

061006T4ICT

ICT TECHNICIAN LEVEL 6

IT/OS/ICT/CR/8/6

MANAGE INFORMATION SYSTEM

JULY/AUGUST 2023



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

PRACTICAL ASSESSMENT

TIME: 3 HOURS

INSTRUCTIONS TO THE CANDIDATE

1. In this assessment, you will be required to implement a DECISION SUPPORT TOOL by performing the following tasks:
 - Task 1: Create MS Excel tool to capture data
 - Task 2: Manipulate and analyse the data
 - Task 3: Visually display the data
 - Task 4: Propose and communicate decisions
2. You are given **10 minutes** to read through the tasks and confirm the availability of the resources
3. The assessor will record your performance at critical points using audio-visual means
4. All tasks carry 50 marks.

5. You will be provided with the following resources

- a. Computer installed with MS Office
- b. Printer
- c. Printing papers

Task 1: Create MS Excel tool to capture data

(10 Marks)

Using MS Excel, design a spreadsheet to capture yearly values for the 3 items below. For each of the items, enter imaginary values for all the 12 months in a year.

- a. Sales amount
- b. Cost of goods
- c. Other expenses

Task 2: Manipulate and analyse the data

(15 Marks)

- a. Develop an excel formula to determine the profit for each month.
- b. Calculate the average profit for the year
- c. Determine the months with profits of above 30%.

Task 3: Visually display the data

(10 Marks)

- a. Create a line chart to visually display the profits for each month
- b. Create an appropriate chart to compare the costs of goods vs other expenses for every month.

Task 4: Propose and communicate decisions

(15 Marks)

- a) Based on the analysis, prepare a 2 page MS word document proposing THREE (3) changes that could be made to improve profits. The proposal should be addressed to THE MANAGEMENT and should bear YOUR NAME.
 - i) Name the document “PROPOSAL TO IMPROVE PROFITS”
 - ii) Create a folder on the desktop and name it “MIS EXAM”
- b) Print the proposal