

041305T40AD

OFFICE ADMINISTRATION LEVEL 5

BUS/OS/OA/CC/02/5/A

DEMONSTRATE ICT SKILLS

Nov/Dec 2023



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

WRITTEN ASSESSMENT

Time: 3 Hours

INSTRUCTIONS TO CANDIDATES

1. This paper has **THREE** sections **A, B** and **C**.
2. You are provided with a separate answer booklet.
3. Marks for each question are as indicated.
4. Do not write on the question paper.

This paper consists of Seven (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)

In this section, each question carries one (1) mark. Attempt all the questions in this section.

Choose the correct answer and write it in the answer booklet provided

1. _____ is a family of graphical user interface-based operating systems developed by Microsoft and it is the one of the most widely used in the world and is known for its user-friendly interface and compatibility with a wide range of software and hardware.
 - A. Microsoft Word
 - B. Photoshop
 - C. Windows Operating System
 - D. Google Chrome
2. Which type of computer memory is non-volatile and retains data even when power is lost?
 - A. RAM (Random Access Memory)
 - B. ROM (Read-Only Memory)
 - C. Cache memory
 - D. Virtual memory
3. An operating system is a fundamental piece of system software that serves as the intermediary between computer hardware and user applications. Identify an example of an operating system.
 - A. Microsoft Office
 - B. Adobe Photoshop
 - C. Windows 10
 - D. Google Chrome
4. _____ is a critical component of a computer system that serves as the brain of a computer and performs various functions that are essential for the system operations.
 - A. Central Processing Unit
 - B. Computer Processing Unit
 - C. Central Power Unit
 - D. Computer Power Unit
5. John is a college student working on a research project and he has been tasked with finding relevant online resources. He knows that understanding URLs is crucial for navigating the web effectively. What does the acronym “URL” stand for?
 - A. Universal Registration Locator
 - B. Unified Resource Locator