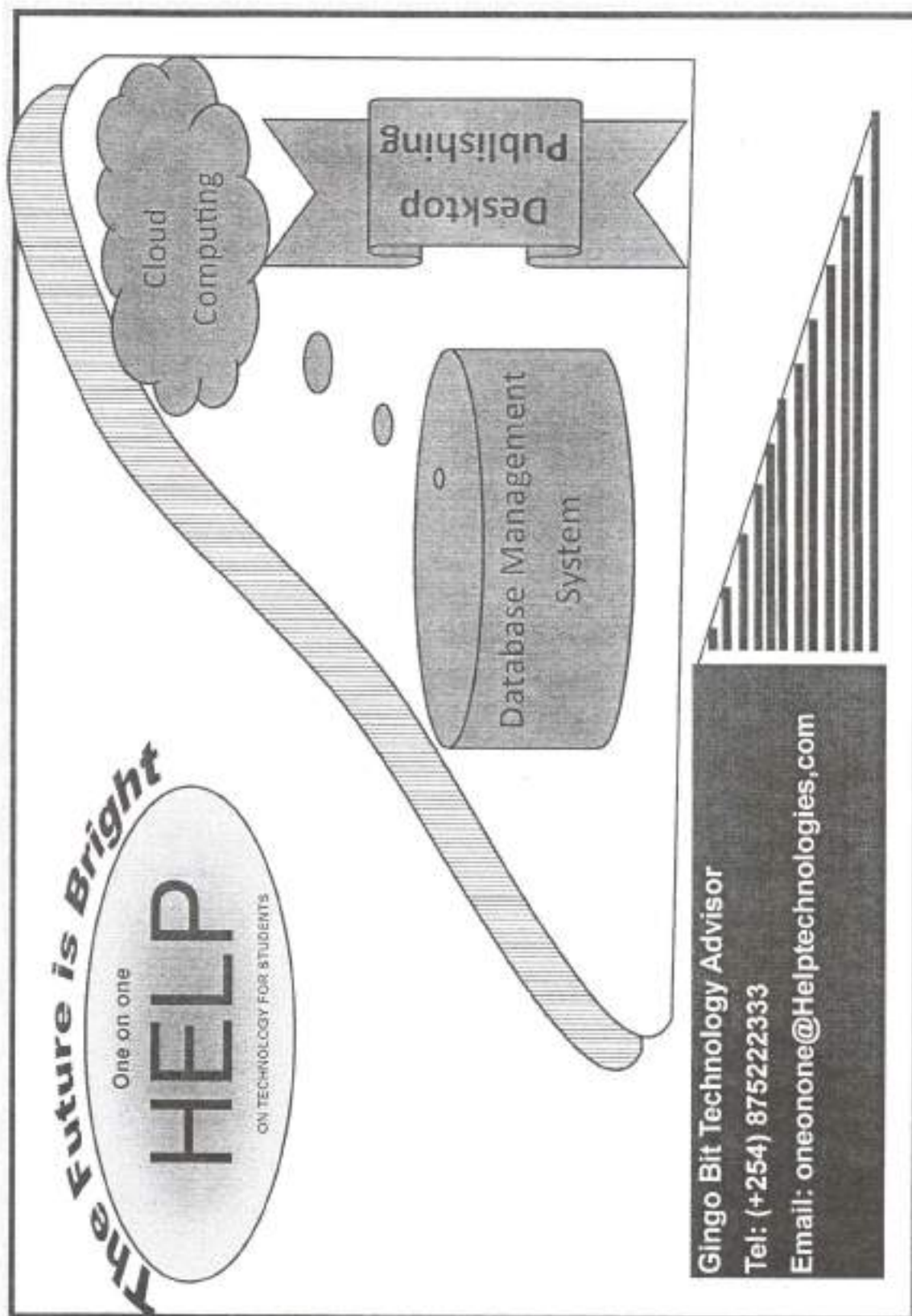
## GENERAL INSTRUCTIONS TO CANDIDATES

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.

