

Student's Assessment Number.....

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

036

INFORMATION AND COMPUTER STUDIES

Time: 2:30 Hours

Year: 2020

Instructions

1. This paper consists of sections A, B and C with a total of **ten (10)** questions.
2. Answer **all** questions.
3. Sections A and C carry **twenty (20)** marks each and section B carries **sixty (60)** marks.
4. Write your answers in the spaces provided.
5. All answers must be written in **black** or **blue** ink.
6. Cellular phones and any unauthorised materials are **not** allowed in the assessment room.
7. Write your **Assessment Number** at the top right corner of every page.

FOR ASSESSOR'S USE ONLY		
QUESTION NUMBER	SCORE	ASSESSOR'S INITIALS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
TOTAL		
CHECKER'S INITIALS		



2

SECTION A (20 Marks)

Answer **all** questions in this section.

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

- (i) What is the main function of a hard disk in a computer system?

A Store saved information B Store temporary data
C Process data D Process information

- (ii) Given the cells B2, B3, B4 and C1 with values 3, 5, 10 and 13 respectively, what will be the output when the function =COUNT(B2:B4) is applied?

A 4 B 3 C 18 D 31

- (iii) A key which enables a computer user to type capital and small letters is called

A function key. B special key.
C caps lock key. D control key.

- (iv) Which of the following devices is **not** an output device?

A Visual display unit B Projector
C Bar code reader D Printer

- (v) What causes a red line wave to appear under text during typing in Microsoft word?

A Grammatical error B Spelling error
C Content error D Logical error

- (vi) Suppose you have been requested to calculate the total value of all data in Figure 1. Which formula will you use?


	A	B
1	50	
2	65	
3	75	
4		
5		
6		

Figure 1

A =SUM(A1,A3) B =SUM(A1:A3)
C =ADD(A1,A3) D =SUM(A1+A3)

- (vii) Which feature of an operating system is applicable to a multi-tasking operating system?

A Running many programs at a time
B Many users access a computer at a time
C Running a single program at a time
D One user access a computer at a time

- (viii) What is the function of icon  as used in Microsoft word? ☐
 A Save the document B Paste the document
 C Format the document D Copy the document
- (ix) Which is an example of primary source of information? ☐
 A Encyclopedias B Newspaper
 C Diaries D Dictionaries
- (x) What is the major disadvantage of an electronic mail? ☐
 A Not reliable B Spread computer virus
 C Difficult to use D Very expensive

2. Match the following descriptions of shortcut keys in Microsoft word in **List A** with their corresponding key combinations in **List B** by writing the letter of the correct response below the corresponding item number in the table provided.

List A		List B
(i)	Key combination which is used to close the current document.	A Ctrl + O
(ii)	Key combination which is used to open a saved document.	B Ctrl + Tab
(iii)	Key combination which underlines a selected text.	C Ctrl + U
(iv)	Key combination which is used to print a document.	D Shift + F7
(v)	Key combination which is used to select the whole document at once.	E Ctrl + P
		F Ctrl + X
		G Ctrl + F4
		H Ctrl + A

Answers

List A	(i)	(ii)	(iii)	(iv)	(v)
List B		A	C	E	H

3. For each of the following statements write **True** if the statement is correct or **False** if a statement is not correct in the spaces provided.
- (i) Calculators and mobile telephones are examples of computers.
- (ii) Computers are used in offices to create, edit, format and store office documents.

- (iii) The motherboard is an example of a peripheral device.
- (iv) Mesh and ring topology are examples of logical topology.

- (v) Microcomputers are used in schools and hospitals.

SECTION B (60 Marks)

Answer **all** questions in this section.

4. (a) By giving two examples, briefly explain the importance of application software as used at schools.

.....

.....

.....

.....

.....

.....

- (b) Explain three hardware criteria to consider when selecting a computer.

(i)

.....

.....

.....

(ii)

.....

.....

.....

(iii)

.....

.....

.....

Student's Assessment Number.....

5. Suppose an ICT teacher assigned you to print a report typed in Microsoft word program. In printing process the screenshot given in Figure 2 appears. Study it carefully and answer the questions that follow:

