

LEVEL 5

Demonstrate Digital Literacy

November/December 2023



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

WRITTEN ASSESSMENT

Time: 3 Hours

INSTRUCTIONS TO CANDIDATE

1. The paper consists of THREE sections: A, B and C.
2. Marks for each question are as indicated in the brackets
3. Do not write on the question paper, all answers should be written in the answer booklet provided

This paper consists of SIX (6) 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 (20 MARKS)

Answer all questions in this section. Each question carries one (1) mark.

1. Which one of the following is a computer security threat?
 - A. Fragmentation
 - B. Data encryption
 - C. Secured system
 - D. Hacking
2. Which type of computer crime describes actions in which the computer is used only to further a criminal end?
 - A. Hacking
 - B. Fraud
 - C. Cracking
 - D. Theft
3. _____ is not a category of computers when classified by functionality?
 - A. Analog computer
 - B. Hybrid computer
 - C. Laptop computer
 - D. Digital computer
4. In internet terminology, IP means?
 - A. Internet provider
 - B. Internet protocol
 - C. Interne procedure
 - D. Internet processor
5. How can one protect computers from malicious software?
 - A. Installing burglar-proof locks
 - B. Setting up strong passwords
 - C. Covering the computers with dust covers
 - D. Installing antivirus
6. Which of the following is not an illegal activity?
 - A. Cracking
 - B. Piracy
 - C. Eavesdropping
 - D. Virus database updating

7. Which software can damage a computer system?
- A. Microsoft Word
 - B. Microsoft Excel
 - C. Trojan Horse
 - D. Kaspersky
8. _____ is not considered to be utility program.
- A. Antivirus software
 - B. Screen saver
 - C. Calculator
 - D. Backup utility
9. Which of the following is a correct format of e-mail address?
- A. name@website@info
 - B. name@website.info
 - C. name.website.com
 - D. www.nameofwebsite.com
10. The term internet is defined as _____
- A. Interconnection of networks worldwide
 - B. Collection of information found online
 - C. World wide web
 - D. Websites and web pages
11. Which of the following is the odd one out?
- A. .pdf
 - B. .xls
 - C. .docx
 - D. .com
12. _____ is a part of an email.
- A. Emoji
 - B. Browser
 - C. URL
 - D. Subject
13. Which option allows recipients of an email to see a list of other recipients who received a copy of the same message?
- A. Bcc
 - B. Cc
 - C. Copy to
 - D. Copy

14. An intersection between a row and a column is known as _____
- A. Spreadsheet
 - B. Cell
 - C. Worksheet
 - D. Workbook
15. The feature that automatically takes the cursor to the beginning of the new line in MS word is known as _____
- A. Thesaurus
 - B. Autocorrect
 - C. Word wrap
 - D. Auto complete
16. Which paper size below is most suitable when designing a newspaper?
- A. A1
 - B. A2
 - C. A3
 - D. A4
17. What is a slide?
- A. A single page of a presentation
 - B. A collection of pages making up a presentation
 - C. An element within a page of a presentation
 - D. A transition effect of a presentation
18. A _____ network connects personal computers within a small geographical area.
- A. PAN
 - B. LAN
 - C. MAN
 - D. WAN
19. A program that allows the user to surf through information in the web is called _____
- A. Bundles
 - B. Web browser
 - C. Email
 - D. Web pages
20. A slide show presentation is suitable for the activities below except?
- A. Presenting a proposal to investors
 - B. Demonstrating a procedure in a class
 - C. Conducting a lecture
 - D. Sending mail to the recipients

SECTION B (40 MARKS)*Answer all questions in this section.*

21. Define the term computer crime. (2 Marks)
22. Differentiate between the terms **hardware** and **software** as used in computers. (2 Marks)
23. Kinato TVC decided to install a computer-based network for use in the college. Advise the college on any FOUR networking devices they may purchase. (4 Marks)
24. Outline THREE disadvantages of prolonged use of a computer. (3 Marks)
25. State any FOUR types of computer viruses. (4 Marks)
26. Describe TWO laws that govern the use of ICT in Kenya. (4 Marks)
27. List any TWO functions of operating systems software. (2 Marks)
28. Explain any TWO editing features available in Microsoft Word. (4 Marks)
29. State any THREE examples of e-mail software. (3 Marks)
30. List any THREE examples of DTP software. (3 Marks)
31. Outline THREE formatting features applied in word processing. (3 Marks)
32. Distinguish between workbook and worksheet as used in spreadsheet. (2 Marks)
33. Highlight TWO factors contributing to internet access and growth in Kenya. (4 Marks)

SECTION C (40 MARKS)*Answer any two (2) questions in this section.*

34.
 - a. Explain the difference between the computer primary memory and secondary memory. (4 Marks)
 - b. ABC company is in the process of buying computer hardware. As an ICT expert, advise the management on the factors to consider when purchasing the devices. (10 Marks)
 - c. Discuss THREE advantages of using E-mail as a means of communication. (6 Marks)
35.
 - a. Discuss any FIVE emerging issues or trends in the world of computing. (10Marks)
 - b. Explain FIVE uses of the internet in a learning institution. (6 Marks)
 - c. Distinguish between workbook and worksheet as used in spreadsheet. (4 Marks)

36.

a. Discuss the control measures against the following threats to information systems.

(10 Marks)

- i. Piracy
- ii. Hacking
- iii. Physical theft
- iv. Virus
- v. Natural catastrophes

b. Distinguish between “save” and “save as” commands as used in word processors.

(4 Marks)

c. Explain THREE types of data that maybe entered on Microsoft excel spreadsheet cells.

(6 Marks)

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