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LEVEL 6

Demonstrate Digital Literacy

March/April 2026

TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

WRITTEN ASSESSMENT

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATE

1. This paper consists of **TWO** sections: **A** and **B**.
2. Answer **ALL** questions in section A and **ANY THREE** (3) questions in section B.
3. Marks for each question are indicated in the brackets.
4. Candidates are provided with a separate answer booklet
5. Do not write on the question paper.

This paper consists of FIVE (5) printed pages

Candidate should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing.

SECTION A (40 MARKS)

*Answer **ALL** questions in this section*

1. In today's world, computer software helps us perform tasks efficiently and manage data.
    a. Define computer software (2 Marks)
    b. Distinguish between system software and application software. (2 Marks)
2. Mary wanted to procure an Operating system for use in the computer laboratory. State FOUR factors she should consider before making the purchase. (4 Marks)
3. A technology company wants to adopt the latest developments in ICT to stay competitive. List THREE emerging trends in ICT that the company should consider. (3 Marks)
4. In the present world, security threats can affect computers and personal data.
    a. Identify TWO common security threats (2 Marks)
    b. Explain ONE way to control each threat stated above (4 Marks)
5. Robert sends an email to a colleague but it is reported that the attachment is missing.
    a. State ONE possible cause of this problem. (1 Marks)
    b. Explain ONE way to prevent this error. (2 marks)
6.
    a. Differentiate between single user operating system and multi-user operating system. (2 Marks)
    b. As an expert in cyber security, state TWO cybersecurity threats an organization could face (2 Marks)
7. Computers in your office have recently been infected with malicious software. As an ICT officer, we identify TWO types of malwares and state how each type affects a computer system. (4 Marks)
8. With a valid example in each case, differentiate between internet and intranet. (4 Marks)
9. A smart home company is setting up a demonstration house for potential customers. In the house, various Internet of Things (IoT) devices are installed.
    a. Identify TWO IoT devices that are likely to be installed in the house (2 Marks)
    b. For each device in (a) above, state ONE way it collects data (2 Marks)

10.

a. Explain the purpose of a Virtual Private Network. (2 Marks)

b. Explain the role of Application Programming Interfaces (APIs) in modern software development. (2 Marks)

SECTION B (60 MARKS)

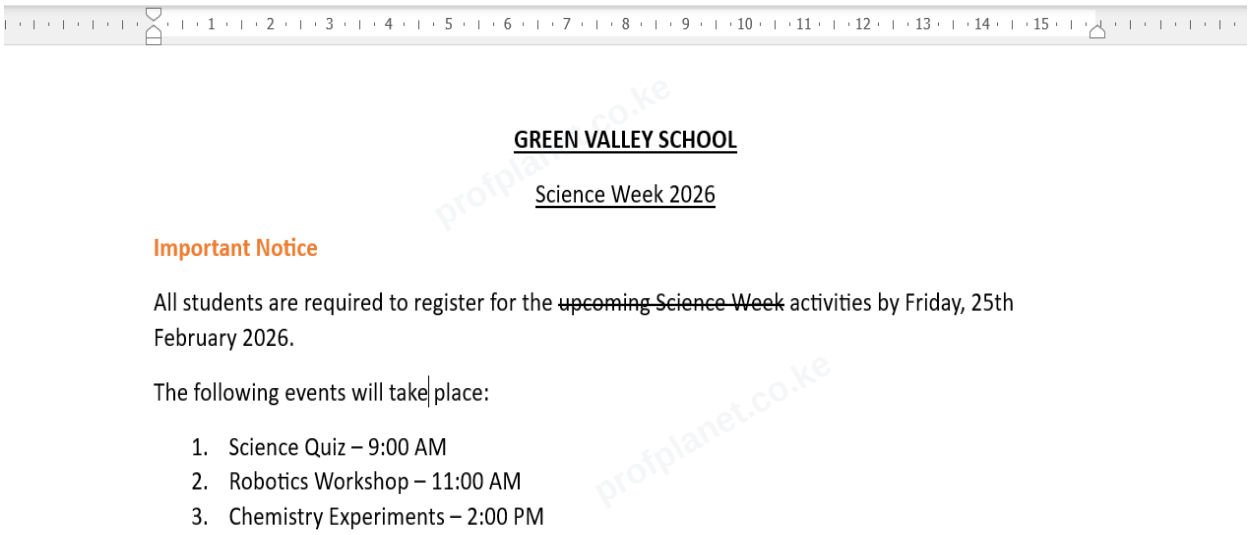
*Answer **ANY THREE** questions in this section.*

11. You are working on an important report in MS Word for your organization, the program stops responding and shows the "Not Responding" message. As an IT support assistant,

a. Describe TWO approaches you would use to resolve this issue. (4 Marks)

b. Differentiate between word processors and databases (4 Marks)

c. Below is a snippet section of MS word, identify THREE formatting features that has been applied (3 Marks)



GREEN VALLEY SCHOOL

Science Week 2026

Important Notice

All students are required to register for the ~~upcoming Science Week~~ activities by Friday, 25th February 2026.

The following events will take place:

1. Science Quiz – 9:00 AM
2. Robotics Workshop – 11:00 AM
3. Chemistry Experiments – 2:00 PM

d. What is the function of the following key combinations in MS Office

i. CTRL + Z

ii. CTRL + X

iii. CTRL + V (3 marks)

e. Explain THREE reasons why:

i. One can warm boot a computer. (3 Marks)

ii. it is important to regularly back up data on a computer? (3 marks)

12. You are preparing a spreadsheet to analyze mathematics test scores of students. The data is as follows:

	A	B	C	D
S/NO	**Student Name**	**Test 1**	**Test 2**	**Test 3**
1.	Alice	78	85	90
2.	Brian	65	70	72
3.	Clara	88	92	95
4.	David	55	60	58
5.	Emily	92	89	94

a. Write the formula to be used to compute:

i. The Total Score for a student David (3 Marks)

ii. The Average Score for Alice. (3 Marks)

b. Explain TWO advantages of using electronic spreadsheets over manual spreadsheets (4 Marks)

c. What is the difference between "=sum ()" and "=A+B" (4 Marks)

d. Describe THREE Features of a MS Word window (6 Marks)

13. An office administrator in a medium-sized organization is responsible for preparing reports, managing data, and delivering presentations using different office application software.

a. Name ONE document the administrator can create using:

i. MS Word

ii. Spreadsheets

iii. Power Point Presentation

iv. MS Access (4 Marks)

b. Describe TWO types of services offered by the internet (4 Marks)

c. Peter being an ICT administrator, is required to ensure that all office data is protected from unauthorized access.

i. Discuss THREE data protection measures he would employ. (6 Marks)

ii. Describe THREE differences between a calculator and a computer. (6 Marks)

14.

a.

i. Explain TWO ethical issues in ICT (4 Marks)

ii. Discuss TWO legal issues related to the use of digital information. (4 Marks)

b. Explain THREE importance of observing copyright and data protection regulations. (6 Marks)

c. When using the computer laboratory, several measures can be put in place to ensure computers are safe. Explain THREE such measures. (3 Marks)

d. You are creating a database in MS Access to manage student records for a school. Name THREE data types that you would use. (3 Marks)

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