Candidate's Examination Number ……..

THE UNITED REPUBLIC OF TANZANIA
NATIONAL EXAMINATIONS COUNCIL OF TANZANIA
FORM TWO NATIONAL ASSESSMENT

036 INFORMATION AND COMPUTER STUDIES

Time: 2:30 Hours **Tuesday, 20th November 2018 p.m.**

Instructions

1. This paper consists of sections A, B and C with a total of **ten (10)** questions.
2. Answer **all** questions.
3. Write your answers in the spaces provided.
4. All answers must be written in blue or black ink.
5. Cellular phones, calculators and any unauthorized materials are **not** allowed in the examination room.
6. Write your **Examination Number** at the top right corner of every page.

FOR EXAMINERS' USE ONLY		
QUESTION NUMBER	**SCORE**	**EXAMINERS' INITIALS**
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
TOTAL		
ENTERER'S INITIALS		
CHECKER'S INITIALS		

SECTION A (20 Marks)

Answer **all** questions in this section.

1. For each of the following items (i) - (x), choose the correct answer from among the given alternatives and write its letter in the box provided.

(i) The SI-unit for measuring the amount of information stored on the computer disk is called

A Byte
B Bit
C Hz
D Bps

(ii) Which one of the following are examples of modern ways of information dissemination?

A Internet, meeting and telephone
B Newspaper, television and whistle
C Internet, radio and letters
D Horns, radio calls and television

(iii) Which of the following can be used to avoid data loss due to disk damage or failure in a computer?

A Installing licensed antivirus
B Creating backup
C Using password
D Creating separate user accounts

(iv) What is the main function of CTRL + F keys combination when applied in a Microsoft word program?

A Save the current file/document
B Open a find text dialog box
C Find images in the document
D Open the format dialog box

(v) What does the term software mean?

A An instruction followed by a computer
B An alternative word for hardware
C The results of computer processing
D Tangible part of the computer

(vi) Which of the following formula can be used to calculate the total value in a spreadsheet?

A =SUM(B2,B3,B4,B5)
B =Total(B2:B5)
C =Count(B2:B5)
D =Add(B2:B5)

(vii) Word processing, spreadsheet and photo editing programs are examples of
A System software
B Application software
C Operating system
D User-interface software

(viii) An organization/company which owns facilities to enable users to access the internet is known as
A Internet Access Company
B Internet System Program
C Internet Service Provider
D Internet Service Program

(ix) A temporary memory which is used to store a copied text or image is called
A chip board
B clipboard
C buffer
D register

(x) Which of the following is the sign to indicate that a computer has a virus infection?
A Missing files or data
B No icons could be seen on the desktop
C Inability to access the internet
D The task bar slips down when the cursor is taken out of it.

2. Match the following functions of input devices in **List A** with their corresponding devices in **List B** by writing the letter of the correct corresponding device below the item number in the table provided.

List A	**List B**
(i) A device used to capture data from an object and converting it into digital format. (ii) A device that uses radio or infrared waves instead of being physically connected to the system unit. (iii) An input device used on portable devices such as laptops and mobile phones (iv) A device used to enter data in form of speech into the computer (v) A device that looks like a lever used to control a pointer on the screen.	A Joystick B Cordless mouse C Printer D Scanner E Monitor F Keypad G Keyboard H Microphone

Answers

List A	(i)	(ii)	(iii)	(iv)	(v)
List B					

3. For each of the following statements write **True** if the statement is correct or **False** if the statement is not correct.
   (i) Networking enables various computers to share resources on the same network. …….
   (ii) Disk driver is a hardware that reads and writes information on the disk. …….
   (iii) A barcodes reader is one example of an input device. …….
   (iv) A LAN is faster than the internet. …….
   (v) In relative cell reference, formula remains the same. …….

SECTION B (60 Marks)

Answer **all** questions in this section.

4. (a) Give the computer generation which produces a lot of heat.
   ……..…….…….

   (b) Mention the technology used during the following generation of computers.
   (i) Fourth generation.
   ……..…….…….

   (ii) Second generation.
   ……..…….…….

   (c) Mention four early computing devices that were made by a man.
   - ……..…….…….
   - ……..…….…….
   - ……..…….…….
   - ……..…….…….

