THE UNITED REPUBLIC OF TANZANIA

NATIONAL EXAMINATIONS TANZANIA

FORM TWO SECONDARY EDUCATION EXAMINATION

036   **INFORMATION AND COMPUTER STUDIES**

Time: 2:30 Hours   **ANSWERS**   **Wednesday 20th November 2019**

Instructions

1. This paper consists of sections A, B, and C

2. Answer all questions in section A and B and C

3. All writings must be in **blue** or **black** ink.

4. Communication devices and any unauthorized materials are **not** allowed in the assessment room.

5. Write your **Examination Number** at the top right hand corner of every page.

1. (i) Why modern ways of disseminating information are more preferred than traditional ways?

A They are expensive

B They need skill

C They are slow

D They are fast

Answer: D They are fast

Reason: Modern ways of disseminating information like the internet and emails provide quicker communication compared to traditional methods like postal mail or printed media.

(ii) How would you classify a touch screen among the computer hardware parts?

A An input device

B An output device

C Both processing and output device

D Both input and output device

Answer: D Both input and output device

Reason: A touch screen can be used to input data by touching the screen and also display output to the user.

(iii) A person who uses the computer skills to gain access of information illegally is known as

A Hacker

B Analyst

C Programmer

D Administrator

Answer: A Hacker

Reason: A hacker is someone who accesses systems without authorization for malicious purposes.

(iv) Which one of the following represents number of sheets by default in Excel workbook?

A 4

B 2

C 3

D 5

Answer: C 3

Reason: By default, Microsoft Excel provides three sheets in a new workbook.

(v) The first software to be executed when the computer power on button is pressed is

A Word processors

B Window 7

C Microsoft Publisher

D Firmware

Answer: D Firmware

Reason: Firmware is a pre-installed program that initializes hardware components and starts the operating system.

(vi) The network topology that uses a central controller or hub is known as

A Star

B Mesh

C Ring

D Bus

Answer: A Star

Reason: In a star topology, all devices are connected to a central hub or switch.

(vii) The following are features of the Microsoft word except

A Synonyms

B Page insertion facility

C Footer and header

D Statistical functions

Answer: D Statistical functions

Reason: Statistical functions are not a feature of Microsoft Word but of spreadsheet software like Microsoft Excel.

(viii) Computer software required to access the internet services such as the World Wide Web is called

A Browser

B Web link

C Website

D Search engine

Answer: A Browser

Reason: A browser like Google Chrome or Firefox is used to access and interact with web services.

(ix) Which software in the following list performs computer system fundamental operations like booting, retrieving and loading application programs?

A Drivers

B Utility software

C Database

D Operating system

Answer: D Operating system

Reason: The operating system manages hardware resources and provides essential services for application programs.

(x) When CTRL key and Home key are pressed together in a spreadsheet the cursor goes to the
A Beginning of a workbook
B First cell in a worksheet
C End of a row
D End of a worksheet

Answer: B First cell in a worksheet
Reason: The CTRL + Home key combination moves the cursor to the first cell (A1) in an active worksheet.

2. Match the following Excel window elements in List A with their corresponding names in List B by writing the letter of the correct answer below the corresponding item number.

(i) A work area made of rows and columns. - A Worksheet
(ii) An area which displays data or formula in an active cell. - D Formula bar
(iii) The intercession of a row and a column. - E Cell
(iv) A vertical arrangement of cells labeled A, B, C etc. - H Row header
(v) A horizontal arrangement of cells labeled with numbers 1, 2, 3, etc. - G Column header

3. For each of the following statements, write True if the statement is correct or False if the statement is not correct.

(i) A computer can respond to its user through the user interface controlled by the hardware known as ALU.
Answer: False
Reason: The ALU (Arithmetic Logic Unit) is responsible for arithmetic and logical operations, not controlling user interfaces.

(ii) An abacus was an American first counting instrument.
Answer: False
Reason: The abacus originated in ancient Mesopotamia, not America.

(iii) Microsoft Office is one of the most popular computer software used in personal computers.
Answer: True
Reason: Microsoft Office is widely used globally for document creation, data analysis, and presentations.

(iv) Hardware and software are intangible parts of the micro-computer.
Answer: False
Reason: Hardware is tangible, whereas software is intangible.

