

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

036

INFORMATION AND COMPUTER STUDIES

Time: 2:30 Hour

SOLUTIONS

Year: 2025

Instructions

1. This paper consists of sections A, B and C with a total of **ten (10)** questions.
2. Answer **all** questions in spaces provided.
3. Section A and C carry **fifteen (15)** marks each and section B carries **seventy (70)** marks.
4. All writing must be in **blue** or **black** ink.
5. Communication devices and any unauthorised materials are **not** allowed in the examination room.
6. Write your **Assessment Number** at the top right corner of every page.

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SECTION A

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

(i) Which combination of keys would you use to save a file without changing its name?

- A. Ctrl + S
- B. Ctrl + A
- C. Ctrl + F
- D. Ctrl + V

The correct answer is A because **Ctrl + S** is the standard shortcut to save a file without changing its name.

(ii) Why are computer files stored in a Read Only Memory (ROM)?

- A. To enhance the efficient access of files
- B. To restrict changes of files done by the user
- C. To manage easily users accounts and files
- D. To maximize users working storage

The correct answer is B because ROM prevents modification of stored files, ensuring data remains unchanged.

(iii) Which technology was developed in the fourth generation computers and is used in digital devices such as watches and calculators?

- A. Transistors
- B. Vacuum tubes
- C. Microprocessor
- D. Artificial intelligence

The correct answer is C because **microprocessors** were introduced in the fourth generation of computers and are used in digital devices.

(iv) Which feature would you use to combine two or more adjacent cells of a table typed in Microsoft Word document?

- A. Combining the cells
- B. Grouping the cells
- C. Joining the cells
- D. Merging the cells

The correct answer is D because **merging cells** combines two or more adjacent cells into one.

(v) What type of topology increases the chance of collision in a system after increasing the number of computers in a Local Area Network?

- A. Bus topology
- B. Ring topology
- C. Star topology
- D. Mesh topology

The correct answer is A because **bus topology** experiences collisions as more devices are added to the network.

(vi) Suppose you are using a computer in a place where there is frequent fluctuation of electricity. Which device would you use to prevent the computer from being damaged?

- A. Voltage regulator
- B. Surge protector
- C. Generator
- D. UPS

The correct answer is D because a **UPS (Uninterruptible Power Supply)** provides backup power and protects the computer from power fluctuations.

(vii) Which storage media will keep files more secure from being infected by computer viruses?

- A. Flash disc

- B. Hard disc
- C. CD-ROM
- D. Memory stick

The correct answer is C because **CD-ROMs** are read-only and cannot be easily infected by viruses.

(viii) Which application software is suitable for calculating daily sales profit and loss?

- A. Presentation
- B. Spreadsheets
- C. Word processing
- D. Desktop publishing

The correct answer is B because **spreadsheets** are designed for calculations, formulas, and financial analysis.

(ix) Pili is a Form One student who wants to compose and send an electronic letter but had a problem identifying the appropriate program to use. Which software would you advise her to use?

- A. Search engine
- B. Internet explorer
- C. Google chrome
- D. Google mail

The correct answer is D because **Google Mail (Gmail)** is used for composing and sending electronic letters (emails).

(x) Why is it important to report to the teacher when the student cannot attend a class session?

- A. To avoid corporal punishment from the teacher
- B. To provide a teacher with awareness of the student's absence
- C. To avoid being expelled from school
- D. To provide a student extra exercise from the teacher

The correct answer is B because reporting absences ensures the teacher is aware and can take necessary actions.

2. Match the functions of software in List A with their corresponding types of software in List B by writing the letter of the correct response below the item number in the table provided.

List A	List B	Correct Answer
(i) Controls all activities of the computer.	B Operating system software	B
(ii) Conducts specific activities demanded by the user.	A Application software	A
(iii) Responsible for computer management and common services.	C Utility software	C
(iv) Links external peripheral devices or external links to OS.	F Drivers software	F
(v) Enables more than one computer to share files.	E Network software	E

SECTION B

3. A computer teacher has assigned Form Two students to visit different institutions where computers are employed in performing daily activities.

(a) Identify three institutions you would suggest to be visited by the students:

- (i) Bank
- (ii) Hospital
- (iii) School

(b) Explain one function of a computer for each institution identified in 3(a):

- (i) Bank – Computers are used to manage accounts, process transactions, and maintain financial records efficiently.
- (ii) Hospital – Computers are used to store patient records, monitor vital signs, and manage hospital databases.
- (iii) School – Computers are used to prepare reports, maintain students’ records, and facilitate e-learning.

(c) Identify one component of the computer system that is expected to be found in the visited institutions:

Central Processing Unit (CPU) – it processes all instructions and controls operations of the computer.

4. (a) Joe, a Form Two student, typed his assignment using Microsoft Word. He used the formatting features labeled with letters A, B, C, D, and E. What is the function of each feature?

- (i) Letter A – Font type to choose which font you want
- (ii) Letter B – Bold text to emphasize important words or headings.
- (iii) Letter C – to write the uppercase
- (iv) Letter D – Text color
- (v) Letter E – Letter type, whether is Capital or small letter

(b) How would you insert the page number at the top of the document and align it at the center? Give five steps:

- (i) Click on the “Insert” tab.

