

**THE UNITED REPUBLIC OF TANZANIA
PRIME MINISTER'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT**



**LAKE ZONE FORM FOUR MOCK EXAMINATION
(SHINYANGA, SIMIYU, GEITA, KAGERA, MARA AND MWANZA)**

**036/1 INFORMATION AND COMPUTER STUDIES
ACTUAL PRACTICAL
(For Both School and Private Candidates)**

Time: 3 Hours

Year: 2026

INSTRUCTIONS

1. This paper consists of three questions
2. Answer only two (02) questions
3. Each question carries 25 marks
4. Save your work on the desktop in the folder named by your examination index number
5. Submit your printed work along with the soft copy saved in the folder
6. Cellular phones and any other unauthorized materials Are not allowed in the examination room
7. Type your examination number on every page of your soft copy work.

This paper consists of 6 printed pages

1. Mangi electronics ltd is a company that sells mobile phones and accessories in Tanzania. The following is the screenshot of the worksheet which shows sales record from its three branches of Arusha, Mwanza, and Tanga for the year ended 2025. As an IT expert at Mangi electronics ltd company, you are required to study the following worksheet and answer the questions that follows

	A	B	C	D	E	F	G	H
1			Kilimani E	Kilimani E	Kilimani Ele	Kilimani Electronics ltd		
2		Summary	Summary	Summary	Summary of sales Report in the year 2028			
3	Months	Arusha	Mwanza	Tanga	Total sales	Average	VAT	WCF
4	Jan	630,000	180,000	430,000				
5	Feb	770,000	220,000	660,000				
6	Mar	800,000	270,000	550,000				
7	Apr	670,000	440,000	550,000				
8	May	660,000	270,000	440,000				
9	Jun	870,000	300,000	440,000				
10	Jul	490,000	440,000	770,000				
11	Aug	440,000	410,000	530,000				
12	Sep	664,000	420,000	556,000				
13	Oct	780,000	270,000	640,000				
14	Nov	770,000	550,000	440,000				
15	Dec	110,000	560,000	960,000				
16								
17	Year sales							
18	minimum sales							
19	Average sales							
20	Deductions		VAT	18%	WCF	2%		

Work description

→The font size for the first and second heading should be 14

→VAT means value added Tax and WCF means worker compensation fund

- Create a workbook named MANGI. Use the screenshot of the work sheet given to create a land scape worksheet in sheet 1, rename sheet 1 as sales report.
- Use appropriate functions to compute minimum sales in Mwanza Region, total sales and average for each month.
- VAT and WCF are obtained from the total sales. Use absolute cell reference to calculate VAT which is 18% of the total sales and WCF which equals to 2% of the total sales.
- Format the average column to display values into two decimal places.
- Type your examination number at the center section of the page header and insert page number at the left section of footer area.
- Use the months and sales in Mwanza and Tanga regions to create the following column chart. Save the chat to a separate worksheet as sales chart.

Comparison of Sales 2018

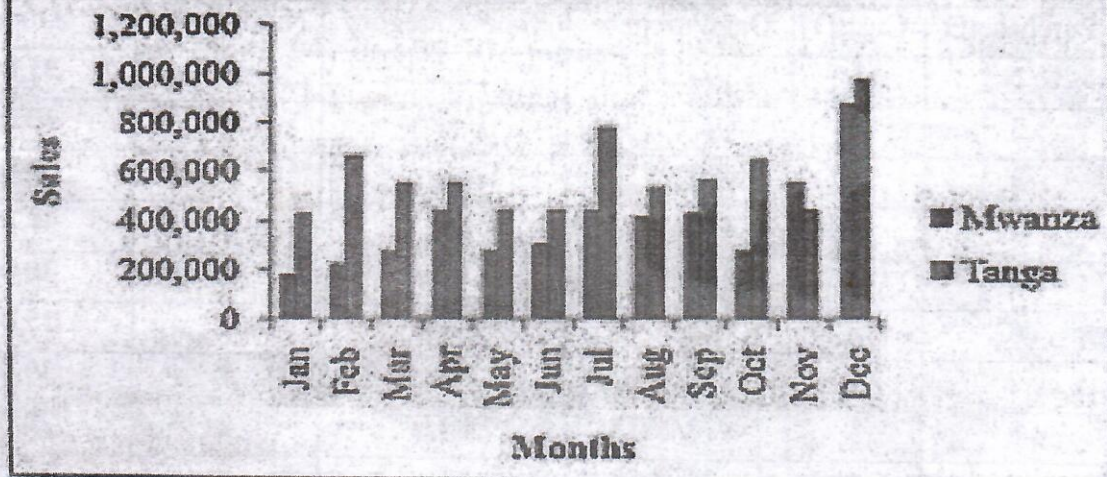


Chart description

- The font style and size of the heading should be in Calibri and 18 respectively
 - The font style and size of the months, sales and legend should be Times New Roman and 12 respectively
 - The colour for Mwanza and Tanga Bars should be red and green respectively
- (g) Print your work.

