



AMREF INTERNATIONAL TRAINING CENTER

Qualification Code :
Qualification : Level 5
Unit Code :
Unit of Competency : Demonstrate Digital Literacy

WRITTEN ASSESSMENT

Time: 3 HOURS

INSTRUCTIONS TO CANDIDATE

1. Marks for each question are indicated in the brackets.
2. The paper consists of **TWO** sections: **A** and **B**.
3. Candidates are provided with a separate answer booklet
4. **DO NOT** write on this question paper.

*This paper consists of SIX (6) 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. A strong and reliable network infrastructure is essential for smooth communication, data sharing, and overall productivity in an institution. Outline TWO reasons why strengthening the network in an educational institution is important. (2 Marks)
2. You have explored the concepts of data protection, which include both data security and data privacy. Differentiate between data security and data privacy. (2 Marks)
3. A computer system requires various components to operate effectively, and software is one of the key elements. Software enables the computer to perform specific tasks and functions. Outline THREE types of software that are essential for a computer to function properly. (3 Marks)
4. In organization XYZ, the administration has requested an update to the institution's network infrastructure. State THREE types of networks that are commonly used in educational institutions and organizations. (3 Marks)
5. The operating system (OS) is a critical software that manages hardware and software resources in a computer system. It serves as an intermediary between the user and the computer hardware, ensuring the system runs efficiently and effectively. Identify THREE functions of an operating system. (3 Marks)
6. In the context of computer hardware, input devices play a key role in allowing users to interact with a system. Outline THREE input devices that users interact with. (4 Marks)
7. The growth of technology has had a significant impact on how people communicate, work, and access information. Define the following terms:
 - a) Intranet (2 Mark)
 - b) Extranet (2 Mark)
8. In the field of counseling psychology, protecting client information and ensuring confidentiality is of utmost importance. Data security is crucial for maintaining trust and ethical standards. Name FOUR importance of data security in a counseling set-up (4 Marks)
9. Understanding the components of a computer is essential for anyone working with technology. Outline FOUR key components of a computer system. (4 Marks)

10. In the 21st century, the internet plays a central role in connecting people and shaping modern society. Highlight FOUR important ways the internet contributes to society today. (4 Marks)
11. In the workplace, various software applications are used to enhance productivity and make tasks like assignments and reports more efficient. Differentiate between a word processor and a spreadsheet application. (4 Marks)
12. Email is an essential tool for communication in both personal and professional settings, allowing users to send electronic messages globally. To effectively use email, certain components are required. State FOUR main components necessary for sending and receiving emails. (4 Marks)

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SECTION B (60 MARKS)

Answer Question ELEVEN and any other TWO Questions in This Section

13. During a computer practical session, Dennis, a student in a digital literacy course, was tasked with configuring a network on his personal computer. However, while trying to set up the network connection, he encountered an unexpected issue: the computer started switching on and off repeatedly, making it impossible for him to complete the configuration. After troubleshooting, Dennis realized that the issue might be related to either a hardware failure or a software malfunction that occurred during the network setup process. Answer the following questions based on your knowledge of computer operations, security, and troubleshooting procedures.
- a) Describe the procedure for starting a computer (3 Marks)
 - b) Describe FIVE possible computer crimes or threats that may occur when interacting with a computer in an academic or workplace environment. (10 Marks)
 - c) Discuss FIVE ways you can protect your computer against the crimes or threats mentioned above (5 Marks)
 - d) Identify TWO classifications of computer threats, providing a brief explanation of each category. (2 Marks)
14. As a psychology student interning at a modern workplace, you work alongside professionals using digital tools to enhance mental health services, improve workflow, and communicate with clients. You assist with administering assessments, managing client records, scheduling therapy sessions, and conducting research. Your supervisor has asked you to assess how application software and computers are impacting the efficiency and effectiveness of psychological services at the workplace, ensuring the optimal use of digital tools.
- a) Discuss FIVE main application software (10 Marks)
 - b) Describe FIVE ways in which computers have become an essential tool in your workplace. (10 Marks)
15. The field of computing has evolved significantly over the years, with various types of computers designed to serve different purposes and functions in society. Computers can be classified in a variety of ways, including by size, data handling capabilities, and

functionality. As part of your course on computer systems, you are tasked with exploring these classifications and understanding how they influence the development and application of computers in different industries.