**TASK 1**

- (a) Open a desktop publishing program and set the page orientation to landscape and paper size be A4 as default settings: (1 mark)
- (b) Create the flier as it appears in figure 1, ensuring that the design covers the entire printable part of the page. (18 mark)
- (c)
  - (i) Save the publication as flier in the **KNECEXAM** folder. (½ mark)
  - (ii) Print out later the publication. (½ mark)









**TASK 3**

Kata Waya Cables and Electricals of P.O.Box 2043-00520 River Road, Nairobi deals in electrical goods. Record the following financial details and transactions of the business for the month of May 2016.

**Balances as at 1<sup>st</sup> May 2016 in Ksh****Stock**

<u>Item</u>	<u>Cost Per Roll</u>	<u>Selling Price Per Roll</u>	<u>Quantity</u>
2.5mm cable	1,600	2,100	20
1.5mm cable	2,700	3,400	30
4.0mm cable	4,200	5,000	15

**Motor vehicles**

Cost	4,000,000
Depreciation	840,000

**Fixtures**

Cost	402,000
Depreciation	130,000

Prepaid rent 120,000

Cash 204,000

Bank 400,000

**Debtors**

Kabu Contractors 260,000

Mbirut Engineering 486,000

**Creditors**

Mombasa Cables 294,000

Xinxia Exporters Int. 847,000

**▶ Cash Sales**

May 8 22 rolls size 2.5mm cable, 18 rolls size 1.5mm cable by cash

May 15 3 rolls size 4.0mm cable, 21 rolls size 2.5mm cable paid by cheque

May 25 30 rolls size 1.5mm cable, 15 rolls size 4.0mm cable by cash

**▶ Credit sales**

May 7 30 rolls size 1.5mm cable, 20 rolls size 4.0mm cable to Umoja Electricals Contractors

May 22 14 rolls size 2.5mm cable, 12 rolls size 1.5mm cable and 15 rolls size 6.0mm cable at Ksh 9,000 per roll to Kabu Contractors

**▶ Cash Purchases**

May 4 40 rolls size 1.5mm cable, 24 rolls size 4.0mm cable and 16 rolls size 2.5mm cable by cash

May 20 22 rolls size 2.5mm cable, 30 rolls size 1.5mm cable and 19 rolls size 6.0mm cable at Ksh 6,000 per roll by cheque

**▶ Credit purchases**

May 3 40 rolls size 4.0 mm cable, 30 rolls size 1.5mm cable from Nairobi Cables

May 19 102 rolls size 1.5mm cables at Ksh 2,200, 114 rolls size 2.5mm cable at Ksh 1400 per roll and 56 rolls size 6.0mm at Ksh 5,800 cable from Xinxia Exporters Int.

May 25 Cable certification equipment from Kamili Tools Ksh 106,000

**▶ Cash Payments**

May 3 Rent Ksh 36,500, salaries for casuals Ksh 40,000 and Electricity Ksh 2,400

May 8 Motorcycle Ksh 85,000

May 30 Single Business Permit Ksh 35,000 and Salaries Ksh 65,000

1920/202B

July 2016

**Cheque Payments**

May 12 Ksh 300,000 to Mombasa Cables, Ksh 154,000 to Nairobi Cables

May 30 Ksh 106,000 to kamili Tools

**Cash Receipts**

May 15 Kabu Contractors Ksh 200,000

May 24 Umoja Electricals Ksh 150,000

**Cheque Receipts**

May 28 Mbirut Engineering Ksh 486,000



Generate and print each of the following reports:

- (a) ☒ Stock valuation report as at 1<sup>st</sup> May 2016 (4 marks)
- (b) ☐ Balance sheet as at 1<sup>st</sup> May 2016 (6 marks)
- (c) ☐ Sales report for the month (4 marks)
- (d) ☐ Trial balance as at 31<sup>st</sup> May 2016 (6 marks)

**THIS IS THE LAST PRINTED PAGE.**