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:2023**

Instructions

1. This paper consists of sections A, B and C with a total of **ten (10)** questions.
2. Answer **all** questions in the spaces provided.
3. Section A and C carry **fifteen (15)** marks each and section B carries **seventy (70)** marks.
4. All answers must be written in **black** or **blue** ink.
5. Communication devices and any unauthorized materials are **not** allowed in the assessment room.
6. Write your **Assessment Number** at the top right corner of every page.

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

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SECTION A (15 Marks)

Answer **all** questions in this question.

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

(i) Which one is the process of arranging data elements in ascending or descending order?

A Editing
B Sorting
C Formatting
D Filtering

(ii) Which technique would you suggest to be used by teachers to maintain safety in a computer laboratory for both computers and users?

A Using insulated cables
B Fitting grills on doors
C Having regular break
D Using antiglare screen

(iii) What is the function of ≣ (Justify) feature in Microsoft word?

A To align text both left and center margins
B To align text both right and equal margins
C To align text both center and right margins
D To align text both left and right margins

(iv) Mercy wants to learn the application of formula in the Microsoft excel and she typed =(A2+1) in a cell. How can you interpret the typed formula?

A Sum of values in cell A2 and 1
B Sum of value 2 and 1
C Sum of values in cells A1 to A2
D Sum of values in cell A3

(v) Suppose your school wants to establish a computer network that can simplify resource sharing in the staffroom office. What type of network would you suggest to be established?

A Interconnected network
B Metropolitan Area Network
C Local Area Network
D Wide Area Network

(vi) The Headmistress at Mwandege Secondary School intended to establish free email address for easy communication with parents. Which one is the correct email address?

A mwandege@gmail.go.tz
B headmistress@gmail.ac.tz
C mwandege@yahoo.ac.tz
D mwandege@gmail.com

(vii) Why modern ways of information dissemination are more preferred than traditional ways?

A They spread information very quickly
B They are very expensive
C They spread information for few people
D They spread information slowly

(viii) Which combination of keys is used to cut the text in a document?

A Ctrl+P B Ctrl+A
C Ctrl+C D Ctrl+X

(ix) International Petroleum Dealers (IPD) Company Ltd has planned to conduct the petroleum research in East Africa. One of an essential tool in this research is a computer. Which type of computer would you suggest to be used in that project?

A Microcomputer B Minicomputer
C Supercomputer D Mainframe computer

(x) Why Laptop and Desktop computers are categorized as microcomputers?

A They can process huge data
B They are accurate in processing data
C They use CPU called microprocessor
D They perform complex operations

2. Match the functions of the features of word processors in **List A** with their corresponding features names in **List B** by writing the letter of the correct answer below the item number in the table provided.

List A	List B
(i) It is used as a communication channel between the user and the application program.	A Window bar
(ii) It indicates the name of the document currently running.	B Menu bar/ribbon
(iii) It consists of buttons and icons that provides shortcut commands available in the menu bar.	C Toolbars
(iv) It consists of group of commands where each command has a drop down list with commands.	D Document window
(v) It is used to make a document more attractive.	E Formatting toolbar
	F Title bar
	G Status bar
	H Task pane

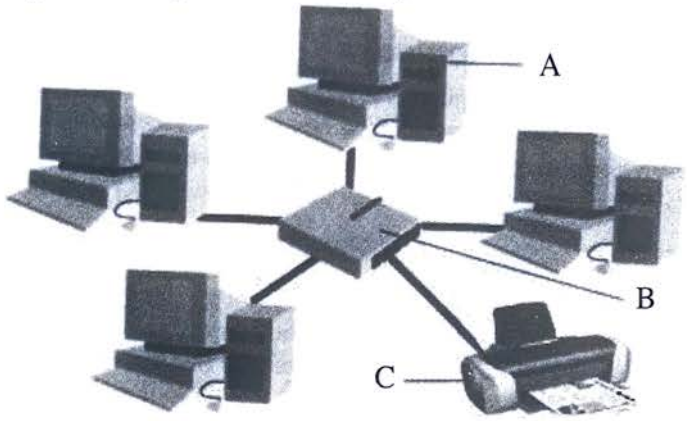
Answers

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

SECTION B (70 Marks)

Answer **all** questions in this section.

