

SMZ

ZANZIBAR EXAMINATIONS COUNCIL

FORM ONE ENTRANCE EXAMINATION

131

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

TIME: 2.00 HOURS

**ANSWERS** MONDAY 21<sup>ST</sup> DECEMBER, 2020 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 from this section

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

i) The place where books and other written materials are kept is

A: Shop B: Library C: Bookshop

The correct answer is B: Library. A library is a designated place where books, journals, magazines, and other written or printed materials are stored for reading, reference, or lending. Shops and bookshops sell books, but they do not primarily serve as storage and reading centers.

ii) Essential requirement for the one who wants to lend a book from a library is

A: School Identity card B: Library card C: Zanzibar identity card

The correct answer is B: Library card. A library card is issued to members, allowing them to borrow books and other materials. Identity cards from school or Zanzibar do not serve this specific function.

iii) Blinds, deaf and dumb people can use

A: e-book B: Periodicals C: Atlas

The correct answer is A: e-book. E-books can include accessibility features such as text-to-speech for visually impaired, audio formats, and interactive features suitable for people with disabilities. Periodicals and atlases are generally not as accessible.

iv) Material that provides reliable knowledge of millions of words, definitions, synonyms, spellings, pronunciations and usages is

A: Encyclopedia B: Biography C: Dictionary

The correct answer is C: Dictionary. A dictionary provides detailed information about words, their meanings, pronunciations, synonyms, and usages. Encyclopedias provide broad knowledge but are not focused on word definitions.

v) One of the key functions of the library is to promote

A: Lecture B: Literacy C: Literature

The correct answer is B: Literacy. Libraries promote reading and knowledge acquisition, improving literacy among members. Lectures are educational events, while literature is a type of content found in libraries.

vi) The term used to do corrections and other changes in the document is

A: Editing B: Formatting C: Correcting

The correct answer is A: Editing. Editing refers to revising a document to correct errors and improve clarity. Formatting adjusts the appearance, and correcting is part of editing.

vii) A key used to delete unwanted text is known as

A: Enter B: Backspace C: Home

The correct answer is B: Backspace. The Backspace key removes text to the left of the cursor. Enter creates a new line, and Home moves the cursor to the beginning of the line.

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viii) Changing the style, color and size of the text is referred to  
A: Formatting B: Typing C: Copying

The correct answer is A: Formatting. Formatting alters the appearance of text. Typing is the act of entering text, while copying duplicates it.

ix) Arial and Times New Roman are the best examples of  
A: Font size B: Font style C: Font type

The correct answer is C: Font type. Arial and Times New Roman are specific font types. Font style refers to bold, italic, or underline, and font size refers to numerical text size.

x) A command for introducing a line beneath is  
A: Subscript B: Superscript C: Underline

The correct answer is C: Underline. Underline places a line beneath text. Subscript writes text below the line, and superscript writes text above the line.

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

i) The cost of posting a parcel is charged according to the destination of the parcel.

True. Postal services calculate charges based on distance and destination.

ii) TMO is not an electronic means of transferring money.

False. Telegram Money Order (TMO) is an electronic method of sending money.

iii) A receipt is always issued as proof to any kind of payment.

True. Receipts serve as evidence of payment in financial transactions.

iv) Electronic fund transfer is not safe, secure and expensive.

False. Electronic fund transfer is generally safe, secure, and convenient; it is not considered expensive.

v) The remitter can write any message on the telegram money order to the payee.

True. The remitter may include instructions or messages for the payee on the TMO.

vi) A book is a printed work which consists of pages glued together.

True. Books are made up of pages bound together for reading and reference.

vii) The person who writes a book is called an editor.

False. The writer of a book is an author; an editor revises or prepares the work for publication.

viii) An index helps us to find the name and page numbers of the chapters given in the book.

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True. The index provides a quick reference to topics and their page numbers.

ix) Propaganda and pamphlets are useful in spreading ideas and opinions.

True. These materials are intended to inform or influence public opinion.

x) Fictions refer to those books which are created from the real world.

False. Fiction is created from imagination, not necessarily based on real events.

### 3. Match the ICT term in LIST A with the relevant statement in LIST B

#### i. Poster

A poster is C: A piece of printed paper designed to be attached to wall or vertical surface. Posters are visual communication tools used to convey information or advertise.

#### ii. Loud Speaker

Loudspeaker corresponds to F: The sound from a radio receiver is heard through. It amplifies audio signals for public or personal listening.

#### iii. Payee

Payee matches J: A person entitled to receive money order. The payee is the recipient of funds sent via postal or banking services.

