Student's Assessment Number.....

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

036 INFORMATION AND COMPUTER STUDIES

Time: 2:30 Hours **Year: 2020**

Instructions

1. This paper consists of sections A, B and C with a total of **ten (10)** questions.
2. Answer **all** questions.
3. Sections A and C carry **twenty (20)** marks each and section B carries **sixty (60)** marks.
4. Write your answers in the spaces provided.
5. All answers must be written in **black** or **blue** ink.
6. Cellular phones and any unauthorised materials are **not** allowed in the assessment room.
7. Write your **Assessment Number** at the top right corner of every page.

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

2 019036 100019

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SECTION A (20 Marks)

Answer **all** questions in this section.

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

(i) What is the main function of a hard disk in a computer system?

A Store saved information B Store temporary data
C Process data D Process information

(ii) Given the cells B2, B3, B4 and C1 with values 3, 5, 10 and 13 respectively, what will be the output when the function =COUNT(B2:B4) is applied?

A 4 B 3 C 18 D 31

(iii) A key which enables a computer user to type capital and small letters is called

A function key. B special key.
C caps lock key. D control key.

(iv) Which of the following devices is **not** an output device?

A Visual display unit B Projector
C Bar code reader D Printer

(v) What causes a red line wave to appear under text during typing in Microsoft word?

A Grammatical error B Spelling error
C Content error D Logical error

(vi) Suppose you have been requested to calculate the total value of all data in Figure 1.Which formula will you use?

	A	B
1	50	
2	65	
3	75	
4		
5		
6		

Figure 1

A =SUM(A1,A3) B =SUM(A1:A3)
C =ADD(A1,A3) D =SUM(A1+A3)

(vii) Which feature of an operating system is applicable to a multi-tasking operating system?

A Running many programs at a time
B Many users access a computer at a time
C Running a single program at a time
D One user access a computer at a time

(viii) What is the function of icon  as used in Microsoft word?

A Save the document
B Paste the document
C Format the document
D Copy the document

(ix) Which is an example of primary source of information?

A Encyclopedias
B Newspaper
C Diaries
D Dictionaries

(x) What is the major disadvantage of an electronic mail?

A Not reliable
B Spread computer virus
C Difficult to use
D Very expensive

2. Match the following descriptions of shortcut keys in Microsoft word in **List A** with their corresponding key combinations in **List B** by writing the letter of the correct response below the corresponding item number in the table provided.

List A	List B
(i) Key combination which is used to close the current document. (ii) Key combination which is used to open a saved document. (iii) Key combination which underlines a selected text. (iv) Key combination which is used to print a document. (v) Key combination which is used to select the whole document at once.	A Ctrl + O B Ctrl +Tab C Ctrl + U D Shift + F7 E Ctrl + P F Ctrl + X G Ctrl + F4 H Ctrl + A

Answers

List A	(i)	(ii)	(iii)	(iv)	(v)
List B		A	C	E	H

3. For each of the following statements write **True** if the statement is correct or **False** if a statement is not correct in the spaces provided.

(i) Calculators and mobile telephones are examples of computers. .....

(ii) Computers are used in offices to create, edit, format and store office documents. .....

(iii) The motherboard is an example of a peripheral device. .....

(iv) Mesh and ring topology are examples of logical topology. .....

(v) Microcomputers are used in schools and hospitals. .....

SECTION B (60 Marks)

Answer **all** questions in this section.

4. (a) By giving two examples, briefly explain the importance of application software as used at schools.

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(b) Explain three hardware criteria to consider when selecting a computer.

(i) .....

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(ii) .....

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(iii) .....

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5. Suppose an ICT teacher assigned you to print a report typed in Microsoft word program. In printing process the screenshot given in Figure 2 appears. Study it carefully and answer the questions that follow:

