



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

## **FORMATIVE ASSESSMENT**

Qualification Code : **061154102A**

Qualification : **Digital Literacy Level 5**

Unit Code : **IT/CU/CS/BC/03/5/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** major categories in which computers can be categorized **(2 marks)**
2. Outline **TWO** types of Read only Memory (ROM) **(2 marks)**
3. Highlight four advantages of using a computer **(4 marks)**
4. Define the term data **encryption**. **(2 Marks)**
5. Define the following components of ICT
  - (i) Information system **(2 Marks)**
  - (ii) Data **(2 Marks)**
  - (iii) Information communication technology. **(2Marks)**
6. State **FOUR** disadvantages of computers. **(4 marks)**
7. Highlight **FOUR** output hardware devices. **(4 Marks)**
8. State **FOUR** application areas of ICT **(4 Marks)**
9. Identify **FOUR** methods of securing data **(4 marks)**
10. Give **FOUR** examples of secondary storage devices **(4 marks)**
11. Define each of the following terminologies:
  - (i) Numeric keys **(2 Marks)**
  - (ii) Functional keys **(2 Marks)**

**SECTION B (60 MARKS)**

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

12. (a) Define the following terms as used in digital literacy **(6 marks)**
- i. Digital literacy
  - ii. Trojan Horses
  - iii. Viruses
- (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.
- (d) Describe one to **FIVE** generations of history of computers for him to choose **(10 marks)**
13. (a) Phenotech solution prefer using computers over manual typing. Highlight **FOUR** reasons why they choose computers **(4 marks)**
- (b) Explain **THREE** characteristics of first-generation computers **(6 marks)**
- (c) State and explain **FOUR** types of computers, according to classification by way of processing data **(6 marks)**
- (d) Asunta would like to use a word processor in writing an application letter. State and explain two features she needs to apply **(4 marks)**
14. (a) State the steps and procedures used to save a document in a computer **(4 marks)**
- (b) Describe **FOUR** features of a PowerPoint as applied in a presentation **(8 marks)**
- (c) Define the following terms as used in a word processing document **(8 marks)**
- i. Headers
  - ii. Footers
  - iii. Page number
  - iv. Page borders
15. (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+P
  - ii. CTRL+B
  - iii. CTRL+X
  - iv. CTRL+S
  - v. CTRL+V
  - vi. CTRL+Z
- (c) Highlight the procedure for inserting a picture into a presentation in a PowerPoint document **(6 marks)**
- (d) Explain **TWO** functions of control unit **(4 marks)**