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

THIKA TECHNICAL TRAINING INSTITUTE

MECHANICAL ENGENEERING DEPARTMENT

Qualification Code :MTPL5/WEFL5

Unit of Competency : DEMONSTRATE DIGITAL LITERACY

UNIT CODE : ENG/OS/ME/BC/02/5/A

CANDIDATES WRITTEN ASSESSMENT

MARCH 2024 SERIES

MTPL5/ WEFL5

**NAME:…………………………………………………………………………………………...........**

**REGISTRATION NUMBER……………………………………………………….........................**

**CLASS………………………………………………………………………………………………...**

**DATE:..……………………………………………………………………………………………......**

**SIGNATURE:………………………………………………………………………………………**

**INSTRUCTIONS TO CANDIDATES:**

1. You have TWO HOURS to attempt all the questions.
2. This paper consists of THREE Sections
3. You are required to provide your responses in the mark sheet provided

**SECTION ONE: MULTIPE CHOICE QUESTIONS (20 MARKS)**

**(*Answer all questions in this section*)**

1. Which of the following is a type of a computer bus.  
   A) Control bus  
   B) Address bus  
   C) Data bus  
   D) All of the above
2. All of the following are types of microcomputers except.  
   A) Mobile Phone.  
   B) Palmtop  
   C) Desktop  
   D) Laptop

**3)The printed output from a computer is called \_\_\_\_\_\_\_\_.**

A. Copy  
B. Soft Copy  
**C. Hard Copy**  
D. Paper

4) The following are input devices except?

A) Scanner.

B) Camera.

C) Plotter.

D) Monitor.

5) Which of the following is a computer crime?

A) Computer virus

B)Trespass

C) Malware

D) None of the above

6) The device that the computer uses to keep data is

A. Input device

B. Output device

C. Processing device

D. Storage device

7) The device that converts computer output into displayed images is the

* 1. Hard Disk
  2. Monitor
  3. Printer
  4. Processor

8) Which one of the following is a Volatile type of memory?

1. Hard disk
2. Compact disc
3. RAM
4. ROM

9) The following are types of application software except?

1. Proprietary software
2. Vendor-off-the Shelf
3. System software
4. Open-source software

10) \_\_\_\_\_\_\_\_\_\_\_ acts as the nerve center that sends control signal to all other units.

1. Control Unit
2. Software
3. ALU
4. Memory

11) Which one of the following is not a positive impact of ICT?

1. Paperless environment
2. Lower communication cost
3. Faster communication
4. Eye problems

12) Which of the following is NOT a function of the Central Processing Unit?

1. Executing program instructions
2. Ensuring program instructions are executed in the correct sequence
3. Sending e-mail
4. Carrying out calculations

13) Which one of the following is most likely to improve the performance of the computer?

1. Increasing the number of applications running simultaneously
2. Increasing the size of the computer monitor being used
3. Increasing the amount of RAM
4. Attaching a bigger printer

14) Which of the following units does **not** make up the CPU?

1. Input Unit
2. Memory Unit
3. Control Unit
4. Arithmetic and logic unit

15) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is used to convert the information on a paper document into a digital**

**information document.**

1. Monitor
2. Printer
3. Scanner
4. Web Cam

16) **A Computer system consists of two main parts\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_.** A. Hardware and Software

B. Physical and Logical

C. Both A and B

D. None of the above

17) Which one of the following is an example of an Operating system?

A. LINUX

B. Windows 10

C. Android

D. All of the above

18) The instructions that tell a computer how to carry out processing tasks are known as

1. Programs
2. Processors
3. Memory modules
4. Input devices

19) For logical comparison and calculations, the computer uses \_\_\_\_.

A. CPU

B. ALU

C. Control Unit

D. Processors

20) Computer word processing includes process of ?

1. Entering text
2. Editing text.
3. Formatting document.
4. All of the above.

**SECTION B: SHORT RESPONSE QUESTIONS (20 marks)**

**(*Answer all questions in this section*)**

21. Explain the purpose of the following features as used in word processing: (8marks)

a) Undo typing

b) Underline

c) Find and Replace

d) Cut

22. Explain the difference between application software and system software and give examples in

each. (6 marks)

23. Differentiate between data privacy and confidential date (4 marks)

24. Define a computer virus (2marks)

**SECTION C: EXTENDED QUESTIONS (60 MARKS)**

**Instructions:**

*In this section, attempt* ***three****questions. You are required to give explanations and diagrams where necessary.*

25. a). Describe four sources of computer viruses and control measures. (12 marks)

b). List four formatting activities that can be done on a word processing document (4 marks)

c). Differentiate between RAM and ROM (4 marks)

26. a). Describe two ways of preventing data loss due to power outage. (4 marks)

b). Define ‘Data backup’ and state its importance. (4 marks)

c). Discuss four methods used to restrict unauthorized access to computer systems. (8 marks)

d). Define the following terms as used in word processing

1. Formatting (2 marks)
2. Editing (2 marks)

27. a). Describe five benefits of the internet. (10 marks)

b). Discuss three environmental problems affecting the operation of computers. (6 marks)

c). Mbugua’s laptop has been infected with a virus. Outline **four** symptoms that the computer could exhibit (4 marks)

28. a) Outline **four** factors to consider when selecting a computer software (4 marks)

1. Using an example in each case, outline **two** categories of keys on a typical computer keyboard (4 marks)
2. Outline **four** disadvantages of flash disk as a computer storage device (4 marks)
3. Explain **two** advantages of flash disks as a storage media (4 marks)
4. A computer technician clipped all the computer cables together at the back of the computer explain two reasons for this action (4 marks)

28. As a Digital Literacy student, you have been asked for advice on whether a local primary school around your home place should invest in use of computers in their day-to-day operations. Write a report on your advice explaining **five** advantages of using computers in their day-to-day activities. Include also **five** ways in which computers can be applied in learning institutions. (20 marks)

29. a) A company wishes to protect their data from access by unauthorized individuals. The Company manager has heard that you are doing a course on Digital Literacy. Discuss **five** prevention measures the company can apply to protect data from access by unauthorized individuals.

(10 marks)

b) The same company would like to acquire computer hardware devices for use in their operations. Suggest with reason **five** factors to consider when selecting a suitable hardware device for use in the company. (10 marks)

30. a)Innovations in information technology are impacting various fields of society and policy makers are acting on issues involving economic productivity, privacy protection, and affordability of and access to information. Discuss how ICT has impacted the following areas of society.

i) Environmental sector (10 marks)

ii) Government institutions