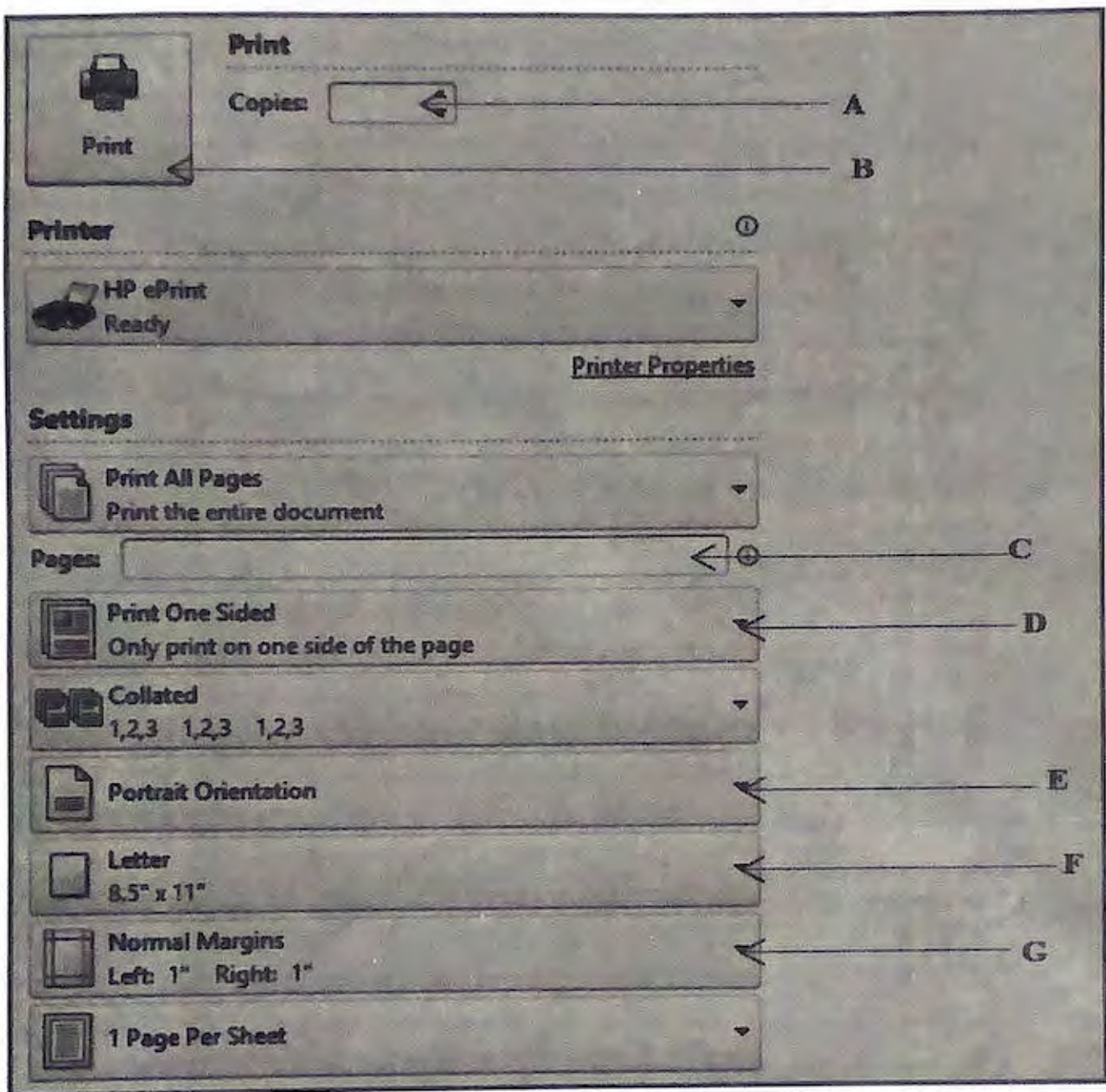


Figure 2

- (a) Which steps would you follow in order to achieve the process in Figure 2?
- (i)
 - (ii)
 - (iii)

- (b) What is the name of the printer selected in Figure 2?
.....
- (c) Why do you think the printer selected will print the report?
.....
.....
- (d) Which letter shows the button which you would use to select landscape?
.....
- (e) Which letter shows the button which you would use to set A4 paper?
.....
- (f) If you are asked to print a report on both sides automatically, which letter would you use to change the printer settings in order to accomplish this task?
.....
- (g) With this settings, is it possible to print only page 10? Give one reason.
.....
.....
.....
6. (a) Differentiate the term brown-out from blackout as used in computer handling.
.....
.....
- (b) A computer laboratory in your school has a problem of low voltage and sometimes power goes off. Which two devices would you recommend to be a solution to this problem?
(i)
(ii)
- (c) What are the three disadvantage of voltage fluctuation to the computer?
(i)
(ii)
(iii)
7. (a) Outline four advantages of star topology.
(i)
.....

- (b) What is the name of the printer selected in Figure 2?
.....
- (c) Why do you think the printer selected will print the report?
.....
.....
- (d) Which letter shows the button which you would use to select landscape?
.....
- (e) Which letter shows the button which you would use to set A4 paper?
.....
- (f) If you are asked to print a report on both sides automatically, which letter would you use to change the printer settings in order to accomplish this task?
.....
- (g) With this settings, is it possible to print only page 10? Give one reason.
.....
.....
.....
6. (a) Differentiate the term brown-out from blackout as used in computer handling.
.....
.....
- (b) A computer laboratory in your school has a problem of low voltage and sometimes power goes off. Which two devices would you recommend to be a solution to this problem?
(i)
(ii)
- (c) What are the three disadvantage of voltage fluctuation to the computer?
(i)
(ii)
(iii)
7. (a) Outline four advantages of star topology.
(i)
.....

- (ii)
-
- (iii)
-
- (iv)
-

(b) Briefly describe four considerations when choosing a network topology.

- (i)
- (ii)
- (iii)
- (iv)

8. (a) Differentiate workbook from worksheet.

.....

.....

.....

.....

(b) Describe two types of cell referencing. Give one example for each.

- (i)
-
-
-
- (ii)
-
-
-

(c) List four procedures required to rename a worksheet called sheet3 to Maths.

- (i)
- (ii)
- (iii)
- (iv)

9. (a) Explain one negative effect of internet on cultural changes.

.....

.....

.....

.....

- (b) Briefly explain four advantages of electronic mail (e-mail).

(i)

.....

(ii)

.....

(iii)

.....

(iv)

.....

SECTION C (20 Marks)

Answer question **ten (10)**.

10. Explain five ways of preventing computer virus.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....