

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

036/2

INFORMATION AND COMPUTER STUDIES 2  
(PRACTICAL)  
(For School Candidates Only)

Time: 3 Hours

Thursday, 17<sup>th</sup> November 2016 a.m.

Instructions

1. This paper consists of **three (3)** questions.
2. Answer any **two (2)** questions.
3. Each question carries **twenty five (25)** marks.
4. Save your work on the desktop in the folder named by your examination number. **You are not allowed** to save your work by using your name or school name.
5. Save your work by using the 1997-2003 version of the MS Office software you are using.
6. Submit printed **hardcopy** together with the **softcopy** of your work(s).
7. Check whether the **printed** work(s) are similar to the **softcopy** saved in the folder.
8. Cellular phones are **not** allowed in the examination room.
9. Type your **Examination Number** on every page of your softcopy work(s).

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1. (a) Using the Microsoft excel of your choice; create a worksheet in a landscape format using the information in the table below; bold, wrap, align all headings on top and save it as Kigogo hotel.

| 1  | Kigogo Hotel |               |              |               |
|----|--------------|---------------|--------------|---------------|
| 2  |              |               |              |               |
| 3  | S/N          | Employee Name | Worked hours | Rate per hour |
| 4  | 1            | Bahati        | 59           | 22000         |
| 5  | 2            | Helen         | 66           | 11000         |
| 6  | 3            | Luka          | 95           | 33000         |
| 7  | 4            | Eunice        | 78           | 45000         |
| 8  | 5            | Wale          | 55           | 25000         |
| 9  | 6            | Rachel        | 98           | 32900         |
| 10 | 7            | Sos           | 123          | 22200         |
| 11 | 8            | Ham           | 100          | 16100         |
| 12 | 9            | Masy          | 88           | 10000         |

- (b) Insert columns for Gross Salary, PAYE, Aids Levy, Housing allowance, Transport allowance and Net salary.
- (c) Using the appropriate formula for each column inserted above, calculate:
- The Gross salary
  - PAYE
  - Aids levy
  - Housing allowance
  - Transport allowance and
  - Net salary

Given that:

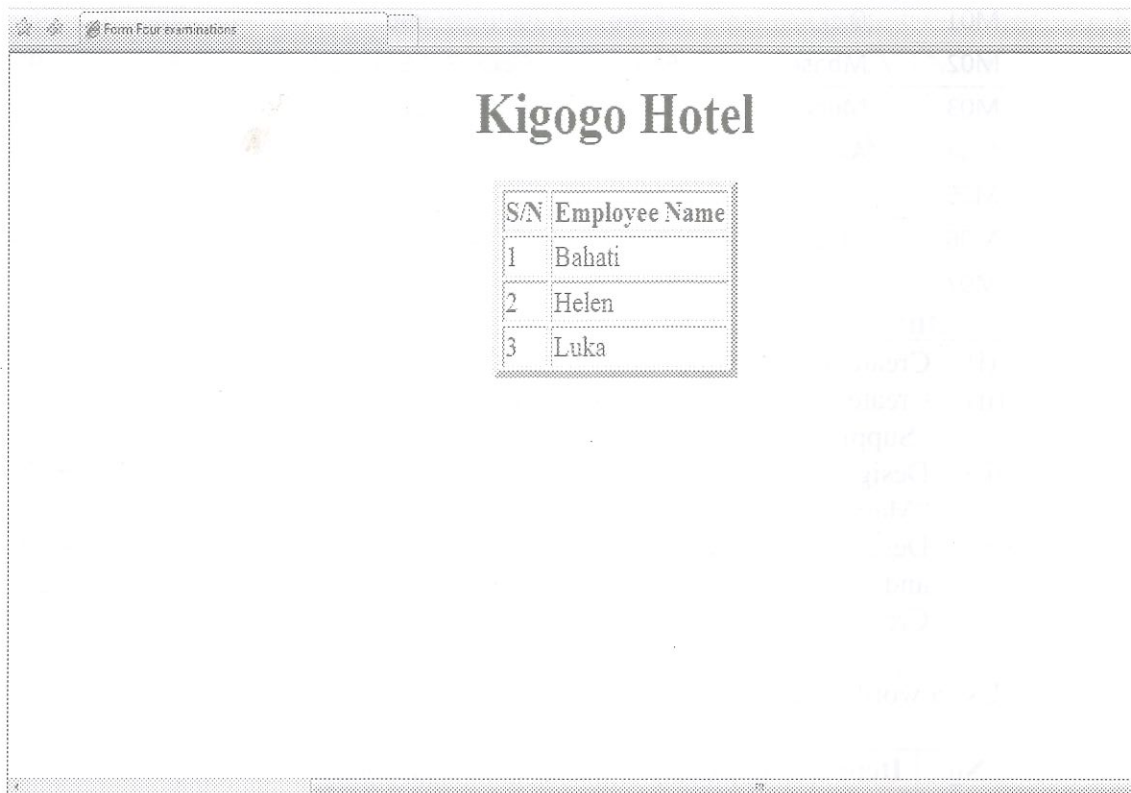
- PAYE is 16% of Gross salary
- Aids levy is 3% of Gross salary
- Housing allowance is 15% of Gross salary
- Transport allowance is 10% of Gross salary

