

061004T4ICT

ICT ASSISTANT LEVEL 4

IT/OS/ICTA/CR/04/4/A

APPLY MICROSOFT OFFICE TOOLS

NOV/DEC 2023



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

WRITTEN ASSESSMENT

Time: 2 Hours

INSTRUCTIONS TO CANDIDATE

1. This paper has TWO sections A and B. Attempt questions in each section as per instructions given in the section.
2. You are provided with a separate answer booklet.
3. Marks for each question are indicated in the brackets.
4. Do not write on the question paper

This paper consists of 4 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: 10 MARKS

Answer ALL questions in this section.

Each question carries one Mark.

1. Which tab in the toolbar menu is used to change fonts in MS Word?
 - A. Home
 - B. Format
 - C. Clipboard
 - D. Paragraph
2. Which of the following functions is used to sum a range of cells in MS Excel?
 - A. =ADD()
 - B. =SUM()
 - C. =TOTAL()
 - D. =RANGE()
3. The purpose of *Transition Tab* in Power Point is to?
 - A. Insert Clip Arts into slide
 - B. Change the slide layout
 - C. Add animation effects between slides
 - D. Add Videos and audios to the slide
4. Otieno wanted to send a similar email to three people and opted to use “Cc” command in the main box. The Cc acronym stands for?
 - A. Copy content
 - B. Carbon copy
 - C. Carbon content
 - D. Content copy
5. Which among the listed objects can be used to enter data in a Microsoft Access database?
 - A. Cell
 - B. Report
 - C. Form
 - D. Field