

SMZ

ZANZIBAR EXAMINATIONS COUNCIL

FORM ONE ENTRANCE EXAMINATION

131

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

TIME: 2.00 HOURS

ANSWERS FRIDAY 02ND DECEMBER, 2019 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.

FOR EXAMINER'S USE ONLY

QUESTION NUMBER	MARKS	SIGNATURE
1		
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SECTION A: (40 marks)
Answer ALL questions in this section

1. Choose the most correct answer and write its letter in the table provided.

i) It cannot be sent through a Post office

- A. Explosive
- B. Book
- C. Shoes

The correct answer is A. Explosive. Explosives are hazardous materials and are prohibited from being sent through the post office for safety reasons. Books and shoes are normal items that can be mailed.

ii) A place where a parcel is prepared before it is sent through a post office

- A. Anywhere
- B. Home
- C. Post office

The correct answer is C. Post office. Parcels are typically prepared, weighed, and packed at the post office to ensure proper documentation and postage. Preparing them at home or anywhere else is not official.

iii) Which of the following does not affect the cost of posting a parcel?

- A. Price of the item
- B. Weight
- C. Destination

The correct answer is A. Price of the item. The cost of posting is determined by weight and destination, not the actual value or price of the item.

iv) Items put in a parcel should not be

- A. Small
- B. Soft
- C. Illegal

The correct answer is C. Illegal. Postal services prohibit illegal items in parcels. Items being small or soft is acceptable and does not violate regulations.

v) The additional amount of money charged by post office for the service

- A. Internet
- B. Commission
- C. Security

The correct answer is B. Commission. Commission is the extra fee charged for postal services; internet and security are unrelated.

vi) Academic library serve

- A. Hospital
- B. School
- C. Hotel

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The correct answer is B. School. Academic libraries are located in schools, colleges, and universities to serve students and faculty. Hospitals and hotels are not served by academic libraries.

vii) This is one among the types of libraries

- A. Muslim library
- B. Zanzibar library
- C. Public library

The correct answer is C. Public library. Public libraries are accessible to everyone, while the other options do not represent standard library types.

viii) A library is called a storehouse of

- A. Stationeries
- B. Books
- C. Books, pencils and magazines

The correct answer is B. Books. Libraries primarily store books and other reading materials. Stationery is secondary and not the main content.

ix) This is not a responsibility of a librarian

- A. To care preserve the books
- B. To remove dirt in the library
- C. To procure books that the readers ask for

The correct answer is B. To remove dirt in the library. Cleaning is not a librarian's responsibility; their role is to manage, organize, and provide access to books.

x) FM stands for

- A. Frequent Modulation
- B. Frequency Modulation
- C. Frequency Modulated

The correct answer is B. Frequency Modulation. FM is a method of transmitting radio signals by varying frequency. The other options are incorrect terminology.

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

i) Font size refers to the style of the text.

F – Font size refers to the height of the letters, not the style.

ii) Redo command is used to reverse the most recent editing command.

F – Redo is used to reverse an Undo action, not the most recent command.

iii) The saved document in a given name is called a file name.

T – A document saved with a specific name becomes a file with that name.

iv) Using clip Art option, you can insert shapes in your document.

T – Clip Art allows insertion of images, icons, or shapes into documents.

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v) When you type, Ms Word automatically counts the number.

T – MS Word automatically tracks word count, characters, and pages.

vi) The insert menu offers a variety of options to insert tables, pictures, clip Art, different shapes and symbols etc.

T – The Insert menu is used to add visual and tabular content.

vii) Spelling errors are indicated by a wavy green underline.

F – Spelling errors are indicated by a wavy red underline; green is for grammatical issues.

viii) Printing is the final phase of producing a hard copy of a document.

T – Printing produces the physical copy of the document.

ix) Undo command is used to delete a sentence in a document.

F – Undo reverses the last action, not necessarily delete a sentence.

x) Keyboard is used to put sound signals into a computer.

F – Keyboard inputs text, numbers, and commands; sound is entered via microphone.

