

LEVEL 5

Demonstrate Digital Literacy

July / Aug 2023



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

WRITTEN ASSESSMENT

TIME: 3 hours

INSTRUCTIONS TO CANDIDATE:

1. This paper consists of section A, B and C.
2. You are provided with a separate answer booklet.
3. Marks for each question are indicated in the brackets.
4. Do not write on the question paper.

This paper consists of 7 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: (20 MARKS)

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

1. Hardware refers to the _____ components of a computer.
 - A. Functional.
 - B. Mathematical.
 - C. Logical.
 - D. Physical.
2. _____ is an example of proof-reading tools in word processors.
 - A. Spelling and grammar checker.
 - B. WordPad.
 - C. Mail Merging.
 - D. Word Wrap.
3. An intersection between a row and a column is called?
 - A. Record.
 - B. Field.
 - C. Cell.
 - D. Table.
4. Which of the following is an alignment style used in word processing?
 - A. Right Justified.
 - B. Left Justified.
 - C. Margin Right.
 - D. Justified.
5. Which of the following is an example of an operating system?
 - A. Microsoft Excel.
 - B. Microsoft word.
 - C. Microsoft windows.
 - D. Microsoft access.
6. BIOS stands for?
 - A. Basic Input / Output system.
 - B. Base Input /Output system.