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APPLY DIGITAL LITERACY

WRITTEN ASSESSMENT TWO

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATE

1. *Write your registration/ admission number on the answer booklet. Answer questions in the answer booklet provided.*
 2. *Mobile phones and unauthorized electronic gadgets are **NOT** allowed in the examination room*
 3. *Any exam malpractice will lead to disciplinary action*
 4. *Do not write on the question paper*
 5. *Use a blue colored pen for writing*
 6. *Candidates should answer the questions in **English** unless stated otherwise*
 7. *Hand in **BOTH** the question paper and answer sheet at the end of the exam*
 8. *Marks for each question are indicated in the brackets*
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SECTION A (20 MARKS)

Answer ALL Questions in this section.

1. Define the following terms as used in Digital Literacy.
 - a) Operating System (2 Marks)
 - b) Word Processor (2 Marks)
 - c) Desktop Customization (2 Marks)
 - d) File Management (2 Marks)
 2. State FOUR functions of an operating system. (4 Marks)
 3. Outline FOUR examples of word processing software. (4 Marks)
 4. State FOUR advantages of using a word processor over a typewriter. (4 Marks)
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SECTION B (40 MARKS)

Answer ANY TWO Questions in this section. Each question carries 20 marks.

Question 1 (20 Marks)

a)

A learner has just switched on a computer and wants to prepare a school assignment.

- i. Describe the correct procedure for turning on a computer safely. (5 Marks)
- ii. Explain the correct procedure for shutting down a computer. (5 Marks)

b)

Describe the following mouse use techniques and state one application of each.

- i. Single-click (2 Marks)
- ii. Double-click (2 Marks)
- iii. Right-click (2 Marks)
- iv. Drag-and-drop (2 Marks)

c)

Differentiate between the following keyboard keys by stating one function of each.

- i. Enter Key (1 Mark)
- ii. Backspace Key (1 Mark)

Question 2 (20 Marks)

A student has been asked to prepare a report using a word processor.

a)

Describe the following operations in a word processor.

- i. Creating a new document (2 Marks)
- ii. Opening an existing document (2 Marks)
- iii. Saving a document (2 Marks)
- iv. Switching between open documents (2 Marks)

b)

Explain the importance of the following productivity features in a word processor.

- i. Help resources (2 Marks)
- ii. Zoom (Magnification) tools (2 Marks)
- iii. Displaying and hiding the toolbar/Ribbon (2 Marks)
- iv. Navigation tools (2 Marks)

c)

Discuss the purpose of the following document editing tools and give one practical example of each.

- i. Copy (2 Marks)
- ii. Cut (2 Marks)
- iii. Paste (2 Marks)
- iv. Spelling and Grammar Check (2 Marks)

Question 3 (20 Marks)

a)

Discuss the following operating system functions and give one practical application of each.

- i. File Management (4 Marks)
- ii. Memory Management (4 Marks)
- iii. Device Management (4 Marks)

b)

Describe the procedure for managing files and folders in an operating system by explaining the following tasks.

- i. Creating a new folder (2 Marks)
- ii. Renaming a file or folder (2 Marks)
- iii. Copying a file (2 Marks)
- iv. Deleting a file and restoring it from the Recycle Bin (2 Marks)

Question 4 (20 Marks)

a)

Desktop customization enables users to personalize and improve the usability of their computers.

Discuss the following customization features.

- i. Changing the desktop background (3 Marks)
- ii. Changing display resolution (3 Marks)
- iii. Organizing desktop icons (2 Marks)
- iv. Changing screen brightness (2 Marks)

b)

Explain the working principle and one advantage of each of the following Internet connection options.

- i. Mobile Networks/Data Plans (2½ Marks)
- ii. Wireless Hotspots (Wi-Fi) (2½ Marks)
- iii. Ethernet/Fiber Connection (2½ Marks)
- iv. Satellite Internet (2½ Marks)

END OF EXAMINATION