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 *CDACCEXAM* 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)

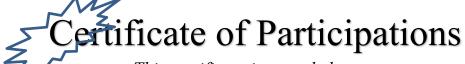
i. Page orientation

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)



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)

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

Department table			
DepartmentID	Depart,emtName	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 tittle 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

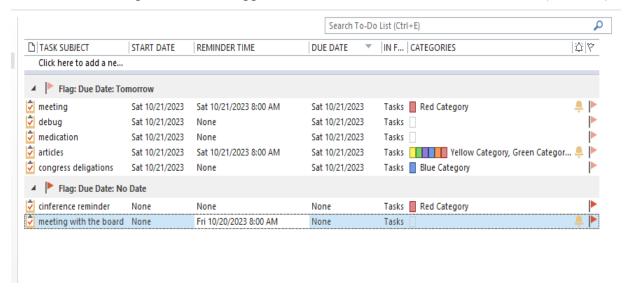
a) Open a presentation program and create a presentation using the information in Table 1 below. Save the presentation as *eLearning* in CDACCEXAM folder. (6 Marks)

Slide	Content			
no				
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 quests 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	lesign to all the slides	(1 Mark)		
c)	Insert a sl	Insert a slide below slide 4 and use the data in slide 4 to create a pie chart in the new slide.				
	Label the	chat appropriately		(2 Marks)		
d)	Insert the	following to the s	ides as footers:			
	i) sli	de number		(1 Mark)		
	ii) da	te and time		(1 Mark)		
	iii) yo	our name and regis	tration code	(1 Mark)		
e)	Apply the	following transit	on properties to all slides:			
	i.	transition	: Blinds;	(1 Mark)		
	ii.	speed	: fast.	(1 Mark)		
f)	Save the o	changes to print o	t later the slides as handouts with 3	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)



- 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)