

THE UNITED REPUBLIC OF TANZANIA
NATIONAL EXAMINATIONS COUNCIL OF TANZANIA
FORM TWO NATIONAL ASSESSMENT
036 INFORMATION AND COMPUTER STUDIES

Time: 2:30 Hours

ANSWERS

Year: 2024

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.

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(i). What does the following bar of a word processor program represent?

- A. Tool bar
- B. Menu bar
- C. Title bar
- D. Task pane

Answer: A. Tool bar

Reason: The toolbar contains buttons for quick access to commonly used functions in a word processor.

(ii) Which figure represents a scatter chart?

- A.
- B.
- C.
- D.

Answer: B.

Reason: A scatter chart shows data points that represent relationships between two variables.

(iii) Which program represents a file with an extension ".doc"?

- A. Microsoft Excel
- B. Microsoft Word
- C. Application Software
- D. Microsoft Access

Answer: B. Microsoft Word

Reason: Microsoft Word uses the ".doc" extension for its document files.

(iv) Computer software works together with computer hardware to enable effective operations. Which computer software controls memory management?

- A. Application Software
- B. Networking Software
- C. Operating System Software
- D. Driver Software

Answer: C. Operating System Software

Reason: The operating system manages the computer's memory and other resources.

(v). Which feature is expected to happen if a computer is virus-free?

- A. Unusual pop-up messages and alerts
- B. Sudden change in file size and content
- C. Disappearance of files and programs
- D. Efficiency of programs and processing of data

Answer: D. Efficiency of programs and processing of data

Reason: A virus-free computer operates smoothly and efficiently without disruptions.

(vi) Which function will be appropriate to calculate the total number of cells that contain numbers in Figure 1?

- A. =COUNT(A1:B1)
- B. =COUNTIF(A1:B1)
- C. =SUM(A1:B1)
- D. =SUMIF(A1:B1)

Answer: A. =COUNT(A1:B1)

Reason: The COUNT function counts the number of cells containing numbers.

(vii) What will happen if the mouse connected to the desktop computer fails?

- A. The computer will fail to boot
 - B. The user will not select objects on the screen
 - C. The computer will fail to shut down
 - D. The typed document will disappear
- Answer: B. The user will not select objects on the screen

Reason: The mouse is required for pointing and selecting items on the screen.

(viii). Why is it important to use electronic mail?

- A. It can be used without any cost
- B. It can be used without exceptional skills
- C. It can prevent computer viruses
- D. It can reduce the cost of stationeries

Answer: D. It can reduce the cost of stationeries

Reason: Emails reduce the need for physical letters and paperwork.

(ix). How can you differentiate data from information?

- A. Data are raw facts while information is processed data
- B. Data are output values while information is an input value
- C. Data have meaning while information has no meaning to users
- D. Data need huge storage compared to information

Answer: A. Data are raw facts while information is processed data

Reason: Data is unprocessed, while information is the organized result of data.

(x) You have been asked to write a report on the benefits of video conferencing. What benefit would you include in your report?

- A. It leaves messages if the recipient is not available
- B. It sends large multimedia files
- C. It shows delegates on screen in a matched way
- D. It enables users to send attachments

Answer: C. It shows delegates on screen in a matched way

Reason: Video conferencing allows participants to interact visually and verbally in real-time.

2. Matching Items

List A

- (i) It can be erased and rewritten more than once.
- (ii) It contains data that can only be read but cannot be written on.
- (iii) It can store data approximately 700MB and can be of three types: read-only, recordable, and rewritable.
- (iv) It can store approximately 17GB and it can store data as read-only, recordable, or rewritable.
- (v) Once data is burned it becomes read-only.

Answers

- (i) E. CD-RW
- (ii) B. CD-ROM
- (iii) A. CD
- (iv) F. DVD
- (v) C. CD-R

3. The villagers of Mkululu village hold regular meetings to discuss matters related to their development. However, they do not use any public addressing systems in their meetings.

(a) Identify the type of information dissemination method used by the villagers.

Answer: Verbal communication.

(b) What are the disadvantages of the type of information dissemination method used by the villagers?
Give three disadvantages.

- (i) Information distortion.
- (ii) Limited audience reach.
- (iii) Lack of records for future reference.

(c) Identify two examples of sources of information used in Mkululu village.

