



PAC INSTITUTE OF TECHNOLOGY AND SOCIAL STUDIES
MAY – AUGUST 2025 ASSESSMENT

FORMATIVE ASSESSMENT

Course : Counselling Psychology
Level : 6
Unit of Competency : Digital Literacy

WRITTEN ASSESSMENT

TIME: 3 HOURS

INSTRUCTIONS TO THE CANDIDATE:

- 1. Read all the instructions carefully before attempting the questions.*
- 2. This paper consists of two sections, A & 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 on this question paper.*

SECTION A: (40 MARKS)

Answer ALL questions in this section.

1. You are formatting a scientific report in MS Word.
Explain the function of superscript and demonstrate its use with a relevant example (e.g., chemical formulas or footnotes). (4 marks)
2. While editing mathematical formulas in a document, describe the role of subscript formatting and illustrate it with an example (e.g., H₂O). (4 marks)
3. You are editing a research document in MS Word.
Explain the importance of the following features:
 - a) Thesaurus
 - b) Spelling and Grammar Checker (4 marks)
4. You are preparing a budget spreadsheet in Excel.
Describe the concept of relative cell reference and demonstrate it using an appropriate formula example. (4 marks)
5. While copying formulas across multiple rows, explain how absolute cell reference works and provide a working example. (4 marks)
6. Joseph, a student at PAC, is learning document creation.
Outline the steps involved in creating a new Word document from launching the application to saving the document. (4 marks)
7. You are helping a learner distinguish computer hardware components.
Differentiate between the system unit and the CPU, providing examples to clarify the distinction. (4 marks)
8. As an ICT instructor, explain any two types of output devices, stating their use in a real-world computing scenario. (4 marks)
9. You are developing a data security awareness guide for students.
Identify two realistic threats to data and explain how each may affect users. (4 marks)
10. While advising a beginner on types of software,
Contrast application software with system software, and explain how each is used with relevant examples. (4 marks)

SECTION B: (60 MARKS)

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

11. A local NGO is launching a digital inclusion project in underserved regions. You've been asked to train youth who have little to no experience with ICT. Your role is to introduce them to core concepts and help them
- a) Define these terms in a training context:
 - i. ICT
 - ii. Computer system
 - iii. Digital literacy (6 marks)
 - b) Outline any three practical ways ICT supports daily tasks in learning, farming, or healthcare. (3 marks)
 - d) Technology has evolved through several computer generations. Pick any two and explain one major advancement brought by each. (4 marks)
 - e) Categorize four types of computers based on size or purpose and link each to a modern use case. (4 marks)
 - f) How is a calculator different from a general-purpose computer? Give two distinctions. (3 marks)
12. You are working as a lab assistant in a vocational college. You're helping first-year students understand the computers they'll be using for assignments and projects. They're curious about the physical parts, software types, and how to operate the machines safely.
- a) Explain the difference between input, output, and storage devices. Provide one example for each. (6 marks)
 - b) List and describe any four main components of a computer system. (4 marks)
 - c) Differentiate between system software and application software. For each, give an example and suggest which one is more critical for startup. (4 marks)
 - d) Identify two types of ports found on a computer and describe a device you would connect through each. (2 marks)
 - e) What is meant by the term "booting"? Differentiate between warm and cold booting. (4 marks)

13. Hacking is the gaining of unauthorized access to data in a system. It is a major threat to any business that has automated its operation. Business and Government corporations are losing a lot of money on daily basis to hackers.

- a) Explain FOUR threats the Government and Businesses are likely to encounter (8 Marks)
- b) Explain FOUR measures you should undertake to prevent hacking of your online account, phone, tablet or personal computer. (8 Marks)
- c) Explain how a virus works in computers (4 Marks)

14. As part of your internship at a training center, you are supporting a beginner ICT class.

The learners need help with basic device handling, customizing their computers, browsing the internet, and organizing their files.

- a) Compare any three types of internet connectivity based on cost, speed, and suitability in rural areas. (6 marks)
- b) List and explain three common mouse techniques and how each improves usability. (6 marks)
- c) Suggest two desktop customizations that could make navigation easier for someone with vision difficulties. (2 marks)
- d) Describe two ways to organize and locate files and folders using the operating system.(2 marks)
- e) Give one example each of an external device for input and output. Then explain how you would connect and use them. (4 marks)