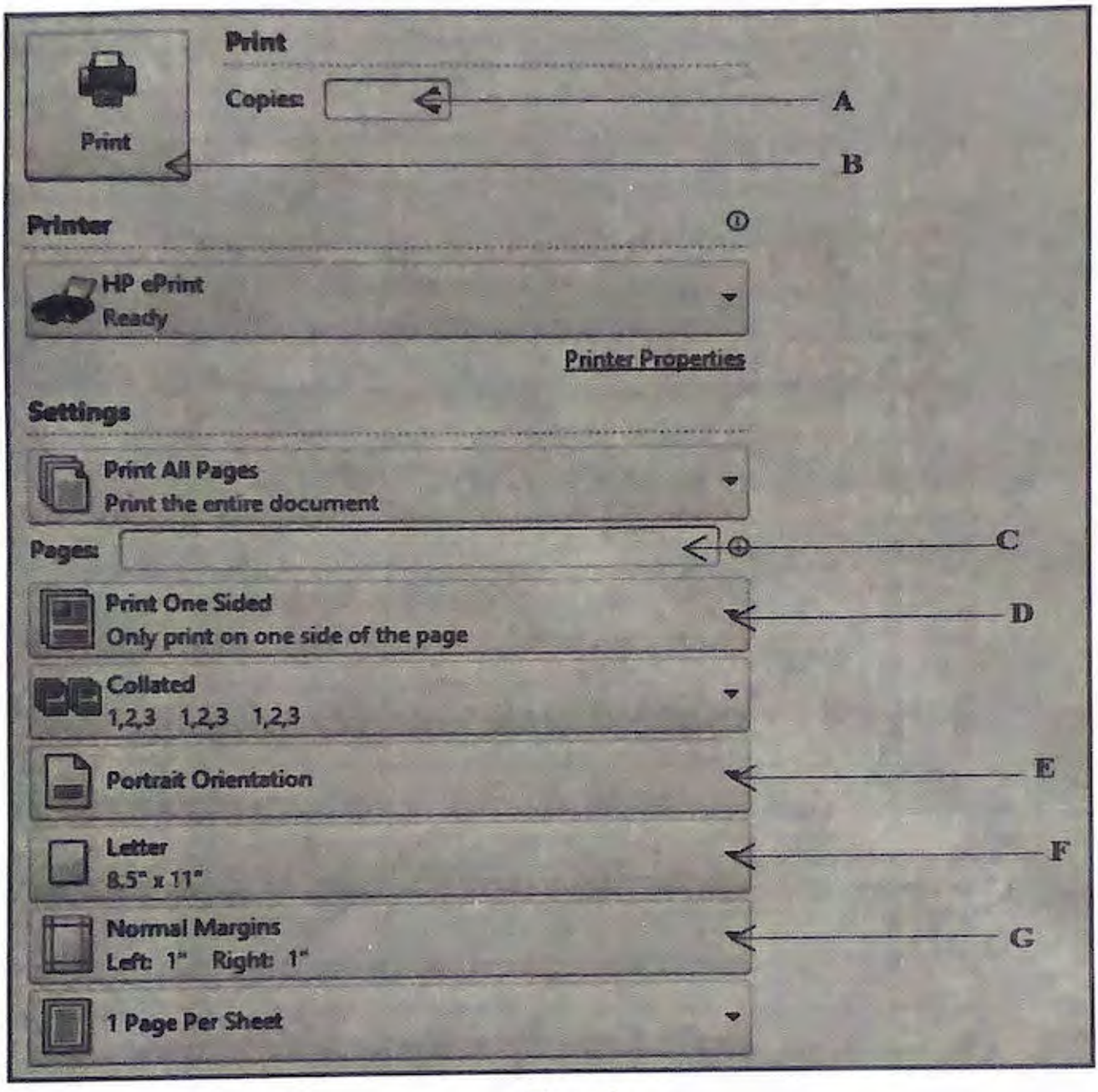

Figure 2

(a) Which steps would you follow in order to achieve the process in Figure 2?

(i) .....

(ii) .....

(iii) .....

(b) What is the name of the printer selected in Figure 2?

.....

(c) Why do you think the printer selected will print the report?

.....

.....

(d) Which letter shows the button which you would use to select landscape?

.....

(e) Which letter shows the button which you would use to set A4 paper?

.....

(f) If you are asked to print a report on both sides automatically, which letter would you use to change the printer settings in order to accomplish this task?

.....

(g) With this settings, is it possible to print only page 10? Give one reason.

.....

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.....

6. (a) Differentiate the term brown-out from blackout as used in computer handling.

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(b) A computer laboratory in your school has a problem of low voltage and sometimes power goes off. Which two devices would you recommend to be a solution to this problem?

(i) .....

(ii) .....

(c) What are the three disadvantage of voltage fluctuation to the computer?

(i) .....

(ii) .....

(iii) .....

7. (a) Outline four advantages of star topology.

(i) .....

.....

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.....

(c) Why do you think the printer selected will print the report?

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(ii) .....

(iii) .....

7. (a) Outline four advantages of star topology.

(i) .....

.....

(ii) .....

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(iii) .....

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(iv) .....

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(b) Briefly describe four considerations when choosing a network topology.

(i) .....

(ii) .....

(iii) .....

(iv) .....

8. (a) Differentiate workbook from worksheet.

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(b) Describe two types of cell referencing. Give one example for each.

(i) .....

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(ii) .....

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(c) List four procedures required to rename a worksheet called sheet3 to Maths.

(i) .....

(ii) .....

(iii) .....

(iv) .....

9. (a) Explain one negative effect of internet on cultural changes.

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(b) Briefly explain four advantages of electronic mail (e-mail).

(i) .....

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(ii) .....

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(iii) .....

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(iv) .....

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SECTION C (20 Marks)

Answer question **ten (10)**.

10. Explain five ways of preventing computer virus.

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