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LEVEL 6

Demonstrate Digital Literacy

November/December 2023

TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL

(TVET CDACC)

WRITTEN ASSESSMENT

TIME: 3 Hours

INSTRUCTIONS TO CANDIDATE

1. This paper has two sections A and B.
2. Attempt questions in each section as per instructions given in the section.
3. You are provided with a separate answer booklet.
4. Answer all questions in the answer booklet.
5. Marks for each question are indicated in the brackets.
6. Do not write on the question paper.

This paper consists of FOUR (4) 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. Identify THREE ways in which computers have made work easier in learning institutions. (3 Marks)
2. Differentiate between replying and forwarding an e-mail. (2 Marks)
3. Jane was advised to purchase an uninterruptible power supply (UPS) for her computer. State TWO uses of the device she purchased. (2 Marks)
4. State THREE computer network equipment's used in networking other than a computer. (3 Marks)
5. Define the term biometric access control as used in data security. (2 Marks)
6. A computer virus is a program which interferes the normal working of the computer systems. Highlight the FOUR computer virus "symptoms"? (4 Marks)
7. Computers nowadays are usually connected majorly through the internet resulting to a global village. The major issue resulting from this is computers being exposed to attacks on the internet which we call cybercrime. Define the term cybercrime. (2 Marks)
8. Outline the procedure for creating an e-mail account. (5 Marks)
9. You are an instructor for a digital media course at a community college. One of your students, Sam, is confused about why a desktop publisher is preferred in designing documents over a word processor. Sam has some experience using word processors like Microsoft Word and Google Docs but has yet to explore desktop publishing software. Explain TWO differences between word processors and desktop publisher. (4 Marks)
10. Differentiate between workbook and worksheet as used in a spreadsheet. (2 Marks)
11. Peter has been tasked to proofread a document created using a word processing program. State the features that he could use to perform each of the following;
    i. Look for the occurrence of the word "church and change it to "company". (1 Mark)
    ii. Correct misspelt words. (1 Mark)
12. The following functions are used in a spreadsheet program: AND, Average, OR, TRUE, IF, AverageIF. Classify them as either statistical or Logical functionS. (6 Marks)
13. Ken created slides in a presentation program. Outline three examples of slide layouts he could have used in the presentation. (3 Marks)

SECTION B: (60 MARKS)

(Answer any three questions in this section)

14. a)

a. As small business owners, you are aware of the rising threat of computer crimes and the potential risks they pose to your business's sensitive data. Implementing robust cybersecurity measures is crucial for safeguarding your business' information and reputation. Considering this, what are FIVE effective methods you can adopt to protect yourself and your business from computer crimes? (10 Marks)

b. Discuss FIVE advantages of using wireless transmission media to connect to the internet. (10 Marks)

15.

a. Discuss FIVE disadvantages of the internet. (10 Marks)

b. A technician was asked to purchase a monitor to be used in a conference room. Explain the FIVE factors that she should consider when purchasing the device. (10 Marks)

16.

a. Utility software are the programs used frequently to carry out routine jobs in computer systems. Explain the FIVE types of utility software. (10 Marks)

b. Akili Bora enterprise integrated mobile technology into its business practices. Clarify the advantages of embracing this technology by explaining FIVE key benefits. (10 Marks)

17.

a. Outline three ways that may be used to format the page background of a document created using a word processing application (3 Marks)

b. A secretary previewed a document before printing. Explain two importance of this action (4 Marks)

c. The figure below is an extract showing the status of goods supplied and to be taken by a wholesaler. Use it to answer the questions that follows.

	A	B	C
1	**Product**	**Delivery Status**	**Action Required**
2	Bananas	Delivered	
3	Apples	In-transit	
4	Oranges	Delivered	
5			

Use the If function to write a formula in cell C3 that would display the text "No action" if the delivery status of the apples is delivered or, the text "Action to be taken" if delivery status is otherwise. (3 Marks)

d. Explain FIVE advantages of integrating artificial intelligence (AI) in business processes. (10 Marks)

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