2. Mr. Majao manages his shoes shop records by using Microsoft access Database. The database stores customer records including contacts and purchases. He uses this database as the marketing strategy for facilitating him in awarding his royal customers. The customer awarded free pair of shoes if he buys 10 pairs. Study careful the following tables which are included in the database and answer the questions that follows

Customers

CustID	First name	Surname	Phone #
1.	Jona	Muliye	0713345610
2.	Mary	Kalida	0674234012
3.	Kilo	Kilosa	0782919293
4.	Juju	Moses	0651828280
5.	Marcelina	Mosi	0761839099
6.	Moneyliisa	Pesa	0621345334
7	Joy	Majiji	0765080911

Purchases

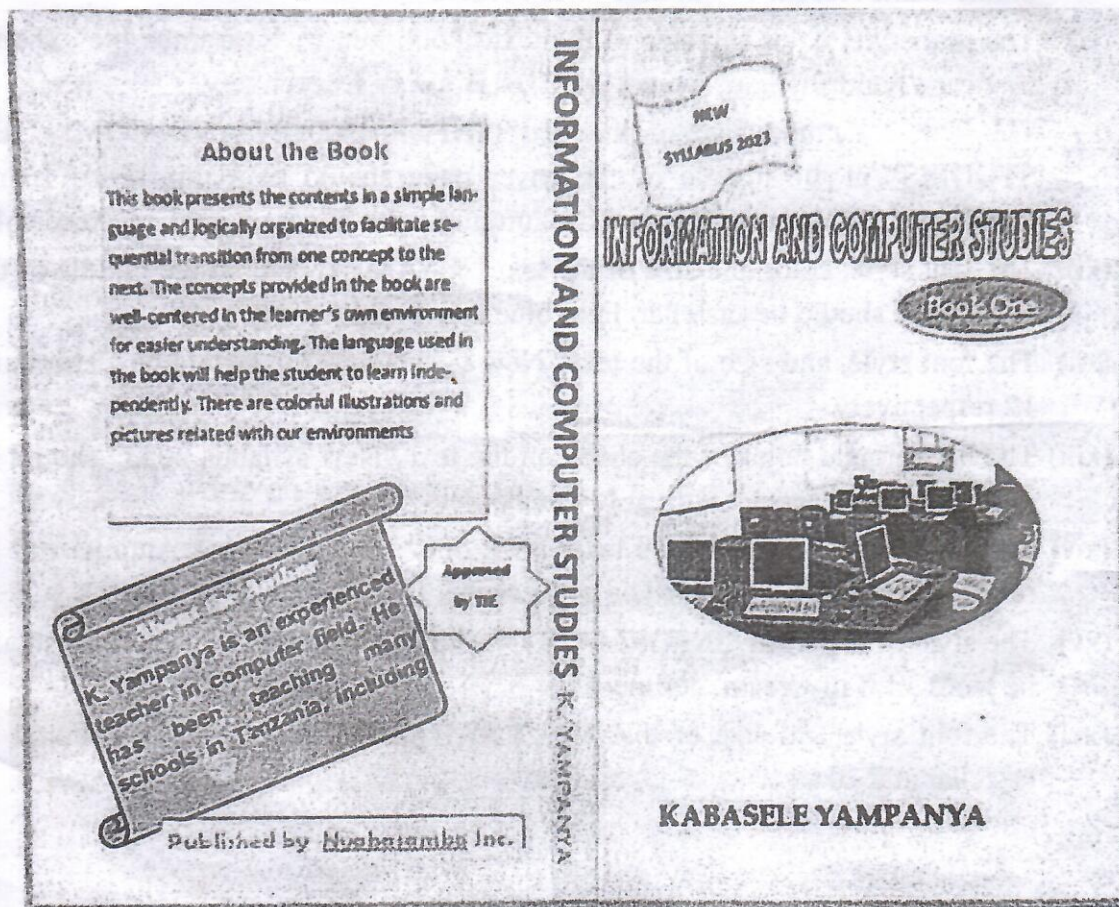
PurchaseID	CustID	DatePurchase	Shoe_Category	Num_shoes	Amount
1	1	3/8/2023	Ladies	1	35,000
2	1	4/6/2023	Ladies	3	30,000
3	1	5/5/2023	Kids	4	60,000
4	1	4/7/2023	Men	2	48,000
5	2	8/2/2023	Ladies	2	30,000
6	2	5/23/2023	Kids	1	15,000
7	3	6/23/2023	Men	1	39,000
8	3	6/18/2023	Kids	2	28,000
9	4	3/26/2023	Men	2	56,000
10	5	4/6/2023	Kids	3	33,000
11	5	5/20/2023	Ladies	2	40,000
12	6	4/23/2016	Men	1	35,000
13	7	5/23/2023	Ladies	1	18,000
14	7	5/27/2023	Ladies, men	4	98,000
15	7	6/20/2023	Kids, ladies, men	3	85,000
16	7	6/28/2023	kids	2	30,000

