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 **Wednesday, 20th November 2019 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 **black** or **blue** 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**	**EXAMINER'S INITIALS**
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
TOTAL		
CHECKER'S INITIALS		

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SECTION A (20 Marks)

Answer **all** questions in this section.

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

(i) Why modern ways of disseminating information are more preferred than traditional ways?
A They are expensive.
B They need skill.
C They are slow.
D They are fast. ☐

(ii) How would you classify a touch screen among the computer hardware parts?
A An input device
B An output device
C Both processing and output device
D Both input and output device ☐

(iii) A person who uses the computer skills to gain access of information illegally is known as
A hacker
B analyst
C programmer
D administrator ☐

(iv) Which one of the following represents number of sheets by default in Excel workbook?
A 4
B 2
C 3
D 5 ☐

(v) The first software to be executed when the computer power on button is pressed is
A word processors
B window 7
C Microsoft Publisher
D firmware ☐

(vi) The network topology that use a central controller or hub is known as
A Star
B Mesh
C Ring
D Bus ☐

(vii) The following are features of the Microsoft word **except**
A Synonyms
B Page insertion facility
C Footer and header
D Statistical functions ☐

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(viii) Computer software required to access the internet services such as the World Wide Web is called

A browser
B web link
C website
D search engine

(ix) Which software in the following list performs computer system fundamental operations like booting, retrieving and loading application programs?

A Drivers
B Utility software
C Database
D Operating system

(x) When CTRL key and Home key are pressed together in a spreadsheet the cursor goes to the

A beginning of a workbook
B first cell in a worksheet
C end of a row
D end of a worksheet

2. Match the following excel window elements in **List A** with their corresponding names in **List B** by writing the letter of the correct name below the corresponding item number in the table provided.

List A	List B
(i) A work area made of rows and columns.	A Worksheet
(ii) An area which displays data or formula in an active cell.	B Name box
(iii) The intercession of a row and a column.	C Active cell
(iv) A vertical arrangement of cells labeled A, B, C etc.	D Formula bar
(v) A horizontal arrangement of cells labeled with numbers 1, 2, 3, etc.	E Cell
	F Workbook
	G Column header
	H Row header
	I Status bar

Answers

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

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3. For each of the following statements write **TRUE** if the statement is correct or **FALSE** if the statement is not correct.

(i) A computer can respond to its user through the user interface controlled by the hardware known as ALU. .....

(ii) An abacus was an American first counting instrument. .....

(iii) Microsoft office is one of the most popular computer software used in personal computers. .....

(iv) Hardware and software are intangible parts of the micro-computer.

.....

(v) A voltage increase above 110% in a very short period of time is called surge.

.....

SECTION B (60 Marks)

Answer **all** questions in this section.

4. (a) Differentiate delete key from backspace key according to their uses.

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(b) Briefly explain four categories of keys available on the QWERTY keyboard.

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- .....

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- .....

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- .....

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5. (a) Outline three measures used to protect a computer user in a laboratory.

- .....
  .....
  .....
- .....
  .....
  .....
- .....
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  .....

(b) (i) Give a name of a device used to protect a computer from being damaged due to power instability.

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(ii) List three measures used to protect computers in a laboratory.

- .....
  .....
- .....
  .....
- .....
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6. (a) (i) Define the term computer network.

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(ii) Give two disadvantages of computer network.

- .....
- .....

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(b) (i) List three types of network cables.

- .....
- .....
- .....

(ii) Apart from the network cables in part (b)(i), list the other four network accessories.

- .....
- .....
- .....
- .....

7. (a) What is meant by thesaurus?

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(b) Describe the function of the following keys as used in Microsoft Word:

(i) Enter key.

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(ii) Shift key.

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(iii) Caps lock key.

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(c) Differentiate line spacing from paragraph spacing.

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(d) Give four reasons to justify a statement, "Word processor is better and more efficient than a typewriter".

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- .....
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- .....
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8. (a) (i) Write three ways which are used to classify operating systems.

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- .....
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- .....
  .....

(ii) Mention three types of operating system according to user interfaces.

- .....
- .....
- .....