(v) A voltage increase above 110% in a very short period of time is called surge.
Answer: True
Reason: A surge refers to a sudden increase in voltage beyond the standard levels.

4. (a) Differentiate delete key from backspace key according to their uses.
Answer:
The delete key removes characters to the right of the cursor, while the backspace key removes characters to the left of the cursor.

(b) Briefly explain four categories of keys available on the QWERTY keyboard.
(i) Function keys: Keys like F1 to F12 that perform specific tasks.
(ii) Alphanumeric keys: Keys consisting of letters and numbers.
(iii) Modifier keys: Keys like Shift, Ctrl, and Alt that modify the function of other keys.
(iv) Navigation keys: Keys like arrows, Page Up, and Page Down used for moving the cursor.

5. (a) Outline three measures used to protect a computer user in a laboratory.
(i) Ensure proper ventilation to avoid overheating.
(ii) Maintain proper posture while using computers.
(iii) Use an anti-glare screen to reduce eye strain.

(b) (i) Give a name of a device used to protect a computer from being damaged due to power instability.
Answer: Uninterruptible Power Supply (UPS).

(ii) List three measures used to protect computers in a laboratory.
(i) Use dust covers for computers.
(ii) Install antivirus software to prevent malware.
(iii) Avoid overloading electrical circuits.

6. (a) (i) Define the term computer network.
Answer: A computer network is a system of interconnected devices that share resources and information.

(ii) Give two disadvantages of a computer network.
(i) Risk of unauthorized access and data breaches.
(ii) Dependence on the network, which may fail.

(b) (i) List three types of network cables.
(i) Coaxial cable
(ii) Fiber optic cable
(iii) Twisted pair cable

(ii) Apart from the network cables in part (b)(i), list the other four network accessories.
(i) Network switch
(ii) Router
(iii) Network interface card (NIC)
(iv) Modem

7. (a) What is meant by thesaurus?
Answer: A thesaurus is a tool used in Microsoft Word to find synonyms and antonyms for selected words, helping to enhance vocabulary and improve writing quality.

(b) Describe the function of the following keys as used in Microsoft Word:
(i) Enter key: It is used to move the cursor to the next line or execute a command.
(ii) Shift key: It is used to type capital letters or access the secondary function of keys, such as symbols.
(iii) Caps lock key: It is used to toggle typing all letters in uppercase without holding the Shift key.

(c) Differentiate line spacing from paragraph spacing.
Answer: Line spacing refers to the vertical space between lines within a paragraph, while paragraph spacing refers to the space before or after a paragraph.

(d) Give four reasons to justify a statement, "Word processor is better and more efficient than a typewriter".
(i) Word processors allow easy editing and formatting of text without retyping.
(ii) They enable saving documents for future use.
(iii) Word processors provide additional tools like spell check and grammar correction.
(iv) Documents can be printed in multiple formats and copies.

8. (a) (i) Write three ways which are used to classify operating systems.
(i) Based on user interface (GUI vs. CLI).
(ii) Based on functionality (single-user vs. multi-user).
(iii) Based on device type (desktop, server, mobile).

(ii) Mention three types of operating systems according to user interfaces.
(i) Graphical User Interface (GUI).
(ii) Command Line Interface (CLI).
(iii) Menu-Driven Interface.

(b) Give four factors to be considered when choosing an operating system.
(i) Hardware compatibility.
(ii) Cost of the operating system.
(iii) Security features.
(iv) Availability of support and updates.

9. (a) What is the font style and size of the worksheet?
Answer: The font style is Times New Roman, and the size is 14.

(b) Write the reference cell of an active cell.
Answer: The active cell is D5.

(c) What format has been applied to the labels in row 1?
Answer: Bold formatting has been applied to the labels in row 1.

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(d) Write the formula required to find the total amount.
Answer: =SUM(E2:E5)

(e) Write the formula required to find the maximum amount.
Answer: =MAX(E2:E5)

10. Explain five services that are available on the internet.
Answer:
i. Email services: Allow users to send and receive messages electronically.
ii. Web browsing: Enables access to websites for information, entertainment, and commerce.
iii. Social networking: Facilitates interaction and sharing of content through platforms like Facebook and Twitter.
iv. Online banking: Provides financial services such as money transfers and bill payments.
v. E-learning: Allows access to educational resources and virtual classrooms for learning.

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