

CHRISTIAN SOCIAL SERVICES COMMISSION (CSSC)
NORTHERN ZONE FORM FOUR JOINT EXAMINATION



036/1

INFORMATION AND COMPUTER STUDIES-1

MARKING SCHEME

SECTION A (16 Marks)

1. Multiple choice

10 MARKS

i	ii	iii	iv	v	vi	Vii	viii	ix	x
B	D	D	C	B	C	D	D	B	A

2. Matching items

6 MARKS

LIST A	i	ii	iii	iv	v	vi
LIST B	C	G	E	H	D	A

SECTION B (54 Marks)

3. a) Mention four (04) Features Ellice identified.

4 MARKS

- **Text Editing and Formatting:** Both word processing and desktop publishing software provide robust text editing and formatting features. Users can create, edit, and format text with options such as font selection, size adjustments, bold, italic, underline, alignment, and paragraph formatting. These features enable the creation of visually appealing and well-structured documents.
- **Page Layout and Design:** Word processing and desktop publishing tools offer functionalities for page layout and design. Users can set page margins, adjust page size, and control the placement of text and images. Both types of software include features to create multi-column layouts, headers, footers, and page numbering.
- **Image Handling:** Both software types allow users to insert and manipulate images within documents. Users can import graphics, resize images, and position them within the document. Basic image editing features, such as cropping and adjusting brightness, may also be available in both word processing and desktop publishing applications.
- **Templates and Styles:** Templates and styles are essential features in word processing and desktop publishing software. Templates provide pre-designed document layouts, while styles allow users to apply consistent formatting throughout the document. This ensures a cohesive and professional appearance, especially in longer documents or publications.

b) As an IT expert, explain the purpose of the following Microsoft Word features:

i) Find and Replace

- is used to quickly locate specific words or phrases within a document and replace them with another word or phrase. **2 MARKS**

ii) Page breaks

- enables you to separate sections of a document so that they can appear as separate pages at the time of printing **2 MARKS**

iii) Word wrap

- Refers to the way text is automatically wrapped within a document or program, so it fits within the given space. **1 MARK**

4. What do you understand about the following multimedia terms?

i. Multimedia

- Multimedia - refers to the integration of text, image, audio, video, graphics and animation in variety of application environment

2 MARKS

ii. Video editing

- Is a process of assembling and creating shots to make a TV programme, film or video. **2 MARKS**

iii. Use an example to differentiate between linear and non-linear multimedia content.
-Linear - content progresses without any navigation control for the viewer such as cinema presentation or book.

WHILE

Non – linear it offers user interactivity to control progress as used with a computer game or used in self – paced computer based training. **3 MARKS**

iv. Explain how handled devices such as Smartphone have transformed the use of multimedia.

- Many services can be accessed through Smartphone, it display text, image, audio and video. **2 MARKS**

5. a) Five aids materials, equipments or tools that will enable you to prepare and deliver your presentation electronically.

- Microphone
 - Multimedia projector
 - Software
 - Pointers
 - Speaker
 - Computers
- any five

5 MARKS

b) Is it necessary to use every kind of aid in every presentation? If yes Why? And If no Why?

- Yes, it is necessary but aids are used depend on a kind of presentation
- Aids also are used according to the nature of audience **4 MARKS**

6. a) Differentiate between

i. Absolute cell reference and Relative cell reference

- **Absolute cell reference** is a cell reference in spreadsheet application that remains constant even if the shape or size of the spreadsheet is changed or the reference is copied or moved to another cell or sheet. **While Relative cell reference** is an address or pointer that changes when the target item is moved **2 MARKS**

ii. Information dissemination and data

- Is the way or method of spreading information or messages from one point to another using mostly manual operated means **while data** is a raw fact which has no meaning to user **2 MARKS**

b) Give five procedures on how to apply the validation criteria to restrict marks of student in range of 0 to 100

- Select the cells
- On the data tab, click data validation
- From the drop-down menu, choose data validation
- In the data validation box, choose Whole number to allow the function to check the value being entered
- On the data option, choose between, Enter 0 on the minimum text box and 100 on the maximum text box then press OK **5 MARKS**

