

LEVEL 6

Apply Digital Literacy

March/April 2026



**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** questions in section A and **ANY THREE** (3) questions in section B.
3. Marks for each question are indicated in the brackets.
4. Candidates are provided with a separate answer booklet
5. Do not write on the question paper.

This paper consists of FOUR (4) printed pages

Candidate should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing.

SECTION A (40 MARKS)

Answer ALL questions in this section

1. You are assigned a computer shared by multiple departments. Before starting work, state TWO actions you would take to ensure it is suitable for your assigned tasks. (2 Marks)
2. While preparing a report on a desktop computer, the mouse stops responding but the keyboard works normally. State TWO alternatives you would apply to continue working efficiently. (2 Marks)
3. You are required to store confidential project files on a workplace computer. Outline THREE file and folder management practices you would apply to ensure easy retrieval and protection of information. (3 Marks)
4. A staff member needs to connect a laptop to the internet during a trainees' registration process in a remote area. List FOUR internet connection options that would be most appropriate. (4 Marks)
5. You are tasked with preparing an official memo using a word processor. Identify FOUR formatting features you would apply to ensure the document meets professional workplace standards. (4 Marks)
6. While preparing a budget worksheet, your supervisor requests automatic calculation of statistical values. State THREE spreadsheet functions you would use to achieve this. (3 Marks)
7. A worksheet contains employee records that must be arranged by department to display only contract staff. Outline THREE data manipulation techniques you would apply to achieve this. (3 Marks)
8. You are preparing a presentation for a departmental meeting. State THREE electronic presentation features you would apply to enhance clarity and audience engagement. (3 Marks)
9. While conducting online research for a project, you need reliable and relevant information. Identify TWO strategies you would apply to improve the accuracy of your internet search results. (2 Marks)
10. Your organization requires regular backup of digital files. State FOUR backup methods you would use. (4 Marks)

11. You receive an official email requesting urgent submission of your assignments. State THREE netiquette practices you would observe when replying to the email. (3 Marks)
12. Before sharing digital content obtained online with colleagues, outline THREE copyright or licensing considerations you must confirm to comply with workplace policy. (3 Marks)
13. To access an online job platform, you are to create an account. State FOUR practices you would apply to protect your online account. (4 Marks)

SECTION B (60 MARKS)

Answer any THREE questions in this section

14. You have been assigned the responsibility of preparing an official memo for management.
 - a) Describe FOUR actions that should be followed when preparing the document to meet workplace standards. (8 Marks)
 - b) Explain FOUR spreadsheet operations you would apply to analyze monthly office expenses and generate accurate results. (8 Marks)
 - c) State FOUR advantages of using electronic presentations during management meetings. (4 Marks)
15. An organization's computer systems are often affected by cyber security threats.
 - a) Explain FOUR common cyber threats and how each can negatively affect an organization's computer systems or data. (8 Marks)
 - b) Describe FOUR cyber security control measures the organization should implement to protect its data. (8 Marks)
 - c) State FOUR responsibilities employees should observe to maintain data privacy and security. (4 Marks)
16. You are part of a team working remotely on a shared project.
 - a) Explain FOUR benefits of using online collaboration tools. (8 Marks)
 - b) Describe FOUR practices you would apply to manage and share digital content securely within the team. (8 Marks)
 - c) State TWO challenges that may arise during online collaboration and how they can be minimized. (4 Marks)

17. A graduate plans to secure employment through online platforms.

- a) Explain FOUR factors the graduate should consider when selecting suitable online job opportunities. (8 Marks)
- b) Describe FOUR ways of creating and managing a professional online profile to attract potential employers. (8 Marks)
- c) State FOUR interview preparation practices that can increase chances of securing the job. (4 Marks)