

061004T4ICT

ICT ASSISTANT LEVEL 4

IT/OS/ICTA/CR/05/4/A

USE OF THE INTERNET

NOV/DEC 2023



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

PRACTICAL ASSESSMENT

Time: 2 Hours

INSTRUCTIONS TO CANDIDATE

1. You will be allocated 2 HOURS to complete the practical tasks
2. The assessor will record your performance at critical points using audio-visual means.
3. You will be provided with the following resources.

1. You have been provided with the following resources
 - i. Computer installed with chrome browser
 - ii. Internet

Task 1: 25 Marks

- a) Create a folder named *CDACC Practical* on the desktop to store the work done in this paper. (1 Mark)
- b) Locate the IP Address of the computer, screen capture and save in the CDACC EXAM folder as *IP Address* (4 Marks)
- c) Open chrome browser and perform the following settings:
 - i) Change search engine to Bing (2 Marks)
 - ii) Set the search engine shortcut to Tab (2 Marks)
 - iii) Change font size to large (2 Marks)
 - iv) Set a theme to the browser (2 Marks)
- d) On chrome, disable any extensions present (3 Marks)
- e) Set download directory of the browser to CDACC EXAM folder (4 Marks)
- f) Activate show bookMarks on the left side of the browser (2 Marks)
- g) Search for the word castle and filter to image only, download the image and save it the CDACC EXAM folder as castle (3 Marks)

Task 2: Use of Emails 25 Marks

- a) Login in into your email account (2 Marks)
- b) Compose an email with the following details:
 - i) Address to yourself (1 Mark)
 - ii) A subject of *castle* (1 Mark)
 - iii) Cc. to your address (2 Marks)
- c) Type the following message in the body of the email: (7 Marks)

Dear Sir/Madam

After through confirmations, I would like to propose a student tour to the famous Giri Castle of the Kilima district. It offers the following:

- ✓ ***Historical knowledge***
- ✓ ***Conducive environment***
- ✓ ***Traditions delicacy***

Attached is the photo of the place.

Yours Sincere.

Your name

- d) Attach the picture *castle* from the CDACC EXAM folder to the mail. (2 Marks)
- e) Screen capture the windows and save it as *Email* in the CDACC EXAM folder. (2 Marks)
- f) Zip the CDACC EXAM folder and attach it to the mail composed above. (3 Marks)
- g) Send the mail (2 Marks)
- h) Capture the screenshot of the received email and paste in the WordPad document. (2 Marks)
- i) Save the document as *file3* in *CDACC Practical* folder. (1 Mark)

THIS IS THE LAST PRINTED PAGE.