

THE UNITED REPUBLIC OF TANZANIA
NATIONAL EXAMINATIONS COUNCIL OF TANZANIA
CERTIFICATE OF SECONDARY EDUCATION EXAMINATION

036/2

INFORMATION AND COMPUTER STUDIES 2

(For Both School and Private Candidates)

Time: 3 Hours

ANSWERS

Year: 2017

Instructions

1. This paper consists of three questions
2. Answer two questions.

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1. CTCL communication Ltd. is a company that sells mobile phones and accessories. The table below is an extract from sales records in five of its branches for the year ended, 2012.

Months Name	Dar Es Salaam	Arusha	Mwanza	Mbeya	Dodoma	Total Sales
January	78000.00	70000.00	65000.00	50000.00	60000.00	
February	90000.00	57000.00	50000.00	45000.00	56000.00	
March	65000.00	60000.00	65000.00	50000.00	46000.00	
April	67000.00	70000.00	70000.00	50000.00	60000.00	
May	90000.00	75000.00	60000.00	65000.00	35000.00	
June	60000.00	61000.00	55000.00	56000.00	50000.00	
July	50000.00	57000.00	70000.00	60000.00	55000.00	
August	40000.00	35000.00	50000.00	45000.00	50000.00	
September	80000.00	75000.00	65000.00	60000.00	56000.00	
October	100000.00	70000.00	80000.00	75000.00	60000.00	
November	80000.00	65000.00	65000.00	50000.00	96000.00	
December	120000.00	75000.00	90000.00	80000.00	100000.00	

(a) Create the worksheet (with borders) which contain the sales records and save it as Phones and Accessories. The first month must be in cell A4.

(b) Merge, center the titles, bold and apply Tan colour shading to the totals row and column.

(c) Use the function to calculate the following:

(i) Total sales for each branch.

(ii) Total sales for each month.

(iii) Minimum sale for each branch and

(iv) Maximum sale for each branch.

(d) Create a three-dimensional pie chart with labelled data of month's names against sales in Arusha branch. Save it as "Arusha".

(e) To achieve the target, each branch must have at least a total of 300000 sales. Write a function that will display "Good season" for target achieved or "Poor season" for target not achieved.

(f) Print your document.

SOLUTION.

(a) Create the worksheet

1. Open Microsoft Excel and create a new workbook.

2. Enter the data as shown in the table:

- The table should start at cell A4.

- Include the headers: "Months Name," "Dar Es Salaam," "Arusha," "Mwanza," "Mbeya," "Dodoma," and "Total Sales."

- Add the data for each month and branch as shown in the table.
- 3. Add borders to the entire worksheet using the "Borders" option in Excel.
- 4. Save the worksheet as "Phones and Accessories."

(b) Formatting

1. Merge and center the title "CTCL communication Ltd" across all columns (A4 to G4).
2. Merge and center the subtitle "Summary of the year 2012 Sales Report" across all columns (A5 to G5).
3. Bold all the titles and apply Tan color shading to the "Months Name" row (A6 to G6).

(c) Calculations

1. Total Sales for Each Branch
 - Use the formula =SUM(B7:B18) in cell B19 and drag it across to F19.
2. Total Sales for Each Month
 - Use the formula =SUM(B7:F7) in cell G7 and drag it down to G18.
3. Minimum Sale for Each Branch
 - Use the formula =MIN(B7:B18) in cell B20 and drag it across to F20.
4. Maximum Sale for Each Branch
 - Use the formula =MAX(B7:B18) in cell B21 and drag it across to F21.

(d) Create a 3D Pie Chart

1. Highlight the columns "Months Name" (A7:A18) and "Arusha" (C7:C18).
2. Go to the "Insert" tab, select "3D Pie Chart," and create the chart.
3. Add data labels to display sales amounts on the chart.
4. Set the chart title to "Arusha Branch Sales."
5. Save the chart as "Arusha."

(e) Conditional Statement

1. Add a new column "Target Status" (column H).
2. Use the formula =IF(G7>=300000,"Good Season","Poor Season") in cell H7 and drag it down to H18.
 - This will display "Good Season" if the total sales for a month are greater than or equal to 300,000, and "Poor Season" otherwise.

(f) Print the Document

1. Save the file as "Phones and Accessories Report."
2. Go to the "File" tab and select "Print."
3. Set the print area to include the entire table, the totals, and the Target Status column.
4. Print the worksheet and the pie chart.

2(a) Use HTML codes to design a website for Human Local Government Administration as shown below:

```
<!DOCTYPE html>
<html>
<head>
```

```

<title>Human Local Government Administration</title>
<style>
  body {
    background-color: #F5DEB3;
    font-family: Arial, sans-serif;
  }
  h1 {
    color: green;
    text-align: center;
  }
  nav {
    text-align: center;
    margin: 20px;
  }
  nav a {
    margin: 0 15px;
    text-decoration: none;
    font-weight: bold;
    color: black;
  }
  table {
    border-collapse: collapse;
    width: 50%;
    margin: 20px auto;
  }
  th, td {
    border: 5px solid black;
    padding: 10px;
    text-align: center;
  }
  textarea {
    display: block;
    margin: 20px auto;
    cols: 40;
    rows: 40;
  }
  img {
    display: block;
    margin: 20px auto;
    width: 100px;
    height: 99px;
  }
</style>