- (ii) Select “Page Number” from the options.
 - (iii) Choose “Top of Page.”
 - (iv) Select the “Center” alignment style.
 - (v) Click “OK” to insert the page number.
5. The manager at Swaga Hospital wants to design a Local Area Network (LAN) using a star topology that enables six doctors to access patients’ records over the network.
- (b) What are two benefits that the doctors will experience using the established LAN?
 - (i) Easy and fast sharing of patient records among doctors.
 - (ii) Centralized management of data, making it easier to update and secure files.
 - (c) What are two disadvantages of using the intended topology at the hospital?
 - (i) If the central hub fails, the entire network stops working.
 - (ii) Installation and maintenance cost is higher due to cabling and hub requirements.
6. You have been provided with a computer installed with Microsoft Windows 10, Microsoft Office 2016, Avast antivirus, and an Internet browser saved in a hard disk.
- (a) Identify the type of each software installed in the computer:
 - (i) Microsoft Windows 10 – Operating system software
 - (ii) Microsoft Office 2016 – Application software
 - (iii) Avast antivirus – Utility software
 - (b) Explain the function of each type of software identified in 6(a):
 - (i) Microsoft Windows 10 – Manages hardware, software, and provides an interface for users to interact with the computer.
 - (ii) Microsoft Office 2016 – Performs specific tasks like creating documents, spreadsheets, and presentations.
 - (iii) Avast antivirus – Protects the computer from viruses and other malicious software.

(c) Why was the software installed in hard disk drives of the computer?

– To allow permanent storage of the software for repeated use without reinstallation.

7. (a) Explain the concept of the internet:

– The Internet is a global network of interconnected computers that enables users to share information and communicate worldwide.

(b) Describe three uses of the Internet at school:

(i) Accessing educational resources for research.

(ii) Sending and receiving emails for communication between teachers and students.

(iii) Facilitating online learning and digital collaboration among students.

(c) Identify two software that facilitate the use of electronic mail:

(i) Gmail

(ii) Outlook

8. A class teacher prepared a Terminal Assessment Result (TAR) for Form Two 2025 students.

(a) Which function computes the average marks for the first student?

– The **AVERAGE** function in spreadsheet software computes the average.

(b) Which four steps would you follow to format average marks into one decimal place?

(i) Select the cells containing the average marks.

(ii) Right-click and select “Format Cells.”

(iii) Choose the “Number” category.

(iv) Set the decimal places to 1 and click “OK.”

(c) Before submission of the results to the academic master, the teacher remembered that he had forgotten to add a title “TERMINAL ASSESSMENT RESULTS FOR FORM TWO 2025.” How will the teacher accomplish this task? Give five steps:

- (i) Click on the first row of the spreadsheet.
- (ii) Merge the cells across the table width.
- (iii) Type the title in the merged cells.
- (iv) Apply bold formatting to the title.
- (v) Center-align the title text.

9. A secretary of a certain school typed an information presented in Figure 2.

(a) Which program was used to create the file given in Figure 2?

– Microsoft Word

(b) What is the name of the file given in Figure 2?

– The filename is the name displayed in the title bar of the Word document. **FORM**

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(c) How would you save the file identified in 9(b) for the first time on a desktop? Give five steps:

(i) Click “File” menu.

(ii) Select “Save As.”

(iii) Choose “Desktop” as the location.

(iv) Enter the file name.

(v) Click “Save.”

(d) Figure 2 shows that the secretary clicked between the continuous and damaged text after typing. What will happen when the following keyboard keys are pressed?

(i) Home key – Moves the cursor to the beginning of the line.

(ii) Delete key – Deletes the character to the right of the cursor.

(iii) Backspace key – Deletes the character to the left of the cursor.

10.Explain four advantages and two disadvantages of using the traditional ways of disseminating information in the society.

Disseminating information refers to the process of sharing or spreading knowledge, messages, or news from one person or group to another. In traditional societies, this was done through methods such as word of mouth, storytelling, songs, town criers, and notice boards.

One advantage of traditional methods is that

they promote social interaction and cohesion within the community. People gather to listen to stories, songs, or announcements, which strengthens relationships and encourages collective participation in societal matters.

accessibility. Traditional methods do not require modern technology such as electricity, the internet, or computers. This makes them useful in rural or remote areas where technological infrastructure is limited or unavailable.

Help preserve cultural heritage. Stories, songs, and proverbs often carry moral lessons, historical events, and cultural values, ensuring that knowledge is passed down through generations while maintaining community identity.

Cost-effective. Communities do not need to spend money on printing materials, buying electronic devices, or subscribing to internet services. Information can be shared freely without financial barriers.

However, one disadvantage is that

traditional methods are slow. Information may take a long time to reach distant members of the community compared to modern tools like emails, social media, or mobile messaging, which can spread messages almost instantly.

Risk of distortion. When information is passed verbally from one person to another, details may be forgotten, misinterpreted, or intentionally altered, leading to misunderstandings or the spread of rumors.

In conclusion, traditional methods of disseminating information are important for promoting social interaction, cultural preservation, accessibility, and low cost. However, their limitations in speed and accuracy must be recognized, especially in situations that require timely and precise communication.