

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

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 a name tag and registration code at the back and front.

OBSERVATION CHECKLIST

Candidate's name			
Candidate's Registration No			
Assessor's name & Reg. code			
Unit(s) of Competency	APPLY MICROSOFT OFFICE TOOLS		
Venue of Assessment			
Date of assessment			
<i>(Indicate the marks available and marks obtained respectively. Award marks appropriately as guided for in the items for evaluation indicated. Give a brief comment where necessary)</i>			
Items to be evaluated:	Marks allocated	Marks obtained	Comments
TASK 1: Word processing			
a) Opened a word processing program and <ul style="list-style-type: none"> i) Inserted the table ii) Typed the data. iii) Save it as <i>DataSource</i> in the CDACCEXAM <i>(Award 4marks for the datasource and 1 for saving or zero as indicated=5)</i>	2 2 1		
b) Opened a word processing document and apply the following setting <ul style="list-style-type: none"> i) Page orientation -landscape ii) Page margin -1 inch all around <i>(Award 1 marks or zero as indicated=2)</i>	1 1		

<p>c) Created the given certificate as it appears</p> <ul style="list-style-type: none"> i) proper fronting ii) data source field iii) shape inserted iv) use of proper word art v) border inserted vi) save in the CDACCEXAM folder as <i>Certificate</i> <p><i>(Award marks as labelled or 0=10)</i></p>	<p style="text-align: center;">1</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p> <p style="text-align: center;">1</p>		
<p>d) Merged the two documents</p> <ul style="list-style-type: none"> i) four merged documents ii) and save as Merged <p><i>(Award 1/2 mark for each document, 1 mark for saved or zero=3)</i></p>	<p style="text-align: center;">2</p> <p style="text-align: center;">1</p>		
TOTAL	20 MARKS		
TASK 2: Databases			
<p>a) Able to Design a database called <i>data</i></p> <p><i>(Award 1 mark for each or zero=1)</i></p>	1		
<p>b) created two tables named</p> <ul style="list-style-type: none"> i) <i>items</i> ii) <i>Departments</i> iii) using appropriate data types for reach field and <p>c) Enter the following data into the respective tables.</p>	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">2</p> <p style="text-align: center;">4</p>		

(Award 2 marks for each or zero=8)			
d) created a relation between the tables (Award 1 mark for each or zero=1)	1		
e) created a form: i) named <i>Department</i> ii) showing all fields in the <i>department</i> table (Award ½ mark or zero=1/2)	1		
f) created a query named <i>networking</i> to display departmentID, departmentName, Item and Price for item named networks, correct criteria @ 1 mark <i>T(Award 1 mark for each or zero=1)</i>	1 1		
g) created a report @ ½ saved in correct name @ ½ (Award ½ mark for each or zero=1)	1		
h) Printed the following: i) Item table and Department table ii) <i>Networking</i> query and <i>networkingreport</i>	1 1		
TOTAL	15 MARKS		
TASK 3: Presentation			
a) Created a presentation using the information			

in Table 1 below. Save the presentation as <i>eLearning</i> in CDACCEXAM folder (Award 5 marks for creating, 1 for saving or zero=6)	6		
b) Apply an appropriate slide design to all the slides (Award 1 mark for each or zero=1)	1		
c) Insert a slide below slide 4 and use the data in slide 4 to create a pie chart in the new slide. Label the chart appropriately (Award 2 marks or zero=2)	2		
d) Insert the following to the slides as footers: i) slide number ii) date and time iii) your name and registration code (Award 2 marks or zero=2)	1 1 1		
e) Applied transition (Award 1 mark for transition and 1 mark for speed)	2		
f) print out slides as handouts with 3 slides per page (Award 1 mark or zero=1)	1		
TOTAL	15 Marks		
TASK 4: Microsoft Outlook			
a) Configure MS Outlook to work on the computer (Award 1 mark or zero=1)	1		
b) Create the given to-do list as it appears (Award 1 mark or zero=1)	5		
c) Change the priority of debug task to high (Award 2 marks or zero=1)	2		

d) Screen capture the final changes and save as <i>Capture</i> (Award 1 mark or zero=1)	1		
e) Print the Capture image (Award 1 mark or zero=1)	1		
TOTAL	10 Marks		
TOTAL MARKS	60		
ASSESSMENT OUTCOMES			
<p>The candidate was found to be:</p> <p style="text-align: center;">Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/></p> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if s/he gets 50% or higher)</i></p>			
Feedback from candidate:			
Feedback to candidate:			
Candidate's signature:		Date:	
Assessor's signature:		Date:	