

**Demonstrate Digital Literacy Level 3**

**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 (20 MARKS)**

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

1. Match the following items in the table 1 with their respective categories.

Table 1

Items	Categories
Microsoft Excel	Computer Virus
Microsoft Windows 10	Output Device
Hard disk	Operating Systems
Digital Camera	Storage Device
Scanner	Direct data capture
Printer	Application Software
Trojan horse	Input Device

2. A digital projector is an output device.
- A. True
  - B. False
3. Bluetooth allows your device to connect with another device.
- A. True
  - B. False
4. Microsoft Power point is a software.
- A. True
  - B. False
5. A monitor displays information.
- A. True
  - B. False
6. A program that lets the user search information on the internet is called \_\_\_\_\_?
- A. Intranet
  - B. Extranet
  - C. Web browser
  - D. Web pages

7. WWW used in a web address stands for \_\_\_\_\_?
- A. World Wide Web
  - B. Worldwide Word
  - C. Worldwide Wood
  - D. Wide Wild Web
8. The process of transferring files from a web server on the internet to your computer is called \_\_\_\_\_?
- A. Uploading
  - B. Forwarding
  - C. Transferring
  - D. Downloading
9. Which one of the following is a computer security threat?
- A. Fragmentation
  - B. Data encryption
  - C. Secured system
  - D. Hacking
10. Which one of the following is not a computer system component?
- A. Hardware
  - B. Software
  - C. User
  - D. Electricity
11. What is the default file name for a new document created in Microsoft Word?
- A. Document1
  - B. File 1
  - C. New Document
  - D. Word Document
12. Which one of the following is the correct format of an email address?
- A. gaamal@www.kenya@info
  - B. gamal@recruiter.com
  - C. www.mywebsite.com
  - D. gamal-mywebsite.com

13. Which one of the following is the correct definition of cold booting?
- A. Setting a computer.
  - B. Turning on a computer that was initially off.
  - C. Turning off a computer.
  - D. Restarting a computer.
14. \_\_\_\_\_ is the largest memory size.
- A. 1 Kilobyte
  - B. 1 Megabyte
  - C. 1 Terabyte
  - D. 1 Gigabyte

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**SECTION B (30 MARKS)**

Answer *all* questions in this section.

15. Define the following terms: (4 Marks)
- a. Computer hardware
  - b. Computer software
16. Write LAN in full. (2 Marks)
17. State **three** functions of an operating system. (3 Marks)
18. State **two** advantages of secondary storage. (2 Marks)
19. State **two** types of computer threats. (2 Marks)
20. State **four** ways of preventing computer theft. (4 Marks)
21. Name **three** editing features used in Microsoft Word. (3 Marks)
22. Name the parts labelled A and B in the screenshot figure 1. (2 Marks)

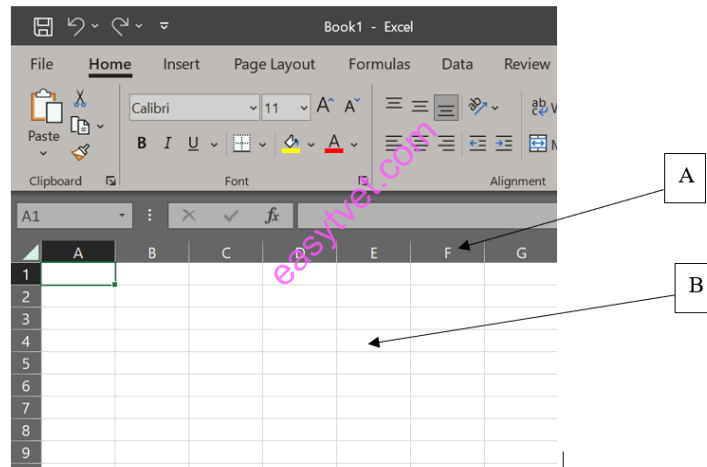


Figure 1

23. State **two** inbuilt functions used in Microsoft Excel to perform calculations. (2 Marks)
24. Define the term data as used in computing. (2 Marks)
25. State **two** factors to consider when buying a software. (2 Marks)
26. Outline **two** disadvantages of using internet. (2 Marks)

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