LEVEL 6

Demonstrate Digital Literacy

July / Aug 2023

TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND

CERTIFICATION COUNCIL (TVET CDACC)

WRITTEN ASSESSMENT

TIME: 3 hours

INSTRUCTIONS TO CANDIDATE

1. This assessment has TWO sections: A and B

2. You are provided with a separate answer booklet.

3. Do not write on the question paper

4. Marks for each question are indicated in the brackets.

This paper consists of 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: (40 MARKS)

Answer All the questions in this section

1. Elisabeth reads an article on common computer terminology. She does not understand the meaning of the operating system. She comes to you for help. How will you explain the term operating system to Elisabeth. (2 Marks)

2. Mwikali selected a paragraph in word processing. Explain what happened after pressing the following keys on the keyboard.
   a. CTRL + B (1 mark)
   b. CTRL + A (1 mark)

3. State TWO mouse actions (2 Marks)

4. Highlight TWO advantages of previewing a document before printing. (2 Marks)

5. Outline THREE functions of Operating System in computer System. (3 Marks)

6. Veronica tried to retrieve a document file following all the steps correctly. The file did not appear in file directory. State TWO possible causes for this. (2 Marks)

7. Small scale and large-scale organizers are turning to the use of in-house developed software for the processing activities rather than use of standard software.
   a. Explain the term in-house developed software. (2 Marks)
   b. State TWO reasons that may influence these organizations to make such decision (2 Marks)

8. Outline TWO reasons why it is important to shut down the computer using the correct procedure. (2 Marks)

9. Barbara wants to create a newsletter. She needs a program that provides several newsletter templates. Identify the type of program that will meet her needs. (1 mark)

10. Explain TWO characteristics of a computer. (4 Marks)

11. State TWO reasons as to why the computer is referred to as an electronic device. (2 Marks)

12. Highlight FIVE application areas where spreadsheet software can be used (5 Marks)

13. Outline FIVE reasons why micro computers are suitable for personal computing (5 Marks)

14. Lydia intends to use tab stop feature to align text in a document created using a word processing program. Outline FOUR examples of tab stops she could apply. (4 Marks)

SECTION B: (60 MARKS)

Attempt any THREE questions in this section

15.

a) Innovations in information technology is impacting various fields of society and policy makers are acting on issues involving economic productivity, privacy protection, and affordability of and access to information. Explain TWO ways in which ICT has impacted the following areas of society.

    i.   Education.   (4 Marks)

    ii.   Workplace.   (4 Marks)

b) Figure 1 shows the errors generated when a wrong formula is entered in cell C1 and cell C2 in a worksheet.

	A	B	C	D	E
1	45	45	#DIV/0!		
2	45	45	#NAME?		
3					
4					
5					

Figure 1

Explain the causes of the errors in cell C1 and C2.   (4 Marks)

c) Jacob created slides using a presentation program. Describe FOUR ways he could view the slide.   (8 Marks)

16.

a) The Internet is a vast network that connects computers all over the world. Through the Internet, people can share information and communicate from anywhere with an Internet connection. Based on a recent survey of Internet traffic, internet is widely being used in education institutions, cyber, homes and almost all organizations that have automated their operations. Explain FOUR uses of internet that makes it popular in our society today.   (8 Marks)

b) Computing machines can be classified in many ways and these classifications depend on their functions and definitions. Describe THREE types of computers based on their processing power.   (6 Marks)

c) An Agrovet Company wants to analyze its employee's personal details using Microsoft Excel. The company has five employees: Mary Anne, Francis Kihara, Lena Achieng, Hellen Wanjiku, and Mwangi Peter. Their ages are 20, 45, 90, 45 and

34 years respectively. Mary Anne and Lena Achieng are in Research department; Mwangi Peter and Hellen Wanjiku in Computer department whereas Francis Kihara is in Personnel Department. Mary Anne and Hellen Wanjiku are single whereas Francis Kihara, Lena Achieng and Mwangi Peter are married. Represent the above information in a table as it would have appeared on an electronic spreadsheet using appropriate column headings. (6 Marks)

17.

a) Data integrity ensures the correctness and completeness of the data in the database. Explain FOUR types of integrity constraints that could be enforced during the creation of databases. (8 Marks)

b) 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. Describe FOUR database security best practices that an organization must perform to ensure its data is protected from both internal and external threats. (8 Marks)

c) Hacking is the gaining of unauthorized access to data in a computer system. 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. Identify FOUR measures you should undertake to prevent hacking of your online account, phone, tablet or personal computer. (4 Marks)

18.

a) Joel was asked to source for an internet service provider to supply his college with internet. Discuss FOUR factors other than cost that he could consider during the selection. (8 Marks)

b) Speed and accuracy are some of the advantages of using computers. Explain FOUR other advantages of using computers in banking. (8 Marks)

c) Marion has been asked to design wedding cards for her friend using a desktop publication application. Outline FOUR layout guides that she could use while designing the cards. (4 Marks)

Depar Name. Age. Maridal Status.

THIS IS THE LAST PRINTED PAGE.