

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)**

PRACTICAL ASSESSMENT

Time: 3 Hours

INSTRUCTIONS TO CANDIDATE

1. You are required to perform the following tasks
 - i. **TASK 1** - On Word processing carries **20** marks
 - ii. **TASK 2** - On Databases carries **15** marks
 - iii. **TASK 3** - On Presentation carries **15** marks
 - iv. **TASK 4** - On Microsoft Outlook carries **10** marks
2. Create a folder named **CDACC EXAM** to store all the work done in this paper.

You will be provided with the following resources:

- i) A working computer system
- ii) MS office software Installed
- iii) Printing papers
- iv) Printer
- v) Internet connection

TASK 1: Word processing

- a) Open a word processing program and type the following data source. Save it as *DataSource* in the CDACCEXAM folder to print out later. (5 Marks)

Regno	CandidateName	Position	YearOfStudy
Reg001	Cythia OKetch	Chair Person	2020
Reg002	Victor Butita	Vice Chair	2021
Reg003	Michael Omari	Secretary	2021
Reg004	Zainabu Ozi	Treasurer	2022

- b) Open a word processing document and apply the following setting: (2 Marks)
- i. Page orientation landscape
 - ii. Page margin 1 inch all around
- c) In the page crated in b), create the following document as it appears and save in the CDACCEXAM folder as *Certificate* to print out later (10 Marks)



Certificate of Participations

This certificate is awarded to

<< CandidateName >>

<<Regno>> / <<YearOfStudy>>

In recognition of your valuable contribution towards the growth of the student council in the capacity of <<position>> in the student union

Principal: _____

Signed: _____