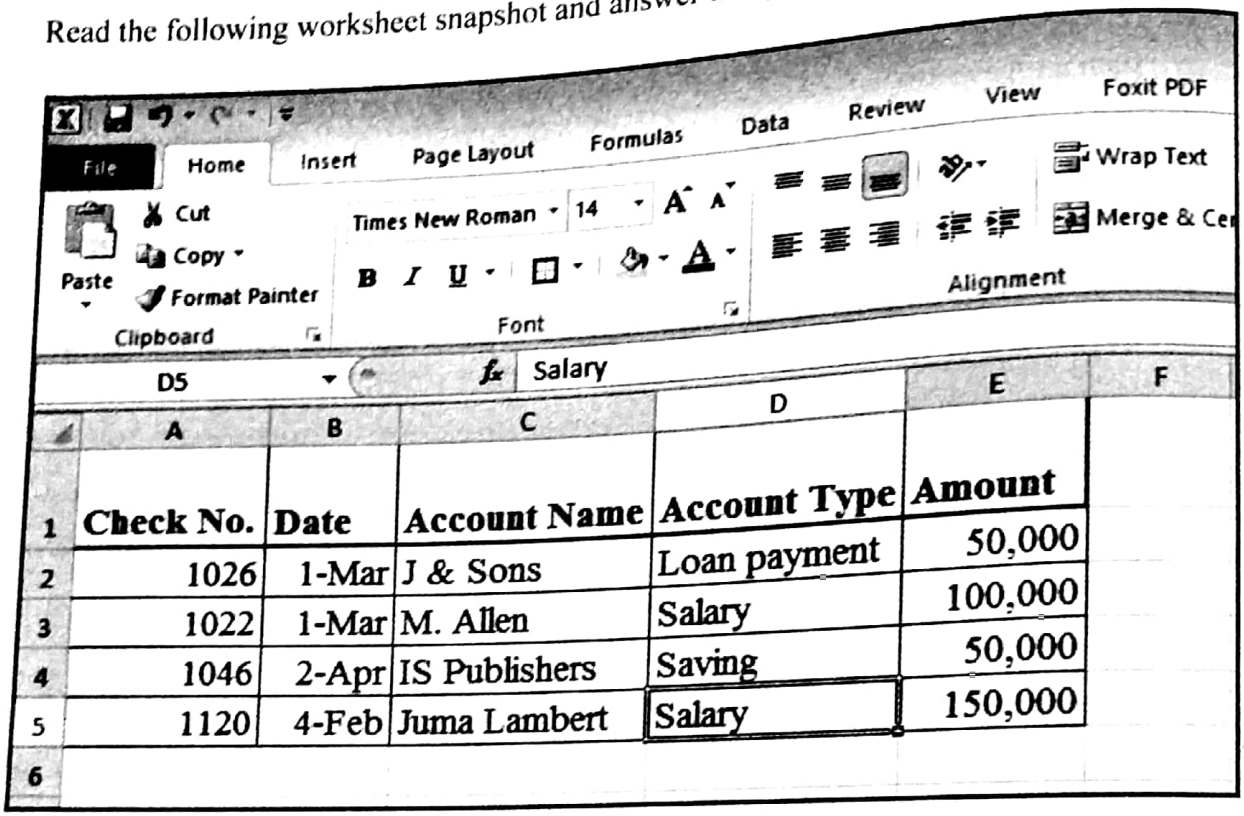
(b) Give four factors to be considered when choosing an operating system.

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- .....
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- .....
  .....
- .....
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9. Read the following worksheet snapshot and answer the question that follow:



	A	B	C	D	E	F
1	**Check No.**	**Date**	**Account Name**	**Account Type**	**Amount**	
2	1026	1-Mar	J & Sons	Loan payment	50,000	
3	1022	1-Mar	M. Allen	Salary	100,000	
4	1046	2-Apr	IS Publishers	Saving	50,000	
5	1120	4-Feb	Juma Lambert	Salary	150,000	
6						

(a) What is the font style and size of the worksheet?

.....

.....

(b) Write the reference cell of an active cell.

.....

(c) What format has been applied to the labels in row 1?

.....

(d) Write formula required to find the total amount.

.....

(e) Write the formula required to find the maximum amount.

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

10. Explain five services that are available on the internet.

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