- (i) Create a database for Mr. Majao shoes shop and save it as "MAjaoShoesDB"
- (ii) Create the given customers and purchase table within MajaoshoesDB
- (iii) Use form wizard to create form that enables Mr. Majao to enter customers and purchases data using a form. Use the form created to enter the sample data provided. Save the form CustomersPurchaseform
- (iv) use customer and purchase table to create one to many relationships between the two tables.
- (v) Add mathematical formula to the form created in iii. That enables Majao to view the total amount of money that each customer spent and the number of pairs bought.
- (vi) Create a query that enables to check customers purchase details. The details include customer ID, First name, Surname, Phone number, date purchased, pairs of shoes, and amount paid for each day. Save your query as "customerpurchase"
- (vii) Create a query which enables to view customers first name, Surname, date and shoes category for customers who bought ladies or kids shoes. Save the query as "bought ladies or kids shoes"

- (viii) Create a perimeter query that enables to search for any customer using customers Surname, and display his purchase records. Save a query as “search a customer by Surname”
 - (ix) Create a report that search and prints customers purchase records by their surname. Save the report as “Report of customers by Surname”
 - (x) Create a report that will enable Majao to print records of all customers who bought men shoes. Save the report as “Men shoes only Report”
3. Mr. Kabasale prepared the form one ICS book new syllabus. However, he lacks knowledge of preparing the book cover page. You are required to design the following cover page.

Hints:

→use the Microsoft publisher in accomplishing the task



Cover page description

- (i) The background color of the whole page should be 30% tint of the accent 1
- (ii) The font style, color, and size of the title “About the book” should be Castelar, light blue and 16 respectively.



- (iii) The font style and size of the book descriptions below the title "About the book" should be Calibri and 14 respectively with the background color: Accent 2, lighter 40%
- (iv) The font style, color and size of the title "About the Author" should be Dodoni MT Black, white and 16 respectively.
- (v) The font style and the size of the author description below the title "About the Author" should be Arial and 16 respectively
- (vi) The background of the vertical scroll shape on the "About the Author" should be blue with black lines borders.
- (vii) The font style and size of the text "Approved by TIE" should be Britannic Bold and 12 respectively
- (viii) The background color of the star shape on "Approved by TIE" should be online-white Accent 1 with blue lines borders
- (ix) The font style, color and size of the text "Published by Nyasamba Inc" Should be Berlin San FB Demi, Accent 2 (RGB) AND 14 respectively.
- (x) The font style and size of the text "INFORMATION AND COMPUTER STUDIES" at the middle of the cover page should be Bahinaschrift semi-Condensed, 26 respectively with background color linear up gradient Accent 4
- (xi) The font style, color and size of the text "K.YAMPANYA" at the middle of the cover page should be castellar, light blue and 4 respectively.
- (xii) The font style, and size of the text "New syllabus 2023" should be Calibri and 12 respectively
- (xiii) The background color of the shape on the text "New syllabus 2023" should be outline-white, Accent 1 with gold line borders
- (xiv) The font style and size of the text "book one" should be book Antiqua and 18 respectively with background color Accent 1
- (xv) The style of the word "INFORMATION AND COMPUTER STUDIES" should be word art: Fill-Cream, outline-blue
- (xvi) The font style and size of the text "KAABASALE YAMPANYA" should be castellar and 20 size.