

SMZ

ZANZIBAR EXAMINATIONS COUNCIL

FORM ONE ENTRANCE EXAMINATION

131

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

TIME: 2.00 HOURS

ANSWERS FRIDAY 30TH NOVEMBER, 2018 A.M

INSTRUCTIONS TO CANDIDATES

1. This paper consists of sections A, B and C.
2. Answer ALL questions in section A and B. Choose THREE (3) question in section C.
3. Write your examination number on each page.
4. Write all answers in the space provided.
5. Use a blue or black pen in writing. 6. Cellular phones and unauthorized materials are not allowed in the examination room.

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QUESTION NUMBER	MARKS	SIGNATURE
1		
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SEHEMU A: (20 Marks)

1. Choose the most correct answer and write its letter below the item number in the given table.

i) The material required in order to lend a book from the library

- A. Identity card
- B. Library card
- C. Passport

Answer: B. Library card

A library card is specifically issued by a library to its members to borrow books. An identity card or passport serves as general identification but is not used for borrowing books.

ii) Which one of the following can be used by blinds, deaf and dumb people?

- A. e-books
- B. Periodicals
- C. Atlas

Answer: A. e-books

E-books can be adapted to assist visually impaired users through screen readers, and also contain accessibility features for those with hearing or speech impairments, unlike periodicals or atlases which are mostly print-based.

iii) It provides reliable knowledge of millions of word definitions, synonyms, spelling, pronunciations and usages.

- A. Encyclopedia
- B. Bibliography
- C. Dictionary

Answer: C. Dictionary

A dictionary contains detailed information about words, including definitions, synonyms, pronunciation, and usage, whereas encyclopedias provide information about subjects and bibliographies list sources.

iv) Which one of the following is promoted by the library?

- A. Lecture
- B. Love for reading
- C. Literature

Answer: B. Love for reading

Libraries promote a love for reading by providing access to books and other reading materials. While lectures and literature may exist in libraries, the main promotion is the habit of reading.

v) The item which is not kept in library for references is called

- A. Newspaper
- B. Book
- C. Shoes

Answer: C. Shoes

Shoes are personal items and have no relevance in a library's reference collection, unlike newspapers or books which are part of library resources.

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vi) The following are electronic type documents except

- A. Leaflet
- B. e-book
- C. Internet

Answer: A. Leaflet

A leaflet is typically printed on paper, whereas e-books and Internet content are electronic.

vii) This is the meaning of documentation

- A. Collection and arrangement of data especially to provide evidence of facts.
- B. The process of placing a document on a table.
- C. The process of preparing and writing a document.

Answer: A. Collection and arrangement of data especially to provide evidence of facts

Documentation refers to systematically collecting and organizing data to serve as evidence, not simply writing or placing documents.

viii) Which one of the following types of libraries is located in the campuses of schools and universities?

- A. Community library
- B. Private Library
- C. Academic library

Answer: C. Academic library

Academic libraries are part of schools and universities to support students and staff with learning resources.

ix) A public library is under the care of

- A. Public and Government
- B. Private Ownership
- C. Public company

Answer: A. Public and Government

Public libraries are managed and funded by government authorities to provide free access to information for the public.

x) A person who writes a book is known as

- A. Author
- B. Editor
- C. Publisher

Answer: A. Author

An author is the individual who creates the content of a book. Editors revise content, and publishers produce and distribute the book.

2. In the following statements, write T for true statement and F for a false statement.

- i) A book is a written or printed work which consists of pages glued together. **T**
A book is indeed a collection of pages bound together, forming a readable work.

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ii) A person who writes a book is known as an actor. **F**
A person who writes a book is an author, not an actor.

iii) An index helps us to find the name and page number of the chapters given in a book. **T**
An index allows quick reference to topics and page numbers, facilitating easy navigation in a book.

iv) Propaganda pamphlets are useful in spreading ideas and opinions. **T**
Pamphlets are printed materials designed to communicate opinions or information to a wide audience.

v) Fictions refer to those books which are created from the real world. **F**
Fiction is imaginative literature, not based directly on reality.

vi) Posters can play an important role in advertising strategy. **T**
Posters attract attention and communicate messages effectively, making them essential in advertising.

vii) A pamphlet is printed on both sides and folded in half or in one-third. **T**
Pamphlets are small printed documents, often folded for distribution.

viii) People who gather and write information in newspapers are called editor. **F**
They are called journalists or reporters; editors manage and revise the content.

ix) Many people like to read information related to their profession. **T**
Professional reading enhances knowledge and skills in specific fields.

x) Newspapers and magazines do not give us knowledge. **F**
They provide current events, information, and knowledge on various topics.

