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Level 5

Demonstrate Digital Literacy

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

1. This paper consists of **TWO** sections: **A** and **B**.
2. Answer **ALL** questions in section A and **ANY THREE (3)** questions in section B.
3. Marks for each question are indicated in the brackets.
4. Candidates are provided with a separate answer booklet
5. **Do not write on the question paper.**

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This paper consists of FOUR (4) 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 Questions in This Section*

1. Define the term "security threat" in relation to the use of information communication technology. (2 marks)
2. State THREE disadvantages of relying solely on printed documents compared to use of softcopy form of documents at a workplace. (3 marks)
3. Database applications such as MS Access facilitate storage of data of different types and properties. State FOUR data types the data stored in such programs can take. (4 marks)
4. Kenya has implemented ICT laws to protect digital users and infrastructure. Outline TWO of these laws. (4 marks)
5. Document presentation is important in professional communication hence the constant use of the MS Word application in editing. Outline TWO editing features in the program. (4 marks)
6. Computer users often confuse the terms hacker and cracker. Clearly explain how the two terms are different in relation to computer crimes. (2 marks)
7. Computer output devices play an effective role in relaying information in either softcopy or hardcopy to the user. State THREE examples of devices that provide output in softcopy. (3 marks)
8. Spreadsheet software offers several built-in functions for data manipulation. Name THREE functions used to perform arithmetic. (3 marks)
9. Outline THREE features of the first-generation computers. (3 marks)
10. Email applications are organized into folders for ease of user access. Distinguish the functions of the inbox and sent folders in those applications. (2 marks)
11. Kenya has experienced rapid internet growth in recent years. State TWO major factors that have contributed to this growth. (4 marks)
12. Microsoft PowerPoint is widely used during trainings and project presentations. Give TWO key capabilities of the program that enable it to be applied in those areas. (2 marks)
13. To protect digital assets from breaches, organizations must adopt preventive measures. List FOUR security practices that help prevent such data breaches. (4 marks)

SECTION B (60 MARKS)

Answer Any THREE questions in This Section

14. a. Memory management by the operating system of a computer can either be done on primary memory or secondary memory. Differentiate the two types of memory. (4 marks)
- b. Computers require an upgrade based on changing user needs. Discuss FIVE factors to consider when planning to perform such an upgrade. (10 marks)
- c. Other than memory management, the operating system performs other key management roles. Explain THREE other key management functions it performs. (6 marks)
15. a. A secretary at a local booking office preferred using a spreadsheet application for data entry, interacting with both workbooks and worksheets. Differentiate workbooks and worksheets used during data entry. (4 marks)
- b. Document processing has been made easy due to the existence of the friendly graphical user interface of MS Word application. Discuss FIVE parts identifiable on its interface. (10 marks)

- c. The following is an extract form an Excel worksheet, use it to answer the questions that follow.

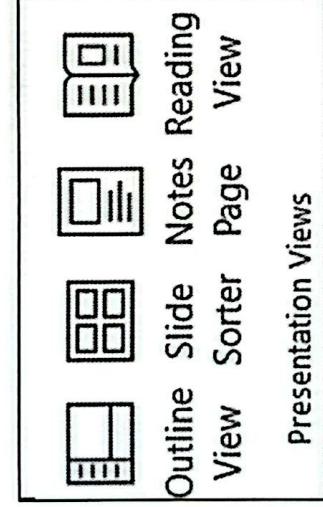
	A	B	C	D	E
1	SALES FOR KEROCHÉ STORES				
2		JAN	FEB	MARCH	TOTAL
3	Serials	3000	1200	400	
4	Drinks	4500	780	2000	

16. a. During an on-job cybersecurity training, various factors relating to computer crimes and computer threats were addressed. Discuss FIVE control measures that could have been highlighted at the training. (10 marks)
- b. Advanced electronics are produced such as animations in computing has been made possible by pointing devices available in the market today. Discuss TWO of these devices other than the mouse. (4 marks)

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- c. Use the figure below to discuss THREE presentation views of Microsoft PowerPoint. (6 marks)

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17. a. You are required to setup a small computer network for a small cybercafé. Discuss FOUR hardware components that will be necessary to complete the installation of such a network. (8 marks)
- b. A third-year student preparing for her final exams and needs to research various topics, communicate with her classmates, and submit assignments online. Discuss THREE ways the internet would help the student. (6 marks)
- c. You are selected as a group leader to discuss sections of the central processing unit. Use a well described diagram illustrating the THREE main components of the C.P.U.

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