*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: 2024**

### 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 unauthorised materials are **not** allowed in the assessment room.
6. 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** | | |

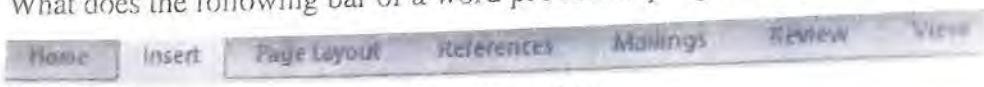
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## SECTION A (15 Marks)

Answer **all** questions in this section.

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) What does the following bar of a word processor program represent?




A Tool bar
B Menu bar
C Title bar
D Task pane

(ii) Which figure represents a scatter chart?

A 
B 
C 
D 

(iii) Which program represents a file with an extension ".doc"?

A Microsoft excels
B Microsoft word
C Application software
D Microsoft access

(iv) Computer software work together with computer hardware to enable effective operations. Which computer software controls memory management?

A Application software
B Networking software
C Operating system software
D Driver software

(v) Which feature is expected to happen if a computer is virus free?

A Unusual pop-up messages and alerts
B Sudden change in file size and content
C Disappearance of files and programs
D Efficiency of programs and processing of data

(vi) Which function will be appropriate to calculate the total number of cells that contain numbers in Figure 1?

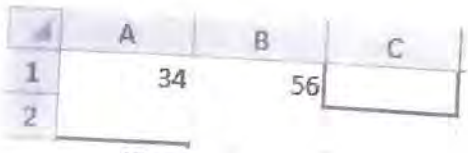



**Figure 1**

A =COUNT(A1:B1)
B =COUNTIF(A1:B1)
C =SUM(A1:B1)
D =SUMIF(A1:B1)

(vii) What will happen if the mouse connected in the desktop computer fails?
A The computer will fail to boot
B The user will not select object in the screen
C The computer will fail to shut down
D The typed document will disappear

(viii) Why is it important to use electronic mail?
A It can be used without any cost
B It can be used without exceptional skills
C It can prevent computer virus
D It can reduce the cost of stationaries

(ix) How can you differentiate data from information?
A Data are raw facts while information is a processed data.
B Data are output value while information is an input value.
C Data have meaning while information has no meaning to user.
D Data need huge storage compared to information.

(x) You have been asked to write a report on the benefits of video conferencing. What benefit would you include in your report?
A It leaves messages if recipient is not available
B It sends large multimedia files
C It shows delegates on screen in a matched way
D It enables users to send attachment

2. Match the descriptions of an optical disk in **List A** with their corresponding disk names in **List B** by writing the letter of the correct answer below the corresponding item number in the table provided.

| List A | List B |
|---|---|
| (i) It can be erased and rewritten more than once. | A CD |
| (ii) It contains data that can only be read but cannot be written on. | B CD-ROM |
| (iii) It can store data approximately 700MB and can be of three types: read only, recordable and rewritable. | C CD-R |
| (iv) It can store approximately 17GB and it can store data as read only, recordable or rewritable. | D VCD |
| (v) Once data is burned it becomes read only. | E CD-RW |
| | F DVD |
| | G CVD-R |

**Answers**

| **List A** | (i) | (ii) | (iii) | (iv) | (v) |
|---|---|---|---|---|---|
| **List B** | | | | | |

Student's Assessment Number.....

## SECTION B (70 Marks)

Answer **all** questions in this section.

3. The villagers of Mkululu village hold regular meetings to discuss matters related to their development. However, they do not use any public addressing systems in their meetings.
   (a) Identify the type of information dissemination method used by the villagers.

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   .....

   (b) What are the disadvantages of the type of information dissemination method used by the villagers? Give three disadvantages.

   (i) .....

   (ii) .....

   (iii) .....

   (c) Identify two examples of sources of information used in Mkululu village.

   (i) .....

   (ii) .....

   (d) What are the possible communication media can be used to invite the villagers to the meeting? Give three communication media.

   (i) .....

   (ii) .....

   (iii) .....

4. It was reported that some of computers in your school laboratory are not functioning well and some files disappeared.

   (a) What can be the cause for some computers not to function well? Give one possible reason.

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   .....

   (b) How can the problem be solved?

   .....

   .....

   .....

   .....

(c) Which three methods would you use to prevent the problem to happen in future?

(i) .....

.....

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(ii) .....

.....

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(iii) .....

.....

.....

24

5. (a) Which steps are to be followed when switching on the desktop computer which is connected to UPS?

(i) .....

(ii) .....

(iii) .....

(iv) .....

(v) .....

(b) Which type of booting will you perform to switch on the desktop computer?

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(c) What are the two possible methods to be used to turn off the computers?

(i) .....

.....

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(ii) .....

.....

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(d) Why is it advised to use proper steps in switching off the computer?

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6. (a) What is the function of each command buttons in the following Quick Access Toolbar?



(i)  .....

.....

(ii)  .....

.....

(iii)  .....

.....

(b) Mr. Port who is an ICT teacher of a certain secondary school assigned Form Two students to type a friendly letter, perform all the necessary formatting and then printing it.

(i) What are the two formatting should be considered when typing a friendly letter?

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

(ii) Which steps would you follow to print two copies of a friendly letter? Give four steps.

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

7. What are the five benefits will the students get when the school is connected to the internet?

(a) .....

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(b) .....

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(c) .....

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(d) .....

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(e) .....

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8. (a) Explain three types of computers according to their physical size.

(i) .....

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(ii) .....

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(iii) .....

.....

(b) What are the advantages of the fourth generation computers in comparison with the third generation computers?

(i) .....

.....

(ii) .....

.....

9. The headmaster of your school need to establish a Local Area Network (LAN) within the school compound. The network connects all computers available and other devices like printers, fax and mobile phones. In achieving the task, you have been asked to use the arrangement of computer that is flexible to add more computers according to the number of students enrolled.

(a) Explain three factors you would consider before choosing a network topology.

(i) .....

.....

.....

(ii) .....

.....

.....

(iii) .....

.....

(b) Which network topology will be appropriate to be installed at the school compound?

.....

(c) What are the two advantages of installing the network topology identified in 9 (b)?

(i) .....

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(ii) .....

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## SECTION C (15 Marks)

Answer question **ten (10)**.

10. Why is it advised to use spreadsheet program instead of counter book in keeping transactions records? Explain by giving five points.

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