

**Demonstrate Digital Literacy Level 4**

**2 Hours**

**March/April 2023**



**THE KENYA NATIONAL EXAMINATIONS COUNCIL**

**WRITTEN ASSESSMENT**

**Time: 2 Hours**

**INSTRUCTIONS TO CANDIDATE**

*This paper consists of **TWO** sections **A** and **B**.*

*Answer **ALL** questions in sections **A** and **B** in the answer booklet provided.*

*Marks for each question are indicated in brackets.*

*Do not write on this question paper.*

*Answer the questions in **English**.*

**This paper consists of five (5) printed pages.**

**Candidate should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.**

**SECTION A (10 MARKS)**

Answer **all** questions in this section. Each question carries one mark.

1. \_\_\_\_\_ displays a window at its previous size.
  - A. Restore Down Button
  - B. Restore Up Button
  - C. Maximize Button
  - D. Minimize Button
2. HTTP stands for\_\_\_\_\_.
  - A. Hypertext Trade Protocol
  - B. Hypertext Transmission Protocol
  - C. Hypertext Transfer Protocol
  - D. Hypertext Text Protocol
3. Which software can damage a computer system?
  - A. Microsoft Word
  - B. Microsoft Excel
  - C. Trojan Horse
  - D. Kaspersky
4. A Windows Operating system uses WIMP feature. What does letter M stand for?
  - A. Memes
  - B. Messages
  - C. Memory
  - D. Menus

5. Refer to figure 1. In what cell number would a new blank cell be inserted?

	A	B	C	D	E
1	NAME	ADM NO	ENG	KIS	
2	JANE	SC150/2345/2022	56	89	
3	JOSEPH	SC150/2346/2022	78	90	
4	JACK	SC150/2347/2022	89	67	
5	SUSAN	SC150/2348/2022	78	88	
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Insert ? X

Insert

Shift cells right

Shift cells down

Entire row

Entire column

OK Cancel

Figure 1

- A. C6
- B. 4C
- C. C5
- D. C4
6. The Kenya Data Protection Act of 2019 protect against the following **except**? A.
- Your computer from being hacked.
- B. Your personal data stored on the computer being stolen.
- C. Theft of copyright materials on your computer.
- D. Your computer being stolen.
7. Which one of the following option allows recipients of an email to see a list of other recipients who received a copy of the same message?
- A. Bcc
- B. Cc
- C. Copy to
- D. Copy
8. A \_\_\_\_\_ is the largest type of computer based on size.
- A. Mega Computer
- B. Super Computer
- C. Desktop Computer

- D. Mainframe Computer
9. Which one of the following passwords is a smart password?
- A. 1234567
  - B. Abc1234
  - C. Cba.1234
  - D. Abcdefgh
10. Which one of the following type of computer crime describes actions in which the computer is used only to further a criminal end?
- A. Hacking
  - B. Fraud
  - C. Cracking
  - D. Theft

**SECTION B (40 MARKS)**

*Answer **all** questions in this section.*

11. a) Outline **three** advantages of using Microsoft Word over taking notes using pen and paper. (3 Marks)
- b) When a picture is inserted into a Microsoft Word document and there are portions of it that should be removed. State the picture formatting command that would be the most appropriate to use. (1 Mark)
12. Name **three** examples of a computer system hardware. (3 Marks)
13. Outline **three** services offered by the internet. (3 Marks)
14. Explain the meaning of a spam as found in e-mails. (2 Marks)
15. When using e-mails;
- a) Which button would be clicked to re-send the message to a third person? (1 Mark)
  - b) \_\_\_\_\_ button will be clicked to send feedback to the original sender as well as to all the people in the mailing list. (1 Mark)
  - c) Which is the name given to the file that is uploaded in an e-mail? (1 Mark)
16. With respect to computer networks;
- a) A worldwide connection of computer networks that allows people to communicate and exchange information is called \_\_\_\_\_? (1 Mark)
  - b) Which software is used to access resources on the internet? (1 Mark)

- c) What is the full meaning of URL? (1 Mark)
17. Name **three** types of data you can enter into worksheet cells. (3 Marks)
18. Write the calculation functions that can be used for carrying out following operations:
- a) To calculate total marks of a student if his marks in five subjects are given in five different cells. (1Mark)
  - b) To calculate mean sales made by salesman of a company. (1 Mark)
  - c) To find out the marks of a top scorer in a class, if marks of all the students are available. (1Mark)
  - d) To find out minimum quoted rate from various quotations available. (1Mark)
19. Describe **three** activities that can be performed to prevent spread of computer viruses. (3 Marks)
20. Explain **two** types of computer output devices. (4 Marks)
21. a) Name the system software that manages computer hardware and software resources and provides common services for computer programs. (1Mark)
- b) State **one** example of a software that can be used to edit photos. (1Marks)
  - c) Name **one** computer application software that performs the task of composing, editing, formatting, and printing of documents. (1Mark)
  - d) Identify **one** computer software for calculating, analysing and storage of data in tabular form. (1Mark)
22. a) Identify the menu tab in Microsoft Word that has font related options. (1Mark)
- b) Name the menu tab in Microsoft Word that has mail merge related options. (1Mark) c)
- Name the menu tab in Microsoft Word that has table related options. (1Mark)
- d) Name the menu tab in MS-Word has watermark related options. (1Mark)

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