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 **Monday, 11th November 2019 a.m.**

Instructions

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



1. The following worksheet shows the end of year 2019 promotional results of Form Two (F2) students from Modern Secondary School. Read the information given in the worksheet and answer the questions that follow:

	A	B	C	D	E	F	G	H	I	J
1	FORM THREE ANNUAL EXAMINATION RESULTS 2019									
2	Index No	STUDENT NAME	MATHEMATICS	ENGLISH	COMPUTER	PHYSICS	TOTAL	AVERAGE	POSITION	COMMENT
3	S0104/23	Mike J.	87	63	70	45				
4	S0104/24	John M.	78	46	67	61				
5	S0104/25	Flavia H.	57	45	87	32				
6	S0104/26	Fred N.	67	56	32	45				
7	S0104/27	Fahad A.	65	26	33	25				
8	S0104/28	Joseph B.	47	79	86	15				
9	S0104/29	Oliver J.	79	58	54	38				
10	S0104/30	Mercy G.	23	27	36	75				
11	S0104/31	Isa A.	12	85	71	62				
12	S0104/32	Deo R.	39	46	14	65				
13	S0104/33	Ally Z.	79	18	20	8				
14		TOTAL								

(a) Create the given worksheet and save it as "Modern SS".

(b) Use the function to calculate the total marks and the average marks for each student (round off the average marks to one decimal place).

(c) Use appropriate function to generate the position for each student.

(d) Students with an average of 65 and above are to be "promoted to F3"; students with an average of 50 to 64 must "reseat the examination" while students with an average below 50 should "repeat F2". Use functions to generate the comments accordingly.

(e) Insert a row in cell A15. Merge cells (A to J) and type "The total number of students required to repeat F2".

(f) Generate a function in K15 which will return the number of students who scored an average of below 50.

(g) Validate the students marks to be entered by a user to whole number from 0 to 100 inclusive. Use an appropriate warning message to alert a user.

(h) Create a three dimensional pie chart (with labelled data) of total marks for each subject against subject names.

(i) Print your document.

(25 marks)

2. The manager of Korosho Sacco's (KS) decided to shift the members details from local database (manual files) to the electronic database due to its efficiency in data manipulation. As an IT expert, you are required to:

(a) Create a database called "Mkulima" for keeping members details.

(b) Design two tables named "Employee" and "Loan" in the database created in part (a). The fields for each table are given in the following table;

Employee	Loan
PNo	LoanNo
NationalID	LoanDate
FirstName	Monthly_instalments
LastName	Loan_Amount
Sex	PNo
Age	
Date_Employed	
Salary	

Note: Use the appropriate data type for each field.

Tables descriptions

- Validate the age field so that members with the age below 20 should not be allowed in the database. Use appropriate message to inform the user.
- The letters to be used for gender/sex should be "F" and "M". Validate a sex field so that a system should display a message "No such gender" when a user enters different character.

(c) Create a form by using form wizard and use it to enter the following records in the employee table. Save it as Employeeform.

PNo	NationalID	FirstName	LastName	Sex	Age	Salary	Date_Employed
201	12234	Alice	Shem	F	35	850,000	5/6/2000
203	12454	Daniel	Kam	M	38	700,000	27/1/1999
207	22734	Angel	Luga	F	26	200,000	3/4/2008
208	12534	Partricia	Goha	F	40	150,000	9/8/2012

(d) Create a form by using form wizard and use it to enter the following records in the Loan table. Save it as Loanform.

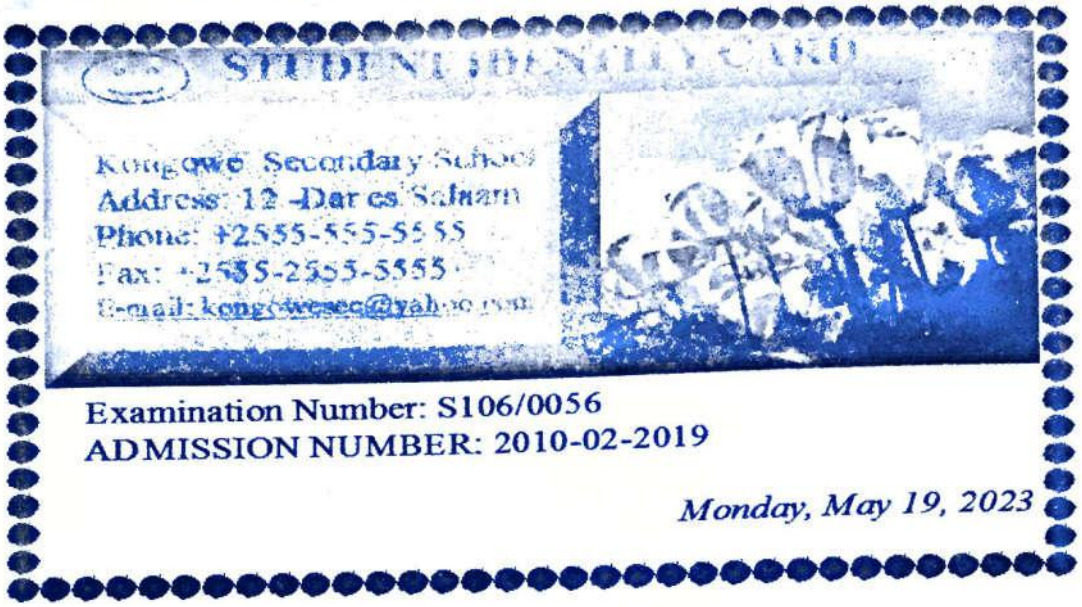
LoanNo	LoanDate	Monthly_instalments	Loan_Amount	PNo
1100	6/5/2011	200,000	1,000,000	201
1200	27/9/2006	100,000	1,200,000	203
2000	1/6/2013	50,000	600,000	207
1430	9/2/2014	25,000	500,000	208

(e) (i) Create a query that displays the PNo, NationalID, FirstName, LastName, LoanNo, LoanDate, Monthly_instalments and a calculated field "Total" which shows the instalments of each member per year. Save the query as Loanquery.

(ii) Generate a report based on Loanquery created in part (e) (i). Save it as Loan report.

(f) Print your document. **(25 marks)**

3. (a) Use Microsoft office Publisher to design the following Student Identity Card:



Identity card descriptions

- The number S106/0056 should be replaced by your Examination Number.
- The date must be the current.
- The background colour of the contact and heading should be Pink.
- You can use any border and picture from the picture library available in your computer.
- Your Identity Card must be grouped.

(b) You have been appointed by your school management to prepare a presentation which should be held on the Form One students careers day in the orientation week. The aim of the presentation is to sensitize the students about the Information and Communication Technology (ICT). As an expert of Information and Computer Studies (ICS), prepare five slides as follows:

- Insert uniform appropriate design view.
- Include your Examination Number on each slide.
- The slide should run automatically after 5 seconds.
- Insert the fixed date and slide number as footer/header of your slides.
- Use ◀ symbol to link each slide with the first slide.
- Use clip art to insert the picture of the laptop computer in the first slide.

(i) **Slide I** should include the title "Information and Communication Technology" and three active links namely Application, Opportunities and Advantages (use art tools to create links). (HINT: Each link must connect the appropriate slide).

(ii) **Slide II** should include two areas where Information and Communication Technology (ICT) has been applied.

(iii) **Slide III** should include two career opportunities available in the field of ICT.

(iv) **Slide IV** should include two self- employments which can be achieved by using a computer or other ICT devices.

(v) **Slide V** must include the conclusion of your presentation.

(c) Save and print your document. **(25 marks)**