#### iv. Cursor

Cursor is D: A movable indicator on the screen of a computer. It shows the current position for typing, clicking, or editing on a computer screen.

#### v. Keyboard

Keyboard corresponds to E: It is used to put data into a computer. It allows input of letters, numbers, and commands.

#### vi. Journal

Journal is B: Daily records of news and events that deals with a particular subject or professional activity. Professionals and researchers publish journals to share findings.

#### vii. Librarian

Librarian matches G: A person who works in a library. Librarians organize, manage, and assist readers in accessing library resources.

#### viii. Chart

Chart is A: Pictorial representation of data. Charts help visualize data for easier interpretation and comparison.

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ix. Internet

Internet is I: One of the means of communication. It connects computers globally for information sharing and communication.

x. Worksheet

Worksheet corresponds to H: A sheet of paper with multiple columns in spreadsheet application. Worksheets are used for calculations, data organization, and analysis.

4. Fill the blanks

i) A book of maps and charts is called Atlas. Atlases compile maps of different regions and are used for reference in geography.

ii) The days and dates of a month are shown in a Calendar. Calendars help track time and plan events.

iii) Researchers all over the world publish their findings in the periodicals. Periodicals provide regular updates on scholarly research.

iv) A reference tool with information on a wide range of topics is Encyclopedia. Encyclopedias provide detailed knowledge on various subjects.

v) The material which contains product information, tourist information and road map is referred to Brochure. Brochures are promotional and informational printed materials.

vi) One among the function of radio is communication. Radio transmits information, news, and entertainment to the public.

vii) A list of words or phrases with page numbers given at the end of the book is called an Index. Indexes help readers locate specific topics quickly.

viii) ZBC is an abbreviation for Zanzibar Broadcasting Corporation. ZBC is a media institution for radio and television broadcasting.

ix) The treasure house of knowledge is also known as Library. Libraries store vast collections of books, journals, and other educational resources.

x) A frequency of electromagnetic radiation in the range at which radio signals are transmitted is called Radio Frequency (RF). RF enables wireless communication such as radio and television broadcasting.

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

5. a) Give one (1) advantage of using fax machine

A fax machine allows instant transmission of documents over a telephone line. This saves time and avoids the need for physical delivery of papers.

b) Name the function of a transmit button of a radio call

The transmit button activates the microphone to send audio signals to other users. It enables communication in real-time.

c) Why is volume button of a radio call important?

The volume button controls sound intensity, allowing the listener to adjust audio to a comfortable level for clarity and hearing in different environments.

6. a) List down any three (3) means of communication

Three means of communication are telephone, radio, and internet. Telephones allow voice calls, radio broadcasts information to many, and the internet enables global data sharing.

b) Identify any two (2) advantages of mobile telephone

Mobile telephones provide instant communication anywhere, and they allow access to emergency services, ensuring safety and connectivity.

7. a) Mention any three (3) services offered by Post Office

Three services are mail delivery, parcel services, and money orders. These allow sending letters, parcels, and transferring funds securely.

b) Identify any two (2) things you will need in order to pack a parcel

Two essential items are cardboard box to hold items and adhesive tape to secure the package for safe transit.

8. a) Distinguish between Dictionary and Encyclopedia

A dictionary provides definitions, spellings, pronunciations, and synonyms of words. An encyclopedia provides detailed information and explanations about various subjects.

b) What is leaflet?

A leaflet is a small printed sheet containing information or advertising material, often distributed to inform or persuade the public.

9. a) Write down any three (3) sources of information in a library

Three sources are books, magazines, and newspapers. These provide educational, professional, and general knowledge.

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b) Briefly explain the term “Atlas”

An atlas is a collection of maps or charts, showing geographical features, political boundaries, and thematic information. It is used for reference and educational purposes.

10. a) Define the following terms

i) Frequency

Frequency refers to the number of cycles per second in a wave, commonly used in radio and communication signals.

ii) Radio frequency

Radio frequency (RF) is the range of electromagnetic waves used to transmit radio signals, enabling wireless communication.

b) i) 2 MHz is equal to 2,000,000 Hz.

ii) Change 4000 Hz into kHz:  $4000 \div 1000 = 4$  kHz.

#### SECTION C: (30 Marks)

Answer any THREE (3) questions from this section

11. a) i) Define the term antenna.

An antenna is a device used to transmit or receive electromagnetic waves. It converts electrical signals into radio waves for transmission and vice versa for reception. Antennas are essential for communication devices such as radios, televisions, and mobile phones.

ii) Write down any three (3) applications of Television.