- a) Describe FOUR classifications of computers based on their size (8 Marks)
- b) Explain THREE classifications of computers based on data handling, (6 Marks)
- c) Discuss THREE classifications of computers based on their functionality. (6 Marks)

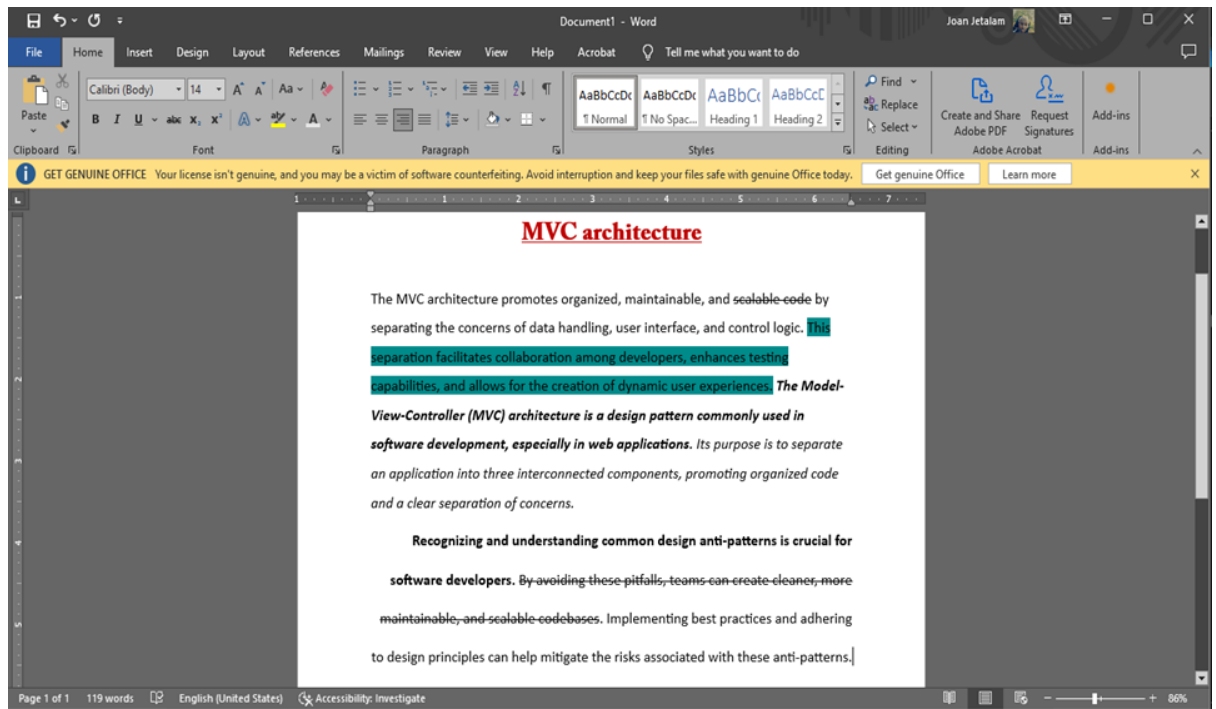
16. The diagrams below illustrate different software applications used to manipulate and manage data. Based on the information provided in the diagrams, answer the following questions related to each application.

a)

	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	

According to the worksheet above, what value is expected to be input in the following cells?

- i. Cell X (2 Marks)
 - ii. Cell Z (2 Marks)
 - iii. Cell Y (2 Marks)
- b) In a hospital setting, Microsoft Excel is a widely used tool for various administrative and clinical tasks. Explain FOUR key ways in which Microsoft Excel can be beneficial in a hospital environment. (4 Marks)
- c)



- i. In the Picture above, various word processing formatting features have been utilized to enhance the presentation and readability of the content. Highlight FIVE word processing formatting features that have been applied in the document. (5 Marks)
- ii. Based on the diagram above, describe THREE parts of a word processor that are visible. (3 Marks)
- iii. Explain TWO different methods for saving a document in a word processor. (2 Marks)