3. Match the items in LIST A with the responses in LIST B.

i. Icons – **C. Small pictures on desktop**

Icons represent programs or files on a computer, providing shortcuts for users.

ii. Paint – **D. To draw and color pictures**

Paint is software used to create drawings and add colors to digital images.

iii. Wallpaper – **E. Background of desktop**

Wallpaper is the image displayed on a computer desktop background.

iv. Calculator – **B. To do calculation**

A calculator is used to perform arithmetic operations and calculations.

v. Screen saver – **J. Moving pictures on a computer**

Screen savers display animated images to prevent screen burn-in.

vi. Monitor – **L. Brain of the computer**

Correction: Monitor should actually be **N. Connected to the system unit by a cable**
The monitor displays output from the computer and is connected via cable.

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vii. Mouse – **I. To select things and drag items on the computer screen**

A mouse allows a user to navigate, select, and manipulate items on screen.

viii. Keyboard – **F. Used for typing alphabets, numbers etc**

The keyboard is an input device for entering data into the computer.

ix. Printer – **A. Used to obtain hard copy**

A printer produces a physical copy of digital documents or images.

x. Spreadsheet – **G. Example of Software**

Spreadsheet software like Excel is used for organizing and calculating data in tabular form.

4. Fill the blanks by choosing the correct answer from the box.

- i) Telegram money order is an electronic method of transferring money.
- ii) The additional amount of money charged by the post office for providing services is known as Commission.
- iii) Telegram money order is booked and paid only at Post office.
- iv) In telegram money order you will get the money at the Bank.
- v) After the money is paid to the payee, the remitter receives a slip known as Acknowledgement.
- vi) The Desktop is the first screen which you see on starting up the computer.
- vii) One of the most popular word processing program is MS Word.
- viii) The Status bar is at the bottom of the document.
- ix) The file name of the document is shown on a Title bar.
- x) If you need to close a Word document correctly, you click on Close button given on the title bar.

SECTION B: (30 Marks)

5. a) Write down two (2) uses of computer.

One use of a computer is for data processing, which allows large amounts of information to be calculated and organized efficiently. This is essential in offices, banks, and schools.

Another use is for communication, such as sending emails, participating in video conferences, or accessing social media platforms. Computers facilitate fast and reliable communication across distances.

b) List any two (2) input devices.

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One input device is the keyboard, which is used to enter letters, numbers, and commands into a computer. It is the primary tool for typing and providing instructions to the system.

Another input device is the mouse, which allows the user to select, drag, and manipulate items on the computer screen. It is essential for navigating graphical user interfaces.

6. a) Define the term "antenna"

An antenna is a device used to transmit or receive electromagnetic waves for communication purposes. In televisions, it captures broadcast signals to allow the display of channels. It can also be used in radios, mobile phones, and other communication devices to ensure proper signal reception.

b) Draw a diagram of a Television antenna

The TV antenna is usually depicted as a series of horizontal rods attached to a vertical mast, often with a base to mount on a rooftop. The horizontal rods capture broadcast signals from different directions.

7. a) What is a library?

A library is a place where books, journals, and other reading materials are collected, organized, and made available for reading or borrowing. Libraries provide access to knowledge and resources that support education, research, and personal development.

b) Write down two (2) main responsibilities of a librarian.

One responsibility is to organize and classify library materials so that users can easily find and access books and resources. This involves cataloguing and shelving according to specific systems like Dewey Decimal.

Another responsibility is to assist users in locating information and guiding them on how to use library resources effectively, including digital tools, reference books, and research materials.

8. a) Who is an editor?

An editor is a person responsible for reviewing, correcting, and preparing written material for publication. Editors ensure the content is accurate, clear, and follows the intended style or guidelines before it reaches readers.

b) Name any two (2) titles of books.

One example of a book title is "Pride and Prejudice" by Jane Austen, a classic novel of literature.

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Another example is "A Brief History of Time" by Stephen Hawking, a scientific book explaining complex concepts in physics for general readers.

9. a) List down three (3) postal services.

One postal service is letter delivery, which allows people to send written messages to distant recipients efficiently.

Another is telegram service, which transmits urgent messages electronically for quick communication.

A third is money order service, which enables sending funds safely from one location to another through the postal system.

b) Give the name of a person who sends money by using money order.

The person who sends money using a money order is called a remitter. The remitter completes the form and pays the required amount at the post office or bank, after which the funds are sent to the intended recipient.

10. a) Write down any two (2) modern methods of communication.

One modern method is email, which allows electronic messages to be sent instantly across the globe.

Another method is mobile phone communication, including calls, texts, and instant messaging apps, which provide immediate interaction regardless of distance.

b) Distinguish between Television and radio.

