



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

Qualification Code : 061004T4ICT
Qualification : ICT Assistant Level 4
Unit Code : IT/OS/ICTA/CC/04/4/A
Unit of Competency : Apply Microsoft Office Tools

WRITTEN ASSESSMENT

ASSESSOR'S GUIDE

SECTION A (20 MARKS)

(These are suggested answers to act as guidelines.)

1. Word processing software allows to text with a minimum of effort
A. Rearrange
B. Retrieve
C. Save
D. Enter
2. Which of the following is not an essential function of a word processing software package?
A. Indexing
B. Saving
C. Editing
D. Formatting
3. What is the name given to that part of a word processing package that is used to automatically insert names, addresses, and other text into designated locations in a series of letters?
A. Mail merge
B. Page layout
C. Block move
D. Word wrap

4. What is the intersection of a column and a row on a worksheet called?
 - A. Column
 - B. Value
 - C. Address
 - D. Cell**

5. Which of the following is not a type of Microsoft access database object?
 - A. Macros
 - B. Modules
 - C. Worksheets**
 - D. Table

6. Press _____ to quit MS Access.
 - A. Tab +F4
 - B. Esc+ W
 - C. Ctrl +F4
 - D. Alt+F4**

7. _____ is not a valid data type in MS Access.
 - A. Auto number
 - B. Currency
 - C. Memo
 - D. Picture**

8. Which is not the valid edition of MS PowerPoint?
 - A. MS PowerPoint 2003
 - B. MS PowerPoint 2007
 - C. MS PowerPoint 2010
 - D. MS PowerPoint 1920**

9. The slide that is used to introduce a topic and set the tone for the presentation is called the
 - A. Title slide**
 - B. Bullet slide
 - C. Table slide
 - D. Graph slide

10. Excel documents are stored as files called
 - A. Workgroups
 - B. Worktables
 - C. Worksheets**
 - D. Workforce