



PAC INSTITUTE OF TECHNOLOGY AND SOCIAL STUDIES

JANUARY – APRIL 2025 ASSESSMENT

FORMATIVE ASSESSMENT

Qualification / Course : ALL 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. *State FOUR reasons for saving a document in a computer.* (4Marks)
2. *Distinguish between cybercrime and data security.* (4 Marks)
3. *Define the term data encryption.* (2 Marks)
4. *Define the following components of ICT* (3 marks)
 - (i) *Information system* (1 Mark)
 - (ii) *Data* (1 mark)
 - (iii) *Information communication technology.* (1Mark)
5. *State four disadvantages of computers.* (4 marks)
6. *State four output hardware devices.* (4 Marks)
7. *State three application areas of ICT* (3 Marks)
8. *State four methods of securing data:* (4 marks)
9. *Define the following terms as applied in computer application:*
 - i) *Data back-up* (1 Mark)
 - ii) *Remote back-up* (1 Mark)
 - iii) *Full back up* (1 Mark)
 - iv) *Online backup* (1 Mark)
10. *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.

11 (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.

Describe one to five generations of history of computers for him to choose (10 marks)

12 (a) Phenotech solution prefer using computers over manual typing. Highlight four reasons why they choose computers (4 marks)

(b) State the importance of the following methods of securing data in an organization (6 marks)

- (i) Passwords
- (ii) Firewalls
- (iii) Right of access

(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 (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 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

(ii) Page number

(ii)Page borders

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+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) Outline four importance of using macros in a word document (4 marks)