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

036/2

INFORMATION AND COMPUTER STUDIES 2
(PRACTICAL)

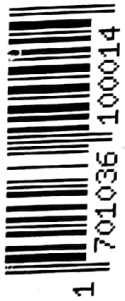
(For Both School and Private Candidates)

Time: 3 Hours **Friday, 17th November2017 a.m.**

CS17PREP

Instructions

1. This paper consists of **three (3)** questions.
2. Answer any **two (2)** questions.
3. Each question carries **twenty five (25)** marks.
4. Save your work on the desktop in the folder named by your examination number. **You are not allowed** to save your work by using your name or school name.
5. Save your work by using the 1997-2003 version of the MS Office software you are using.
6. Submit printed **hardcopy** together with the **softcopy** of your work(s).
7. Check whether the **printed** work(s) are similar to the **softcopy** saved in the folder.
8. Cellular phones and any unauthorised materials are **not** allowed in the examination room.
9. Type your **Examination Number** on every page of your softcopy work(s).





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1. CTCL communication Ltd. is a company that sells mobile phones and accessories. The table below is an extract from sales records in five of its branches for the year ended, 2012.

1	CTCL communication Ltd						
2	Summary of the year 2012 Sales Report						
3	Months Name	Dar Es Salaam	Arusha	Mwanza	Mbeya	Dodoma	Total Sales
4	January	78000.00	70000.00	65000.00	50000.00	60000.00	
5	February	90000.00	57000.00	50000.00	45000.00	56000.00	
6	March	65000.00	60000.00	65000.00	50000.00	46000.00	
7	April	67000.00	70000.00	70000.00	50000.00	60000.00	
8	May	90000.00	75000.00	60000.00	65000.00	35000.00	
9	June	60000.00	61000.00	55000.00	56000.00	50000.00	
10	July	50000.00	57000.00	70000.00	60000.00	55000.00	
11	August	40000.00	35000.00	50000.00	45000.00	50000.00	
12	September	80000.00	75000.00	65000.00	60000.00	56000.00	
13	October	100000.00	70000.00	80000.00	75000.00	60000.00	
14	November	80000.00	65000.00	65000.00	50000.00	96000.00	
15	December	120000.00	75000.00	90000.00	80000.00	100000.00	
16	Total Sales						
17	Minimum Sale						
18	Maximum Sale						

(a) Create the worksheet (with borders) which contain the sales records and save it as Phones and Accessories. The first month must be in cell A4.
(b) Merge, centre the titles, bold and apply Tan colour shading to the totals row and column.
(c) Use the function to calculate the following:
  (i) Total sales for each branch.
  (ii) Total sales for each month.
  (iii) Minimum sale for each branch and
  (iv) Maximum sale for each branch.
(d) Create a three dimensional pie chart with labelled data of month's names against sales in Arusha branch. Save it as "Arusha".
(e) To achieve the target, each branch must have at least a total of 300000 sales. Write a function that will display 'Good season' for target achieved or 'Poor season' for target not achieved.
(f) Print your document.

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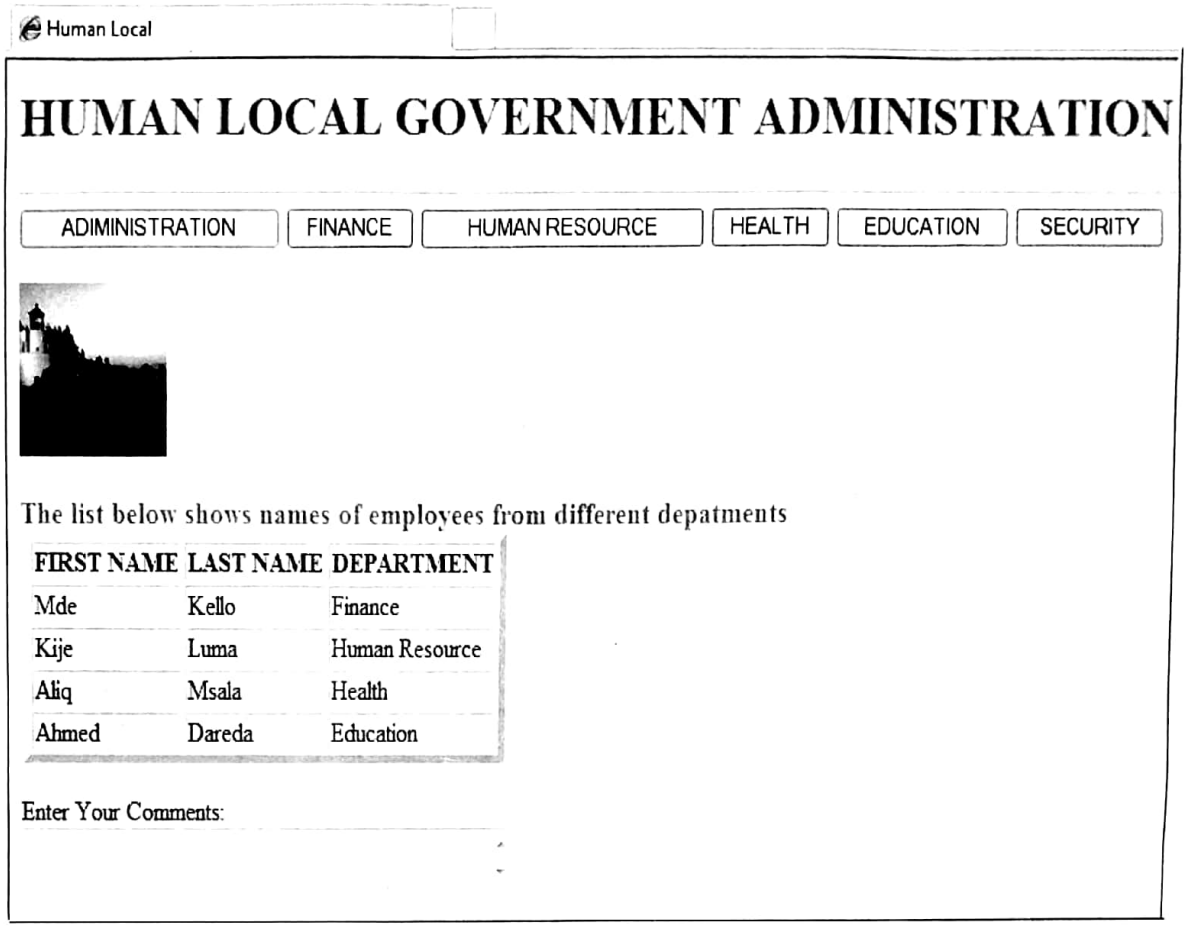
2. (a) Use HTML codes to design a website for Human Local Government Administration as shown below:



