UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

THE CITY COUNCIL OF DODOMA

FORM IV PRE-MOCK EXAMINATION 2021

036/2   **INFORMATION AND COMPUTER STUDIES 2 (PRACTICAL)**

TIME: 2:30 HOURS   **MARCH, 2021**

Instructions

1. This paper consists of **three (3)** questions.
2. Answer any **TWO (2)** questions.
3. Save your work on the desktop in the folder named by your examination number.
4. Save your work by using the 1997-2003 version of MS Office software you are using.
5. Check whether the **printed** work(s) are similar to the **softcopy** saved in the folder.
6. Submit printed hardcopy together with the softcopy of your work.
7. Cellular phones and any unauthorized materials are **not** allowed in examination room.
8. Type your **Examination Number** on every page of your softcopy work(s)

1. VPL COMPANY LIMITED is a company that sells cars and motorcycle accessories in DODOMA region. The worksheet below is an extract from sales recorded in five of its branches for the year ended, 2019.

	A	B	C	D	E	F	G
1		VPL COMPANY LIMITED					
2		SUMMARY OF THE YEAR 2019 SALES REPORT					
3	MONTHS NAME	CHAMWINO	CHEMBA	DOM TOWN	BAHI	KONGWA	TOTAL SALES
4	JANUARY	100,000.00	55,000.00	65,000.00	75,000.00	80,000.00	
5	FEBRUARY	90,000.00	52,000.00	78,000.00	80,000.00	67,000.00	
6	MARCH	50,000.00	60,000.00	65,000.00	68,000.00	86,000.00	
7	APRIL	95,000.00	75,000.00	50,000.00	100,000.00	70,000.00	
8	MAY	80,000.00	80,000.00	80,000.00	46,000.00	75,000.00	
9	JUNE	60,000.00	90,000.00	90,000.00	50,000.00	45,000.00	
10	JULY	75,000.00	10,000.00	120,000.00	67,000.00	73,000.00	
11	AUGUST	60,000.00	45,000.00	45,000.00	68,000.00	45,000.00	
12	SEPTEMBER	25,000.00	60,000.00	60,000.00	55,000.00	56,000.00	
13	OCTOBER	30,000.00	75,000.00	78,000.00	65,000.00	65,000.00	
14	NOVEMBER	70,000.00	85,000.00	95,000.00	67,000.00	50,000.00	
15	DECEMBER	80,000.00	90,000.00	68,000.00	78,000.00	60,000.00	
16	TOTAL SALES						
17	MINIMUM SALE						
18	MAXIMUM SALE						

a) Create the worksheets which contain the sales records as shown above and save it as ACCESSORIES. The first month must be in cell A4.
b) merge, center the titles and bold it
c) use the function to calculate the following:
   i. Total sales for each branch.
   ii. Total sales for each month.
   iii. Minimum sales for each branch.
   iv. Maximum sales for each branch
d) Create a three dimensional **pie chart** with labeled data of month's names against sales in CHAMWINO branch. Save it as "CHAMWINO"
e) To achieve the target, each branch must have at least a total of 450,000.00 sales. Write a function that will display 'Good season' for target achieved or 'Poor season' for target not achieved.
f) Print your document.

2.   a) Use HTML codes to design a website for Human Local government administration as shown below:

Search ⇢ www.africona.net

Description of the webpage
- The background colour should be yellow.
- Set green as the font colour of the heading and the statement above the table.
- Use any picture from the picture library.
- The image width and height are 100 and 99 respectively.
- The table border is 5.
- The rows =40 and cols=40.

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. The point is, match the features you need with the features in the software package. For example, if you write articles that require references. You will need the footnoting feature; if scientific notation is needed, you will need superscripts (A2+B2) and subscripts Q21; and if you send **"personalized"** form letters the mails merge features 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 Q in the expression (Q_{21}).
  iv.   Print the **HTML** code obtained in (a) above and the typed documents in (b).

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

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Table 1 Library books

Code number	Title	Author's name	Books returned (Br) or borrowed (Bb)	Borrower number	Date due back
142	Katoro	S.Toir	Bb	1230	20 Oct 2011
820	ICS bookone	S.mbeta	Bb	1420	6 Apr 2011
403	Comp science	T.C.Chemwa	Br	612	2 May 2011
500	B/maths	TIE	Br	162	2 May 2011

Table 2 Borrowers

Borrower number	Borrowers Name	Borrower Address	Borrower's phone number
1230	Leah Mtuka	P.O.BOX 20 Lindi	065-437328
1420	Eva Kombo	P.O.BOX 50 DSM	077-126798

Using a database management system program (Microsoft office Access) to:
   a) Create a table books called **Library Books**, Use the information given in Table 1
   b) Create another table of borrowers called **Library Borrowers**. Use the information given in Table 2
   c) Sort the records in part(a) above in **ascending order** of Borrowers number
   d) Create a query called "**greater than 1000**" with field: **Code number**, **Title, Name of Autho**r ,**books returned** and **date due back** showing borrowers number' numbers that are above 1000
   e) Create a query, showing only books returned (Br) and the names of the author. Save the query as "**Br query**"
   f) create a report of library borrower in (b) above and name the report as "**Borrowers report"**
   g) Create a form using the table created in part (a) above .Save your form as "**Books form"**
   h) Save your database as "**LIBRARY DATABSE**".
   i) Print your database documents.