3. Match the ICT terms in LIST A with the meaning of the terms in LIST B.

i. Icon – E. Small pictures on desktop

Icons are graphical symbols representing programs or files, used to easily access them.

ii. Paint – G. To draw and color picture

Paint is software used for creating and coloring images.

iii. Wallpaper – H. Background of desktop

Wallpaper is the background image displayed on a computer desktop.

iv. Calculator – D. To do calculation

Calculator is a tool or software used to perform mathematical calculations.

v. Screen saver – B. Moving picture on a computer

Screen saver is an animation that appears on the screen when the computer is idle.

vi. Frequency – F. Number of cycles per second

Frequency measures the number of cycles per second in a signal.

vii. CPU – J. Central Processing Unit

CPU is the main processing component of a computer, sometimes called the brain.

viii. Recipient – I. A person who receives something

The recipient is the person for whom a message, parcel, or document is intended.

ix. UPS – L. Uninterruptible Power Supply

UPS is a device that provides emergency power to computers and devices.

x. Windows 7 – C. Window operating system

Windows 7 is a version of Microsoft's operating system used to run software applications.

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4. Fill the blanks

i) The physical components of a computer are known as hardware.

Hardware refers to the tangible parts of a computer system, such as CPU, monitor, keyboard, and printer.

ii) Software is a group of instructions given to the computer to get work done.

Software tells the hardware how to perform tasks and can be system software or application software.

iii) The main hardware component of a computer is CPU (Central Processing Unit).

The CPU executes instructions and processes data, controlling all operations of the computer.

iv) Power supply is a critical part of computer hardware.

It provides the electrical energy required to operate the computer and its components.

v) Microsoft Windows is an example of system software.

System software controls hardware and provides a platform for running application software.

vi) Microsoft Office is an example of application software.

Application software allows users to perform specific tasks like word processing, spreadsheets, and presentations.

vii) Journal contains articles and events that deal with a particular subject or professional activity.

Journals provide professional and academic information for research and reference.

viii) A command or key on a computer which erases text is known as Delete.

The Delete key removes text or selected objects from a document.

ix) Megahertz (MHz) is a unit of frequency equal to one million Hertz.

It is commonly used to measure processor speeds and radio signals.

x) A piece of printed paper designed to be attached to a wall or vertical surface is called a poster.

Posters are used for advertisement, information sharing, or decorative purposes.

SECTION B: (30 Marks) Answer ALL questions in this section

5. a) Name any two (2) applications of telephones

Telephones are used for voice communication, allowing people to speak across distances.

They are also used for emergency communication, providing a quick way to contact authorities or emergency services.

b) Identify one (1) place where telephone is allowed

Telephones are allowed in offices, where employees use them for official communication and coordination.

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6. a) Identify any three (3) services provided by post office

Post offices provide mail delivery, sending letters and parcels to local and international destinations.

They also offer financial services, such as money orders and postal savings accounts.

Another service is sale of stamps and stationary, which supports postal and administrative needs.

b) Name any two (2) international TV stations you know

Two international TV stations are BBC and CNN, which broadcast news and entertainment globally.

7. a) List any three (3) types of manual documents

Three types of manual documents include letters, invoices, and receipts. These are written or printed on paper and require manual handling.

b) Write down the name of a person who guides and attends the readers in a library

This person is called a librarian, who organizes books and assists users in finding resources.

8. a) Differentiate between Remitter and Payee

The Remitter is the person who sends money through a bank or postal system.

The Payee is the person who receives the money sent by the remitter.

b) Give the long form of "P.O. BOX"

P.O. BOX stands for Post Office Box, a numbered box at a post office for receiving mail.

9. a) Name three (3) main parts of radio call

Three main parts are antenna, channel switch, and speaker. The antenna receives signals, the channel switch selects frequency, and the speaker outputs sound.

b) Write down the other name for Amateur radio

Another name is ham radio, a popular method of non-commercial radio communication.

10. Mention any four (4) devices used in ICT

Four devices used in ICT include keyboard, mouse, monitor, and printer, which allow input, output, and interaction with computers.

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SECTION C: (30 Marks)
Attempt any three (3) questions from this section

11. a) Explain briefly how to tune a radio dial

Tuning a radio dial involves turning the tuning knob on the radio to adjust the frequency until the desired station is received. Each station broadcasts at a specific frequency, and proper alignment ensures a clear signal.

After selecting the frequency, it is important to fine-tune slightly by adjusting the knob for optimal sound quality, reducing static or interference.