```

```

</head>
<body>
  <h1>HUMAN LOCAL GOVERNMENT ADMINISTRATION</h1>
  <nav>
    <a href="#">ADMINISTRATION</a>
    <a href="#">FINANCE</a>
    <a href="#">HUMAN RESOURCE</a>
    <a href="#">HEALTH</a>
    <a href="#">EDUCATION</a>
    <a href="#">SECURITY</a>
  </nav>
  
  <p style="text-align: center; color: green;">The list below shows names of employees from different
departments</p>
  <table>
    <tr>
      <th>FIRST NAME</th>
      <th>LAST NAME</th>
      <th>DEPARTMENT</th>
    </tr>
    <tr>
      <td>Mde</td>
      <td>Kello</td>
      <td>Finance</td>
    </tr>
    <tr>
      <td>Kije</td>
      <td>Luma</td>
      <td>Human Resource</td>
    </tr>
    <tr>
      <td>Aliq</td>
      <td>Msala</td>
      <td>Health</td>
    </tr>
    <tr>
      <td>Ahmed</td>
      <td>Dareda</td>
      <td>Education</td>
    </tr>
  </table>
  <textarea placeholder="Enter Your Comments"></textarea>
</body>

```

</html>

2(b) Type the document below using a word processing program and perform the formatting as directed:

Document types can range from simple letters and memos to proposal, reports, and books and so on. you will need the footnoting feature; if scientific notation is needed, you will need superscripts (X^2+Y^2) and subscripts A_{21} ; and if you send "personalized" form letters the mail merge feature is a necessity.

(i) Justify the document typed.

(ii) The line spacing should be 1.5.

(iii) Make 2 the superscript of X and Y in the expression (X^2+Y^2) and 21 the subscript of A in the expression (A_{21}).

(iv) Print the HTML code obtained in (a) above and the typed document in (b).

3. The following table gives information on some staff members of a computer school called "SKL ACADEMY". Use the information given to perform the given tasks (a) - (h):

EMPLOYEE ID	SURNAME	FIRST NAME	SEX	TITLE	DEPARTMENT	SALARY	(TSHS)	DATE OF BIRTH
SA001	WODU	JOHN	M	TEACHER	BUSINESS	60000		5/6/1970
SA050	KABI	NEEMA	F	DEPUTY	ADMINISTRATION	720000		6/21/1946
SA061	MABULA	MARY	F	SECRETARY	INFORMATION	400000		4/19/1936
SA200	OKECH	HUSSEIN	M	TEACHER	BUSINESS	61000		6/15/1963
SA002	NTEBI	FRANK	M	DIRECTOR	ADMINISTRATION	1000000		7/12/1966
SA300	IBRAHIM	ZAI	F	TEACHER	BUSINESS	50000		8/23/1980
SA190	NDULA	SARA	F	CASHIER	ADMINISTRATION	600000		4/14/1968
SA003	KELLO	JOSE	M	DRIVER	ADMINISTRATION	200000		9/25/1960
SA600	ALOYCE	MARIAM	F	SECRETARY	COMPUTING	250000		9/30/1957
SA350	NAUNA	HIARY	M	LIBRARIAN	INFORMATION	300000		1/18/1974

(a) Design a suitable database to manage the information presented in the table, name it as "EMPLOYEE DATABASE".

1. Open Microsoft Access and create a new database named "EMPLOYEE DATABASE".

2. Create a table named "EMPLOYEE TABLE" with the following fields: Employee ID, Surname, First Name, Sex, Title, Department, Salary (TSHS), and Date of Birth.

3. Set "Employee ID" as the primary key.

(b) Create a table using design view and enter the records above. Name it "EMPLOYEE TABLE".

1. Enter the data provided into the "EMPLOYEE TABLE" in your database.

(c) Create a query displaying all the fields in the table above to filter out only employees from the information department. Save it as "INFORMATION DEPARTMENT".

1. Go to "Create" > "Query Design".

2. Add the "EMPLOYEE TABLE".

3. In the "Department" field, set the criteria to "INFORMATION".

4. Save the query as "INFORMATION DEPARTMENT".

(d) Create a query that would retrieve records of people who were born between 1/1/1940 and 3/7/1960. Save a query as "BBC".

1. Go to "Create" > "Query Design".

2. Add the "EMPLOYEE TABLE".

3. In the "Date of Birth" field, set the criteria to "Between #1/1/1940# And #3/7/1960#".

4. Save the query as "BBC".

(e) The academy's retirement age is 55 years. Create a query to filter out the employees whose ages are above 55 years. Name it "RETIREMENT AGE".

1. Go to "Create" > "Query Design".

2. Add the "EMPLOYEE TABLE".

3. Create a calculated field for age: "Age: DateDiff("yyyy", [Date of Birth], Date())".

4. In the "Age" field, set the criteria to ">55".

5. Save the query as "RETIREMENT AGE".

(f) Create a form of the employees who are in retirement age. Save as "RETIREMENT FORM".

1. Go to "Create" > "Form Wizard".

2. Use the "RETIREMENT AGE" query to generate the form.

3. Save the form as "RETIREMENT FORM".

(g) Use the employee table to group the records by department, and create a report which includes the current date and time in the header. Save it as "REPORT BY DEPARTMENT".

1. Go to "Create" > "Report Wizard".

2. Select the "EMPLOYEE TABLE".

3. Group by "Department" and add all the fields.

4. In the report header, include the current date and time using the "Insert Date/Time" option.

5. Save the report as "REPORT BY DEPARTMENT".

(h) Print your document.

1. Print the queries, form, and report generated in the above steps.