

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, 2021 A.M

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**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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<b>JUMLA</b>		



SECTION A: (40 Marks)  
Answer ALL questions from this section.

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

i) The best example of an item that cannot be sent through post office is

A: Hard paper B: Letter C: Prohibited drugs D: Parcel

The correct answer is C: Prohibited drugs. Prohibited drugs are illegal items and sending them through the post office is against the law. Letters, parcels, and hard paper can be legally mailed.

ii) An easy way of finding materials in a book using key words is to open \_\_\_\_\_ pages.

A: Glossary B: Introduction C: Index D: Table of content

The correct answer is C: Index. The index contains key terms with page numbers, allowing readers to quickly locate information in the book. Glossary provides definitions, Introduction gives overview, and Table of content lists chapters.

iii) Example of hardware that is used to move and select an object on the screen

A: Keyboard B: Mouse C: Monitor D: Speaker

The correct answer is B: Mouse. A mouse is a pointing device used to move the cursor and select items on the computer screen. Keyboard is for typing, Monitor displays content, Speaker outputs sound.

iv) When writing normal letter, the sender address is written

A: On top right corner of page B: On bottom right corner of page

C: On top left corner of page D: On bottom left corner of page

The correct answer is C: On top left corner of page. In standard letter formatting, the sender's address is placed at the top left, followed by the date, recipient's address, and body of the letter.

v) The command used to cancel a command given earlier is known as

A: Cut B: Copy C: Paste D: Undo

The correct answer is D: Undo. Undo reverses the most recent action. Cut removes text, Copy duplicates, and Paste inserts copied content.

vi) Which one of the following is a traditional communication equipment?

A: Computer B: Horn C: Magazine D: Telephone

The correct answer is B: Horn. Horns were used historically to transmit sound signals over distances. Computers, magazines, and telephones are modern or electronic forms of communication.

vii) Row can be defined as

A: A vertical line of cells B: Horizontal line of cells

C: Is an excel document D: It is a work sheet paper

The correct answer is B: Horizontal line of cells. In spreadsheets like Excel, a row is horizontal while a column is vertical.

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viii) The following is a list of some commonly used downloaders except

A: Get right B: Nitro downloader

C: Orbit downloader D: Search engine

The correct answer is D: Search engine. Downloaders are software to download files, whereas a search engine is used to find information online.

ix) It is used to select a channel in the radio receiver.

A: Antenna B: Meter band display

C: Speaker D: Turning button

The correct answer is D: Turning button. The turning knob allows the user to adjust and select radio frequencies. Antenna receives signals, Meter band display shows frequency, Speaker outputs sound.

x) The useful material for making an antenna is

A: Aluminium bars B: Iron rods C: Plastic D: Wood

The correct answer is A: Aluminium bars. Aluminium is a good conductor of electricity and is lightweight, making it ideal for antennas. Iron rods are heavier and prone to corrosion, Plastic and Wood are non-conductive.

2. Write T for a true statement and F for a false statement in a given table.

i) We can use remote control to TURN ON or TURN OFF a television.

This is True. Remote controls are designed to operate TV functions such as power, volume, and channels without physically touching the device.

ii) Electronic mail is the slowest and most expensive means of communication.

This is False. E-mail is one of the fastest and cheapest communication methods, as it transmits messages instantly over the internet.

iii) Internet is the largest network of computers.

This is True. The Internet connects millions of computers worldwide, forming the largest global network for information sharing and communication.

iv) Operating system allows us to talk with computer.

This is True. The operating system acts as an interface between the user and the computer, enabling commands to be executed.

v) A brochure is a set of printed pages that are bound together inside a cover.

This is False. Brochures are usually single or folded sheets, not bound like books or magazines.

vi) Monitor is also called brain of computer, it controls all functions of computer.

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This is False. The monitor is a display device; the CPU (Central Processing Unit) is the “brain” that controls computer functions.

vii) Low sound volume from a radio receiver may cause sound pollution.

This is False. Low volume reduces sound pollution; high volumes in public places can cause noise pollution.

viii) Charging of a mobile phone in a closed container is a potential to a fire hazard.

This is True. Charging in closed or unventilated spaces can lead to overheating and potential fire hazards.

ix) Outdoor antenna is located on the top of television set.

This is False. Outdoor antennas are installed outside buildings, usually on rooftops, not on the TV itself.

x) If the registered item is not collected after some specified time, storage charges will have to be paid by the recipient.

This is True. Post offices charge for holding registered items beyond the specified collection period.

