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APPLY DIGITAL LITERACY LEVEL 6

July/August 2025

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TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION

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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 FIVE (5) printed pages

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Date: 21.07.2025 **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)

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Answer ALL the questions in this section.

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1. Company XYZ has been advised to purchase an uninterruptible power supply (UPS) for their computers. Identify THREE benefits of this device to the company. (3 marks)
2. Explain the following forms of unauthorized access to data and information. (4 marks)

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a) Eavesdropping

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b) Industrial espionage

3. A file is a collection of related records and is defined by some attributes. State TWO such attribute. (2 marks)

4. Figure 1 below is an extract showing the status of goods supplied by a certain company. Use "If" function to write a formula in cell C3 that will display the text "No action" if the delivery status of the apples is delivered or, the text "Action to be taken" if delivery status is otherwise. (3 marks)

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	A	B	C
1	Product	Delivery Status	Action Required
2	Bananas	Delivered	
3	Apples	In-transit	
4	Oranges	Delivered	
5			

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Figure1

5. Outline FOUR data types a student may use while working on worksheet in an electronic spreadsheet. (4 marks)

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6. Read Only Memory (ROM) is a special memory used to store programs that boot the computer and perform diagnostics. Explain TWO types of this memory. (4 marks)

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7. Define Biometric Access Control as used in data security. (2 marks)

8. Figure 2 below shows parts of a Microsoft word processor. Outline the function of the parts labelled A, B, C and D. (4 marks)

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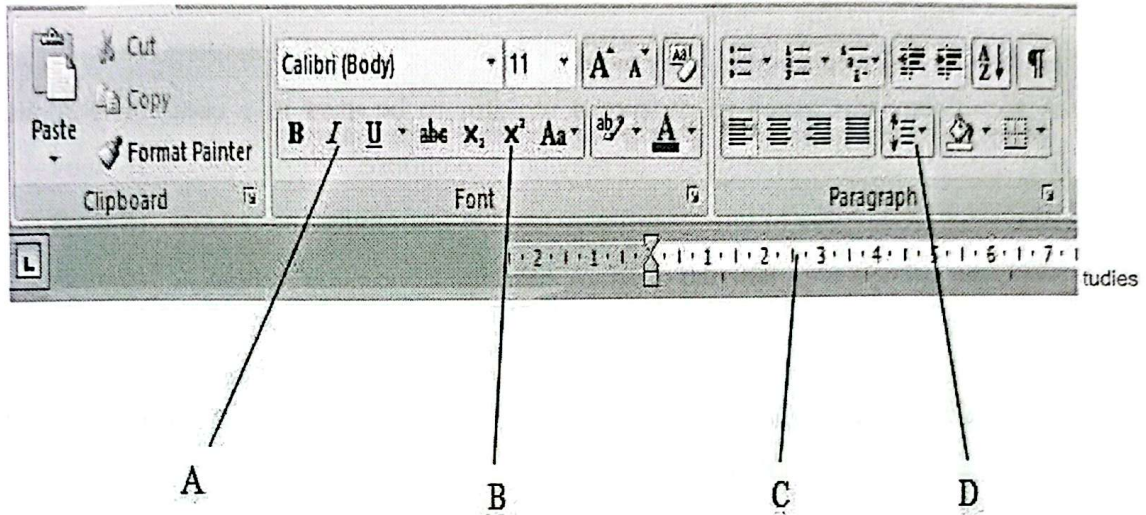


Figure 2

9. You are invited to attend an interview for a managerial position. Outline FOUR skills you will demonstrate during the interview. (4 marks)

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10. Describe TWO measures that can be taken to detect computer security crimes. (4 marks)

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11. A researcher has created slides using a presentation program. Outline FOUR examples of slide layouts he could have used in the presentation. (4 marks)

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12. A virus is an illegal program that manipulates data and information. Identify TWO types of such program. (2 marks)

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SECTION B (60 MARKS)

Answer any THREE questions in this section

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13.

- a) A technician was asked to procure a monitor to be used in a conference room.

Explain TWO types of monitors he may have to choose. (6 marks)

- b) Explain FOUR types of Utility software used in a computer. (8 marks)

- c) With the aid of a well labelled diagram, describe a computer system. (6 marks)

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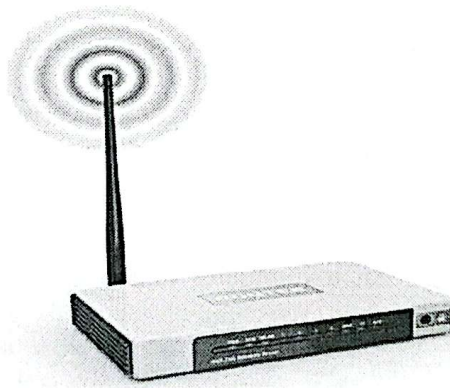
14.

- a) An Email service provider application consist of various folders used for different functions. Describe FOUR such folders (8 marks)

- b) Discuss FOUR advantages of using wireless transmission media to connect to the internet. (8 marks)

- c) The diagram below shows network hardware. Use it to answer the question that follows.

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- i. Identify the device. (1 marks)

- ii. Outline THREE functions of the device. (3 marks)

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15.

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- a) Company X has advertised for a clerical position. As one of the interested applicant write a curriculum vitae (CV) applying for this position. (10 marks)

- b) As an online freelancer, describe THREE key features you would include on your job platform profile to increase your chances of winning job bids. (6 marks)

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- c) A user has created a PowerPoint presentation. Describe the steps she will follow to save the presentation on the computer desktop. (4 marks)

16.

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- a) Discuss FOUR emerging trends in internet technology. (8 marks)

- b) Internet offers a wide range of services to its users. Describe THREE types of such services. (6 marks)

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- c) Piracy is the act of making illegal copies of copyrighted software, data, or information. Describe THREE ways of reducing this act in Kenya. (6 marks)

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