

LEVEL 5

DEMONSTRATE DIGITAL LITERACY

July /August 2024



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

WRITTEN ASSESSMENT

3 HOURS

INSTRUCTIONS TO CANDIDATES

1. This paper consists of two sections; A and B
2. Answer ALL the question as guided in each section
3. Marks for each question are as indicated in the brackets
4. You are provided with a separate answer booklet to answer the questions
5. Do not write in this question paper

**This paper consists of THREE (3) 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. The use of computers has benefited many businesses. Outline FOUR benefits of having computers in a business. (4 Marks)
2. Distinguish between the internet and a network used in computing. (4 Marks)
3. During a computer laboratory exercise, trainees were advised not to carry liquid drinks to the computer laboratory. Give THREE reasons for this directive. (3 Marks)
4. The use of electronic mail (e-mails) has gained popularity in modern society. Outline FOUR main features of an electronic mail. (4 Marks)
5. Application software is important as it helps computer users accomplish specific tasks, with a good example being a word processor. Highlight FOUR uses of this software. (4 Marks)
6. Encryption is one way of ensuring data security and confidentiality during data transmission. Define the term "data encryption." (2 Marks)
- ✕7. Describe TWO types of views found in a typical desktop publisher program. (4 Marks)
- *8. Write the general formula used to perform the following operations in a spreadsheet:
 - i. Addition (2 Marks)
 - ii. Mean (2 Marks)
- *9. Computer networks can be designed in different styles and shapes depending on the need and use. These designs are called network topologies. Distinguish between star topology and ring topology. (4 Marks)
10. Immediately after buying a new computer, system software known as the operating system is installed to perform fundamental operations. Outline FOUR functions of the operating system. (4 Marks)
11. Leno was told to create institutional letters to be sent to Head of Departments. She decided to use the mail merge feature in MS Word. Explain the function of the mail merge feature in word processing. (2 Marks)

SECTION B (60 MARKS)

Answer question 12 and any other TWO questions in this section.

12. a. Outline FOUR advantages of the internet. (4 Marks)
- b. A company was advised by their ICT expert to use emails in their communication within the company. Explain FOUR benefits the company will realize from this. (8 Marks)
- c. Kay wanted to implement security features for his network. Describe FOUR such security measures he would consider. (8 Marks)

13. a. CompX company wanted to migrate from using a manual database to a computerized database. Describe THREE reasons for this approach. (6 Marks)
- b. Figure 1 below shows features of a word processor. Explain the function of the parts labelled (i), (ii), (iii). (6 Marks)

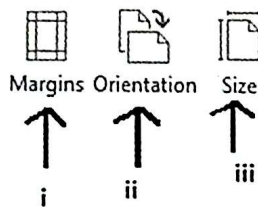


Fig 1.

- c. Compliance with laws and regulations governing the use of ICT in different sectors is important. Discuss FOUR reasons why. (8 Marks)
14. a. Explain each of the following features as used in database design:
- i. Primary key (2 Marks)
 - ii. Data type (2 Marks)
 - iii. Field (2 Marks)
- b. Computer virus attacks usually result in the loss of important data. Explain THREE ways one would protect data from a virus attack. (6 Marks)
- c. Wakesho was creating a presentation for her project. She realized that there were various slide layouts she could use. Describe FOUR layouts she could use. (8 Marks)
15. a. Emerging issues in Information and Communication Technology (ICT) applications cover a wide range of topics. Discuss FIVE such emerging issues. (10 Marks)
- b. Detecting computer crimes is the first step towards protection from such crimes. Discuss FIVE ways to detect such crimes. (10 Marks)

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