

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

Time: 3 Hours

INSTRUCTIONS TO CANDIDATE

1. You are required to perform the following tasks
 - i. **TASK 1** - On Word processing carries **20** marks
 - ii. **TASK 2** - On Databases carries **15** marks
 - iii. **TASK 3** - On Presentation carries **15** marks
 - iv. **TASK 4** - On Microsoft Outlook carries **10** marks
2. Create a folder named **CDACC EXAM** to store all the work done in this paper.

You will be provided with the following resources:

- i) A working computer system
- ii) MS office software Installed
- iii) Printing papers
- iv) Printer
- v) Internet connection

TASK 1: Word processing

- a) Open a word processing program and type the following data source. Save it as *DataSource* in the CDACCEXAM folder to print out later. (5 Marks)

Regno	CandidateName	Position	YearOfStudy
Reg001	Cythia OKetch	Chair Person	2020
Reg002	Victor Butita	Vice Chair	2021
Reg003	Michael Omari	Secretary	2021
Reg004	Zainabu Ozi	Treasurer	2022

- b) Open a word processing document and apply the following setting: (2 Marks)
- i. Page orientation landscape
 - ii. Page margin 1 inch all around
- c) In the page crated in b), create the following document as it appears and save in the CDACCEXAM folder as *Certificate* to print out later (10 Marks)



Certificate of Participations

This certificate is awarded to

<< CandidateName >>

<<Regno>> / <<YearOfStudy>>

In recognition of your valuable contribution towards the growth of the student council in the capacity of <<position>> in the student union

Principal: _____

Signed: _____

- d) Merge the two documents and save as Merged in the CDACCEXAM folder to print out later
(3 Marks)

TASK 2: Databases

Design a database called *data* in the CDACCEXAM folder. (1 Mark):

- a) Create two tables named *items* and *Departments* using appropriate data types for each field. (4 Marks)
- b) Enter the following data into the respective tables. (4 Marks)

<i>Items table</i>		
Code	Item	Price
C001	NETWORKS	15000
C002	COMPUTERS	89000
C003	PRINTERS	50900
C004	STATIONARY	40500

<i>Department table</i>		
DepartmentID	DepartmentName	Code
H001	HUMAN RESOURCE	C002
C004	IT	C001
V007	TRANSPORT	C003
F004	FINANCE	C004

- c) Create a relation between the tables (1 Mark)
- d) Create a form named *Department* showing all fields in the department table (1 Mark)
- e) Create a query named *networking* to display departmentID, departmentName, Item and Price for item named networks. (2 Marks)
- f) Create a report named *networkingreport* for the query created in f). above. Change the report title to Networking Report. (1 Mark)

g) Print the following:

i) Item table and Department table (1 Mark)

ii) *Networking* query and *networkingreport* (1 Mark)

TASK 3: Presentation

a) Open a presentation program and create a presentation using the information in Table 1 below.

Save the presentation as *eLearning* in CDACCEXAM folder. (6 Marks)

Slide no	Content
1	ONLINE SALES PROGRAM By Sales Manager
2	PROGRAM ON SALES Agenda 1. Opening Remarks 2. Items for the programs 3. Pie Chart 4. Trajectory of the programs 5. AOB
3	Opening Remarks The executive management of the organisation welcomes all the guests who attended the program and officially opened it.
4	Items for the programs ❖ Cars 45% ❖ SUV 25% ❖ Buses 35% ❖ Lorries 15%
5	Trajectory of the programs
6	A.O.B There being no any other business the exhibition was closed

- b) Apply an appropriate slide design to all the slides (1 Mark)
- 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 (2 Marks)
- d) Insert the following to the slides as footers:
 - i) slide number (1 Mark)
 - ii) date and time (1 Mark)
 - iii) your name and registration code (1 Mark)
- e) Apply the following transition properties to all slides:
 - i. transition : Blinds; (1 Mark)
 - ii. speed : fast. (1 Mark)
- f) Save the changes to print out later the slides as handouts with 3 slides per page. (1 Mark)

TASK 4: Microsoft Outlook

- a) Configure MS Outlook to work on the computer. (1 Mark)
- b) Create the following to do list as it appears (5 Marks)

Search To-Do List (Ctrl+E)						
TASK SUBJECT	START DATE	REMINDER TIME	DUE DATE	IN F...	CATEGORIES	
Click here to add a ne...						
Flag: Due Date: Tomorrow						
meeting	Sat 10/21/2023	Sat 10/21/2023 8:00 AM	Sat 10/21/2023	Tasks	Red Category	
debug	Sat 10/21/2023	None	Sat 10/21/2023	Tasks		
medication	Sat 10/21/2023	None	Sat 10/21/2023	Tasks		
articles	Sat 10/21/2023	Sat 10/21/2023 8:00 AM	Sat 10/21/2023	Tasks	Yellow Category, Green Categor...	
congress delegations	Sat 10/21/2023	None	Sat 10/21/2023	Tasks	Blue Category	
Flag: Due Date: No Date						
conference reminder	None	None	None	Tasks	Red Category	
meeting with the board	None	Fri 10/20/2023 8:00 AM	None	Tasks		

- c) Change the priority of debug task to high (2 Marks)
- d) Screen capture the final changes and save as *Capture* in CDACCFOLDER exam (1 Mark)
- e) Print the Capture image (1 Mark)