

**THE UNITED REPUBLIC OF TANZANIA  
NATIONAL EXAMINATIONS COUNCIL OF TANZANIA  
FORM TWO NATIONAL ASSESSMENT**

**036                      INFORMATION AND COMPUTER STUDIES**

**Time: 2:30 Hours**

**Tuesday, 20<sup>th</sup> November 2018 p.m.**

**Instructions**

1. This paper consists of sections A, B and C with a total of **ten (10)** questions.
2. Answer **all** questions.
3. Write your answers in the spaces provided.
4. All answers must be written in blue or black ink.
5. Cellular phones, calculators and any unauthorized materials are **not** allowed in the examination room.
6. Write your **Examination Number** at the top right corner of every page.



FOR EXAMINERS' USE ONLY		
QUESTION NUMBER	SCORE	EXAMINERS' INITIALS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
<b>TOTAL</b>		
<b>ENTERER'S INITIALS</b>		
<b>CHECKER'S INITIALS</b>		

**SECTION A (20 Marks)**

Answer **all** questions in this section.

1. For each of the following items (i) - (x), choose the correct answer from among the given alternatives and write its letter in the box provided.
- (i) The SI-unit for measuring the amount of information stored on the computer disk is called
- A Byte  
B Bit  
C Hz  
D Bps
- (ii) Which one of the following are examples of modern ways of information dissemination?
- A Internet, meeting and telephone  
B Newspaper, television and whistle  
C Internet, radio and letters  
D Horns, radio calls and television
- (iii) Which of the following can be used to avoid data loss due to disk damage or failure in a computer?
- A Installing licensed antivirus  
B Creating backup  
C Using password  
D Creating separate user accounts
- (iv) What is the main function of CTRL + F keys combination when applied in a Microsoft word program?
- A Save the current file/document  
B Open a find text dialog box  
C Find images in the document  
D Open the format dialog box
- (v) What does the term software mean?
- A An instruction followed by a computer  
B An alternative word for hardware  
C The results of computer processing  
D Tangible part of the computer
- (vi) Which of the following formula can be used to calculate the total value in a spreadsheet?
- A =SUM(B2,B3,B4,B5)  
B =Total(B2:B5)  
C =Count(B2:B5)  
D =Add(B2:B5)

- (vii) Word processing, spreadsheet and photo editing programs are examples of  
 A System software  
 B Application software  
 C Operating system  
 D User-interface software ☐
- (viii) An organization/company which owns facilities to enable users to access the internet is known as  
 A Internet Access Company  
 B Internet System Program  
 C Internet Service Provider  
 D Internet Service Program ☐
- (ix) A temporary memory which is used to store a copied text or image is called  
 A chip board  
 B clipboard  
 C buffer  
 D register ☐
- (x) Which of the following is the sign to indicate that a computer has a virus infection?  
 A Missing files or data  
 B No icons could be seen on the desktop  
 C Inability to access the internet  
 D The task bar slips down when the cursor is taken out of it. ☐

2. Match the following functions of input devices in **List A** with their corresponding devices in **List B** by writing the letter of the correct corresponding device below the item number in the table provided.

List A	List B
(i) A device used to capture data from an object and converting it into digital format.	A Joystick
(ii) A device that uses radio or infrared waves instead of being physically connected to the system unit.	B Cordless mouse
(iii) An input device used on portable devices such as laptops and mobile phones	C Printer
(iv) A device used to enter data in form of speech into the computer	D Scanner
(v) A device that looks like a lever used to control a pointer on the screen.	E Monitor
	F Keypad
	G Keyboard
	H Microphone

**Answers**

<b>List A</b>	(i)	(ii)	(iii)	(iv)	(v)
<b>List B</b>					

3. For each of the following statements write **True** if the statement is correct or **False** if the statement is not correct.
- (i) Networking enables various computers to share resources on the same network.  
.....
  - (ii) Disk driver is a hardware that reads and writes information on the disk.  
.....
  - (iii) A barcodes reader is one example of an input device. ....
  - (iv) A LAN is faster than the internet. ....
  - (v) In relative cell reference, formula remains the same. ....

