I.A.H Comp 5

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 **Wednesday, 24th October 2012 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 are **not** allowed in the examination room.
7. Write your **Examination Number** on every page of your printed hardcopy.

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1. (a) (i) Using any word processor application software, create the table as it appears below:

HIRED ITEMS	STATIONERY	RECEPTION	GARDENS
1. 100 Chairs 2. 25 Tents	6 reams of paper	5,100 Cakes 5,250 Cups 5,700 Plates	Decoration Materials.
	9 manila papers		
Music Systems	18 Writing pads		
Several decorations	21 Office glue	Drinks	
	400 marker pens	3000 bottles of Soda	
	Masking tapes	Coca-Cola	
	VENUE EXPENSES		
Miscellaneous	Rent	Other costs	
	Fuel and travel costs		

(ii) Insert a row above and type the Heading and format it as it appears below

GETTING TOGETHER CEREMONY FOR BCOM. GRADUATES FROM UNIVERSITY OF DAR ES SALAAM

(iii) Set **green** as the background colour of the word "Decoration materials"
(iv) Save your table as "Beom"
(v) Print the "Beom" table

(b) Type the document titled "application software" as it is in the next page, using any word processor available in your computer

(i) Use font Calibri 12, and line spacing is 1
(ii) The numbering type (A) and (B) should be entered automatically
(iii) The word art at the bottom of the document has a dark blue fill with a black boundary lines
(iv) Save your work as application software
(v) Print out your document

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Application software

There are many types of application software packages that help computers to accomplish specific tasks. Below are some of application software and their examples.

(A) **Word processors**- used for producing text-based documents like letters, notes, reports etc. Examples include

- *Wordperfect*
- *Lotus wordpro*
- *Word star*
- *Open office.orgwriter.*

(B) **Spreadsheet software**. Used for calculation of numbers, including the creating of graphs. Examples include:

- *Microsoft Excel*
- *Lotus 1-2-3*
- *Kspread*
- *Openoffice.org.*

The list is endless

(25 marks)

2 Road accidents are very rampant in Tanzania. Many people have lost their lives in road accidents. You are required to use presentation software to educate Tanzanians about road accidents. Create five slides as indicated in parts (a) - (g).

- Using minimal graphical effects to make the presentation entertaining.
- The slide should run automatically after 10 seconds
- Insert the fixed date and slide number as footer/header of your slides.

(a) **Slide I**-should include the title and your Examination number.

(b) **Slide II**- should include the actual three causes of road accidents in Tanzania.

(c) **Slide III**- should include three points on contribution of the traffic police in the prevention of road accidents

(d) **Slide IV**- should include three preliminary precautions to avoid road accidents.

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

(f) Save the presentation as "Road accidents"

(g) Using HTML codes create a webpage with the heading "Road accidents" aligned at centre.

(h) Print your slides.

(25 marks)

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3. The following information has been drawn from Kagera Sugar Limited for some few selected staff. The staffs' name includes JESCA, MARY, JUMA, SALIM, SONNY, GWESA, IULA, MILU, HOGA and KALIM. They earn the following amount as basic salary in Tsh respectively: 500000, 650000, 520000, 800000, 739000, 640000, 600000, 320000, 100000 and 620000. All employees are paid transport allowances of Tsh 70000. You are required to do the following as an expert in Computer Studies.

(a) Enter the information above using Microsoft Excel and wrap the headings of the fields.

(b) Insert two columns named "Lunch and Tea allowance" and "National social security fund" respectively.

  (i) Calculate Lunch and Tea allowances for all employees, which is 12% of their basic salary.

  (ii) Calculate the National social security fund, which is calculated at 15% of gross pay.

(c) Insert a row above the created worksheet in (a) above, and merge the cells. Write "KAGERA SUGAR LIMITED EMPLOYEES' INFORMATION" in the inserted row as a header, align the heading at centre and bold it.

(d) Compute the employees' gross pay.

(e) Compute the employees' net pay.

(f) Use Microsoft office access to,

  (i) Create a database called Kagera sugar.

  (ii) Create a table called Kagera with two fields (Staffs' name and basic salary), use the appropriate data type.

(g) Save your work as "Kagera Sugar Limited", and print your document.

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