Television is used for education, entertainment, and information dissemination. In education, TV programs can teach lessons or provide educational documentaries. For entertainment, it broadcasts movies, music shows, and sports. In information dissemination, TV provides news, weather updates, and public service announcements.

b) i) Write brief explanation on Indoor antenna.

An indoor antenna is placed inside a building to receive broadcast signals. It is easy to install and does not require external setup, but its reception can be affected by walls, furniture, and interference from electronic devices.

ii) Why is Outdoor antenna widely used than Indoor antenna?

Outdoor antennas are widely used because they can capture stronger and clearer signals due to their elevated position. They are less obstructed by buildings or furniture, resulting in better reception, especially in areas with weak broadcast signals.

c) i) Give the name of the device represented by figure 1.

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The device is a microphone.

ii) State the function of the device represented by figure 1 above.

A microphone converts sound waves into electrical signals, allowing the transmission or recording of sound for communication, broadcasting, or recording purposes.

12. a) Briefly explain the function of each of the following devices

i) Monitor

A monitor displays visual output from the computer, allowing users to see text, graphics, videos, and other visual content. It is essential for interacting with software applications and monitoring the results of computer processes.

ii) Printer

A printer produces a hard copy of digital documents or images. It allows users to have a physical version of documents for filing, sharing, or presentation purposes. Printers can be inkjet, laser, or dot matrix, depending on the required output quality and speed.

b) Observe Table 1 and answer the following questions

i) How many rows are there in a table?

The number of rows in a table refers to the horizontal divisions containing data, which organize information for easy reading and analysis.

ii) How many columns are there in a table?

Columns are vertical divisions in a table. They help categorize data systematically across different categories or attributes.

c) Explain two (2) functions of an operating system

An operating system manages computer hardware and software resources, ensuring proper coordination between devices and applications. It also provides an interface for users to interact with the computer, making it easier to run programs, manage files, and control peripherals.

13. a) i) Write short explanation on “electronic type document”.

An electronic type document is a digital file created using a word processor or text editor. It can be saved, edited, shared, and printed easily. Examples include Microsoft Word files, PDFs, and Google Docs.

ii) State one (1) advantage of using flash disk.

A flash disk provides portable storage, allowing users to carry large amounts of data conveniently between computers and access files quickly without internet connectivity.

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b) Give any two (2) differences between Newspaper and Magazine

- Newspapers are published daily or weekly to provide current news, while magazines are published periodically, often weekly or monthly, focusing on specific topics or interests.
- Newspapers contain short articles and news reports, while magazines feature in-depth articles, illustrations, and photographs for detailed reading and entertainment.

c) Write short explanation on

i) Reference books

Reference books are sources of verified information used for consultation, such as dictionaries, encyclopedias, atlases, and manuals. They provide factual data, definitions, or instructions for research and learning.

ii) Fiction books

Fiction books are literary works created from imagination, including novels, short stories, and plays. They are meant for entertainment, moral lessons, or cultural storytelling rather than factual reporting.

14. a) Define the term e-mail.

E-mail (electronic mail) is a method of sending messages electronically from one computer or device to another through the internet. It allows instant communication, attachment of files, and record-keeping of correspondences.

b) What should be done to ensure that computers are free from virus contained in file attachments?

To ensure computers are free from viruses, scan all attachments with updated antivirus software before opening them. Avoid downloading files from unknown or untrusted sources, and regularly update the operating system and antivirus programs for better protection.

c) Write the necessary steps if you want to open a received e-mail

1. Open your email application or webmail account using a secure login.
2. Navigate to the inbox folder to find received messages.
3. Click on the subject or sender of the email you want to open.
4. Read the message content displayed in the email window.
5. If there are attachments, scan them with antivirus software before downloading or opening.

15. a) Explain any three (3) applications of telephone

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Telephones are used for voice communication, allowing people to speak directly over long distances.

They enable emergency contact, such as calling police, fire department, or medical services.

Telephones facilitate business communication, enabling scheduling, coordination, and customer service.

b) Draw any two (2) symbols to show restriction of telephone use

Symbols are usually: a telephone with a red cross over it or a phone inside a circle with a diagonal line, indicating areas where phone use is prohibited.

c) Briefly explain the applications of the following emergency telephone numbers

i) 114

Number 114 is used to report fires and other emergency rescue situations, alerting fire services to respond quickly.

ii) 112

Number 112 is used for general emergency services, including police, ambulance, and other urgent assistance, providing immediate help to people in danger.