3. The following figure shows a physical arrangement of computers in a certain office. Study it carefully and answer the questions that follow:



(a) What is the name of the physical topology presented in the figure provided?

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(b) What are the names of the components labeled with letters A, B and C?

(i) Letter A .....

(ii) Letter B .....

(iii) Letter C .....

(c) What three advantages of the type of network used in Figure 1.

(i) .....

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(ii) .....

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(iii) .....

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4. (a) Give two advantages of choosing desktop computers instead of laptop computers.

(i) .....

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(ii) .....

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(b) Which five parts would you need to connect together in order to use desktop computers?

(i) .....

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(ii) .....

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(iii) .....

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(iv) .....

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(v) .....

.....

5. Shafii is a Standard Four pupil who wants to practise on how to use Microsoft word program. Assist him to identify the steps of inserting the following:

(a) Page numbers.

(i) .....

(ii) .....

(iii) .....

(iv) .....

(v) .....

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(b) Tables with 3 rows and 5 columns.

(i) .....

(ii) .....

(iii) .....

(iv) .....

(v) .....

6. (a) GGP Company experienced a great problem of losing all data saved in the computer saver because it was stolen. Currently, there is no any data available for future use.

(i) Explain the mistake made by the company.

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(ii) What should be done to avoid such problem in future?

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(iii) Which two devices should be used in solving the problem of losing all data?

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

(b) How can you differentiate computer worm from virus?

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(c) Explain two importance of using Uninterruptible Power Supply (UPS).

(i) .....

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(ii) .....

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7. Hana had a problem of calculating the selling price and keeping records of her sells. She was advised to use the software which will simplify the work. The given screenshot shows a part of the data she entered in software. Study it carefully and answer the questions that follow:

	A	B	C	D	E
1	THE PRICE OF DIFFERENT CROPS				
2	**No.**	**Name**	**Buying Price**	**Selling Price**	
3	1	Maize	1,500.00	2000	
4	2	Millet	1,000.00	1500	
5	3	Groundnuts	2,500.00	3000	
6	4	Cotton	2,500.00	3000	
7	5	Soya bean	3,000.00	3500	
8	6	Rice	2,000.00	2500	
9		**Total**	**10,500.00**	**13,000.00**	
10					

(a) What is the name of the software used to enter data?

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(b) What are the three data types used in the worksheet?

(i) .....

(ii) .....

(iii) .....

(c) In the worksheet given, which cell is active?

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(d) Which formula can you use in cell E9 to calculate the profit?

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(e) How can you insert a pie chart of crop "Name" against "Selling Price"? Give six steps.

(i) .....

(ii) .....

(iii) .....

(iv) .....

(v) .....

(vi) .....

8. (a) Why most of computer users prefer to use Graphical User Interfaces than Command Line operating system?

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(b) Explain four factors to be considered when purchasing computer systems including software.

(i) .....

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(ii) .....

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(iii) .....

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(iv) .....

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9. Tambani villagers were facing severe social problems such as lack of safe water and Hospitals. They decided to use modern communication media to raise their voice to the government.

(a) Which communication media can be used by the villagers? Give four.

(i) .....

(ii) .....

(iii) .....

(iv) .....

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(b) Why the Tambani villagers opted to use modern communication media to address their problems? Give three reasons.

(i) .....

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(ii) .....

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(iii) .....

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SECTION C (15 Marks)

Answer question **ten (10)**.

10. Describe the use of internet in simplifying life at Home, Education institution, Commerce, Banks and at Hospital.

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