

LEVEL 6

Apply Digital Literacy

March/April 2025



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL
(TVET CDACC)**

WRITTEN ASSESSMENT

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATE

1. This paper consists of **TWO** sections: **A** and **B**.
2. Attempt **ALL** questions in section A
3. Attempt Question 16 and **ANY TWO** (2) questions in section B.
4. Marks for each question are indicated in the brackets.
5. Candidates are provided with a separate answer booklet
6. Do not write on the question paper.

This paper consists of SIX (6) printed pages
Candidate should check the question paper to ascertain that all pages are printed as
indicated and that no questions are missing.

SECTION A (40 MARKS)

1. Computers are the nerve center of the banking system around the world. State TWO functions of computers in banking. (2 Marks)
2. A computer can be used to commit a crime in a work place. Name THREE types of computer crimes. (3 Marks)
3. A spreadsheet is an application software that is made up of rows and columns used to present and analyze data. List THREE areas where Spreadsheets can be applied. (3 Marks)
4. Mr. Asili a trainer at Kitoo TVC instructed his trainees to secure their assignments using a password. State the importance of securing a document with a password (2 Marks)
5. Some people are better suited to be employers, while others would rather be employed by large, well established organizations. State THREE advantages of being an employee. (3 Marks)
6. PowerPoint has six views that help you to view or work on your presentations in different ways. Name THREE different views used in PowerPoint. (3 Marks)
7. Amy a trainee at Maji Mingi TVC suspects her computer has been attacked by a virus. State FOUR types of damages that can be caused by a virus attack. (4 Marks)
8. Mambo College has acquired 10 computers to be used in various offices in the college. Give FOUR control measures the college can take to prevent unauthorized people from accessing their systems and data. (4 Marks)
9. Matendo Company intends to recruit employees for their new branch. Give TWO types of interviews that the interviewees may be subjected to. (2 Marks)
10. You have been selected as a Virtual Assistant in a company to perform data entry tasks. State TWO resources you may require to perform the tasks. (2 Marks)
11. Web browsers are software applications that are used to retrieve web pages from the Internet onto a device. Name THREE browsers that particularly dominate the Internet market today. (3 Marks)
12. Mariey was recently employed in a supermarket as a teller. Give TWO input devices that she will be using at the point of sale. (2 Marks)

13. You have been given an assignment to conduct online research on Internet of Things (IoT). State THREE ways you can connect your laptop to the Internet to facilitate your research.
(3 Marks)
14. Mammay Company Limited advertised for the position of an ICT technician in their company. Name TWO documents that a potential candidate would need to send when applying for the job.
(2 Marks)
15. Microsoft Word has a number of features used to improve the appearance of the entire paragraph. Differentiate between Bullets and Numbering
(2 Marks)

SECTION B (60 MARKS)

Attempt Question 16 and Any Other Two (2)

16.

- a) While perusing through a newspaper, Musa saw a job advertisement of a trainer at Mwambao TTI. He later decided to apply by sending an email to the Institute. Discuss FOUR advantages of sending emails over traditional paper-based mails. (8 Marks)
- b) Discuss TWO qualities of a good Curriculum Vitae. (2 Marks)
- c) Computer storage consists of internal and external storage devices. Differentiate between Hard disk drive and Flash disk drive. (4 Marks)
- d) Mr. Piper has scheduled an online class for his Apply Digital Literacy class. Discuss THREE advantages of an online class. (6 Marks)

17.

- a) Trainees Council Members at Duka Moja TTI were told to write their manifestos and present in PowerPoint slides to students during their opening forum. Discuss FOUR aspects of the presentation they need to consider during planning. (8 Marks)
- b) Microsoft PowerPoint can be used for designing presentations quickly. Presentations can be used in certain situations to convey information more effectively. Describe THREE application areas of PowerPoint in a business firm. (6 Marks)
- c) Explain THREE steps that need to be followed in order to create an effective presentation. (6 Marks)

18.

- a) Data Security is the protection of programs and data in computers and communication systems against unauthorized modification, destruction, disclosure or transfer, whether accidental or intentional. Explain THREE principles of data security. (6 Marks)
- b) Lafayu Institute of Technology has recently installed WIFI in the college. Discuss FOUR advantages of having WIFI in the college. (8 Marks)
- c) Ms. Mwambani realized her computer had been hacked. This happens when an individual gets unauthorized access into a computer system. Discuss THREE ways she can protect her computer against hacking. (6 Marks)

19.

- a) Arithmetic operators are commonly used in spreadsheets. With the aid of a sample operation in each case, give the function each of the following operators. (6 Marks)

S/NO	Arithmetic operator	Meaning and example
1.	* (Asterisk)	
2.	/ (Forward slash)	
3.	% (Percent sign)	

- b) A Website is a collection of web pages belonging to an organization or an individual. Differentiate between the World Wide Web (WWW) and a web page as used in computing. (4 Marks)
- c) Application software's are programs designed to help a user accomplish their own tasks. Discuss any THREE categories of Application software's studied in Apply Digital Literacy. (6 Marks)
- d) CPU is the main component of the computer used to process the data fed into the Computer. Outline FOUR functions of the CPU. (4 Marks)