



AMREF INTERNATIONAL TRAINING CENTER

Qualification Code :

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Unit Code :

Unit of Competency : DIGITAL LITERACY

CANDIDATE TOOL

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. This paper has **two sections A and B**.
2. Attempt questions in each section as per instructions given.
3. You are provided with a **separate answer booklet**.
4. Answer **ALL questions in the answer booklet**.
5. Marks for each question are indicated in brackets.
6. **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 pages are printed as indicated and that no questions are missing.

SECTION A (40 MARKS)

Answer ALL the questions in this section.

1. Ms. Ranje, a trainer at Ritili VTC is planning to compute the total marks, mean scores of trainees in her class and finally award them positions based on their scores. She has entered all the marks into a worksheet is purposing to use excel functions to achieve the above tasks. Outline the **THREE** functions that she is likely to use. (3 Marks)
2. Differentiate the following as used in the world of computing (3 Marks)
 - a) Networking
 - b) Operating system
 - c) Computer system
3. CPU is the main component of the computer used to process the data fed into the Computer to get information that is understood by human. Outline **FOUR** functions of the CPU. (4 Marks)
4. Computers are classified based on size, functionality and data handling. Elaborate **THREE** types of computers based on their functionality. (3 Marks)
5. Application software is important as it helps computer users accomplish specific tasks, with a good example being a word processor. Highlight **FOUR** uses of this software. (4 Marks)
6. The use of computers has benefited many businesses. Define the term Computer and Outline **THREE** benefits of having computers in a business. (4 Marks)
7. Computer software is a collection of instructions that enable the user to interact with a computer, its hardware, or perform tasks.
Give **TWO** types of software used for inputting data in the system. (2 Marks)
8. To safeguard data and information against unauthorized access, certain measures should be put in place. Give the meaning of the following control measures. (2 Marks)
 - a) Firewall:
 - b) Biometric security:
9. A newly established department at Mawili Institute is in the process of setting up a Local Area Network to aid in its operations.
List **FOUR** advantages it is likely to derive from the network. (4 Marks)
10. Printers can be broadly classified into two categories, namely impact and non-impact printers. State **THREE** differences between the **TWO** categories of printers. (3 Marks)
12. There are various font effects that can be applied on a document in order to enhance the text appearance. Give the difference in meaning between Superscript and Subscript (2 Marks)

13. Zambe was presenting a documentary to KALOLENI TVC Research Committee; he was later instructed to add a video to his presentation.

Mention **TWO** methods he could have used to accomplish the task. (2 Marks)

14. A learning institution is planning to acquire Enterprise Resource Planning (ERP) software to help in automation of services such as examination, finance, registration among others. State **FOUR** factors that they should consider before acquiring the software. (4 Marks)

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SECTIONB (60 MARKS)

Answer ANY THREE questions in this section

QUESTION 15

15 a) A computer lab technician wants to minimize illegal entry into the computer Laboratory. Explain **FIVE** measures that can be put in place to curb this illegal entry. (10marks)

15c) Discuss any **SIX RULES** trainees should follow while in the computer lab. (6 Marks)

15 b) **Highlight** and **explain FOUR** factors to be considered when setting up a computer lab (4 marks)

QUESTION 16

16a) A newly established TVET institution is planning to set up a network. Explain **FIVE** types of networks that can be used in an institution of higher learning based on Topology. (10 Marks)

16b) Outline **FOUR** advantages it is likely to derive from a network (4 Marks)

16 c) during a group discussion, trainees of NAM TVC were advised to use peer to peer network during their practical work. Highlight **FOUR** features of peer-to-peer network. (4 Marks)

16d) Differentiate the following terms as used in computer networks (2 Marks)

- i. Topology
- ii. protocol

QUESTION 17

17a) There are technologies that have emerged due to the use and advancement of ICT in different sectors. Discuss **FIVE** challenges posed by using ChatGPT in learning. (10 Marks)

17b) The web is a global (international) system of connected web pages containing information such as text, pictures, sound, and video. Differentiate between Website and Web browser as used in internet application. (4 Marks)

17 c) In the world of computing, there are several crimes that users commit with the intention of causing destruction and loss of data and information systems for personal or organizational gain. **Highlight** the meaning of each of the following common computer crimes; (6Marks)

- a) Tracking
- b) Cracking
- c) Privacy and fraud services.
- d) Eavesdropping
- e) Trespassing
- f) Data security

QUESTION 18

18 a) Computer technologies has greatly impacted people's lives daily. Discuss **FIVE** sectors where computers are used. (10marks)

18 b) Computers have evolved over the years, briefly discuss the **FIVE** different computer generations in terms of technology used,sizes,power consumption rate, power dissipation rate, giving examples in each case. (10 Marks)

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