

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

036/2

INFORMATION AND COMPUTER STUDIES 2

(For Both School and Private Candidates)

Time: 3 Hours

ANSWERS

Year: 2012

Instructions

1. This paper consists of three questions
2. Answer two questions.

maktaba.tetea.org



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

Steps to create the table:

- Open Microsoft Word or another word processor.
- Go to the "Insert" tab and click on "Table."
- Create a table with the required rows and columns to match the format shown.
- Merge or split cells as necessary to match the design, such as for "Decoration Materials."
- Fill in the details as shown in the table.
- Adjust the column widths and row heights to match the layout.
- Use bold formatting for headings like "VENUE EXPENSES."

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

Steps:

- Click on the first row of the table.
- Right-click and select "Insert Row Above."
- In the new row, type the heading "GETTING TOGETHER CEREMONY FOR BCOM GRADUATES FROM UNIVERSITY OF DAR ES SALAAM."
- Format the heading using center alignment, bold text, and uppercase letters.

(iii) Set green as the background color of the word "Decoration Materials."

Steps:

- Highlight the cell containing "Decoration Materials."
- Go to the "Table Design" or "Shading" tool.
- Select green as the background color.

(iv) Save your table as "Bcom."

- Go to "File" and click "Save As."
- Name the file "Bcom" and choose the desired location.

(v) Print the "Bcom" table.

- Connect the printer and select "File > Print" to print the document.

(b) Type the document titled "Application Software" as it is on the next page, using any word processor available on your computer.

(i) Use font Calibri 12 and line spacing 1.

- Select all text, go to "Home," and set the font to Calibri, size 12, and line spacing to 1.

(ii) The numbering type (1, 2, 3) should be created automatically.

- Highlight the items and click on the "Numbering" tool in the toolbar to apply automatic numbering.

(iii) The word art at the bottom of the document should have a dark blue fill with a black boundary.

- Go to "Insert," click on "WordArt," and choose a style.
- Set the fill color to dark blue and the outline to black.

(iv) Save your work as "application software."

- Go to "File" and click "Save As."
- Name the file "application software" and save it in the desired location.

(v) Print out your document.

- Connect the printer and select "File > Print" to print the document.

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).

To create a presentation and webpage as described:

Presentation

1. Create five slides in presentation software (e.g., Microsoft PowerPoint):

a) General Requirements:

- Use minimal graphical effects for a clean and professional look.
- Set the slide transition to run automatically after 10 seconds. This can be done in the "Transitions" tab, selecting "After" and setting the timer to 10 seconds.

b) Insert Date and Slide Number:

- Go to the "Insert" tab, select "Header & Footer," and add the fixed date and slide number as a footer/header on all slides.

c) Slide I:

- Title: Road Accidents in Tanzania
- Include your examination number at the bottom of the slide.

d) Slide II:

- Title: Major Causes of Road Accidents in Tanzania
- Content: List the main causes, such as overspeeding, drunk driving, poor road conditions, and lack of vehicle maintenance.

e) Slide III:

- Title: Role of Traffic Police
- Content: Include three points on how traffic police contribute to preventing road accidents, such as enforcing traffic rules, conducting awareness campaigns, and issuing penalties for violations.

f) Slide IV:

- Title: Preliminary Precautions to Avoid Road Accidents

- Content: List three preventive measures, such as obeying traffic signs, regular vehicle checks, and avoiding distractions like mobile phone usage.

g) Slide V:

- Title: Conclusion
- Content: Summarize your presentation with key takeaways, like the importance of adherence to road safety regulations and community participation in promoting safety.

2. Save the presentation:

- Save the presentation with the name "Road Accidents" in your desired location.

3. Print the slides:

- Go to "File," select "Print," and choose the layout (e.g., slides or handouts) to print your presentation.

