LEVEL 4

Demonstrate Digital Literacy

November/December 2025

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

WRITTEN ASSESSMENT

Time: 2 HOURS

INSTRUCTIONS TO CANDIDATE

1. This paper consists of two sections; **A** and **B**
2. Answer **ALL** the question as guided in each section
3. Marks for each question are as indicated in the brackets
4. You are provided with a separate answer booklet to answer the Questions.
5. Do not write in this question paper

This paper consists of FIVE (5) 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 (10 MARKS)

*Answer **all** questions in this section. Each question carries 1 mark*

1. Which of following devices is also referred to as the 'brain' of the computer?

    a. Motherboard

    b. Hard drive

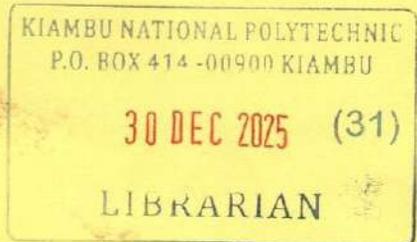   c. Central Processing Unit

    d. Graphics card

2. An icon is

    a. A picture of the computer

    b. A little picture on the computer screen representing a program, a file, folder or any other item.

    c. A window

    d. The desktop

3. In computers a folder is_____

    a. Storage space where files are stored

    b. A file that contains data

    c. A container for storing printed documents

    d. A safe place where computers are stored

4. Clicking on the _____ button will hide the entire window from the screen.

    a. Restore down

    b. Maximize

    c. Minimize

    d. Close

5. _____ refers to a copy of computer data that is stored in a separate device.

    a. Backup

    b. Recycle bin

    c. UPS

    d. USB

6. The following are unacceptable activities while working with computers EXCEPT?

    a. Not sharing someone's information without their permission

    b. Using a computer to create a fake document

c. Watching pornography on a computer

d. Sharing false information about someone

7. The process of identifying whether a storage device contains a virus is called?

    a. Formatting

    b. Scanning

    c. Repairing

    d. Searching

8. Computer crime is also known as _____

    a. Digital crime

    b. Email crime

    c. Cyber crime

    d. Cyber security

9. The following are types of charts that can be created using a spreadsheet program EXCEPT?

    a. Data chart

    b. Line chart

    c. Bar chart

    d. Pie chart

10. _____ refers to gaining unauthorized access to a computer system.

    a. Piracy

    b. Spamming

    c. Hacking

    d. Phishing

  c. My/file   (1 mark)

20. Many businesses today are choosing to communicate through email. Outline any THREE ways that they would benefit from this choice.   (3 marks)

21. Identify the type of network from the description given below:

  a. Covers a small geographical area e.g. an office, building etc.   (1 mark)

  b. Covers a large town or city   (1 mark)

  c. Covers a large geographical area e.g. a country, continent or the entire world
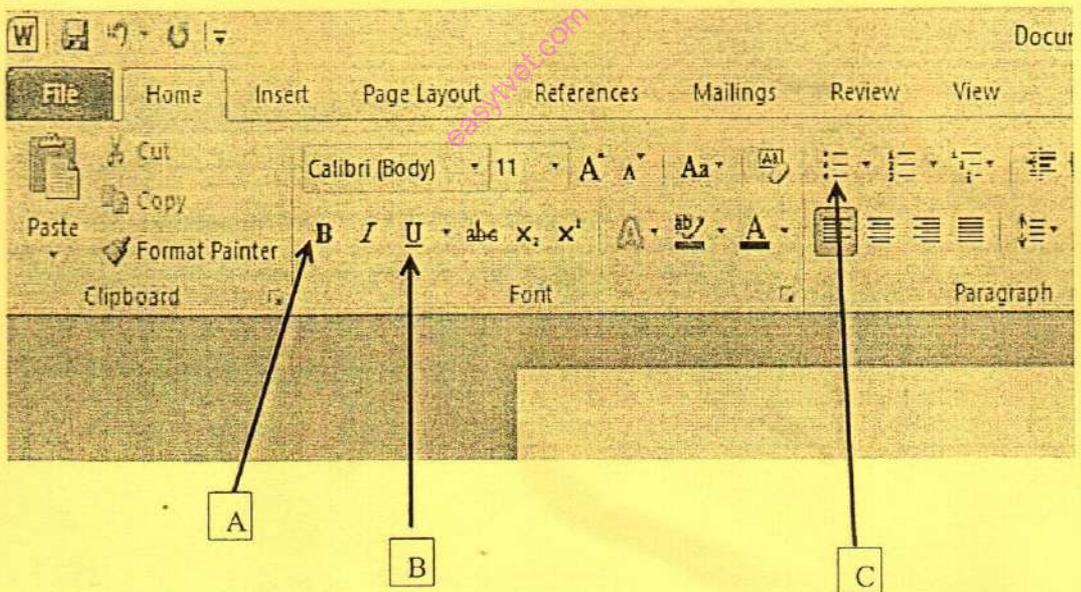
                    (1 mark)