Finally, once the station is clearly received, the radio can be left at that position for continuous listening. Proper tuning is essential for clear audio and reliable reception.

b) Give two (2) differences between the following:

i) FM and AM

FM (Frequency Modulation) provides better sound quality and is less affected by interference, whereas AM (Amplitude Modulation) is more prone to static and lower sound fidelity.

FM signals travel shorter distances compared to AM signals, which can cover long distances due to amplitude-based transmission.

ii) SW and LW

SW (Short Wave) transmits over long distances internationally, ideal for global broadcasts, while LW (Long Wave) is mainly used for local or regional coverage.

SW frequencies are higher, allowing them to reflect off the ionosphere, while LW frequencies are lower and travel mainly along the ground.

c) State the importance of a remote controller

A remote controller allows convenient operation of devices like TVs and radios without needing to touch the machine physically.

It also helps quickly switch channels or adjust volume, saving time and providing user comfort.

Additionally, it improves accessibility, especially for individuals who may have difficulty reaching the device.

12. a) Write down the necessary steps if you want to insert a picture from Clip Art into the document

First, open the document in a word processing program like MS Word.

Next, go to the Insert menu and select Clip Art or Online Pictures depending on the software version.

Then, search for the desired image using keywords and click on it to preview.

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Finally, click Insert to place the picture into the document, then resize or reposition it as needed for proper formatting.

b) Distinguish between a file and folder

A file is a single document or data item saved on a computer, such as a text document, spreadsheet, or image.

A folder is a container used to organize multiple files or subfolders, making it easier to manage and retrieve data.

c) Explain the importance of the following

i) Mouse

The mouse is important because it allows easy navigation on the computer screen, selection of items, and execution of commands with clicks.

ii) Recycle Bin

The Recycle Bin temporarily stores deleted files, allowing users to recover them if deleted accidentally.

iii) Keyboard

The keyboard is essential for inputting data, typing text, numbers, and commands, enabling interaction with the computer.

13. a) Briefly explain how you will receive a registered mail

To receive a registered mail, first visit the post office where your mail is held.

Present your identification card and any notification slip received regarding the registered mail.

Sign the delivery register confirming receipt, and the clerk will hand over the registered item.

Registered mail ensures secure delivery, and the signature provides proof that the item has been received.

b) i) Define the term "Express Mail Service"

Express Mail Service (EMS) is a fast postal service that delivers letters, parcels, and packages quicker than regular mail.

ii) Identify two (2) advantages of using Express Mail Services

EMS provides speedy delivery, which is important for urgent correspondence.

It also offers tracking services, allowing the sender and recipient to monitor the status of the mail in transit.

c) Briefly explain any two (2) applications of electronic fund transfer

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One application is online banking, where users transfer money between accounts electronically without visiting a bank.

Another application is mobile money transfers, allowing funds to be sent or received via mobile phones quickly and securely.

14. a) (i) Define the term downloading

Downloading is the process of transferring files or data from the internet or a remote server to a local device such as a computer or mobile phone.

(ii) Explain important things to be remembered while downloading from the internet

Ensure the source is reliable to avoid malware or corrupted files.

Check file size and format to confirm compatibility with your device.

Maintain antivirus protection to prevent infection during downloads.

b) Distinguish between

i) Crawling and Indexing

Crawling is the process by which search engines scan websites to collect data, while indexing involves organizing and storing that data in a database for search retrieval.

ii) Alignment and Attachment

Alignment refers to positioning text or objects in a document (left, right, center, or justified).

Attachment refers to adding files to emails or messages for sharing with others.

iii) Malware and Hardware

Malware is malicious software designed to harm or disrupt devices, whereas hardware is the physical components of a computer system like CPU, monitor, and keyboard.

15. a) Describe the procedure to be followed if you want to create a new folder on a desktop

First, right-click on an empty area of the desktop.

Next, select New from the context menu and click Folder.

Then, type the desired name for the folder and press Enter to create it.

b) Briefly explain any two (2) cares to be taken for the safety of monitor of a computer

Avoid placing the monitor near water or liquids, which can cause electric shock or damage.

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Do not expose it to direct sunlight for long periods as this can degrade screen quality.

c) Distinguish between system software and application software

System software is designed to manage and operate computer hardware, such as operating systems.

Application software is designed to perform specific user tasks, such as word processing, spreadsheets, or web browsing.