

LEVEL 4**APPLY DIGITAL LITERACY****November/December 2025**Printed By: Technical And Vocational College
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**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

WRITTEN ASSESSMENT**TIME: 2 HOURS**Printed By: Technical And Vocational College
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1. This paper consists of **TWO** sections **A** and **B**.
2. Answer **ALL** the questions in each section.
3. Marks for each question are indicated in the brackets.
4. You are provided with a separate answer booklet to answer the questions.

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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 indicated and that no questions are missing.

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SECTION A (10 MARKS)*Answer ALL questions in this section*

1. Digital literacy is important because it:

- A. Helps in cooking food
- B. Enables safe and effective use of computers
- C. Prevents physical exercise
- D. Removes viruses automatically

2. The shortcut for copying selected text in Microsoft Word is:

- A. Ctrl + C
- B. Ctrl + X
- C. Ctrl + V
- D. Ctrl + Z

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3. Name the computer port used to connect a modern monitor?

- A. Mouse
- B. HDMI

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- D. Keyboard

4. What is the main goal of data security?

- A. To reduce internet usage
- B. To make the computer faster
- C. To protect data from loss or unauthorized access

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D. To store software

5. Which of the following is a control measure against malware?

- A. Turning off the computer
- B. Using antivirus software
- C. Deleting passwords
- D. Browsing unknown websites

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6. Which of the following is an input device?

- A. Printer
- B. Scanner
- C. Monitor
- D. Speaker

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7. _____ is the feature in a word processor that allows a user to detect and correct spelling mistakes.

- A. Font size
- B. Spell check
- C. Save as
- D. Page layout

8. Which of the following best defines data?

- A. Processed information that is meaningful
- B. Raw facts and figures without context
- C. Instructions given to a computer
- D. A collection of organized reports

9. _____ is a volatile storage device.

- A. Hard drive
- B. RAM
- C. Flash drive

10. In a spreadsheet, data is organized in _____.

- A. Paragraphs
- B. Slides
- C. Rows and columns
- D. Pages and chapters

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SECTION B (40 MARKS)

Answer ALL questions in this section

- 11. Describe the process of running of a computer system. (3 marks)
- 12. State two purposes a learning institution can use emails. (2 marks)
- 13. Examine the image in Figure 1 below and identify the parts i, ii, iii and iv shown by the arrows. (4 Marks)

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- 14. State THREE signs that a computer may be infected by a virus. (3 marks)
- 15. Identify TWO netiquette principles that trainees participating in an online class discussion should observe. (2 marks)
- 16. List FOUR types of job opportunities available for a college graduate. (4 marks)
- 17. Computer users use a storage device to store information, State THREE secondary storage devices. (3 marks)
- 18. Portfolio of Evidence is a crucial document during a job application, mention FOUR items that should be included. (4 marks)
- 19. Moses carried his curriculum vitae (CV) while he was seeking employment in XYZ Company. State TWO purposes of this document. (2 marks)
- 20. While preparing your curriculum vitae (CV) for a job in Roho-safi Company, identify THREE that must be included. (3 marks)
- 21. List TWO emerging issues affecting computer use in the society today. (2 marks)
- 22. In an organization that uses computers, state THREE reasons why implementing cyber security measures is important. (3 marks)
- 23. Zac is managing newly installed computers. State TWO ways to protect them from cyber threats. (2 marks)

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24. As an individual who has been shortlisted for an interview, mention **THREE** interview skills that can help you press on during the interview. (3 marks)

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