- (i) Local leaders.
- (ii) Word of mouth.

(d) What are the possible communication media that can be used to invite the villagers to the meeting?
Give three communication media.

- (i) Radio announcements.
- (ii) Mobile phone messages.
- (iii) Noticeboards.

4. It was reported that some of the computers in your school laboratory are not functioning well and some files disappeared.

(a) What can be the cause for some computers not to function well? Give one possible reason.

Answer: Computer viruses.

(b) How can the problem be solved?

Answer: Install and update antivirus software.

(c) Which three methods would you use to prevent the problem from happening in the future?

(i) Regularly scan computers for viruses.

(ii) Avoid using infected storage devices.

(iii) Install system updates promptly.

5. (a) Which steps are to be followed when switching on the desktop computer which is connected to UPS?

(i) Turn on the UPS.

(ii) Switch on the power button of the CPU.

(iii) Wait for the booting process to complete.

(iv) Log in to the system.

(v) Open necessary applications.

(b) Which type of booting will you perform to switch on the desktop computer?

Answer: Cold booting.

(c) What are the two possible methods to be used to turn off the computers?

(i) Use the shutdown option in the operating system.

(ii) Press the power button for a few seconds.

(d) Why is it advised to use proper steps in switching off the computer?

Answer: To avoid data loss and protect the system from damage.

6. (a) What is the function of each command button in the following Quick Access Toolbar?

(i) Save: Saves the current document or file.

(ii) Undo: Reverts the last action taken.

(iii) Redo: Restores the most recently undone action.

(b) Mr. Port, who is an ICT teacher of a certain secondary school, assigned Form Two students to type a friendly letter, perform all the necessary formatting, and then print it.

(i) What are the two formatting considerations when typing a friendly letter?

- Proper alignment of the text.

- Correct use of salutation and complimentary closing.

(ii) Which steps would you follow to print two copies of a friendly letter?

- Click on the File tab.

- Select Print from the menu.

- Set the number of copies to two.
- Click the Print button.

7. What are the five benefits students get when the school is connected to the internet?

- (a) Access to educational resources.
- (b) Enables research and innovation.
- (c) Facilitates communication with other schools and institutions.
- (d) Access to online courses and learning platforms.
- (e) Enhances global exposure and awareness.

8. (a) Explain three types of computers according to their physical size.

- (i) Desktop Computers: These are large and are designed for use on desks.
- (ii) Laptop Computers: Portable computers that are lightweight and battery-powered.
- (iii) Mainframe Computers: Large and powerful computers used by organizations for bulk data processing.

(b) What are the advantages of fourth-generation computers compared to third-generation computers?

- (i) Higher processing speed and efficiency.
- (ii) Use of microprocessors, making them smaller and more reliable.

9. The headmaster of your school needs to establish a Local Area Network (LAN) within the school compound. The network connects all computers available and other devices like printers, fax, and mobile phones. In achieving the task, you have been asked to use the arrangement of computers that is flexible to add more computers according to the number of students enrolled.

(a) Explain three factors you would consider before choosing a network topology.

- (i) Cost of installation and maintenance: The budget available for the network setup will determine the type of topology that can be afforded.
- (ii) Scalability: The topology should allow easy addition of computers and devices without major reconfiguration.
- (iii) Reliability: The topology should ensure minimal interruptions in case of a device or connection failure.

(b) Which network topology will be appropriate to be installed at the school compound?

Bus topology or Star topology.

(c) What are the two advantages of installing the network topology identified in 9 (b)?

- (i) Ease of adding more devices to the network.
- (ii) Minimal disruption to the network when new devices are added or removed.

10. Why is it advised to use a spreadsheet program instead of a counter book in keeping transactions records? Explain by giving five points.

- (i) Automatic calculations: Spreadsheets perform mathematical functions like addition, subtraction, and percentage calculations automatically.
- (ii) Data analysis: Spreadsheets allow for data sorting, filtering, and chart generation to analyze transaction trends.
- (iii) Time-saving: Spreadsheet templates and formulas reduce the time needed to record and calculate transactions.
- (iv) Accuracy: The risk of human error in calculations is minimized through built-in functions and formulas.
- (v) Backup and sharing: Data in spreadsheets can be easily saved, backed up, and shared digitally for safety and accessibility.