

061004T4ICT

ICT ASSISTANT LEVEL 4

IT/0S/ICTA/CC/02/4/A

INSTALL COMPUTER SOFTWARE

July/August 2023



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

PRACTICAL ASSESSMENT

Time: 3 hours

INSTRUCTIONS TO CANDIDATE

1. In this practical assessment, you are required to perform the following tasks:
 - a. Perform computer software installation of Microsoft Windows Operating System.
 - b. Perform Testing of the installed software.
2. The assessor will record your performance at critical points using audio-visual means.
3. You have TEN (10) minutes to go through the instructions and the questions.

You are provided with the following resources:

- A working computer without an operating system.
- CD /DVD with Microsoft Windows 2010 to be installed.
- CD/DVD with Microsoft Office 2010 software.

**This paper consists of TWO (2) printed pages
Candidates should check the question paper to ascertain that all pages are printed as
indicated and that no questions are missing.**

TASK 1: Perform Software Installation of Operating System

- a. Switch ON computer and insert the disc into the drive.
- b. Set bootup to start from CD drive.
- c. Select the local disc drive to install the OS.
- d. Format the drive to install the OS.
- e. Install the OS with the following settings:
 - i) Set password as CDACC
 - ii) Set the correct local settings:
 - language – English
 - Country – Kenya
 - Time and date – current time
 - Name of Computer
- f. Accept the end user license agreement.

Testing the Installed Operating System

- g. Restart the computer.
- h. Check the current date & time.
- i. Check the graphics and sound.
- j. Open a default application eg Disk Cleaner.
- k. Check System settings and confirm the OS version installed, system if 32- or 64-bit, RAM size.

Task 2: Installing Microsoft Office 2010 Word

- a) Insert Microsoft office 2010 CD into the drive.
- b) Read and accept the end user license agreement.
- c) Choose the product to install.
- d) Install the software.
- e) Test the software installed.