**NAIROBI INSTITUTE OF BUSINESS STUDIES**

**DEPARTMENT OF COMPUTER SCIENCES**

**CERTIFICATE IN INFORMATION COMMUNICATION TECHNOLOGY**

**(KNEC)**

**END OF TERM EXAMINATION– MARCH 2015**

**TIME ALLOWED: 2 HOURS**

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| **INSTRUCTIONS:**   1. Answer **ALL the FOUR questions.** 2. **Time allowed is 2 hours.** 3. Any examination **irregularity** will lead to **disqualification.** 4. Indicate your **Admission No**. in each answer sheet provided. 5. Cell phones should be switched off during the examination. 6. No reference material of any kind should be carried into the examination room. 7. Marks may be lost for illegibility. 8. All questions carry equal marks. |

**COMPUTER APPLICATION II**

**THEORY**

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**Question 1**

1. Define the term **Accounting**. (3 marks)
2. Explain the meaning of **return inwards** and **return outward** as used in QuickBooks. (5 marks)
3. Table 1 is an extract of transactions that took place at Malimato Electronics Company for the month of January 2013.

|  |  |
| --- | --- |
| Date | transaction |
| 1 January 2013 | Deposited Ksh. 7,200,000 into a Bank Account |
| 3 January 2013 | Bought premises for Ksh. 3,840,000, paying by check |
| 6 January 2013 | Bought goods for Ksh. 720,000 from D Katoo on credit |
| 10 January 2013 | Sold Goods worth Ksh. 272,000 to B Meta on credit |
| 13 January 2013 | Sold Goods worth Ksh. 48,000 to B Meta on cash |
| 15 January 2013 | Paid Ksh. 360, 000 to D. Katoo by check |
| 31 January 2013 | Received Ksh. 240,000 by check from B. Meta by check |

Prepare the company’s **Trial Balance** as at 31st January 2013. (7 marks)

**Question 2**

1. Name any **three** DTP application software you know (3 marks)
2. Briefly discuss how you would add a **loan account** to your Quick books Software. (6 marks)
3. Assume that a mobile phone dealer employs you as a book keeper; state how you will use each of the following accounting documents.
4. Sales invoice (3 marks)
5. Petty cash voucher (3 marks)

**Question 3**

1. Define each of the following terms as used in financial accounting;
2. Capital
3. Balancing
4. Journal
5. Ledger
6. Uncategorized income (5 marks)
7. Outline **four** objectives of accounting in an organization. (4 marks)
8. Name any ***four*** (4) features of the DTP software. (4 marks)
9. List ***four (4)*** publications that can be developed using Adobe Page Maker. (2 marks)

**Question 4**

1. List **four** advantages of using AutoCAD software program. (4 marks)
2. Explain briefly the functions of each of the following CAD commands;
3. Offset
4. Multiline
5. Pan
6. Rectangular array
7. Dimaligned
8. Polygon (6 marks)
9. Discuss the relevance of a **balance sheet** and **profit and loss document** in a business organization. (5 marks)