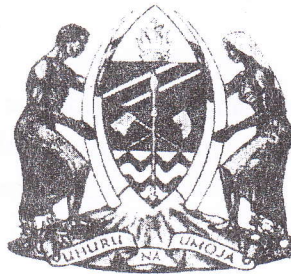


# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT MOROGORO REGION FORM FOUR MOCK EXAMINATION, 2020

### INFORMATION AND COMPUTER STUDIES 2

(PRACTICAL)

CODE 036/2

TIME: 3HRS

02/09/2020 AM

#### INSTRUCTIONS

1. This paper consists of **three (3)** questions.
2. Answer **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. Submit printed **hardcopy** together with **softcopy** of your work (s)
6. Cellular phones are **not** allowed in the examination room.
7. Write your **Examination Number** on every page of your answer booklet (s)

1. a) Open a new MS Word file and type the following text given below. (04 marks)

The fairy tales we deserve

The Disney that enchants us today are drawn from ancient, worldwide folk tradition. Some folklorists believe that "Cinderella" in its most basic form—neglected youngest child is tested, found worthy, rewarded with mate—dates back to the Old Stone Age. Cinderella

Folk version of "Cinderella" was related in hundreds of societies. In these stories, the "test" for the unfortunate child is different. Our familiar Cinderella is beautiful and has tiny feet. By contrast, the Japanese Cinderella gets her price by writing a prize-winning poem.

Other fairytales include:

- Little red riding hood
  - Three little pigs
  - Beauty and the beast
- ii. Save your work as "fairytales" in a folder created on my desktop. (01 mark)
  - iii. Run the spell checker. (01 mark)
  - iv. Bold and underline "the fairy tales we deserve". (01 mark)
  - v. Change the line spacing of the paragraph to 1.5. (01 mark)
  - vi. Replace the word "beautiful" with magnificent. (01 mark)
  - vii. Apply the style heading 1 to "Cinderella". (01 mark)
  - viii. Add a header to the document and write your name and surname. (01 mark)
  - ix. Change the bullets points to a numbered list. (01 mark)
  - x. Create a table as shown below. (04 marks)

January tests				
Surname	name	English	German	Computer
Xuereb	Norbert	85	42	98
Spiteri	Richard	53	45	75
Borg	Clive	55	85	82
caruana	Michelle	45	45	25

- xi. Insert a row between spiteri and Borg add the following data: (03marks)

Biffa	Paola	42	25	48
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- Radish
- I. Beetroot
- II. Ginger
- III. Potato
- IV. Radish

(@1/2=4 marks)

2. 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 heading on top and save it as Mtakuja Restaurant. (3 marks)

a) Insert columns for Gross Salary, PAYE, WAGE, Transport Allowance, House Allowance and Net Salary (2 marks)

	A	B	C	D
1		<b>MTAKUJA REUSTAURANT</b>		
2	<b>S/N</b>		<b>WORKED HOURS</b>	<b>RATE PER HOUR</b>
3	1	Cham Cham	55	4500
4	2	Kondoliza Wagoge	90	1000
5	3	Tumaini Jema	78	3300
6	4	Mlima Mkuu	55	4500
7	5	Matatizo Yetu	98	2500
8	6	Yatakwisha Lini	120	3200
9	7	Tabu Shabani	59	2200
10	8	Mazoea Mitomongi	66	1600
11	9	Jimbi Jacob	85	1000
12	10	Mloganzila Mayembe	25	2200



b) Using the appropriate formula for each column inserted above, calculate:

- i. The Basic Salary (2 marks)
- ii. PAYE (2 marks)
- iii. WAGE (2 marks)
- iv. Transport Allowance (2 marks)
- v. House Allowance (2 marks)
- vi. Net Salary (2 marks)
- vii. Gross salary (2 marks)

Given that:

- PAYE is 20% of Basic Salary
- WAGE is 4% of Basic Salary
- Housing allowance is 15% of Basic Salary
- Transport allowance is 12% of Basic Salary
- Basic salary is working hours' times rate per hour
- Gross salary all accumulations

c) Insert a 3-D column chart of Employees name against Transport allowance. (2 marks)

d) Save it as Transport allowance (2 marks)

e) Print your works(s) (2 marks)

3. The following tables show books kept in a certain library. Read the tables carefully and answer the following questions that follow:

**Table 1: Library Book**

<i>Code Number</i>	<i>Title</i>	<i>Author's Name</i>	<i>Book returned (Br) or Book borrowed (Bb)</i>	<i>Borrowed Number</i>	<i>Date due Back</i>
141	French	S.Mburu	Bb	1230	2-8-2011
670	B/Maths	T.Chemwa	Bb	1420	6-4-2011
403	Chemistry	K. Henry	Br	642	2-5-2011
539	History	J.James	Br	462	2-5-2011
850	ICT	V.Kalebo	Bb	3200	9-7-2011

**Table 2: Borrowers**

<i>Borrower Number</i>	<i>Borrowers Name</i>	<i>Borrower Address</i>	<i>Borrower's Phone</i>
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Table 2 (3 marks)

- iv. Sort the records in part (a) in ascending order of borrowers' number (3 marks)
- v. Create a query called "greater than 1200" with field: Code Number, Title, Name of Author, Book returned and Date due back, showing borrowers number that are above 1200(3 marks)
- vi. Create a query, showing only Books returned (Br) and Name of author. Save the query as "Br query" (3 marks)
- vii. Create relationship between the tables created above (3 marks)
- viii. Create a report of library borrower in (b) above and name the report as "Borrowers report" (3 marks)
- ix. Create a form using information in part (a) above and save it as "Books.form" (3 marks)
- x. Save your database as "Library database" (1 mark)