@ 2024 TVET CDACC

LEVEL 6
DEMONSTRATE DIGITAL LITERACY
July/August 2024

TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVETCDACC)

WRITTEN ASSESSMENT

3 HOURS

INSTRUCTIONS TO CANDIDATE

1. This paper consists of two sections; A and B
2. Answer ALL the question as guided in each section
3. Marks for each question are as indicated in the brackets
4. You are provided with a separate answer booklet to answer the questions
5. Do not write in this question paper

This paper consists of THREE (3) printed pages

Candidates 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. Bailey selected a paragraph in word processing. Explain what happened after pressing the following combination of keys on the keyboard:
   i. CTRL+A (2 Marks)
   ii. CTRL+Z (2 Marks)
2. Differentiate between the copy command and the cut command as applied in word processing. (2 Marks)
3. Outline THREE measures for controlling unethical behaviours in Information Communication Technology. (3 Marks)
4. Identify TWO types of data that can be entered into a spreadsheet. (2 Marks)
5. Outline any THREE computer crimes. (3 Marks)
6. The internet caters to various needs and preferences of users. Outline TWO services offered by the internet. (2 Marks)
7. Distinguish between data privacy and data security. (4 Marks)
8. Highlight FOUR functions of Information Communication Technologies (ICTs. (4 Marks)
9. Spreadsheet software is a versatile tool with applications across various industries and disciplines. Highlight FOUR application areas where it can be used. (4 Marks)
10. List TWO laws that govern the use of Information Communication Technology (ICTs). (2 Marks)
11. Outline TWO factors used to classify computers. (2 Marks)
12. Raphael reads an article on common computer terminology. He does not understand the meaning of the term POST (power-on self-test). He comes to you for help. How will you explain the term POST to him? (2 Marks)
13. Replying to an email and forwarding an email are common actions in email communication, but they serve different purposes. Differentiate between the two. (2 Marks)
14. You are an instructor for a digital media course at a private college. One of your students, John, is confused about why a desktop publisher is preferred in designing documents over a word processor. Explain TWO differences between word processors and desktop publishers to help him understand. (4 Marks)

SECTION B (60 MARKS)

Answer Question 15 and any other TWO questions in this section.

15. a) Outline FOUR functions of operating systems. (4 Marks)

b) You are part of the team sent to XYZ Cyber Hub to explain to their management team the importance of replacing their typewriters with computerized word processors. Describe FOUR benefits you will use to convince them of the change. (8 Marks)

c) Discuss FOUR advantages of using wireless transmission media to connect to the internet. (8 Marks)

16. a) Based on a recent survey of Internet traffic, the internet is widely being used in educational institutions, cyber cafes, homes, and almost all organizations that have automated their operations. Explain FOUR uses of the internet that make it popular in our society today. (8 Marks)

b) The following functions are used in a spreadsheet program: AND, AVERAGE, OR, TRUE, IF, COUNT. Classify them as either statistical or logical functions. (6 Marks)

c) Your constituency office deals with a lot of private data of bursary applicants. Explain THREE principles of data security the office must observe to safeguard the data. (6 Marks)

17. a) Mosh was asked to source for an internet service provider to supply his college with internet. Discuss FOUR factors other than cost that he could consider during the selection. (8 Marks)

b) Wanaka is aware of the rising threat of computer crimes and the potential risks they pose to his business. Implementing cybersecurity measures is crucial. Considering this, discuss FOUR effective methods he can adopt to protect his business from computer crimes. (8 Marks)

c) A technical institution has the following devices in the computer laboratory: Joystick, Keyboard, Printer, Scanner, Monitor, Barcode reader, Plotter, Speaker. Classify them as either input or output devices. (4 Marks)

18. a) The impact of ICT in society has been profound and far-reaching, influencing various aspects of our daily life. Describe TWO ways in which ICT has impacted the following areas of society:

i. Education. (4 Marks)

ii. Workplace. (4 Marks)

b) Explain THREE editing tools that are found in a Word Processing software. (6 Marks)

c) Computer viruses can affect the performance of the computer. Describe THREE control measures against viruses. (6 Marks)

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