### 3. Match the symbol in LIST A with the meaning of the symbol in LIST B

i) [www.altavista.com](http://www.altavista.com)

Altavista is a search engine used to find information online.

ii) [www.yahoo.com](http://www.yahoo.com)

Yahoo is a search engine and web portal providing browsing, email, and news services.

iii) [www.aol.com](http://www.aol.com)

AOL is an internet service provider and web portal, offering email, news, and online services.

iv) [www.msn.com](http://www.msn.com)

MSN is a Microsoft-owned web portal, providing news, entertainment, and search services.

v) [www.Netscape.com](http://www.Netscape.com)

Netscape is a web browser that was widely used in the early internet for accessing websites.

vi) [www.bing.com](http://www.bing.com)

Bing is a search engine developed by Microsoft to locate online information.

vii) Repeat paste

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Repeat paste is a command function that allows pasting the same content multiple times.

viii) [www.lycos.com](http://www.lycos.com)

Lycos is a search engine and web portal providing search and email services.

ix) Bold

Bold is a text formatting feature used to make letters darker for emphasis.

x) [www.Google.com](http://www.Google.com)

Google is the most widely used search engine to search for online information.

#### 4. Fill the blanks

i) Making changes and correction in the text is known as editing.

Editing involves modifying the content to correct errors, improve clarity, and ensure proper formatting.

ii) You can use the Backspace/Delete key to delete the unwanted text.

These keys remove characters or selected text efficiently during typing or editing.

iii) We use tuner to search different channels.

A tuner in radios or TVs allows the selection of different frequencies or channels.

iv) Arial, Times New Roman are example of font style.

Font style refers to the design of characters used in writing or typing, such as Arial, Times New Roman, or Calibri.

v) Libraries have special books for children.

Libraries categorize books and provide age-appropriate reading materials, including storybooks for children.

vi) Undo is used to cancel a command given earlier.

Undo reverses a previously executed action, allowing correction of mistakes during editing.

vii) There are four types of text alignment.

Text alignment can be left, right, center, or justified, which positions text horizontally in documents.

viii) A spreadsheet is a grid of columns and rows.

Columns are vertical and rows are horizontal divisions used to organize and calculate data.

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ix) A program used to calculate and perform financial analysis is known as spreadsheet software.

Software like Microsoft Excel or Google Sheets is used to calculate, analyze, and display data efficiently.

x) Google Chrome is an example of web browser.

Web browsers allow users to access, navigate, and view content on the internet.

## SECTION B: (30 Marks)

5. a) Define the following terms

i) Publication

A publication is a printed or digital work made available to the public, such as books, magazines, newspapers, or journals, for the purpose of information, education, or entertainment.

ii) Book

A book is a collection of written, printed, or illustrated pages bound together, containing information, stories, or instructions on a particular topic or subject.

b) Mention any three (3) examples of publications.

Examples of publications include newspapers, magazines, and journals. Newspapers provide current news, magazines cover specific topics for entertainment or information, and journals publish scholarly articles.

6. a) Briefly explain the term search engine.

A search engine is an online tool that helps users find information on the internet. It indexes websites and allows searches using keywords, returning relevant results quickly. Examples include Google, Bing, and Yahoo.

b) Name four (4) importance of search engine.

1. Information access: Search engines help locate information on any topic quickly.
2. Education: They provide learning resources for students and researchers.
3. Business: Businesses use them for marketing and research.
4. Communication: They facilitate finding contacts, forums, and social media platforms.

7. a) Define the following terms

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i) Computer

A computer is an electronic device that accepts input, processes data, and produces output, performing tasks efficiently and accurately.

ii) Computer icon

A computer icon is a graphical symbol representing a file, application, or function, allowing easy access and execution by clicking.

b) List down any three (3) basic elements of a computer.

Basic elements include input devices (keyboard, mouse), output devices (monitor, printer), and processing unit (CPU). These are

SECTION B: (continued)

8. a) Give two (2) differences between a radio and television.

Radio transmits sound only, while television transmits both sound and images. Radio is portable and can be used in vehicles easily, whereas television requires a stationary setup.

b) Mention any two (2) parts of a radio call.

Two essential parts of a radio call are the microphone, which converts voice into electrical signals, and the speaker, which converts electrical signals back into sound.

9. a) i) Define the term communication.

Communication is the process of sending and receiving information, ideas, or messages between individuals or groups, using verbal, non-verbal, or electronic means.

ii) Identify any two (2) places where mobile phones should not be used.