- (d) Insert a Bubble chart of Employees' names against Housing allowance. Save it as "Housing allowance".

- (e) Using the basic HTML codes, create a webpage as shown in the snapshot below.

Description of the webpage

- The heading level should be one.
- Table border should be four.



- (f) Print your work(s).

2. Malaria is one of the major killer diseases in Africa. As an informed person, you are required to design a slide show on Malaria as one of the outbreak diseases. You are required to create five (5) content slides with the following description:
- Slide one should elaborate on the causes and spread of Malaria.
  - Slide two should focus on any two symptoms of Malaria.
  - Slide three should include treatment of Malaria.
  - Slide four should include prevention of Malaria.
  - In slide five insert title for the presentation, with link to all the above four slides. Use back, next and home action buttons to link one slide to another.
- (f) Print the titled slide, slide one, slide three and four together as a handout scaled to A<sub>4</sub> paper size.
- (g) Save your presentation in slide show format as Malaria slide show.

**General guidelines:**

- Insert your examination number as a footer for all slides.
- All slides should have the same design view.

3. (a) The table below shows food items purchased at Mapanda secondary school. Create a database called “Mapanda” to manage Mapanda foods supply.

| Supplier ID | Supplier Name | Food item  | Contacts    | Quantity in stock | Unit price(shs) |
|-------------|---------------|------------|-------------|-------------------|-----------------|
| M01         | Dick          | Maize      | 0765-453667 | 70                | 900000          |
| M02         | Mbase         | Beans      | 0666-345621 | 30                | 190000          |
| M03         | Mula          | Oil        | 0555-111111 | 20                | 200000          |
| M04         | Ali           | Soya       | 0444-222222 | 10                | 100000          |
| M05         | Jesca         | Rice       | 0677-121212 | 30                | 500000          |
| M06         | Muba          | Groundnuts | 0784-000000 | 17                | 300000          |
| M07         | Ponda         | Fruits     | 0678-383838 | 300               | 120000          |

- Create the table above and name it “food supply” and enter data.
  - Create a form showing ID, supplier name, quantity in stock, unit price and name it “Supplier form”.
  - Design a query to filter suppliers whose contact begins with “067”. Save it as “Mapanda-1”.
  - Design another query to extract food items whose unit price is above shs 200000 and the quantity in stock is greater than 20. Save it as “Mapanda-2”.
  - Create a food supply report. Save it as “food report.”
- (b) Use a word processor of your choice to type the table below:

| No                    | Item          | Quantity   | Price | Amount |
|-----------------------|---------------|------------|-------|--------|
| 1                     | Bulb          | 20 Bunches | 20000 | 400000 |
| 2                     | Rice          | 30 kg      | 1000  | 30000  |
| 3                     | Meat          | 15 kg      | 2000  | 30000  |
| 4                     | Soda          | 5 kg       | 40000 | 200000 |
| 5                     | Mineral water | 6 Boxes    | 4000  | 24000  |
| Total Amount Required |               |            |       |        |

**Guidelines:**

- The font type must be verdana and font size 16.
  - Add footer with the words “drafted by your examination number”.
- (c) Save as club budget and print your work in part (a) and (b) above.