22. Charity has received and read an email message. Advise her on which option to select if she wants to:-

  a. Respond to the email   (1 mark)

  b. Send the same email to her friend Jane   (1 mark)

  c. Erase the email from her computer   (1 mark)

23. The figure shows part of a Microsoft Word window. Identify the formatting commands labeled A, B and C.   (3 marks)

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SECTION B (40 MARKS)

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

11.   Alice intends to create a document using Microsoft Word. Outline any THREE categories of keyboard keys she is likely to use.

12.   Define the following internet terms   (3 marks)

    a.   Search engine   (1 mark)

    b.   Internet Service Provider   (1 mark)

    c.   E-learning   (1 mark)

13.   The following are examples of computer hardware devices.

Memory stick, joystick, printer, plotter.

Classify each of them as either input, output or storage devices.   (4 marks)

14.   Gen-Z Technical Institute connected their computers to the internet. Outline any THREE measures they can take to prevent computer viruses.   (3 marks)

15.   Roy, an ICT trainer at Link College wants to perform the following operations using a spreadsheet program. Suggest the spreadsheet function he should use:-

    a   To calculate the mean score of student marks   (1 mark)

    b   To find out the highest score in a certain subject   (1 mark)

    c   To find out the lowest score in a certain subject   (1 mark)

    d   To get the total score for each student   (1 mark)

16.   Esther a student at Yote Mambo Technical Institute is learning to use the computer mouse. Outline to her how to perform the following mouse operations:

    a   Double click   (1 mark)

    b   Right click   (1 mark)

17.   There are different types of data that you can enter into a spreadsheet. Highlight any THREE types.   (3 marks)

18.   Editing means making changes to a document. Outline any THREE editing features used in word processing.   (3 marks)

19.   Jim created a new folder on his computer and wanted to give it a name. Indicate whether the following folder names are valid or not by writing 'VALID' or 'NOT VALID'.

    a.   Myfile   (1 mark)

    b.   My*file   (1 mark)

c. My/file (1 mark)

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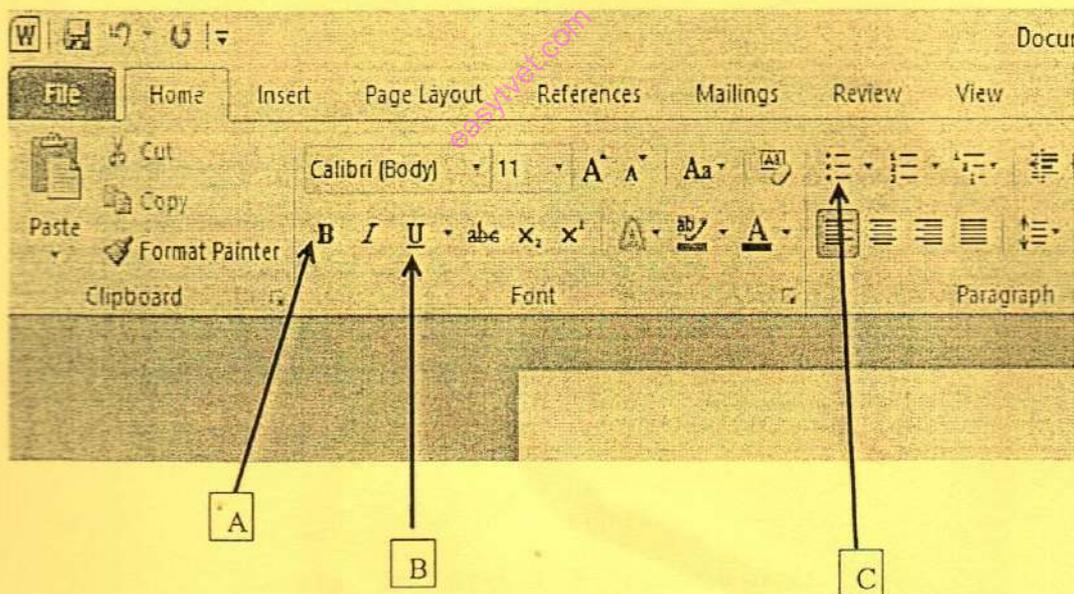
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