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Apply Digital Literacy Level 5**July/August 2025**

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

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WRITTEN ASSESSMENT**Time: 3 HOURS**

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INSTRUCTIONS TO CANDIDATE

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1. The paper consists of **two** sections: **A** and **B**
2. Answer **ALL** questions in Section **A** and any **Three** from section **B**
3. Marks for each question are indicated in the brackets
4. A separate answer booklet will be provided
5. **Do not write on the question paper**

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Candidates should answer the questions in English

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This paper consists of FOUR (4) printed pages

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**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. Define the following terms as used in a computer system; (4 marks)

- a) Computer crime
b) Software

2. Ergonomics is the practice of arranging computer equipment and workspace to ensure comfort and safety. Outline THREE effects of not observing this practice. (4 marks)

3. Identify TWO emerging trends in internet technology that are shaping the future of online work and digital communication. (2 marks)

4. After troubleshooting a motherboard, a technician found it faulty. Outline TWO factors he will consider when selecting the computer motherboard for replacement. (2 marks)

5. A user intends to open up a Gmail account for communication purpose. Outline the procedure that he will follow to create the account. (6 marks)

6. Explain the difference between "Save" and "Save As" commands as used in word processors. (4 marks)

7. You have been invited for an interview in a certain learning institution. Outline TWO skills you would demonstrate during the interview. (2 marks)

8. As a technician you have been tasked to connect student computer to the internet. Identify FOUR ways you will connect the device to the internet. (4 marks)

9. Outline the steps of creating a table having 4 rows and 3 columns in word processor. (5 marks)

10. Identify FOUR symptoms that may indicate a computer is infected by a virus. (4 marks)

11. Explain the difference between a workbook and a worksheet as used in a spreadsheet. (4 marks)

SECTION B (60 MARKS)

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

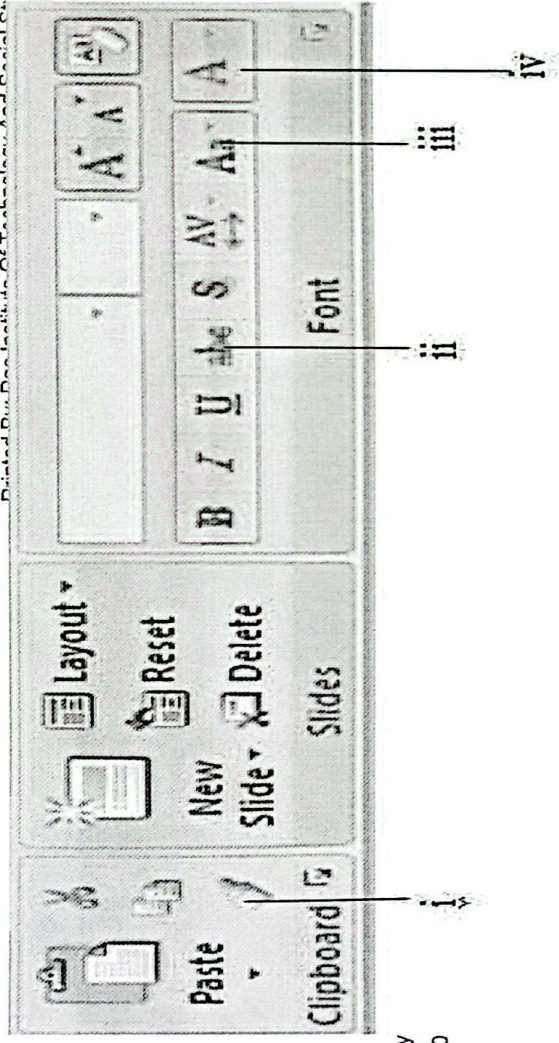
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a) Describe FOUR advantages of integrating artificial intelligence (AI) in business processes. (8 marks)

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b) The diagram below shows parts of a Microsoft PowerPoint presentation. Identify the functions of the parts labelled i, ii, iii and iv. (4 marks)

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c) Explain FOUR factors that a database manager would consider when performing data-backup. (8 marks)

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Figure 1

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- i. Identify the device (1 marks)
- ii. Outline THREE functions of the device identified above. (3 marks)

14.

- a) Company Y has advertised for a clerical position. As one of the interested applicant write an application letter applying for this position. (10 marks)

- b) Explain the difference between primary memory and secondary memory of a computer system. (4 marks)

- c) Describe THREE ways in which computers have made work easier in learning institutions. (6 marks)

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- a) A user has installed operating system software in his newly acquired computer.

Explain FIVE functions of this software. (10 marks)

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- b) Digital job platforms provide users with variety of works. Discuss THREE types of these platforms. (6 marks)

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- c) Describe TWO types of flat panels as visual display unit. (4 marks)

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