



Qualification : COMMUNITY HEALTH ASSISTANT LEVEL 5
Unit Code : HE/OS/CH/BC/03/5/A
Unit of Competency : DEMONSTRATE DIGITAL LITERACY

**CERTIFICATE IN COMMUNITY HEALTH ASSISTANT
Y1S1 WRITTEN ASSESSMENT**

INSTRUCTIONS TO CANDIDATE

1. You have **THREE** hours to answer all the questions.
2. Marks for each question are indicated in the brackets.
3. The paper consists of **TWO** sections: A and B.
4. Do not write on the question paper.
5. A separate answer booklet will be provided.

SECTION A [40 MARKS]

Answer all the questions in this section

1. Define the following terms:
 - a) Data (1 Marks)
 - b) Software (1 Marks)
 - c) Internet (1 Marks)
 - d) Extranet (1 Marks)
2. As a cyber security officer, give the differentiate between data privacy and data security as aspects of cyber security (2 Marks)
3. The world is connected by internet at large in this 21st century, identify and list THREE major types of networks used. (3 Marks)
4. You are an office administrator in Wasili University, there are new staff members who have been welcomed in the group. As and office administrator you are required to create emails for each new staff. List FOUR (4) parts of an email that are important (4 Marks)
5. Being a lab technician in your place of your work is important that you note important parts of a computer. State TWO components of a computer (2 Marks)
6. Highlight THREE (3) importance of internet in technical institutions (3 Marks)
7. As a cyber security officer in charge at AMREF, state THREE importance of data security in AMREF International University (6 Marks)
8. When dealing with graphics and presentations, there are important skills that need to be implemented in order to ensure the success of the presentation. Differentiate between a desktop publishing software and a PowerPoint presentation software as used in institutions. (6 Marks)
9. The work of an accountant is to put together records related to finances in a company, List THREE significance of excel as used by the accountant in a company. (3 Marks)
10. A doctor was treating patients during night sift. On reaching the theater there was malfunctioning of one monitor that was being depended on by a patient. List FIVE significance of a computer in the hospital. (5 Marks)

11. As a student of Community health, what are some of the equipment you will suggest to the community that will help them through these digital era to acquire medical attention as fast as possible from wherever they are? (2 Marks)

SECTION B (60 MARKS)

(Question ONE is compulsory and Answer any TWO (2) questions in this section)

12. During a computer practical, Joel encountered a problem with his computer where it was misbehaving by switching off and on. Having learnt threats associated with the computer and its control measures
- a) Explain FIVE (5) types of computer threats encountered when interacting with computer (10 Marks)
- b) Describe FIVE (5) methods of protecting your computer against the threats mentioned above (5 Marks)
13. The diagram below displays a spreadsheet workbook:

	A	B	C	D
1	23	45	34	=RANK (\$A&1: \$C\$1) X
2	23	73	76	
3	22	67	24	
4	64	100	80	
5	=SUM (A1:A4) Y		=AVG (C1:C4) Z	

- a) According to the worksheet above, what value is expected to be input In:
- i) Cell X (2 Marks)
- ii) Cell Z (2 Marks)
- iii) Cell Y (2 Marks)
- b) Describe the type of spreadsheet above stating THREE more types of spreadsheets available. (5 Marks)
- c) Explain FOUR functions of a spreadsheet as used in an institution (4 Marks)

14. A network administrator visited AMREF University to check connectivity within the institution. There was need to change the mode of connection that was being used.

a) Using a diagram, describe any FIVE types of network topologies that might be considered by the network administrator when changing the mode of connectivity.

(10 Marks)

b) Explain the importance of frequent network servicing in an institution (10 Marks)

15. For a computer to function be it a special or general-purpose computer, there must be a software installation. With the knowledge of digital literacy acquired:

a) List FIVE (5) types of Operating systems used in the market today (5 Marks)

b) Explain FIVE (5) ways that an operating system plays a role in moderating data insecurity that is a common problem in the society today. (5 Marks)

c) Describe FIVE commands used in Operating system to perform its functions. (5 Marks)