



Qualification Code :  
Qualification : Level 6  
Unit Code : HE/OS/CH/BC/02/6/A  
Unit of Competency : Digital literacy

## WRITTEN ASSESSMENT

### INSTRUCTIONS TO CANDIDATE

- i. You have **TWO HOURS** to attempt all the questions.
- ii. Marks for each question are indicated in brackets [ ]
- iii. The paper consists of **TWO** sections: A, B and C
- iv. Do not write on the question paper.
- v. A separate answer booklet will be provided.

**SECTION A [40 MARKS]**

*Answer all questions on these sections*

1. Explain three (3) ways in which an operating system provides data security in a computer system [ 3 marks]
2. Computer misuse in the world has become a major setback as technology advances. What are four (4) laws and regulations that have been put in place to prevent this vice in Kenya? [4marks]
3. During class discussion, student came across the following names: Trojan horse, Security threat, computer virus and data security. What are their meanings?
  - i. Trojan horse [ 1marks]
  - ii. Security threat [ 1marks]
  - iii. Computer virus [ 1marks]
  - iv. Data security [ 1marks]
4. Due to new technology, most people tend to prefer to use more electronic documents than paper documents. Mention five (5) advantages of using electronic documents instead of paper documents. [5 marks]
5. When sending documents companies sometimes use email or sometimes use ordinary post. Highlight four (4) reasons for using e-mail rather than ordinary post? [4 marks]
6. During COVID 19 pandemic in 2020, many organizations turned to use of internet. Identify four (4) services which can be offered through the Internet. [4marks]
7. Paul noticed the following errors displayed in different cells of a worksheet. Explain the cause of each of the errors
  - a. #DIV/0! [2 marks]
  - b. #NULL! [2 marks]
8. Your data is very vulnerable to Hackers. Highlight four (4) strong password best practises. [4 marks]
9. Kunt would like to send photos to Kinte via e-mail. Outline five (5)the steps Kunt would follow to send the photos as file attachments [5 marks]
10. Julieta , a new employee, has just joined the company and does not know the difference between a formula and a function. You are required to explain. It is supporting your explanation with an example of each. [2 marks]
  - i. Formula: [2 marks]
  - ii. Function: [2 marks]

**SECTION B [40 MARKS]**

*Answer any two questions on this section*

11. a) The text in the box below was comprised using a word processor. The current cursor position is between words “is” and “an” [10marks]

Computer security is an increasingly important consideration. From authentication.

Explain what will happen when the following keys are used.

- i. Tab [ 2marks]
  - ii. Enter [ 2marks]
  - iii. Home [ 2marks]
  - iv. Backspace [ 2marks]
  - v. End
- b) Explain five (5) document views available in word processor. [10 marks]

12. a).A cell reference also called cell address consists of a column, letter and a row number that intersect to show the location of a cell. Discuss three (3) types of cell references found in spread sheet. [6 marks]

- b) Study the following worksheet and use it to answer the question that follows.

	A	B	C	D	E	F	G	I
1	NAME	CAT1	CAT2	CAT3	TOTAL	AVERAGE	REMARKS	
2	KEN	70	34	45				
3	MAINA	56	56	58				
4	JANET	89	75	80				
5	LILIAN	34	40	50				
6	DAVID	60	55	60				
7	SUSAN	65	52	47				

- (i) Write a formula that can be used to

- i. Calculate Ken’s total marks.

[2 marks]

- ii. Find the highest score in CAT 3 [2 marks]
- iii. Calculate Ken' average marks [2marks]
- iv. Get the number of students with greater than 60 in CAT1. [2marks]
- v. Using the average F2. Write a function that can be used to remark as follows: [6 marks]
  - “GOOD”>=70
  - “FAIR”>=50
  - “WORK HARD” <=49

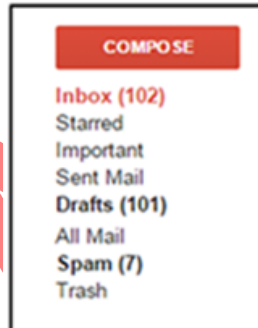
13. Makini Company is looking for someone to help in creating and managing their website. Explain five (5) benefits they are going to enjoy once the website is in place. [10 marks]

b). Internet is one the most used platform today.

i) Define internet [2 marks]

ii) Discuss four (4) features of internet. [8 marks]

14. The figure below shows an extract of an e-mail application.



a) What is meant by each of the following terms?

- i. Trash [2 marks]
- ii. Spam [2 marks]
- iii. Inbox [2 marks]
- iv. Draft [2 marks]
- v. Compose window [2 marks]

b) Differentiate between http and https and what each port does? [4 marks]

c) Explain the difference between the internet, intranet and extranet? [6 marks]