



AMREF INTERNATIONAL TRAINING CENTRE

Qualification : Diploma in Community Health/ Diploma in Community Health Record
Level 6

Unit Code :

Unit of Competency : Apply Digital Literacy

WRITTEN ASSESSMENT

CANDIDATE TOOL

INSTRUCTIONS TO CANDIDATE

1. You have **TWO** hours to answer all the questions.
2. This paper has two sections A and B.
3. You are provided with a separate answer booklet.
4. Marks for each question are indicated in the brackets.
5. Do not write on the question paper.

This paper consists of THREE (3) printed pages

Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

SECTION A: [40 MARKS]

Answer all question in this section

1. A secretary in company X is organizing office documents electronically. State FOUR benefits of file management. (4 Marks)
2. Company Z has introduced a new computer system to improve office operations and data handling. List FOUR functions of computer hardware. (4 marks)
3. While preparing an official report using word processing software you are required to improve the appearance and readability of the document. Identify FOUR formatting features you can use in word processing. (4 Marks)
4. Amref International Training Centre has installed internet services for both staff and students within the institution. State FOUR benefits of internet connectivity in an organization. (4 Marks)
5. During attachment your tasked to prepare slides for a health awareness seminar using Microsoft PowerPoint. State FOUR features of presentation software you are going to use. (4 marks)
6. You are using Google search engine to conduct an online research on the effects of Artificial Intelligent to students for an assignment. Identity FOUR importance of using search engine. (4 marks)
7. A staff member in an organization is participating in an online meeting and communicating with colleagues through email and social media platforms. Highlight FOUR netiquette principles she must use in order to maintain professionalism and respectful communication. (4 Marks)
8. A friend has approached you to help her to search for remote employment opportunities to earn some income. Identify FOUR online job platforms that you can share with her to search for jobs. (4 marks)
9. A job applicant is preparing a Curriculum Vitae (CV) to apply for a position in a health organization. Highlight FOUR components to include for a professional CV. (4 marks)
10. Hospital's financial officer uses spreadsheet software to prepare monthly budgets and calculate expenditure automatically. State FOUR reasons for using formulas in spreadsheets. (4 Marks)

SECTION B (60 MARKS)

Answer question 12 and any other Two (2) questions in this section each question

11. A new employee has joined an organization and has been assigned a desktop computer for office work.
- a) Explain FIVE procedures followed when operating a computer device safely in the workplace. (10 Marks)
 - b) Describe FIVE file and folder management practices that improve efficiency in an office environment. (10 Marks)
12. A sales department uses spreadsheet and presentation software to prepare reports and presentations
- a) Discuss FIVE spreadsheet function as used in handling workplace data. (10 marks)
 - b) Explain FIVE principles to consider while preparing an effective electronic presentation. (10 Marks)
13. An organization has experienced cases of counterattacks and misuse of online communication systems.
- a) Describe FIVE internet security threats that may affect organizations. (10 Marks)
 - b) Explain FIVE cybersecurity control measures organizations can implement to enhance online safety. (10 Marks)
14. A graduate intends to secure online employment opportunities and build a professional digital profile.
- a) Discuss FIVE steps followed when applying for online jobs. (10 Marks)
 - b) Explain FIVE techniques used in developing a winning job application package. (10 Marks)