

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: 2016

Instructions

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

maktaba.tetea.org



1(a) Create a worksheet using Microsoft Excel

1. Open Microsoft Excel and create a new workbook.
2. Enter the data as shown in the table:

S/N	Employee Name	Worked Hours	Rate Per Hour
1	Bahati	59	22000
2	Helen	66	11000
3	Luka	95	33000
4	Eunice	78	45000
5	Wale	55	25000
6	Rachel	98	32900
7	Sos	123	22200
8	Ham	100	16100
9	Masy	88	10000

3. Format the worksheet:

- Use landscape orientation.
 - Bold all the headings and apply text wrapping.
 - Align all headings to the center.
4. Save the file as "Kigogo Hotel."

1(b) Add Columns

Add the following columns to the worksheet:

- Gross Salary
- PAYE
- Aids Levy
- Housing Allowance
- Transport Allowance
- Net Salary

1(c) Formulas for Calculations

Use the formulas below to calculate the required values:

Gross Salary

Formula: =C4*D4

(Multiply Worked Hours by Rate Per Hour)

PAYE

Formula: =E4*0.16

(16% of Gross Salary)

Aids Levy

Formula: =E4*0.03
(3% of Gross Salary)

Housing Allowance
Formula: =E4*0.15
(15% of Gross Salary)

Transport Allowance
Formula: =E4*0.10
(10% of Gross Salary)

Net Salary
Formula: =E4-(F4+G4)+H4+I4
(Gross Salary minus deductions plus allowances)

Apply these formulas to all rows of data.

1(d) Insert a Bubble Chart

1. Highlight the "Employee Name" and "Housing Allowance" columns.
2. Go to the "Insert" tab, select "Bubble Chart," and create a chart.
3. Set the title of the chart to "Housing Allowance."
4. Save the chart as "Housing Allowance."

1(e) Create a Webpage Using HTML

```
```html
<!DOCTYPE html>
<html>
<head>
 <title>Kigogo Hotel</title>
 <style>
 table {
 border-collapse: collapse;
 width: 50%;
 margin: 20px auto;
 }
 th, td {
 border: 4px solid black;
 padding: 8px;
 text-align: left;
 }
 th {
 background-color: #f2f2f2;
 }

```

```

 }
 </style>
</head>
<body>
 <h1 style="text-align: center;">Kigogo Hotel</h1>
 <table>
 <tr>
 <th>S/N</th>
 <th>Employee Name</th>
 </tr>
 <tr>
 <td>1</td>
 <td>Bahati</td>
 </tr>
 <tr>
 <td>2</td>
 <td>Helen</td>
 </tr>
 <tr>
 <td>3</td>
 <td>Luka</td>
 </tr>
 </table>
</body>
</html>
```

```

1(f) Print Your Work

- Print the Excel worksheet showing the calculated values.
- Print the Bubble Chart showing "Housing Allowance."
- Print the HTML webpage by opening it in a browser and using the print option.

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:

- (a) Slide one should elaborate on the causes and spread of Malaria.
- (b) Slide two should focus on any two symptoms of Malaria.
- (c) Slide three should include treatment of Malaria.
- (d) Slide four should include prevention of Malaria.
- (e) 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 A4 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.

Solution for the Malaria Slide Show

Step 1: Open PowerPoint

1. Launch Microsoft PowerPoint and create a new presentation.
2. Choose a uniform design template for all slides (e.g., a professional design from the "Design" tab).

Step 2: Create Slide 1 (Causes and Spread of Malaria)

1. Add the title: "Causes and Spread of Malaria."
2. Content:
 - Causes of Malaria:
 - Caused by Plasmodium parasites.
 - Spread through the bite of an infected female Anopheles mosquito.
 - Spread of Malaria:
 - Mosquitoes transmit the parasites when they bite humans.
 - Can spread in stagnant water areas and poorly sanitized environments.
3. Add relevant images or icons (e.g., mosquito vector or malaria life cycle diagram).
4. Insert your examination number as a footer.

Step 3: Create Slide 2 (Symptoms of Malaria)

1. Add the title: "Symptoms of Malaria."
2. Content:
 - Common Symptoms:
 - High fever.
 - Chills and sweating.
3. Use bullet points and include illustrations or symbols for fever and chills.
4. Insert your examination number as a footer.

