

LEVEL 5

Demonstrate Digital Literacy

Nov/Dec 2024



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

WRITTEN ASSESSMENT

Time: 3 HOURS

INSTRUCTIONS TO CANDIDATE

1. Marks for each question are indicated in the brackets.
2. The paper consists of **TWO** sections: **A** and **B**.
3. Candidates are provided with a separate answer booklet
4. **DO NOT** write on this question paper.

This paper consists of FIVE (5) printed pages

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

SECTION A (40 MARKS)

*Answer **all** the questions in this section.*

1. Computer software is a collection of instructions that enable the user to interact with a computer, its hardware, or perform tasks. Give TWO types of software used for inputting data in the system. (2 Marks)
2. Computer hardware can be categorized as input devices and output devices. Apart from mouse and keyboard, list other THREE input devices. (3 Marks)
3. Your friend Lilith has been experiencing some signs of virus attack on her computer such as loss of data and unexpected shutdown. She has approached you to install for her an antivirus software. Mention TWO possible options that you will recommend. (2 Marks)
4. To safeguard data and information against unauthorized access, certain measures should be put in place. Give the meaning of the following control measures. (2 Marks)
 - i. Firewall:
 - ii. Biometric security:
5. A newly established department at Mawili Institute is in the process of setting up a Local Area Network to aid in its operations. List FOUR advantages it is likely to derive from the network. (4 Marks)
6. Desktop Publishing (DTP) software is classified into two major categories that provide for editing, formatting images and creating different page layout designs and pictures. Highlight the TWO types of DTP software. (2 Marks)
7. Printers can be broadly classified into two categories, namely impact and non-impact printers. State THREE differences between the two categories of printers. (3 Marks)
8. Ms. Ranje, a trainer at Ritili VTC is planning to compute the total marks, mean scores of trainees in her class and finally award them positions based on their scores. She has entered all the marks into a worksheet and is purposing to use excel functions to achieve the above tasks. Outline the THREE functions that she is likely to use. (3 Marks)
9. There are various font effects that can be applied on a document in order to enhance the text appearance. Give the difference in meaning between Superscript and Subscript (2 Marks)
10. An ICT expert has been consulted by Abizz Company to advise them on legal ways of protecting their computer and information system. The expert suggests adherence to laws governing protection of ICT information systems such as Intellectual Property Rights (IPR). Highlight TWO benefits the company will derive achieve by implementing IPR. (2 Marks)

11. CPU is the main component of the computer used to process the data fed into the Computer to get information that is understood by human. Outline FOUR functions of the CPU. (4 Marks)
12. There are two types of formulae in Excel that can be created by the user. Each formula must begin with an equal sign, contain a mathematical operation and have a cell address that contain value. Indicate the type of formula represented by each of the following; (2 Marks)
- i. $=40+30-20*2/2$
 - ii. $=C3+D3+F3$
13. A learning institution is planning to acquire an Enterprise Resource Planning (ERP) software to help in automation of services such as examination, finance, registration among others. State THREE factors that they should consider before acquiring the software. (3 Marks)
14. Trainees' council of Mashambani TVC has written a proposal to the Board of Governors to set up a cyber café at the student center. Highlight FOUR services they are likely to provide at the café. (4 Marks)
15. Zambe was presenting a documentary to Matu College Research Committee, he was later instructed to add a video to his presentation. Mention TWO methods he could have used to accomplish the task. (2 Marks)

SECTION B (60 MARKS)

*Answer any **three** questions in this section*

16.

- a) The Internet is an interconnection of computers throughout the world using ordinary telecommunication lines and modems. Explain THREE functions of the internet in a college. (6 Marks)
- b) There are technologies that have emerged due to the use and advancement of ICT in different sectors. Discuss FIVE challenges posed by using ChatGPT in learning. (10 Marks)
- c) The web is a global (international) system of connected web pages containing information such as text, pictures, sound, and video. Differentiate between Website and Web browser as used in internet application. (4 Marks)

17.

- a) Email is a worldwide system for sending and receiving electronic messages from one computer to another. Users can also attach files from word processors, spreadsheets, reports, production data etc. and then send them via email. Describe the procedure of sending an email with an attachment document. (10 Marks)
- b) A threat is a possible danger that might exploit a vulnerability to breach security therefore cause possible harm to your computer. Discuss FIVE classification of security threats to computer systems that maybe experienced in an Institution. (10 Marks)

18.

- a) In the world of computing, there are several crimes that users commit with the intention of causing destruction and loss of data and information systems for personal or organizational gain. Highlight the meaning of each of the following common computer crimes; (10 Marks)
 - i. Trespassing
 - ii. Tracking
 - iii. Cracking
 - iv. Privacy and fraud services.
 - v. Eavesdropping
- b) Computers are classified based on size, functionality and data handling. Elaborate THREE types of computers based on their functionality. (6 Marks)
- c) Mr. Sha was training students on how to create a database in Microsoft Access. He mentioned that the standard data types that every database is most likely to use are CHAR and VARCHAR. Differentiate the two datatypes mentioned. (4 Marks)

19.

a) Mambo bank has realized there is a rise in fraud cases in the customer accounts thus posing risks to their business. Implementing computer security measures is important. Describe FOUR effective methods to be adopted to secure their customer accounts.

(8 Marks)

b) Mawingu Vocational College Diploma Students were told to come up with a spreadsheet that inputs all the marks in their first year of study, compute the total marks and later generate a report. Discuss THREE ways they used to insert the data in their worksheet.

(6 Marks)

c) Alignment is a paragraph formatting feature found in Microsoft word. It refers to the arrangement of text relative to different positions in a document. Explain THREE types of alignment.

(6 Marks)