



AMREF INTERNATIONAL UNIVERSITY

Unit Code : HE/CU/CHA/BC/02/5/A

Unit of Competency : DEMONSTRATE DIGITAL LITERACY.

WRITTEN ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. You have 2 HOURS to attempt all the questions.
2. Marks for each question are indicated in brackets ().
3. This paper consists of TWO sections: A and B
4. You are required to provide your responses in the answer booklet provided.

SECTION A: MULTIPLE CHOICE QUESTIONS

1. What do you understand by the term data security?

- a) Protection of data from accidental or intentional disclosure to unauthorized persons
- b) Sharing of data with authorized persons
- c) Modification of data by unauthorized persons
- d) Deletion of data by authorized persons

2. What is private data?

- a) Data that belongs to a government or organization
- b) Data that is not valuable to the owner
- c) Data that belongs to an individual and should not be accessed or disclosed without permission
- d) Data that can be used for commercial gain without the owner's knowledge

3. Computer virus is defined as?

- a) A destructive program that attaches itself to other files when the files are opened for use
- b) A program designed to protect a computer from malware
- c) A program designed to enhance the performance of a computer
- d) A program designed to monitor the activities of a computer user

4. Which one of the following is the primary function of computer antivirus?

- a) To copy itself from one computer system to another
- b) To locate itself within a computer system enabling it to amend/destroy program & data files
- c) To protect the computer from malware and enhance performance
- d) To enhance information sharing in a computer

5. What are the types of computer viruses?

- a) Boot sector viruses, file viruses, hoax viruses, trojans, worms, backdoors
- b) Email viruses, spyware, adware, ransomware
- c) Malware, phishing, denial-of-service attacks, man-in-the-middle attacks
- d) Trojan horses, worms, encryption attacks

6. Identify the main feature that distinguishes digital from analog computers?

- A) The type of data they process
- B) The speed of processing
- C) The nature of the signals they use
- D) The cost of operation

7. Which of the following is the primary function of Processing unit (CPU) ?

- A) It stores data and programs
- B) It provides output to peripheral devices
- C) It temporarily stores information in RAM
- D) It processes data and acts as the "brain" of the computer

8. Which type of computer is designed to provide maximum through put for a simultaneous variety of workloads?

- A) Supercomputers
- B) Mainframe computers
- C) Minicomputers
- D) Microcomputers

9. What is the advantage of digital computation over analog computation?

- A) Greater accuracy
- B) Higher processing speed
- C) Lower cost
- D) Simpler hardware

10. What type of computer is commonly used for office and leisure activities?

- A) Supercomputers
- B) Mainframe computers
- C) Minicomputers
- D) Microcomputers

11. What is an operating system?

- A. A set of programs used to manage hardware resources
- B. A program used to create documents
- C. A set of hardware components used to manage software resources
- D. A program used to play video games

12. What is the purpose of an operating system?

- A. To monitor and control computer operations
- B. To make complex tasks simple for users
- C. To increase the throughput of the system
- D. All of the above

13. What resources/devices are under the control of an operating system?
- A. Main memory, secondary storage devices, input/output devices, and communication devices
 - B. Main memory, primary storage devices, input/output devices, and communication devices
 - C. Main memory, secondary storage devices, input/output devices, and power supply
 - D. Main memory, secondary storage devices, input/output devices, and printer

14. What is the function of processor management in an operating system?
- A. To execute processes
 - B. To arrange tasks according to priority
 - C. To stop a particular task to allow the processor to service another task
 - D. All of the above

15. What is the function of memory allocation and loading of programs in an operating system?
- A. To ensure that programs are loaded into memory before they can be executed
 - B. To move programs out of memory when they are no longer required
 - C. To determine which task will remain in memory waiting for execution
 - D. All of the above

16. What is the function of input/output devices and ports management in an operating system?
- A. To ensure that the input/output devices are ready for use
 - B. To provide storage space for data generated by programs
 - C. To handle data files used by programs being executed by the CPU
 - D. All of the above

17. What is required to establish a connection to the Internet?
- A. A telephone line
 - B. A computer network
 - C. A satellite
 - D. A modem
18. What are some other names for the Internet?
- A. The Information Superhighway
 - B. The Global Network
 - C. The Computer Superhighway
 - D. The World Wide Web
19. What is the purpose of the Internet?
- A. To provide a variety of resources and data to its users
 - B. To enhance global connection
 - C. To provide a platform for video game development
 - D. To store and share files between users
20. Why were operating systems developed?
- A. To make computers more complex
 - B. To provide an internal control for modern computer systems
 - C. To reduce job setup time
 - D. To make communication between the user and the computer more difficult

SECTION B: SHORT RESPONSE QUESTIONS (40 MARKS)

1. State **FOUR (4)** classifications of computers according to the size and capability? **(4 Marks)**
2. Define computer hardware and Support your answer with an example **(4 marks)**
3. Identify **FOUR (4)** actions that a mouse can do? **(4 Marks)**
4. A computer virus is a program written to alter the way a computer operates, without the permission or knowledge of the user. What are the **Four** methods a computer user can use to prevent his/her computer from being infected with viruses? **(4 Marks)**
5. The computer will be of no use unless it can communicate with the User. What are the **Four** input devices a computer can use to bring information into the computer? **(4 Marks)**
6. State four steps used in creating a word-processed document? **(4Marks).**
7. Recently, data and information security has become very important. What are the **FOUR (4)** reasons for this? **(4 Mark).**
8. State **FOUR** Functions of the Internet **(4 marks).**
9. Highlight four examples of computer virus **(4 marks).**
10. Identify the characteristics of 2nd generation computers **(4marks)**

SECTION B: EXTENDED RESPONSE QUESTIONS (40 MARKS)

11. 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. Discuss ten (10) uses of internet that makes it popular in this modern society? **(20 Marks).**
12. 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. Explain **TEN (10)** measures you should undertake to protect your computer from Security threats and hacking **(20 Marks)**
13. Microsoft-excel has got unique features applicable in various organizations operations and management
 - A) Illustrate with examples the five uniqueness of this Microsoft Excel application (10 marks)
 - B) Using excel knowledge write formulas used in computation of the following
 - i) Summation of values from A2 to D2 (2 Marks)
 - ii) Average of values from cell B6 to G6 (2 marks)
 - iii) Award a grade using “IF” functions for ranges; A =>80, B=>60 C=>50 49 and below award “ FAIL” (6 Marks)