Step 4: Create Slide 3 (Treatment of Malaria)

1. Add the title: "Treatment of Malaria."
2. Content:
 - Use antimalarial drugs such as Artemisinin-based Combination Therapies (ACTs).
 - Seek medical attention immediately after experiencing symptoms.
 - Avoid self-medication.
3. Add an image or icon of medical pills or a hospital.
4. Insert your examination number as a footer.

Step 5: Create Slide 4 (Prevention of Malaria)

1. Add the title: "Prevention of Malaria."
2. Content:
 - Use mosquito nets treated with insecticides.
 - Avoid stagnant water to prevent mosquito breeding.
 - Apply mosquito repellents and wear protective clothing.
 - Participate in community-wide spraying campaigns.
3. Add an illustration of a person sleeping under a mosquito net.
4. Insert your examination number as a footer.

Step 6: Create Slide 5 (Title and Navigation)

1. Add the title: "Malaria: Causes, Symptoms, Treatment, and Prevention."
2. Add action buttons:
 - Create buttons for "Slide 1," "Slide 2," "Slide 3," "Slide 4," and "Home."
 - Link each button to its respective slide.
 - Add "Next," "Back," and "Home" buttons on each slide for easy navigation.
3. Include a background relevant to Malaria, such as a mosquito icon or map of malaria-prone regions.
4. Insert your examination number as a footer.

Step 7: Add Footers to All Slides

1. Go to the "Insert" tab and click on "Header & Footer."
2. Enter your examination number in the footer field.
3. Check "Apply to All" to include the footer on every slide.

Step 8: Print Slides

1. Go to the "File" tab and select "Print."
2. Choose "Handouts" under "Print Layout" and set it to 4 slides per page.
3. Select "Scale to A4" to fit the content on A4 paper.
4. Print the following slides:
 - Slide 5 (Title slide with navigation).
 - Slide 1 (Causes and Spread of Malaria).
 - Slide 3 (Treatment of Malaria).
 - Slide 4 (Prevention of Malaria).

Step 9: Save the Presentation

1. Save the presentation in two formats:
 - PowerPoint Presentation (.pptx): Use the name "Malaria Slide Show."
 - PowerPoint Show (.ppsx): This format allows the presentation to open directly in slideshow mode.

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 |

(i) Create the table and name it "food supply" and enter data

1. Open Microsoft Access and create a new database called "Mapanda".
2. Create a table named "food supply" with the following fields:

- Supplier ID (Text)
- Supplier Name (Text)
- Food Item (Text)
- Contacts (Text)
- Quantity in Stock (Number)
- Unit Price (Currency)

3. Enter the data into the table as shown above.

(ii) Create a form.

1. Go to the "Create" tab and select "Form Wizard".
2. Select the table "food supply" and include the fields: Supplier ID, Supplier Name, Quantity in Stock, and Unit Price.
3. Save the form as "Supplier form".

(iii) Design a query to filter suppliers whose contact begins with '067'. Save it as "Mapanda-1".

1. Go to the "Create" tab and select "Query Design".
2. Add the "food supply" table.
3. In the "Contacts" field, set the criteria to `Like "067\*"`.
4. Save the query as "Mapanda-1".

(iv) 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".

1. Go to the "Create" tab and select "Query Design".
2. Add the "food supply" table.

3. In the "Unit Price" field, set the criteria to `>200000`.
4. In the "Quantity in Stock" field, set the criteria to `>20`.
5. Save the query as "Mapanda-2".

(v) Create a food supply report. Save it as "food report".

1. Go to the "Create" tab and select "Report Wizard".
2. Use the table "food supply" or the query results to generate the report.
3. Add all relevant fields to the report.
4. Save the report as "food report".

3(b) Type the table below in a word processor

1. Open a word processor (e.g., Microsoft Word).
2. Create the table as shown 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

3. Format the text:

- Font type: Verdana
- Font size: 16

4. Add a footer with the text "Drafted by your examination number".

3(c) Save the file and print

1. Save the word file as "Club Budget".
2. Print both the database output (queries and reports) and the word file.