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LEVEL 5

Demonstrate Digital Literacy

March/April 2026

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

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WRITTEN ASSESSMENT

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TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATE

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

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This paper consists of FOUR (4) printed pages

Candidate should check the question paper to ascertain that all pages are printed as

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indicated and that no questions are missing.

SECTION A (40 MARKS)

Answer ALL questions in this section

1. Define the following terms as used in digital literacy

a. Internet (2 Marks)

b. Network (2 Marks)

2. Identify FOUR common ICT security threats experienced in modern workplaces.

(4 Marks)

3.

a. Differentiate between warm booting and cold booting as used in computing (2 Marks)

b. As a digital security officer of a firm, identify TWO computer crimes that your organization is likely to face. (2 Marks)

4. With the rapid advancement of technology, there is emergence of new technological advancements such as cloud computing.

a. Define the term cloud computing. (2 Marks)

b. State TWO ways cloud computing is applied in daily life. (2 Marks)

5. In an office environment, preparing official documents requires accuracy, clarity, and professional presentation. State FOUR Microsoft Word features that you would use to achieve this. (4 Marks)

6. Differentiate between computer hardware and software, giving one example of each. (4 Marks)

7. An employee uses a spreadsheet to record daily sales.

a. State TWO benefits of using a worksheet for this task. (2 Marks)

b. Differentiate between a formula and a function (2 Marks)

8. State FOUR types of data that can be entered in MS Access. (4 Marks)

9.

a. Give two differences between data and information (2 Marks)

b. Define the term computer as used in digital literacy (2 Marks)

10. Distinguish between Analog and Digital data (4 Marks)

SECTION B (60 MARKS)

Answer ANY THREE questions in this section

11. Operating systems are essential for managing computer hardware and software resources.

a. Define the term operating system. (2 Marks)

b. Explain FOUR main functions of an operating system. (8 Marks)

c. Describe the functions of the following computer components
i. Monitor (2 Marks)

ii. Keyboard (2 Marks)

iii. Mouse (2 Marks)

d. Discuss TWO factors to consider when selecting an operating system for office use. (4 Marks)

12.

a. Email is a fundamental tool for communication in modern workplaces and personal use. Explain FOUR key features of email that makes it a useful communication tool. (8 Marks)

b. Explain functions of the following keys

i. Delete (2 Marks)

ii. Tab (2 Marks)

iii. Space bar (2 Marks)

c. Explain THREE computer laboratory safety measures (6 Marks)

13.

a. Fire is one of the security threats to data. Explain THREE control measures against fire as a data security threat (6 Marks)

b. Explain FOUR application areas of computers (6 Marks)

c. Describe TWO advantages of using electronic spreadsheet over manual spreadsheet. (4 Marks)

d. Discuss TWO ethical issues faced by Information Technology (ICT) (4 Marks)

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14.

a. The use of ICT in the workplace is evolving rapidly, introducing emerging technologies

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i. Define emerging ICT issues (2 Marks)

ii. Discuss TWO examples of emerging issues (4 Marks)

iii. Explain ONE impact of each technology you discussed in (ii) above.

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(4 Marks)

b.

i. Define computer networking (2 Marks)

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ii. Explain TWO benefits of networking to a business organization

(4 Marks)

iii. Discuss TWO negative impacts of the internet to the society. (4 Marks)

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