



PAC INSTITUTE OF TECHNOLOGY AND SOCIAL STUDIES END OF TERM 1 2024 ASSESSMENT

FORMATIVE ASSESSMENT

Qualification Code : 061154102A
Qualification : Digital Literacy LEVEL 6
Unit Code : IT/CU/CS/BC/03/6/A
Unit of Competency : **Digital Literacy**

TIME: 3 HOURS

WRITTEN ASSESSMENT

INSTRUCTIONS TO CANDIDATE:

- 1. Read all the instructions carefully before attempting the question*
- 2. This paper consists of three sections, A and B*
- 3. You are allowed 3 Hours to Answer the questions*
- 4. Marks for each question are indicated in brackets*
- 5. Write your responses in the Separate Answer booklet provided*
- 6. Do not write anything in this question paper*

SECTION A (40 MARKS)

Answer **all** questions in this section.

1. State **TWO** reasons for formatting a document in word processor. **(2 Marks)**
2. Distinguish between data and information. **(3 Marks)**
3. Define the term data backup. **(2 Marks)**
4. Define the following components of ICT
(i) Hardware **(2 Marks)**
(ii) Information **(2 Marks)**
(iii) Data security. **(2Marks)**
5. Highlight **FOUR** advantages of computers. **(4 marks)**
6. Identify **FOUR** input hardware devices. **(4 Marks)**
7. State **THREE** application areas of computer **(3 Marks)**
8. State **FOUR** examples of computer crimes **(4 marks)**
9. Define the following terms:
i) Computer crime **(2Marks)**
ii) Digital literacy **(2 Marks)**
iii) Word processing **(2 Marks)**
iv) Power point **(2 Marks)**
10. Define each of the following terminologies:
(i) Computer **(2 Marks)**
(ii) Mouse **(2 Marks)**

SECTION B (60 MARKS)

Answer **any THREE** questions in this section.

11 (a) Define the following terms as used in digital literacy **(6 marks)**

- i. Data security
- ii. Computer crime
- iii. Information communication technology

(b) Kaima has encountered a computer laboratory for the first time. State **FOUR** rules she needs to follow in order to operate in a computer laboratory **(4 marks)**

(c) John a computer student in PAC institute would like to buy a computer for research skills from the best generations.

Describe **FIVE** generations of computers for him to choose **(10 marks)**

12. (a) PAC institute prefer using fifth generation computers over manual typing. Highlight **FOUR** reasons why they choose fifth generation computers **(4 marks)**

(b) Highlight the importance of the following methods of securing data in an organization containing functional computers **(6 marks)**

- (i) *Audit trails*
- (ii) *Anti-virus programs*
- (iii) *Encryption*

(c) *Computers can be classified in three different ways. State and explain four types of computers, according to classification by size and capacity* **(8 marks)**

(d) *Define the term data protection act as used in data security* **(2 marks)**

13. (a) *State the steps and procedures used to save a document in a computer* **(4 marks)**

(b) *Describe **FOUR** features of a word processor as applied in a word document* **(8 marks)**

(c) *Define the following terms as used in a word processing document* **(8 marks)**

- i. *Macros*
- ii. *Mail merging*
- iii. *Watermark*
- iv. *WYSIWYG*

14. (a) *Amina would like to use PowerPoint on presentation of her research document. State **FOUR** advantages she encounters while using Microsoft PowerPoint for presentation* **(4 marks)**

(b) *State the meaning of the following computer shortcuts* **(6 marks)**

- i. *CTRL+U*
- ii. *CTRL+A*
- iii. *CTRL+I*
- iv. *CTRL+S*
- v. *CTRL+V*
- vi. *CTRL+C*

(c) *State and explain **THREE** features of creating and editing a presentation in a PowerPoint document* **(6 marks)**

(d) *Outline steps of running slides when presenting content to the audience* **(4 marks)**

Merry Christmas and happy 2025