

**061005T4ICT**  
**ICT TECHNICIAN LEVEL 5**  
**IT/OS/ICT/CR/6/5**  
**MANAGE OPERATING SYSTEM**  
**NOV/ DEC 2023**



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

**PRACTICAL ASSESSMENT**

**Time: 3 Hours.**

**INSTRUCTIONS TO CANDIDATE**

1. Time allocation: **15 minutes** for preparation and **2 hour 45 minutes** for performing tasks.
2. Instructions for the task to be performed are provided,
3. You are not allowed to write on this examination question paper.
4. The assessor will record your performance at critical points using videos.

**You are provided with the following resources to carry out the tasks**

- Working computer
- Windows 10 OS DVD/ flash disk
- MS office CD
- Antivirus software CD
- Printer and its software
- Printing papers

**In this practical assessment you are required to perform the following assessment tasks**

Task 1: Format the computer using a bootable OS provided.

Task 2: Create two user accounts:

- i. an administrative account named ADMIN with the password “admin” and
- ii. STUDENT account without password

Task 3: Partition the hard disk in C and D; and rename the new partition to “BACKUP”

Task 4: Install the following software:

- i. office application
- ii. antivirus
- iii. printer software
- iv. Update the antivirus and scan all the drives

Task 5: Login into Student account and perform the following operations:

- i. create a folder on the desktop named Nov-series
- ii. Encrypt the folder
- iii. Open any word processor, type your full names and save it as “PersonalInformation” inside the folder you created.
- iv. Open the Task Manager, take a screen shoot of computer processes and paste word document you created earlier.
- v. Encrypt the file with the password “Exam2023”
- vi. Print the document

Task 6: Open text editor and write a command to shut down the computer after 1 hour

- i. Save the file as “shutdown” on the desktop
- ii. Print the file