

Candidate's Examination Number.....

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

036

INFORMATION AND COMPUTER STUDIES

Time: 2:30 Hours

Wednesday, 20th November 2019 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 **black** or **blue** 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.

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QUESTION NUMBER	SCORE	EXAMINER'S INITIALS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
TOTAL		
CHECKER'S INITIALS		



SECTION A (20 Marks)

Answer **all** questions in this section.

1. For each of the following items (i-x), choose the correct answer and write its letter in the box provided.

(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.

(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

(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

(iv) Which one of the following represents number of sheets by default in Excel workbook?
A 4
B 2
C 3
D 5

(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

(vi) The network topology that use a central controller or hub is known as
A Star
B Mesh
C Ring
D Bus

(vii) The following are features of the Microsoft word **except**
A Synonyms
B Page insertion facility
C Footer and header
D Statistical functions

(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

(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

(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

2. Match the following excel window elements in **List A** with their corresponding names in **List B** by writing the letter of the correct name below the corresponding item number in the table provided.

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

Answers

List A	(i)	(ii)	(iii)	(iv)	(v)
List B					

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.
 - (ii) An abacus was an American first counting instrument.
 - (iii) Microsoft office is one of the most popular computer software used in personal computers.
 - (iv) Hardware and software are intangible parts of the micro-computer.
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 - (v) A voltage increase above 110% in a very short period of time is called surge.
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SECTION B (60 Marks)
Answer **all** questions in this section.

4. (a) Differentiate delete key from backspace key according to their uses.

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- (b) Briefly explain four categories of keys available on the QWERTY keyboard.

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5. (a) Outline three measures used to protect a computer user in a laboratory.

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(b) (i) Give a name of a device used to protect a computer from being damaged due to power instability.

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(ii) List three measures used to protect computers in a laboratory.

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6. (a) (i) Define the term computer network.

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(ii) Give two disadvantages of computer network.

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(b) (i) List three types of network cables.

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(ii) Apart from the network cables in part (b)(i), list the other four network accessories.

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7. (a) What is meant by thesaurus?

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(b) Describe the function of the following keys as used in Microsoft Word:

(i) Enter key.

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(ii) Shift key.

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(iii) Caps lock key.

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(c) Differentiate line spacing from paragraph spacing.

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(d) Give four reasons to justify a statement, "Word processor is better and more efficient than a typewriter".

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8. (a) (i) Write three ways which are used to classify operating systems.

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(ii) Mention three types of operating system according to user interfaces.

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(b) Give four factors to be considered when choosing an operating system.

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9. Read the following worksheet snapshot and answer the question that follow:

	A	B	C	D	E	F
1	Check No.	Date	Account Name	Account Type	Amount	
2	1026	1-Mar	J & Sons	Loan payment	50,000	
3	1022	1-Mar	M. Allen	Salary	100,000	
4	1046	2-Apr	IS Publishers	Saving	50,000	
5	1120	4-Feb	Juma Lambert	Salary	150,000	
6						

- (a) What is the font style and size of the worksheet?
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.....
- (b) Write the reference cell of an active cell.
.....
- (c) What format has been applied to the labels in row 1?
.....
- (d) Write formula required to find the total amount.
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- (e) Write the formula required to find the maximum amount.
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SECTION C (20 Marks)

Answer question **ten (10)**.

10. Explain five services that are available on the internet.

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Candidate's Examination Number.....

Blank lined area for writing, consisting of multiple horizontal dotted lines.

Candidate's Examination Number.....

Ruled area for writing with horizontal dotted lines.

Candidate's Examination Number.....

A series of approximately 25 horizontal dotted lines for writing.