

LEVEL 3**DEMONSTRATE DIGITAL LITERACY****July /August 2024****TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)****WRITTEN ASSESSMENT****2 HOURS****INSTRUCTIONS TO CANDIDATE**

1. This paper consists of two sections; A and B
2. Answer ALL the question as guided in each section
3. Marks for each question are as indicated in the brackets
4. You are provided with a separate answer booklet to answer the questions
5. Do not write in this question paper

This paper consists of FOUR (4) printed pages.

**Candidate to check the paper to ascertain that all pages are printed
as indicated and that no questions are missing**

SECTION A (20 MARKS)

Answer all questions in this section. Each question carries 1 mark

Indicate whether the following statements are TRUE or FALSE:

1. A monitor displays information.
2. A hard disk is an input device.
3. A mobile phone is a computer.
4. Hackers access information illegally.
5. The main memory is also known as secondary storage.

Match the following computers to their respective classification

Computer	Classification
6. Super computers	Functionality
7. Digital computers	Size
8. General purpose	Functionality
9. Main frame computers	Purpose
10. Analog computers	Size

11. Which of the following is the main focus of Information Communication Technology?

- A. Information
- B. Informatics
- C. Technology
- D. Communication

12. How can one protect a computer from fire?

- A. Installing Antivirus software
- B. Installing fire extinguishers
- C. Setting up strong passwords
- D. Burglar-proofing the room

13. Which of the following software is used to create text-based documents?

- A. Ms Excel
- B. Chrome
- C. WhatsApp
- D. Ms Word

14. _____ is a global interconnection of computers.

- A. Intranet
- B. Internet
- C. Network
- D. Workgroup

15. Identify the computer device used to produce softcopy output.
- A. Printer
 - B. Scanner
 - C. Monitor
 - D. Plotter
16. Which of the following is an input device?
- A. RAM
 - B. Monitor
 - C. Operating system
 - D. Mouse
17. A _____ is an intersection between a row and a column in electronic spreadsheets.
- A. Workbook
 - B. Worksheet
 - C. Cell
 - D. Name box
18. The abbreviation www stands for?
- A. Wide World Web
 - B. World Wide Web
 - C. Web World Wide
 - D. Internet
19. Which of the following is a Mouse skill?
- A. Cursor movement and editing
 - B. Drag and drop
 - C. Wireless mouse
 - D. Special purpose keys
20. The following are types of computer viruses, which one is not?
- A. Worm
 - B. Trojan horse
 - C. Boot Sector
 - D. Antivirus

SECTION B (30 MARKS)*Answer all questions in this section*

21. Define the following terms:
- a) Information (2 marks)
 - b) Software (2 marks)
22. List TWO examples of electronic spreadsheets (2 Marks)
23. Highlight FOUR application areas of computers in our society. (4 Marks)
24. Outline FOUR benefits of having internet connectivity in a business. (4 Marks)
25. Name FOUR types of computer crimes. (4 Marks)
26. A company has adopted the use of emails for their day-to-day communication. Outline FOUR advantages they will get. (4 Marks)
27. Highlight FOUR advantages of using electronic word processors. (4 Marks)
28. Karri is a secretary in a dispensary. Her boss, who has traveled abroad, asks her to send the day's report to him. She approaches you for advice. List FOUR precautions that she can take to protect her computer while sending the email. (4 Marks)

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