

**LEVEL 4**

**DEMONSTRATE DIGITAL LITERACY**

**July /August 2024**



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

**WRITTEN ASSESSMENT**

**2 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 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 10 MARKS

**Answer ALL the questions in this section. Each question carries 1 mark.**

1. A computer network that covers a small geographical area is known as \_\_\_\_\_.
  - A. LAN
  - B. MAN
  - C. WAN
  - D. WLAN
2. Which of the following is a primary storage device in a computer system?
  - A. Flash disk
  - B. Random Access Memory
  - C. Memory card
  - D. Hard disk
3. Keron intends to type letters to his clients. What is the most appropriate software to use?
  - A. MS Word
  - B. MS Excel
  - C. MS PowerPoint
  - D. MS Access
4. A computer software which corrupts data is known as \_\_\_\_\_.
  - A. Application software
  - B. System Software
  - C. Virus
  - D. Program
5. Which of the following is a computer input device?
  - A. Scanner
  - B. Printer
  - C. Monitor
  - D. System Unit
6. The following are examples of internet browsers. Which one is not?
  - A. Mozilla
  - B. Edge
  - C. Chrome

D. Hyperlinks

7. While working with electronic spreadsheets, a cell refers to \_\_\_\_\_.

- A. Reference
- B. Row
- C. Intersection between a row and a column
- D. Column

8. Select one option that is wrongly matched in relation to emails.

- A. Inbox; received mails
- B. Draft; deleted mails
- C. Sent; sent mails
- D. Spam; unsolicited mails

9. You're working with a large dataset in Excel and need to add a range of cells. Which function should you use?

- A. =ADD()
- B. =SUM()
- C. =TOTAL()
- D. =RANGE()

10. \_\_\_\_\_ is referred to as the brain of the computer.

- A. Arithmetic Logic Unit
- B. Central Processing Unit
- C. Memory
- D. Control Unit

## SECTION B 40 MARKS

**Answer ALL the questions in this section.**

11. Electronic mails are nowadays being used for communication. List TWO advantages of using electronic mails. (2 Marks)
12. The following are common computer terminologies. Give their definitions.
  - a) CPU (2 Marks)
  - b) Memory (2 Marks)
13. The use of the internet has gained popularity in the world and has been adopted for use in the education sector to facilitate learning. Outline FOUR advantages of using the internet in a learning environment. (4 Marks)
14. Roy wants to create a word document. He chooses Microsoft Office Word for this task. Outline THREE reasons for his choice. (3 Marks)
15. A computer threat has the potential to cause serious harm to the computer system. Explain the following types of computer threats:
  - a) Hacking (2 Marks)
  - b) Phishing (2 Marks)
16. Alloy, a student in Olkari, decided to use the "AutoComplete" feature in Microsoft Excel when entering data into cells. Explain TWO advantages of using this feature. (4 Marks)
17. Jil was thinking of buying new software for her desktop computer. After doing research, she came up with a list of factors to consider when buying computer software. List FOUR factors she must have come up with. (4 Marks)
18. Define the term "computer networks" as used in computing. (2 Marks)
19. Chao, an IT expert, advised her company to make sure that they were following ICT protection laws. Outline THREE advantages the company will gain from this. (3 Marks)
20. Software is a set of instructions that are used to operate a computer and perform different tasks. One such type of software is the System Software. Outline THREE functions of system software. (3 Marks)
21. After buying a computer, Ann wanted to connect to the internet. Outline THREE other requirements she needs other than the computer. (3 Marks)
22. List FOUR ways that can be used to protect a computer against unauthorized access. (4 Marks)

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