Webpage

1. Using HTML codes, create a webpage:

```
<!DOCTYPE html>
<html>
<head>
  <title>Road Accidents</title>
  <style>
    h1 {
      text-align: center;
    }
    body {
      font-family: Arial, sans-serif;
      line-height: 1.6;
      margin: 20px;
    }
  </style>
</head>
<body>
  <h1>Road Accidents</h1>
  <p>Road accidents are a major concern in Tanzania. They result in significant loss of lives and property. This webpage aims to create awareness about the causes, preventive measures, and the role of traffic police in reducing road accidents.</p>
</body>
</html>
```

2. Save the HTML file with the name "Road Accidents.html" in your preferred folder.

- Printing the Slides and Webpage

1. Open the presentation in your software, and print it as described earlier.

2. Open the HTML file in a browser, and use the browser's print option to print the webpage.
3. The following information has been drawn from Kagera Sugar Limited for some few selected staff. The staff's names include JESCA, MARY, JUMA, SALUM, SUNNY, GWEFA, TULA, MIUL, HOGA, and KALIM. They earn the following amount as basic salary in Tsh respectively 500000, 650000, 520000, 800000, 730000, 640000, 600000, 320000, 1200000, and 620000. All employees are paid transport allowances of Tsh 50000. You are required to do the following as an expert in Computer Studies.

Solution:

Part (a): Enter the information using Microsoft Excel

1. Open Microsoft Excel.
2. Create a table with the following columns:
 - Name: JESCA, MARY, JUMA, SALUM, SUNNY, GWEFA, TULA, MIUL, HOGA, KALIM.
 - Basic Salary: 500000, 650000, 520000, 800000, 730000, 640000, 600000, 320000, 1200000, 620000.
 - Transport Allowance: Add a column and input 50000 for all employees.
3. Wrap the headings:
 - Highlight the heading row.
 - Click on "Wrap Text" in the "Home" tab to ensure the headings fit properly.

Part (b): Insert two columns named "Lunch and Tea Allowance" and "National Social Security Fund"

1. Insert the columns next to "Transport Allowance."
2. Rename the columns as follows:
 - Lunch and Tea Allowance.
 - National Social Security Fund.

Part (c): Calculate Lunch and Tea Allowances and National Social Security Fund

1. Lunch and Tea Allowance:
 - Formula: $\text{=Basic Salary} * 0.12$
 - Example for JESCA: $\text{=500000} * 0.12 = 60000$
 - Apply this formula to all employees in the "Lunch and Tea Allowance" column.
2. National Social Security Fund (NSSF):
 - Formula: $\text{=Gross Pay} * 0.1$
 - Gross Pay will be calculated in Part (d).

Part (d): Insert a row above the worksheet and merge cells for the title

1. Insert a row at the top.

2. Merge all cells in the row.
3. Enter the title:
KAGERA SUGAR LIMITED EMPLOYEES INFORMATION.
4. Align the title to the center and apply bold formatting.

Part (e): Compute Employees' Gross Pay

1. Gross Pay Formula:
 - Formula: =Basic Salary + Transport Allowance + Lunch and Tea Allowance
 - Example for JESCA: =500000 + 50000 + 60000 = 610000
 - Apply this formula to the "Gross Pay" column for all employees.

Part (f): Compute Employees' Net Pay

1. Net Pay Formula:
 - Formula: =Gross Pay - National Social Security Fund
 - Example for JESCA:
Gross Pay: 610000
NSSF: $610000 * 0.1 = 61000$
Net Pay: $610000 - 61000 = 549000$
 - Apply this formula to the "Net Pay" column for all employees.

Part (g): Use Microsoft Access to create a database

1. Open Microsoft Access and create a new database named "Kagera Sugar."
2. Create a table called "Kagera" with the following fields:
 - Staff Name (Text).
 - Basic Salary (Currency).
3. Enter the employee data as specified.

Part (h): Save and Print

1. Save your Excel file as "Kagera Sugar Limited."
2. Print the Excel sheet by going to "File" > "Print."
3. Save and print the Access database by selecting the "Print" option after entering the data.