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Level 6**Demonstrate Digital Literacy****July/August 2025**

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

Date: 22.07.2025 07:58 AM

WRITTEN ASSESSMENT**TIME: 3 HOURS**

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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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FOUR (4) printed pages

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

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SECTION A (40 MARKS)

Answer ALL The Questions in This Section.

1. During transmission of data over a network, it is recommended to apply data encryption. Give the reason for this recommendation. (2 Marks)
2. Outline TWO characteristics that highlight the difference between desktop computers and laptops. (4 Marks)
3. Without proper organization, emails can disrupt productivity in a workplace. Explain TWO methods through which effective organization can be achieved. (4 Marks)
4. During a new employees' induction training, the emphasis is on data privacy. Explain TWO reasons why it was important to educate them on data privacy. (4 Marks)
5. Identify THREE functions of email that makes it indispensable in a remote work environment. (3 Marks)
6. Give TWO advantages of using spreadsheets in an office set-up over manual mark sheets. (4 Marks)
7. Network configuration process is designed to allow devices in a workplace to communicate efficiently. Elaborate TWO activities that entail this process. (4 Marks)
8. State FOUR functions of the operating system in the operation of a computer system. (4 Marks)
9. Outline THREE routine tasks that can be automated using processing software in an office environment. (3 Marks)
10. Pamoja Institute of Technology rely on database software to manage their students' information operations that are performed using the software. (4 Marks)
11. Explain the importance of the Data Protection Act (2019) in Kenya today. (4 Marks)

SECTION B (60 MARKS)

Answer Any *THREE* Questions in This Section.

12. a. Describe FIVE ways to enhance productivity in a modern work environment. (10 Marks)
- b. A credit reporting agency is facing a criminal charge in a court of law for exposing their clients' sensitive information to a malicious online organization. For this reason, they have decided to implement measures to safeguard their computer devices against similar cases in future. Discuss FIVE physical security measures they can implement. (10 Marks)
13. a. Creating engaging PowerPoint presentations require careful and thoughtful design choices such as use of relevant color combinations. Apart from this, discuss FIVE other design techniques. (10 Marks)
- b. When designing a database using Microsoft Access, the software provides you with inbuilt database objects to help you organize data. Describe FIVE of these objects that can enable you to design an easy-to-use database. (10 Marks)
14. a. Technological advancements in Information Communication have made it possible to store, modify and access data from anywhere, a concept known as cloud computing. Elaborate FOUR risks associated with this technology. (8 Marks)
- b. The image below is a screenshot of a document prepared using Microsoft Word program. Describe SIX formatting styles used in the document. (12 Marks)

DIGITAL LITERACY

Digital Literacy is a unit that covers the competencies required to effectively use digital devices such as:

- Smartphones
- Tablets
- Laptops
- Desktop PCs.

It entails identifying and using digital devices such as smartphones, tablets, laptops and desktop PCs for purposes of communication, work performance and management at the work place.

15. a. Explain THREE ways in which Local Area Network (LAN) can be used to improve teamwork and productivity of workers in a working environment. (6 Marks)
- b. You are tasked with a professional quarterly financial report for your company. Give SIX word processing features you can use to create the report. (6 Marks)
- c. The following spreadsheet is extracted from Pamoja Stores weekly sales report. Use it to answer the questions that follow

	A	B	C	D	E	F	G	H
1	ProductID	Product Name	Category	Units sold	Unit Price	Salesperson	Region	
2	P01	Pen	Stationery	120	10	Alice	East	
3	P02	Notebook	Stationery	85	150	Bob	West	
4	P03	USB Drive	Electronics	40	850	Alice	East	
5	P04	Stapler	Stationery	30	250	Charlie	North	
6	P05	Head Phones	Electronics	25	300	Bob	West	
7	P06	Monitor	Electronics	10	4000	Charlie	North	
8								

- i. Write a formula to compute the total sales for staplers. (1 Marks)
- ii. Write a function to calculate revenue from sale of USB Drives and Notebooks products. (2 Marks)
- iii. Write an appropriate function to determine number of distinct products sold by Bob. (2 Marks)
- iv. Create a formula that displays the following. (3 Marks)
- "Top Seller" if Units Sold is more than 100" Low Seller" otherwise