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

036/1 **INFORMATION AND COMPUTER STUDIES I**
(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).

This paper consists of 7 printed pages.

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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
B a cell address
C an active cell
D a formula bar
E a cell reference

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

(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
B parallel approach
C phased approach
D indirect approach
E piloting approach

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

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

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

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

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

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

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

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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

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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)**

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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)

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