**061006T4ICT**

**ICT TECHNICIAN LEVEL 6**

**ICT/OS/IT/CR/02/6**

**INSTALL COMPUTER SOFTWARE**

**Mar. /Apr. 2023**

**Time: 2 hours**



**THE KENYA NATIONAL EXAMINATIONS COUNCIL**

**PRACTICAL ASSESSMENT**

**2 hours**

**INSTRUCTIONS TO CANDIDATE**

In this practical assessment, you are required to perform **four** tasks:

The assessor will record your performance at critical points using audio-visual means.

You will be provided with the following resources:

1. Computer
2. Microsoft office 2013 CD
3. Microsoft office 2013 activation CD
4. Printer

**TURN OVER**

**TASK 1** (10 Marks)

1. Install Microsoft office 2013
2. Activate Microsoft office 2013.

Task 2: (15 Marks)

1. Open any of the application within Microsoft office 2013 installed
2. Create a folder on the desktop, name it as “automatic”.
3. Create a shortcut of Microsoft office word 2013 on the desktop
4. Print screen the desktop showing the shortcut and the folder created above
5. Paste the screen shot in a word document
6. Save the document as *“shortcut”* in the automatic folder created

Task 3 (17 Marks)

1. Open outlook 2013 and set up a manual setup to an email account of your choice.
2. Print screens each step of Microsoft outlook configuration process above.
3. Paste all the screen shots in a word document.
4. Save the document as “*Outlook configuration*” in the automatic folder.

Task 4 (8 Marks)

1. Open Microsoft excel 2013.
2. Set the office language preferences as “Dutch” for language display and “Bosnian (Latin)” for office authoring and proofing
3. Print screen the above set preference window.
4. Paste the preference screen shot in a word document
5. Save the document as “Preferences” in the automatic folder.

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