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

036/2 **INFORMATION AND COMPUTER STUDIES 2**
(PRACTICAL)
(For Both School and Private Candidates)

Time: 3 Hours **Friday, 23rd November 2018 a.m.**

Instructions

1. This paper consists of **three (3)** questions.
2. Answer any **two (2)** questions.
3. Submit printed hardcopy together with the softcopy of your work.
4. Save your work on the desktop in the folder named by your examination number.
5. Save your work by using the 1997-2003 version of the MS Office software you are using.
6. Cellular phones and any unauthorised materials are **not** allowed in the examination room.
7. Write your **Examination Number** on every page of your printed hardcopy.





1. Mbogo Modern Technology Electronics Ltd deals with sales of three types of electronic goods namely Laptop computers, DVD players and Music systems. Read the information in the table which shows the details of May 2017 sales and answer the questions that follow:

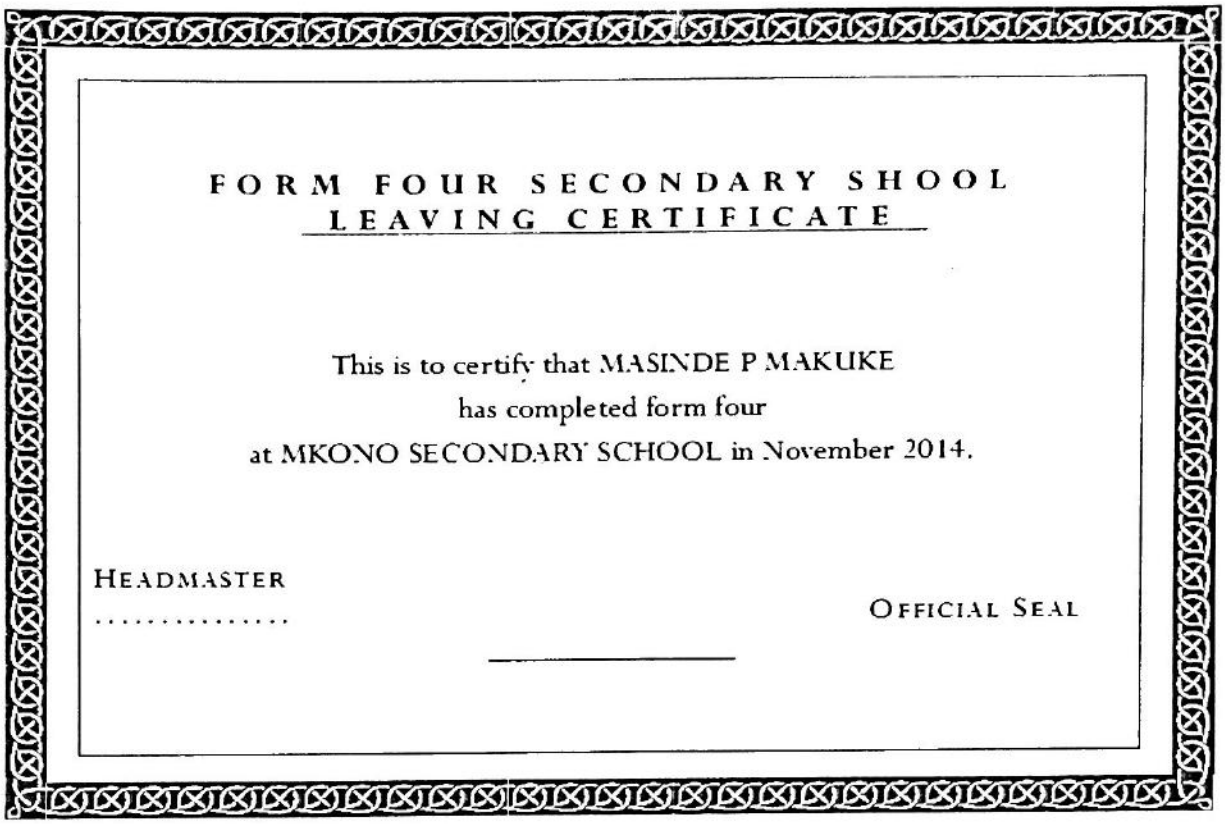
Mbogo Modern Technology Electronics Ltd
Sales as per 30th May 2017

Category Code	Type	Item Description	Unit Price	Unit Sold	Sub-total	Tax	Net Amount
LP 001	Computer	Del-150 GB	1,500,000	20			
LP 002	Computer	Apple-100 GB	2,000,000	10			
MS 012	Music system	Samsung	600,000	25			
MS 013	Music system	Toshiba	800,000	15			
DV 210	DVD	Sony DVD player	300,000	30			
DV 216	DVD	Panasonic DVD player	200,000	12			
Tax rates			Computer	5%			
			DVD	10%			
			Music system	12%			

