

LEVEL 4

Demonstrate Digital Literacy

November/December 2023



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

WRITTEN ASSESSMENT

TIME: 2 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 (10 Marks)

Answer ALL questions, each question carries (1) mark.

1. Which one of the following is not a component of the central processing unit?
 - A. Control unit
 - B. Arithmetic and logic unit
 - C. Secondary storage
 - D. Main memory
2. Which group consists of output devices only?
 - A. Printer, plotter, monitor
 - B. Mouse, Keyboard, Printer
 - C. Mouse, Keyboard, Monitor
 - D. Plotter, scanner, speaker
3. _____ key is used to exit a program.
 - A. Backspace
 - B. Tab key
 - C. Escape key
 - D. Home key
4. Which of the following is not a category of auxiliary storage?
 - A. Hard disk
 - B. Magnetic tapes
 - C. Random Access Memory
 - D. Diskettes
5. Cache and RAM will lose their contents when the power goes off. They are:
 - A. Non-volatile
 - B. Volatile
 - C. Static
 - D. Dynamic
6. When you turn on the computer, the boot routine will perform this test.
 - A. Power-On-Self-Test
 - B. Memory test
 - C. RAM test
 - D. Disk drive test
7. _____ is the tangible part of a computer.
 - A. Hardware
 - B. Software
 - C. Mini computer
 - D. Networking

8. Output made up of pictures, sounds, and video is called _____
- A. Multimedia
 - B. Graphics
 - C. Hard Copy
 - D. COM
9. A _____ is a collection of worksheets.
- A. Formular bar
 - B. Column header
 - C. Workbook
 - D. A cell
10. What is the file extension of the spreadsheet application?
- A. .docx
 - B. .ppt
 - C. .xlsx
 - D. .jpeg

SECTION B (40 MARKS)

Attempt ALL questions in this section

11. Define the term software. (2 Marks)
12. List FOUR peripheral devices. (4 Marks)
13. Define the term hardcopy as used in computers. (2 Marks)
14. What is the meaning of the term computer virus as used in computer security? (2 Marks)
15. List FOUR examples of indicators of computer virus. (4 Marks)
16. Enumerate FOUR types of network topologies. (4 Marks)
17. What is the difference between impact printers and non-impact printers? (4 Marks)
18. List FOUR computer crimes. (4 Marks)
19. Highlight THREE functions of computers in a business environment. (3 Marks)
20. State THREE types of charts used in a spreadsheet program. (3 Marks)
21. Allan intends to insert a picture into a slide. State TWO sources he could get this picture from. (2 Marks)
22. State THREE characteristics of fifth generation computers. (6 Marks)

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