Description of the Webpage

- The background colour should be #F5DEB3
- Set green as the font colour of the heading and the statement above the table.
- Use any picture from the pictures library.
- The image width and height are 100 and 99 respectively.
- The table border is 5.
- The rows=40 and cols=40.

(b) Type the document below using a word processing program and perform the formatting as directed.

Document types can range from simple letters and memos to proposal, reports, and books and so on. The point is, match the features you need with the features in the software package. For example, if you write articles that require references, you will need the footnoting feature; if scientific notation is needed, you will need superscripts (X2+Y2) and subscripts A21; and if you send "personalized" form letters the mail merge feature is a necessity.

(i) Justify the document typed.
(ii) The line spacing should be 1.5
(iii) Make 2 the superscript of X and Y in the expression (X2+Y2) and 21 the subscript of A in the expression (A21).
(iv) Print the HTML code obtained in (a) above and the typed document in (b).

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3. The following table gives information on some staff members of a computer school called "SKL ACADEMY". Use the information given to perform the given tasks (a) – (h):

EMPLOYEE ID	SURNAME	FIRST NAME	SEX	TITLE	DEPARTMENT	SALARY (TSHS	DATE OF BIRTH
SA001	WODU	JOHN	M	TEACHER	BUSINESS	600000	5/6/1970
SA050	KABI	NEEMA	F	DEPUTY	ADMINISTRATION	720000	6/21/1946
SA061	MABULA	MARY	F	SECRETARY	INFORMATION	400000	4/19/1936
SA200	OKECH	HUSSEIN	M	TEACHER	BUSSINESS	610000	6/15/1963
SA002	NTEBI	FRANK	M	DIRECTOR	ADMINISTRATION	1000000	7/12/1966
SA300	IBRAHIM	ZAI	F	TEACHER	BUSSINESS	500000	8/23/1980
SA190	NDULA	SARA	F	CASHIER	ADMINISTRATION	600000	4/14/1968
SA003	KELLO	JOSE	M	DRIVER	ADMINISTRATION	200000	9/25/1960
SA600	ALOYCE	MARIAM	F	SECRETARY	COMPUTING	250000	9/30/1957
SA350	NAUNA	HIARY	M	LIBRARIAN	INFORMATION	300000	1/18/1974

(a) Design a suitable database to manage the information presented in the table, name it as "EMPLOYEE DATABASE".
(b) Create a table using design view and enter the records above. Name it "EMPLOYEE TABLE".
(c) Create a query displaying all the fields in the table above to filter out only employees from the information department. Save it as "INFORMATION DEPARTMENT".
(d) Create a query that would retrieve records of people who were born between 1/1/1940 and 3/7/1960. Save a query as "BBC".
(e) The academy's retirement age is 55 years. Create a query to filter out the employees whose ages are above 55 years. Name it "RETIREMENT AGE".
(f) Create a form of the employees who are in retirement age. Save as "RETIREMENT FORM".
(g) Use the employee table to group the records by department, and create a report which include the current date and time in the header. Save it as "REPORT BY DEPARTMENT".
(h) Print your document.

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