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Level 4**Demonstrate Digital Literacy****July/August 2025**

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

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WRITTEN ASSESSMENT**TIME: 2 HOURS**

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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 **t h e b r a c k e t s**
4. You are provided with a separate answer booklet to answer the questions
5. Do not write in this question paper

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This paper consists of FOUR (4) printed pages**Candidates 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 (10 MARKS)

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

1. While setting office, you are asked to identify key components connected to the system unit. Which of the following would you mention as an input device?
- A. Printer
B. Scanner
C. Monitor
D. Speaker
2. Which of the following parts of the Central Processing Unit perform logical and arithmetic operations?
- A. Control Unit
B. RAM
C. Arithmetic Logic Unit (ALU)
D. Hard Disk
3. A cashier installed Microsoft Excel program on a computer. What type of software did the cashier install?
- A. System Software
B. Utility Software
C. Application Software
D. Driver Software
4. During a research assignment, there was a need to save a large report for later use. Which of the following form of secondary storage that could best store the report?
- A. RAM
B. ROM
C. Hard Drive
D. Cache
5. When people receive suspicious emails requiring login credentials, this is an example of;
- A. Legal computer usage
B. Cyber threat
C. Cyber threat
D. Power failure

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6. Installation of antivirus programs by office users has become a trend in most companies.

What does the program help them do?

- A. Increase download
- B. Create spreadsheets
- C. Protect your system from malicious software
- D. Edit videos

7. During a security workshop, a trainer listed illegal activities that can occur in computing.

Which of the following activity could not be among the listed?

- A. Identity theft
- B. Software piracy
- C. Writing a report
- D. Hacking

8. Final year students mostly print their final reports for submission using the Microsoft Word application. The document printed by the students could be said to be in the form of?

- A. Input
- B. Softcopy
- C. Hardcopy
- D. File Extension

9. You are sending an email and want to inform your superior about alerting the main recipient. Which email feature would allow you to perform this?

- A. BCC

- B .

- C. Compose
- D. CC

10. A file saved with a “.docx” extension would indicate which type of file?

- A. Spreadsheet File
- B. Presentation File
- C. Document File

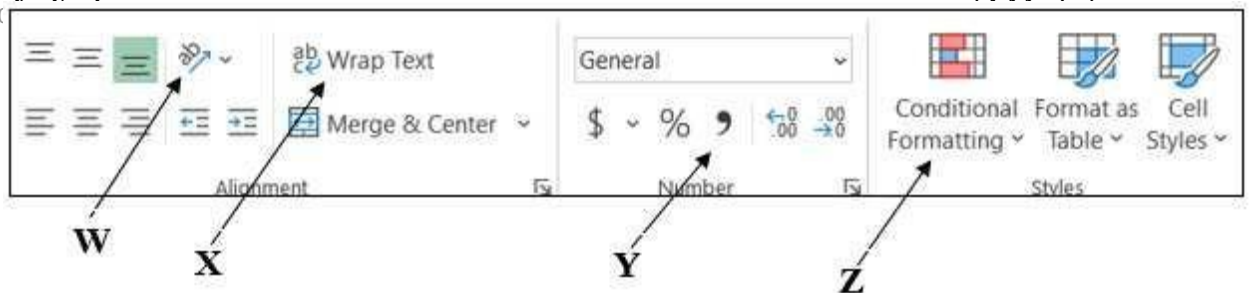
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SECTION B (40 MARKS)*Answer ALL Questions in This Section.*

11. While training a new colleague on the basics of computing software, name TWO types of software that should be mentioned in the training. (2 Marks)
12. The technician in charge of a computer lab was connecting external devices to the lab computers, list FOUR computer peripheral devices the technician might have interacted with. (4 Marks)
13. A manager of company AB requests employees to present their promotion letters in 'hardcopy'. Define the term 'hardcopy' as applied by them. (2 Marks)
14. Define the term computer virus. (2 Marks)
15. A student's computer starts acting strangely. State FOUR signs that may indicate that the computer may have a virus. (4 Marks)
16. List FOUR types of network topologies. (4 Marks)
17. State the difference between impact and non-impact printers. (4 Marks)
18. Below is an extract of MS Excel window. State the functions of the parts labeled by letters W, X, Y and Z. (3 Marks)

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19. Name three ways in which a computer is used in a bus. (3 Marks)
20. You are creating a sales report using a spreadsheet program. Name THREE types of charts you can insert in the sales report. (3 Marks)
21. A desktop publishing specialist is preparing a presentation for a marketing campaign. Outline TWO sources of images the specialist can use to insert a picture into his slide. (2 Marks)
22. Outline THREE characteristics of the fifth-generation computers. (3 Marks)
23. Installation of system software is highly prioritized for computers. State THREE types of these software. (3 Marks)

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