Mobile phones should not be used in hospitals, as they can interfere with medical equipment, and in airplanes during takeoff and landing, as they may affect aircraft communication systems.

b) Explain why the emergency telephone numbers are important.

Emergency numbers are important because they provide immediate access to help in critical situations, such as fires or medical emergencies, and they ensure a fast response from authorities to prevent damage or save lives.

10. a) Who is a payee?

A payee is the person entitled to receive money from a money order, cheque, or other financial transaction. The payee is the recipient in the financial exchange.

b) Identify any four (4) information that are supposed to be filled in the money order form.

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1. Name of payee – the recipient of the money.
2. Address of payee – for identification and delivery purposes.
3. Amount to be sent – the exact value of the transaction.
4. Sender's details – including name and address for record and verification.

### SECTION C: (30 Marks)

11. a) Define the following terms

i) Spreadsheet

A spreadsheet is an electronic document that organizes data in rows and columns, allowing calculations, analysis, and presentation of information systematically.

ii) Microsoft Excel

Microsoft Excel is a spreadsheet software developed by Microsoft, used for data management, calculations, charting, and financial analysis.

b) Briefly explain the steps to be followed if you want to open a spreadsheet.

To open a spreadsheet, first launch Microsoft Excel, then click on 'File' and select 'Open', browse for the file location, and double-click the desired spreadsheet file. Once opened, you can view, edit, or analyze the data.

c) Identify the steps to be followed if you want to align the text at the center.

1. Select the cells containing the text you want to center.
2. Go to the Home tab in Excel.
3. Locate the alignment group and click the "Center" icon.
4. The selected text is now centered horizontally in the cells.

12. a) Distinguish between Studio and Control room.

A studio is a place where programs are created, recorded, or broadcast, often equipped with cameras, microphones, and lighting.

A control room is where technicians manage, monitor, and regulate audio-visual signals, controlling the quality and timing of broadcasts.

c) Briefly explain any two (2) factors that prevent reception of good television signals.

1. Physical obstructions like tall buildings or hills can block signals, reducing clarity.

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2. Weather conditions, such as heavy rain or storms, can interfere with the transmission of signals, causing weak or distorted reception.

13. a) i) Define the term internet.

The internet is a global network of interconnected computers that allows users to communicate, share information, and access resources from anywhere in the world.

ii) Briefly explain any three (3) applications of internet.

1. Communication: Using email, social media, and instant messaging to connect with others.
2. Information access: Searching for news, research papers, and educational materials.
3. E-commerce: Buying and selling goods and services online securely.

b) i) Define the term attachment.

An attachment is a file sent along with an email message, which can include documents, images, audio, or video.

ii) Why is it important to have up-to-date antivirus software in your computer?

Up-to-date antivirus software protects the computer from viruses, malware, and other malicious attacks, ensuring safe use of attachments, downloads, and online browsing.

c) Write down any three (3) examples of files that you can send in an e-mail message.

1. Documents (Word, PDF) for text-based information.
2. Images (JPEG, PNG) for visual content.
3. Spreadsheets (Excel) for data analysis and financial records.

14. a) Explain any three (3) applications of posters.

Advertising products or services: Posters attract attention to promote sales or events.

Educational purposes: Posters can illustrate concepts, diagrams, or instructions in classrooms.

Public awareness campaigns: Posters inform the public about health, safety, or environmental issues.

b) Explain why the table of contents in a pamphlet is important.

The table of contents helps readers quickly find sections or topics of interest, providing an organized overview of the pamphlet's content and improving accessibility.

c) Distinguish between the following

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i) An author and editor

An author writes the original content of a publication, while an editor reviews, corrects, and prepares the content for publication, ensuring accuracy and readability.

ii) Pamphleteer and publisher

A pamphleteer creates or writes pamphlets for distribution, whereas a publisher produces, prints, and distributes the pamphlets to the public.

15. a) Give one (1) difference between manual type document and electronic type document.

A manual type document is created by hand using pen or typewriter, whereas an electronic type document is created digitally using a computer or word processor.

b) Briefly explain three (3) importance of documentation.

1. Record keeping: Documentation preserves important information for future reference.
2. Legal evidence: Documents can serve as proof in legal or official matters.
3. Knowledge sharing: Documentation allows information to be passed to others for learning or operational purposes.

c) Write short explanation on the following examples of electronic type documents.

i) Computer database

A computer database is an organized collection of data stored electronically, which can be retrieved, updated, and managed efficiently for various purposes such as business records, student information, or inventory management.