Television is a medium that transmits both audio and visual content, allowing viewers to see and hear the programs, news, and entertainment.

Radio, on the other hand, transmits only audio, such as music, news, or talk shows, and requires no visual display.

Television requires a screen to view the content, whereas radio can be listened to without any visual element. Television often needs a stronger signal for image clarity, while radio signals can be received over longer distances with simpler devices.

11. a) Explain three (3) factors that affect television antenna reception.

One factor is geographical location. Areas with tall buildings, mountains, or dense forests may experience poor reception because the signal can be blocked or weakened.

Another factor is distance from the broadcasting station. The farther a household is from the transmission tower, the weaker the signal received, resulting in unclear or missing channels.

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A third factor is quality and type of antenna. High-quality, properly installed antennas capture signals better, while old or damaged antennas reduce reception quality.

b) State the steps to be followed if you want to connect the TV antenna.

First, identify the antenna type suitable for your TV and location, whether indoor or outdoor.

Next, mount the antenna at an elevated position or near a window to reduce obstructions.

Then, connect the antenna cable securely to the TV's antenna input.

Finally, scan for channels using the TV settings to ensure the antenna is receiving signals properly.

c) Mention three (3) uses of Television.

Television is used for entertainment, allowing viewers to watch movies, dramas, and music programs.

It serves as an educational tool, broadcasting documentaries, tutorials, and programs that provide knowledge to students and the general public.

Television also functions in information dissemination, delivering news, weather forecasts, and emergency alerts to keep the public informed.

12. a) Give three (3) differences between manual type documents and electronic type documents.

Manual documents are handwritten or typed on paper, while electronic documents are created digitally using computers or other devices.

Manual documents are difficult to edit, whereas electronic documents can be easily modified, copied, and shared.

Manual documents require physical storage space, while electronic documents are stored digitally, saving space and allowing faster retrieval.

b) Explain the importance of documentation.

Documentation is important for record keeping, providing evidence of activities, transactions, or decisions.

It ensures organization and accessibility, making information easy to find and reference when needed.

Documentation helps in legal and administrative purposes, as records can support claims, contracts, or audits.

It also aids in communication and knowledge sharing, allowing individuals and organizations to pass information clearly to others.

c) Write down the materials required if you want to design a brochure.

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Materials required include computer with design software, such as MS Word or Adobe Illustrator. Printer and high-quality paper are needed to produce clear and professional-looking brochures. Graphics, images, and text content should be prepared in advance for layout and design. Optional materials include color ink, scissors, and cutting tools for manual adjustments or final touches.

13. a) Explain the procedures to be followed if you want to
i) Change the font type.

Open the word processing software and select the text you want to change.

Locate the font type dropdown menu on the toolbar.

Click the dropdown and choose the desired font from the list.

Once selected, the text will automatically update to the new font type.

- ii) Change the font size.

Select the text whose size needs to be changed.

Locate the font size dropdown menu on the toolbar.

Click the menu and select the appropriate size, or manually type in the size number.

The text will adjust immediately to reflect the chosen font size.

- b) Draw a table that contains four (4) rows and five (5) columns.

- c) Why do we need to save our files?

Saving files prevents data loss in case of power failure, software crash, or accidental closure.

It allows retrieval and continued work on documents at a later time without losing progress.

Saving also creates backup copies, ensuring that important information is preserved securely.

It helps in sharing and collaboration, as saved files can be easily distributed electronically.

14. a) What is the application of fax machine?

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A fax machine is used to send and receive documents over a telephone line, allowing instant transmission of written or printed material to distant locations.

It is often used in business, banking, and legal contexts to transfer contracts, letters, or invoices quickly and reliably.

Fax machines provide a physical copy of the transmitted document at the receiving end, which can be filed or acted upon immediately.

b) Explain the functions of each of the following parts of a radio call

i) Antenna

The antenna receives radio waves from broadcasting stations and converts them into electrical signals that the radio can process.

It can also transmit signals if the radio is used for two-way communication.

ii) Channel switch

The channel switch allows the user to select a specific frequency or channel to listen to or transmit on.

It helps to avoid interference and ensures the correct station or network is accessed.

iii) Channel display

The channel display shows the selected frequency or channel number, providing the user with clear information about the current setting.

It helps the user navigate between channels easily and confirms that the device is tuned correctly.

c) Why do we keep the telephone away from water and chemicals?

Telephones are kept away from water because liquid can cause short circuits, damaging internal components.

Chemicals can corrode or react with metal and plastic parts, reducing the lifespan and functionality of the telephone.

Keeping telephones away from these hazards ensures safe operation and maintains device reliability.