THE UNITED REPUBLIC OF TANZANIA
NATIONAL EXAMINATIONS COUNCIL
CERTIFICATE OF SECONDARY EDUCATION EXAMINATION

036/1 INFORMATION AND COMPUTER STUDIES 1
(For Both School and Private Candidates)

Time: 3 Hours *Friday, 21st October 2011 p.m.*

Instructions

1. This paper consists of sections A, B and C.
2. Answer **all** questions in sections A, and B and **two (2)** questions from section C.
3. Cellular phones are **not** allowed in the examination room.
4. Write your **Examination Number** on every page of your answer booklet (s).

SECTION A (30 Marks)

Answer **all** questions in this section.

1 For each of the following items (i) – (x) choose the correct answer among the alternatives provided and write its letter beside the item number.

(i) In spreadsheets a block which is selected ready for data entry is called
A a merged cell C an active cell E a cell reference
B a cell address D a formula bar

(ii) Which tag is used to insert images into your webpage?
A Image C Img E Jpg
B Ser D Pic

(iii) The process of introducing a new system where the old and new systems operate side by side until the new system is established is called
A direct approach C phased approach E piloting approach
B parallel approach D indirect approach

(iv) In word processors, which document viewing option best present how the document is organized?
A Normal View C Web Layout View E Reading Layout View
B Outline View D Print Layout View

(v) A computer that holds databases and programs for many terminals is known as
A client C LAN E domain
B node D server

(vi) The term Netiquette as used by internet users refers to appropriate behaviour while
A creating webpage C safeguarding computers E uploading pictures online
B creating a LAN D communicating online

(vii) In word processors, aligning texts evenly between left and right margins is called
A spacing C alignment E page setup
B justification D centring

(viii) The <U> ... </U> tag in html is used to specify
A "unordered list" C underline in texts E change of text to upper case
B "ordered list" D removal of an underline

(ix) Which software will be best suitable to create a customer inventory and stock?
A Microsoft Access C Microsoft PowerPoint E Microsoft Publisher
B Microsoft Word D Microsoft Front page

(x) A printer that prints by striking small pins to a ribbon representing the character is called
A Dot-line C Laser jet E Dot-Matrix
B Drum D Desk jet

2. Match the following uses of keyboard Key in **List A** to their corresponding key names in **List B** by writing the letter of the correct option beside the item number. Each option can be used once or not at all.

List A	List B
(i) When pressed together with Ctrl key sends the cursor to the bottom most left corner of the screen. M	A ESC key
(ii) A key used when someone wishes to abandon the current task. A	B Tab key
(iii) Commonly used to accept data/commands which have just been typed on the screen. F	C Print screen
(iv) When pressed together with any letter while caps lock is on a small letter is typed. H	D Scroll Lock
(v) Allows the user to enter characters between already typed characters on a line of a monitor. G	E Pause Key
(vi) Temporarily suspends a running program. E	F Enter Key
(vii) Prints the content which appears on the monitor. C	G Insert/Ins key
(viii) Stops any texts from moving up or down the screen. D	H Shift Key
(ix) Moves cursor to the next pre-set positions that is, either forward or backward. L	I Home Key
(x) When pressed together with the control (Ctrl) key it sends the cursor to the top most pages in the same document. I	J Ctrl +End Key
	K Page down
	L Right Arrow
	M Down Arrow

3 In the following items, write **(T)** for True statements and **(F)** for False statements.

(i) The start and shortcut keys perform special functions in windows operating system. T

(ii) On a network, data is transmitted in small groups called packets. T

(iii) Tags such as those indicating bold, strong and emphasis are included in the category of basic formatting tags T

(iv) Word processing programs can only work with texts. F

(v) Any type of information can be placed once the structure of a database is established. F

(vi) Annotations are notes that accompany graphs in excel. T

(vii) The multimedia development process usually involves the efforts of a group of people. T

(viii) Your e-mail address is completely private T

(ix) A menu bar enables to view different parts of the file that does not fit in the window. F

(x) A primary key is a foreign key field of one database table that also appears in another table in the same database F

SECTION B (50 Marks)

Answer **all** questions in this section.

4 With examples briefly describe each of the following as used in databases.
(i) Field
(ii) Record
(iii) File
(iv) Key field
(v) Relational database.
(10 marks)

5 (a) Switching on a computer which was not powered on before is called Cold start
(0.5 mark)

(b) Restarting a computer which had already been switched on is called reboot
(0.5 mark)

(c) Explain the features of a computer system abbreviated as **WIMP**. **(04 marks)**

6 (a) Explain briefly the meaning of "data processing". **(01 mark)**

(b) Briefly give four reasons to show the advantages of processing data electronically. **(04 marks)**

(c) (i) Identify three tasks of the main memory of the computer. **(1.5 mark)**
(ii) Why do computers require a storage device despite having the main memory? **(2.5 marks)**

7. (a) How does word processing differ from data processing? **(02 marks)**

(b) Distinguish Desktop Publishing from Word processing. **(02 marks)**

(c) (i) How do a spellchecker confirm the correct spelling of a word? **(01 mark)**
(ii) Why would a spell checker reject correctly spelt words? **(01 mark)**
(iii) How is a spellchecker made to accommodate new words? **(01 mark)**

(d) Explain briefly each of the following in relation to document formatting.
(i) Margins (iii) Orientation
(ii) Page size (iv) Headers and Footers. **(04 marks)**

8. (a) Differentiate Internet from Email. **(02 marks)**

(b) (i) What does the abbreviation URL stand for? **(01 mark)**
(ii) Describe the main parts of a URL. **(02 marks)**
(iii) How does HTML differ from http? **(02 marks)**

9. Describe briefly the types of computers as classified according to size. **(08 marks)**

SECTION C (20 Marks)

Answer **two (2)** questions from this section.

10. Explain the advantages of using Computer Networks. **(10 marks)**

11. Identify the major types of computer software and explain how they relate in the functioning of the computer system. **(10 marks)**

12. Illustrate the relationship among the basic components of the computer system. **(10 marks)**