(a) Create a worksheet by using the details given in the table above. Save it as MBOGOTECH.
(b) Use appropriate cell reference to calculate:
  (i) The Sub-total which is the product of Unit Price and Unit Sold.
  (ii) The TAX is based on the type of item. Use the rates given in the table above to calculate tax payable for each item sold. (HINT: Tax = Tax rates × subtotal).
  (iii) The Net Amount which is the Subtotal minus Tax.
(c) On the same worksheet, create a two dimensional line graph with types of electronic goods in horizontal axis and Unit Price in vertical axis. Save it as Goodsgraph.
(d) On the same worksheet, create a three dimensional pie chart with labelled data of types of electronic goods against Net amount. Save it as Piegraph.
(e) Copy the worksheet created and paste in sheet2. Sort the worksheet in ascending order according to the Unit Price.
(f) Print your work.

(25 marks)

2. (a) Use Microsoft Publisher to design a Form Four Secondary School Leaving Certificate as given in the following snapshot:



Certificate descriptions

- ☒ Set font face type Perpetua, font size 20 and font color black.
- ☒ Use any border of your choice.

(i) Save your work with the name Certificate as a publisher file and also JPEG image.
(ii) Print your work.

(b) (i) By using Microsoft word program, type the texts as given below and answer the questions that follow: (HINT: all numbering must be automatic).

1.0 Introduction

There has always been a need to come up with better writing toosl to improve on efficiency and legibility of the written work. These tools include manual typewriters, electronic typewritters and now electroninic *word processors*.

2.0 Electronic wod prodessors

Electronc word processor is application software that enables the user to create, edit and print text-rich documents. Examples of commonword processors include:

(a) Microsoft word
(b) Corel WordPerfect
(c) Apple

(ii) Save your work as "Word Processor".
(iii) Run the Spell Checker and correct all mistakes.
(iv) Change the line spacing of the whole document to 1.5.
(v) Apply a hanging indentation to 2 inch mark in the introduction.
(vi) Format all texts to font face **Comic Sans MS** with font size 11.5 pt.
(vii) Apply a 6pt width page border setting to the document. The page border must be a Box type.
(viii) Type your Examination Number by using font style Heading 2 as the heading of your document.
(ix) Print your work.

(25 marks)

3. (a) Use Microsoft Access program to create a database called KHANJI DRINKING COMPANY which include a table named PRODUCT; make sure that you insert a proper data type for each field of the table. Details for PRODUCT table must be as follows:

PRODUCT

PRODUCT NAME	PRODUCT CODE	COMPANY NAME	UNIT PRICE	DATE OF MANUFACTURE	EXPIRY DATE
Cocacola	1001	Kwanza	200	2/6/1990	10/10/1993
Pepsi	1002	Tz Brew	150	3/7/1991	8/12/1995
Kilimanjaro	1003	K Brew	550	5/7/1993	8/22/1996
Tusker	1004	Kibo Brew	550	2/6/1990	10/10/1993
Heinekein	1005	South A	1200	7/9/1999	6/19/2002
Safari	1006	K Brew	600	4/23/1989	6/2/1999
Ndovu	1007	Kwanza	550	8/9/1995	4/26/1991
Kibo gold	1008	South A	550	6/8/1995	10/18/1998
Carlsberg	1009	K Brew	800	3/12/1996	4/1/1998
Castle	1010	South A	600	12/30/1996	9/3/1999

(b) Format the datasheet to blue color with Black text.
(c) Set the product code as primary key.
(d) Create a query that displays all products that begin with letter C or ending with letter A. Save it as C&A.
(e) Create a query that displays products manufactured in 1990 or 1996. Save it as 1990 or 1996.
(f) Create a query that displays all product codes greater than 1004 and less than 1009. Save it as "G&L".
(g) Sort the database from lowest to highest Unit Price. Save it as "Highest".
(h) Use a query to calculate VAT given the formula VAT= 4% of UNIT Price; make sure that all fields of PRODUCT table are displayed. Save your query as KAG&VAT
(i) By using a query, calculate the Unit Sell Price given that Unit Sell Price=Unit Price + 4% of Unit Price. Make sure that all fields of PRODUCT table are displayed on the query result. Save the query as VAT INCLUSIVE.
(j) Print your work.

(25 marks)