   (d) Outline three main characteristics of the fifth generation computers.
   - ……..…….…….
   - ……..…….…….
   - ……..…….…….

5. (a) What is an operating system?
   ……..…….…….……
   ……..…….…….……
   ……..…….…….……

(b) Differentiate multiuser from multitasking operating system.
……..……..……..……..……
……..……..……..……..……
……..……..……..……..……

(c) (i) Why is it advisable to store files into a folder?
……..……..……..……..……
……..……..……..……..……
……..……..……..……..……

(ii) Outline the procedures you would follow to restore deleted files to their original location.
- ……..……..……..……..……
- ……..……..……..……..……
- ……..……..……..……..……

6. (a) (i) Define the term an electronic mail.
……..……..……..……..……
……..……..……..……..……

(ii) Give two advantages and two disadvantages of electronic mail.

Advantages

- ……..……..……..……..……
- ……..……..……..……..……

Disadvantages

- ……..……..……..……..……
- ……..……..……..……..……

(b) Differentiate "To" from "Carbon Copy (CC)" field as applied in electronic mail.
……..……..……..……..……
……..……..……..……..……
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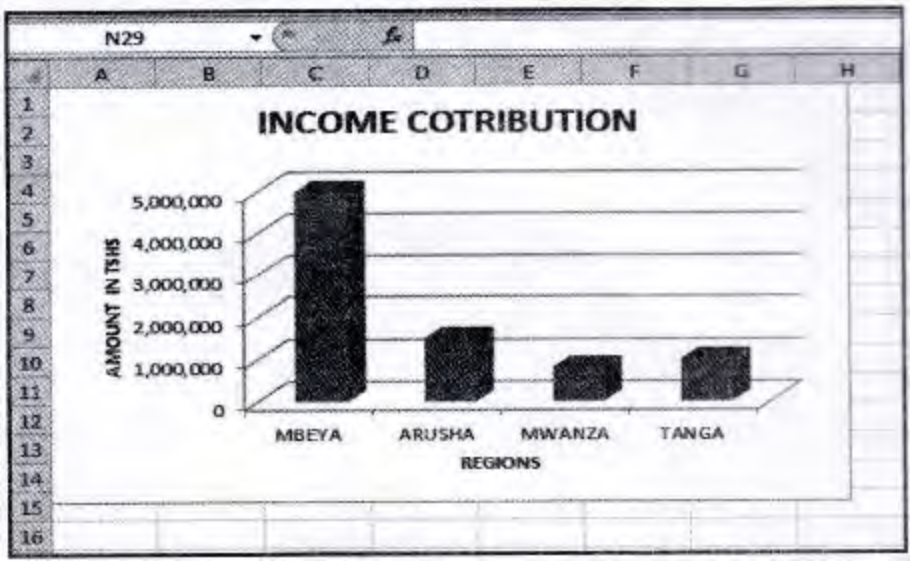
(c) Give three main parts of electronic mail.
- ……..……..…….
- ……..……..…….
- ……..……..…….

7. (a) Mention four examples of charts which can be created in spreadsheet.
- ……..……..…….
- ……..……..…….
- ……..……..…….
- ……..……..…….

(b) Explain the importance of formatting rows and columns in excel.

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(c) Read the given snapshot and answer the questions that follow:



(i) Sate the name of the program used to create a chart above.

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(ii) Write the type of the chart given in a snapshot.

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(iii) What are the names of horizontal and vertical axis?

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(iv) What does a chart represent?

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8. (a) What do you understand by the term "network topology"?

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(b) Explain three types of computer network.

(i) ……
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(ii) ……
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(iii) ……
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9. (a) (i) Write the steps required in deleting a paragraph in Microsoft word program.
- ……
- ……

(ii) Mention five names of bars found on Microsoft word program window.
- ……
- ……
- ……
- ……
- ……

(c) (i) Give the name of the bar in a Microsoft word program which acts as the communication link between a user and the program.
……

(ii) List two examples of word processor program.
- ……
- ……

SECTION C (20 Marks)
Answer question **ten (10)**.

10. Explain three advantages and three disadvantages of using computers in daily life.
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