

061004T4ICT

ICT ASSISTANT LEVEL 4

IT/OS/ICTA/CC/04/4/A

APPLY MICROSOFT OFFICE TOOLS

July /August 2023



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

PRACTICAL OBSERVATION CHECKLIST

INSTRUCTIONS TO THE ASSESSOR

1. You are required to mark the practical as the candidate performs the tasks.
2. You are required to take video clips at critical points.
3. Ensure the candidate has an identification tag pinned at the back and front near the shoulders showing Candidate's name and registration code.
4. Allocate the candidate 3 hours to complete the task
5. Ensure the work is saved in the CD as evidence

Note: assessor is required to plan for hold points/stoppage points at check, observe or verify items in a manner that do not interfere with the candidate's progress during practice session.

OBSERVATION CHECKLIST

Candidate's name			
Candidates' registration code			
Assessor's name			
Assessor's registration code			
Venue of assessment			
Date of assessment			
Items to be evaluated: <i>please award marks as appropriate. give a brief comment on your observation</i>	Marks available	Marks obtained	comments
TASK 1. MICROSOFT WORD 20 MARKS			
1. Opened Microsoft Word and created a new blank document. <i>(Award 1 for opening, award 1 mark for creating blank document)</i>	2		
2. Set the document orientation to landscape. <i>(Award 1 mark)</i>	1		
3. Inserted a header with the title Microsoft word practical. <i>(Award 1 mark)</i>	1		
4. Typed the document, font type- Times New Roman, linespacing -1.5, font size -12 <i>(Award typing (Award each 1 mark)</i>	4		
5. Formatted the title using uppercase, bold, red color and underline. <i>(Award each ½ mark)</i>	2		
6. Inserted a subheading using a different font style, color and size. <i>(Award 1 mark font style, ½ mark for color, ½ mark for size)</i>	2		