**SECTION B (60 Marks)**  
Answer **all** questions in this section.

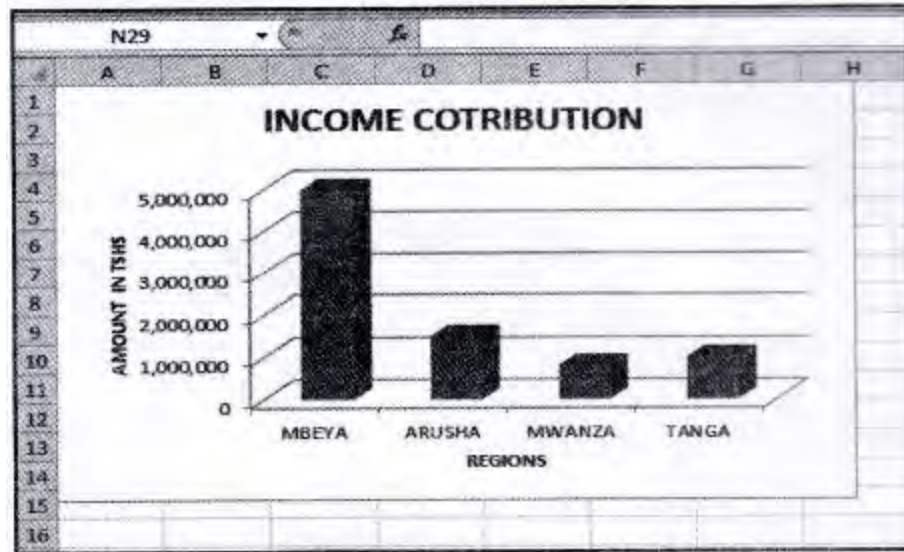
4. (a) Give the computer generation which produces a lot of heat.  
.....
- (b) Mention the technology used during the following generation of computers.
- (i) Fourth generation.  
.....
  - (ii) Second generation.  
.....
- (c) Mention four early computing devices that were made by a man.
- .....
  - .....
  - .....
  - .....
- (d) Outline three main characteristics of the fifth generation computers.
- .....
  - .....
  - .....
5. (a) What is an operating system?  
.....  
.....  
.....

- (b) Differentiate multiuser from multitasking operating system.  
.....  
.....  
.....
- (c) (i) Why is it advisable to store files into a folder?  
.....  
.....  
.....
- (ii) Outline the procedures you would follow to restore deleted files to their original location.  
• .....  
• .....  
• .....
6. (a) (i) Define the term an electronic mail.  
.....  
.....
- (ii) Give two advantages and two disadvantages of electronic mail.
- Advantages**
- .....  
• .....
- Disadvantages**
- .....  
• .....
- (b) Differentiate "To" from "Carbon Copy (CC)" field as applied in electronic mail.  
.....  
.....  
.....  
.....
- (c) Give three main parts of electronic mail.  
• .....  
• .....  
• .....
7. (a) Mention four examples of charts which can be created in spreadsheet.  
• .....  
• .....  
• .....  
• .....

- (b) Explain the importance of formatting rows and columns in excel.

.....  
 .....

- (c) Read the given snapshot and answer the questions that follow:



- (i) State the name of the program used to create a chart above.

.....

- (ii) Write the type of the chart given in a snapshot.

.....

- (iii) What are the names of horizontal and vertical axis?

.....

- (iv) What does a chart represent?

.....

8. (a) What do you understand by the term “network topology”?

.....  
 .....  
 .....  
 .....

- (b) Explain three types of computer network.

- (i) .....  
 .....  
 .....  
 .....  
 .....  
 .....

- (ii) .....
- (iii) .....

9. (a) (i) Write the steps required in deleting a paragraph in Microsoft word program.  
• .....  
• .....
- (ii) Mention five names of bars found on Microsoft word program window.  
• .....  
• .....  
• .....  
• .....  
• .....
- (c) (i) Give the name of the bar in a Microsoft word program which acts as the communication link between a user and the program.  
.....
- (ii) List two examples of word processor program.  
• .....  
• .....

**SECTION C (20 Marks)**

Answer question **ten (10)**.

10. Explain three advantages and three disadvantages of using computers in daily life.  
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