7. In a database linking is the one that create access to other object. Most of the people prefer to use Relationship in a database to create a link.

a. Explain three types of relationship

- ❖ One to one Relationship
- ❖ One to many Relationship **1 MARK @ = 03**
- ❖ Many to many Relationship

b. Briefly explain two types of queries

- ❖ Select queries
- ❖ Action queries
- ❖ Parameter queries
- ❖ Crosstab queries **any two 1MARK @ = 02**

c. Mention the function of referential integrity

- Is to ensure that details entered in the related table have a related record in the primary table. **2 MARKS**

d. Why we prefer to use form to enter data in a database rather than a table?

- When you enter data in a form, it goes directly into one or more tables.
- It is used to control access of data
- It is easy way of displaying a data **any importance 2 MARKS**

8. Ms excel

- a) What are the cell references of Finance, Kibena, Subject, Jembe Lufwagilo, Neema
- Finance E4
 - Kibena B9
 - Subject E3 **0.5 @ = 2 MARKS**
 - Jembe Lufwagilo D8

b) Give out the function used to compute Full name
=CONCATENATE (B5," ",C5) or =B5&" "&C5 **1 MARK**

- c) Suppose you are required to generate a pie chart that displays full name and average. Which steps would you follow to generate the pie chart?
- Select full name then press control key without release click average

- Click insert menu
 - Click chart, then select type of chart,
 - Click it. **0.5 @ = 2 MARKS**
- d) It is noted that if the average is greater than 70 the remarks should be “Pass” otherwise “repeat”. State the formula to compute the Remarks.
- =IF(I5>70,"PASS", "FAILURE") **1 MARK**
- e) Mention the name of the active cell
- M7 **1 MARK**
- f) If the value in cell F8 is to be changed to 80, how many cells altogether will change?
- Three (3) cells **1 MARK**
- g) What formatting feature is applied in E4?
- Alignment – rotation **1 MARK**

9. Html code **9 MARKS**

```
<html>
<head><b> Please provide the following information</b></head>
<body>
<form><br>
Name:
  <input type="text" name="Name">
</form>
Gender
<input type="checkbox" name="test" VALUE="Female">female
<input type="checkbox" name="test" VALUE="Male">Male <br>
<br>
Married:
<input type="radio" name="married" VALUE="Yes">Yes
<input type="radio" name="Married" VALUE="No">No <br>
<br>
coment
<input type="text" name=""><br>
<br>
submit information:<input type="reset" VALUE="send"><br>
</form>
</body>
</html>
```

SECTION C (30 MARKS)

9. ICT plays big roles in society today and it is applied in organization to increase performance, suppose you are an IT specialist and you are invited by KCMC hospital to talk about ICT to the workers, how you would explain the application area of ICT in medicine and negative impact of ICT in the society. Explain three (3) applications and three (3) negative impacts. (15 marks)

- Medical research;
- Diagnosis:
- Patient medical record:
- Treatment
- **Negative impact**
- Loss of job
- Reduce employment;
- Road accident:

❖ Intro 1.5, points 2 marks @ and concl 1.5 marks

10. Why schools should emphasize the use of Information and Communication Technology in teaching and learning process? Explain by giving four reasons (15 marks)



11. A school manager wishes to publicize school activities to make his school better known in the neighborhood. He could do this by using the school's website or producing a magazine using DTP to be delivered by hand. Discuss two advantages and two disadvantages of each method (15 marks)

Advantages of DTP

- ❖ **Cost-Effective:**
- ❖ **Control and Customization:**
- ❖ **Professional-Quality Output:**
- ❖ **Quick Turnaround:**

Disadvantages

- ❖ **Hardware and Software Costs:**
- ❖ **File Compatibility Issues:**
- ❖ **Resource-Intensive:**
- ❖ **Limited for Complex Projects**

Advantages of internet

1. Communication
2. Promoting business:
3. Telemedicine:
4. E-services
5. Source of information
6. E-learning

Disadvantages of internet

1. Health problems
2. Internet addiction disorder
3. Cybercrime
4. Privacy problems

Any appropriate introduction and conclusion.