**Continuous Assessment Test**

**Total Marks: 50**  
**Duration: 1 Hour**

**Instructions:**

* Answer all questions.
* Provide clear and concise responses.
* Use examples where relevant.

**Section A: Technology Use (20 Marks)**

1. **Operating Computer Devices**  
   a. What are two key security measures you should follow when operating computer devices in a workplace? (4 Marks)  
   b. Describe one example of how improper use of office suite software can impact a workplace. (4 Marks)
2. **Using Office Suite Software**  
   a. Explain why data privacy is important when using office suite software and give an example of a practice that helps ensure it. (4 Marks)  
   b. How should you manage software updates to maintain cybersecurity? Provide an example. (4 Marks)
3. **Managing Data and Information**  
   a. What is one key consideration for ensuring data accuracy in the workplace? (4 Marks)  
   b. Describe a policy you might follow for data retention and explain its importance. (4 Marks)

**Section B: Problem-Solving and Cybersecurity (15 Marks)**

1. **Problem-Solving**  
   a. Describe a strategy for handling a complex situation in the workplace involving a technology-related issue. (5 Marks)  
   b. How can problem-solving skills help in managing online tasks effectively? Provide an example. (5 Marks)
2. **Cybersecurity**  
   a. What is phishing, and how can you protect yourself from it? (5 Marks)

**Section C: Job Skills (15 Marks)**

1. **Job Search and Documentation**  
   a. What is one important factor to consider when tailoring your resume for a specific job opportunity? (5 Marks)  
   b. Explain how networking can aid in finding job opportunities. Provide one example of a networking strategy. (5 Marks)
2. **Interview Skills**  
   a. What are two key aspects to prepare for before a job interview? (5 Marks)