LEVEL 5

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 paper consists of section A, B and C.

2. You are provided with a separate answer booklet.

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

4. Do not write on the question paper.

This paper consists of 7 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 mark.

1. Hardware refers to the _____ components of a computer.

    A. Functional.

    B. Mathematical.

    C. Logical.

    D. Physical.

2. _____ is an example of proof-reading tools in word processors.

    A. Spelling and grammar checker.

    B. WordPad.

    C. Mail Merging.

    D. Word Wrap.

3. An intersection between a row and a column is called?

    A. Record.

    B. Field.

    C. Cell.

    D. Table.

4. Which of the following is an alignment style used in word processing?

    A. Right Justified.

    B. Left Justified.

    C. Margin Right.

    D. Justified.

5. Which of the following is an example of an operating system?

    A. Microsoft Excel.

    B. Microsoft word.

    C. Microsoft windows.

    D. Microsoft access.

6. BIOS stands for?

    A. Basic Input / Output system.

    B. Base Input /Output system.

    C. Bios operating system.

    D. Bio System.

7. _____ deletes the text on the right of the cursor.

    A. Delete key.

    B. Back space key.

    C. Home key.

    D. Tab key.

8. _____ is used to protect our computer from virus.

    A. Anti spyware.

    B. Worm.

    C. Anti-virus.

    D. Software.

9. Which of the following part of the CPU is used for arithmetic, calculation and comparison?

    A. Control unit.

    B. Registers.

    C. ALU.

    D. Mother board.

10. A predefined formula that performs common calculations is known as?

    A. Functions.

    B. Spread sheet.

    C. Control Unit.

    D. CPU.

11. Which of the following is not a formatting feature?

    A. Color.

    B. Bold.

    C. Drop cap.

    D. Margin.

12. _____changes all the text into capital letters.

    A. Capitalize each word.

    B. Toggle case.

    C. Upper case.

D. Sentence case

13. _____ moves only the first line away from the margin.

   A. Hanging.

   B. Indenting.

   C. First line.

   D. Line spacing.

14. Which of the following is used to combine many cells into one in a table?

   A. Wrap text.

   B. Split table.

   C. Merge cells.

   D. Sorting.

15. _____ appears on the top of every page in a document.

   A. Superscript.

   B. Subscript.

   C. Header.

   D. Footer.

16. The RAM stick is mounted on the_____

   A. Hard disk

   B. Expansion slot

   C. HDMI Port

   D. CPU

17. Data is a collection of _____

   A. Processed facts.

   B. Words and numbers.

   C. Raw facts.

   D. Raw cells.

18. _____the application best suited for typing letters.

   A. Ms excel.

   B. Publisher.

   C. Ms Power point.

   D. Ms word.

19. RAM is?

    A. Storage device

    B. Volatile

    C. Non volatile

    D. Permanent storage.

20. Which of the following is a keyboard short cut to save a document using Microsoft word?

    A. Ctrl + z.

    B. Ctrl + p.

    C. Ctrl + b.

    D. Ctrl + s.

SECTION B: (40 MARKS)

*Answer **All** questions in this section*

21. Explain THREE differences between data and information. (6 Marks)

22. Computers are classified according to the data they process. List TWO types of computers under this classification. (2 Marks)

23. State THREE areas where computers are used in our society. (3 Marks)

24. Monicah a secretary at Uhai Bora Institute has been requested to communicate to the Board Members about a workshop meeting via email. Outline THREE advantages of using an email over other means of communication. (3 Marks)

25. Define the following terms.

    a) Hacking (2 Marks)

    b) Cracking (2 Marks)

26. List THREE types of views that are found in Microsoft PowerPoint. (3 Marks)

27. State TWO types of documents that can be created using Microsoft publisher. (2 Marks)

28. Amos a salesperson was requested by his supervisor to prepare a report for the year 2022 using a word processor program. Outline FOUR advantages of using the program. (4 Marks)

29. List TWO functional units of computer hardware. (2 Marks)

30. Outline TWO ways to ensure safety of data in a computer. (2 Marks)

31. Using an example in each case, explain the meaning of the following terms.

    c) Superscript. (2 Marks)

    d) Subscript (2 Marks)

32. State TWO data types in Microsoft excel. (2 Marks)

33. Patco Company intends to purchase a software to help in its daily operations. List THREE factors the company would consider. (3 Marks)

SECTION C: (40 MARKS)

Attempt any TWO questions in this section

34. (a) Differentiate between application software and system software. (4 Marks)

    (b) Define the term word processing as used in information communication technology.

    (2 Marks)

    (c) Organizations are increasingly using the internet to transact their business on a daily basis. Explain THREE benefits of this trend. (6 Marks)

    (d) Describe FOUR functions of Central Processing Unit. (8 Marks)

35. (a) The management of an organization intends to acquire a computerized word processor to replace its typewriters. Describe FOUR benefits that the organization may derive from this replacement. (8 Marks)

    (b) Mary, an ICT manager, intends to procure computers for her organization because the previous computers were outdated. Explain FOUR factors she should consider. (8 Marks)

    (c). A technical institution has the following devices in the computer laboratory.

    Joystick, Keyboard, Printer, Scanner, Monitor, Barcode reader, plotter, speaker. Classify them as either input or output devices. (4 Marks)

36. (a) Distinguish between leasing and outsourcing as methods of software acquisition.

    (4 Marks)

    (b) Milele College has hired an ICT technician for their newly established computer laboratory. The technician is required to perform routine computer maintenance every term. Explain THREE reasons for carrying out routine computer maintenance. (6 Marks)

    (c). Explain TWO reasons why the technician should regularly perform data backups.

    (2 Marks)

    (d). One of the duties of the technician is to install an Ms Windows which is an operating system. Describe FOUR functions of an operating system. (8 Marks)

THIS IS THE LAST PRINTED