



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

Qualification Code :
Qualification :
Unit Code : Level 6
Unit of competency : Demonstrate Digital Literacy

WRITTEN ASSESSMENT

INSTRUCTIONS TO CANDIDATES

1. This assessment requires you to demonstrate competence against unit of competency:
Demonstrate Digital Literacy
2. You have **TWO** hours to answer all the questions.
3. Marks for each question are indicated in the brackets.
4. This paper consists of **THREE** sections: **A**, **B** and **C**.

Name of the Candidate:

Registration Code of the Candidate:

Date:

Signature:

FOR OFFICIAL USE ONLY**SCORING GRID****Section A (10 marks)**

QUESTION	1	2	3	4	5	6	7	8	9	10	Total Score
Mark(s)	1	1	1	1	1	1	1	1	1	1	10
Score											

Section B (40 marks)

QUESTION	11	12	13	14	15	16	17	18	Total Score
Mark(s)	5	5	5	5	5	6	4	5	40
Score									

Section C (50 marks)

QUESTION	19	20	21	22	23	24	19	20	21	22	23	24	25	Total Score
Mark(s)	12	10	6	7	5	7	12	10	6	7	5	7	3	50
Score														

OVERALL SCORE (Section A and B) (50 marks)

SECTION	Section A	Section B	OVERALL SCORE
Mark(s)	10	40	50
Score			

SECTION A MULTIPLE CHOICE QUESTIONS (10 MARKS)**(Encircle the correct answer, each question carries one (1) mark.)**

1. What is Digital Literacy? (1Mark)
 - A. The ability to find, evaluate, utilize, share, and create contents using information technologies and the Internet.
 - B. The use of an Internet connection to access the information needed.
 - C. The use of digital technology, communication, tools and/or networks to access, manage, integrate, evaluate, create and communicate information in order to function in a knowledge society.
 - D. The mix of process and product used in application of knowledge.
2. What is the full form of WWW in web address? (1 Mark)
 - A. World Wide Web
 - B. Worldwide word
 - C. Worldwide wood
3. One of the following is not a classification of computers by their basic operating principle? (1 Mark)
 - A. Analog computers
 - B. Hybrid computers
 - C. Digital computers
 - D. Super computers
4. Desktop publishing software (DTP) is used to create documents like? (1Mark)
 - A. slides
 - B. printing papers
 - C. Query report
 - D. None of the above
5. Which of the following is not a computer hardware? (1 Mark)
 - A) Malware
 - B) Monitor
 - C) Compact disk
 - D) Hard disk

6. The process of transferring files from a computer on the internet to your computer is called?

(1 Mark)

- A. Uploading
- B. Forwarding
- C. FTP
- D. Downloading.

7. One of the following is not a method of preventing spyware from infecting your computer.

(1 Mark)

- A. Don't download suspicious-looking email attachments Systematic sampling
- B. Don't click on online pop-ups.
- C. Protect Your Personal Information
- D. Don't open links received in text messages from unknown numbers.

8. The following are mouse actions except?

(1 Mark)

- A. Left click
- B. Double click
- C. Forward click
- D. Right click

9. The following is an application of joystick as an input device.

(1 Mark)

- A. Video games.
- B. Training simulators.
- C. Controlling robots.
- D. All of the above.

10. We can make use of the wild card entries such as ___ in Windows Explorer.

- (A) #,@
- (B) ^,*
- (C) ?,*
- (D) ?,#

SHORT STRUCTURED QUESTIONS: SECTION B (40 MARKS)

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13. Indexes are used to quickly locate data without having to search every row in a database table every time a database table is accessed. What are the five types of indexing a data analyst can use to quickly locate data in a database? (5mks)

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14. What are five functions of Operating System in computer System? (5mks)

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15. Network configuration is the process of setting a network's control, flow and operation to support the network communication of an organization. What are the five types of network configurations that are available for an organization? (5mks)

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16. A toolbar as used with desktop publishers (DTP) is a collection of controls (buttons, Icons and other links) assembled as a group on the ribbon or a window pane on the working area that helps the computer user to insert text, graphics and other links to the working area.

Which are the six types of toolbar for DTP package? (6mks)

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17. How would you define the following terms as used in Understanding the Basic Concepts of ICT? (4 Marks)

i) Technology

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ii) Information and Communication Technology Literacy or ICT Literacy

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iii) Educational technology

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iv) Digital learning

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18. Computing machines can be classified in many ways and these classifications depend on their functions and definitions. What are the five classifications of computers based on their capacity? (5Marks)

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22. Database security refers to the various measures organizations take to ensure their databases are protected from internal and external threats. Database security includes protecting the database itself, the data it contains, its database management system, and the various applications that access it. What are the seven (7) Database Security Best practices that an organization must perform to ensure its data is protected from both internal and external threats? (7 marks)

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iii. Import all of the text from a file that was created in another program.

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iv. Create a batch of address labels, postcards or similar publications.

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v. Import table text from a Microsoft windows-based program into a table publisher.

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24. Hacking is the gaining of unauthorized access to data in a system or computer. It is a major threat to any business that has automated its operations. Businesses and government corporations are losing a lot of money on a daily basis to hackers. What are the seven measures you should undertake to prevent hacking of your online account, phone, tablet or personal computer? (7 Mrks)

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25. A network is a set of devices (often referred to as nodes) connected by communication links. A node can be a computer, printer, or any other device capable of sending and/or receiving

data generated by other nodes on the network. What are the three (3) types of computer networks that might be useful in workplace? (3mks)

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