**061006T4ICT**

**ICT TECHNICIAN LEVEL 6**

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

**INSTALL COMPUTER SOFTWARE**

**Mar. /Apr.2023**



**THE KENYA NATIONAL EXAMINATIONS COUNCIL**

# PRACTICAL ASSESSMENT

**INSTRUCTIONS TO THE ASSESSOR**

1. You are required to mark the practical as the candidate performs the task.
2. You are required to collect evidence i.e., video clips, photos at critical points.
3. Ensure that the candidate has a name tag and a registration code at the back and front.
4. Allocate **10 minutes** for the candidate to identify and confirm the availability of the resources.
5. Allocate **2 hous** minutes to perform the task.
6. Candidate to perform the task as per the requirements given.
7. The task carries **50** Marks.

**OBSERVATION CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate’s name & Registration No.** |  | | |
| **Assessor’s name & Reg. code** |  | | |
| **Unit(s) of Competency** | **INSTALL COMPUTER SOFTWARE** | | |
| **Venue of Assessment** |  | | |
| **Date of assessment** |  | | |
| *(Indicate the marks available and marks obtained respectively. Award marks appropriately as guided for in the items for evaluation indicated. Give a brief comment where necessary)* | | | |
| **Items to be evaluated:** | **Marks Allocated** | **Marks Obtained** | **Comments** |
| Inserted Microsoft office 2013 installation disk.  *Award 1 mark or zero* | **1** |  |  |
| Launched the installer  *Award 2 marks or zero* | **2** |  |  |
| Accepted the software license terms  *Award 1 mark or zero* | **1** |  |  |
| Chose install now to launch installation process  *Award 2 marks for selecting install now option* | **2** |  |  |
| Entered the product key provided  *Award 1 mark or zero* | **1** |  |  |
| Inserted the Microsoft office 2013 activation disk.  *Award 1 mark or zero* | **1** |  |  |
| Activated Microsoft office 2013.  *Award 2 marks or zero* | **2** |  |  |
| Opened any of the application within Microsoft office 2013 installed  *Award 1 mark or zero* | **1** |  |  |
| Used the recommended settings to configure Microsoft office for initial use  *Award 2 marks or zero* | **2** |  |  |
| Created a folder on the desktop, name it as “automatic”.  *Award 2 marks or zero* | **2** |  |  |
| Created a shortcut of Microsoft office word 2013 on the desktop  *Award 2 marks for locating Microsoft office word and 2 marks for creating the shortcut or zero* | **4** |  |  |
| Print screened the desktop showing the shortcut and the folder created above  *Award 2 marks for using the print scr key or zero* | **2** |  |  |
| Pasted the screen shot in a word document  *Award 1 marks for opening Microsoft word, 1 marks for pasting the screen shot or zero* | **2** |  |  |
| Saved the document as *“shortcut”* in the automatic folder created  *Award 2 marks or zero* | **2** |  |  |
| Opened outlook 2013 and set up a manual setup to an email account of your choice.  *Award 2 marks for locating Outlook, 3 marks for manual setting or zero* | **5** |  |  |
| Print screened each step of Microsoft outlook configuration process above.  *Award 1 mark for each screen shot or zero* | **5** |  |  |
| Pasted all the screen shots in a word document.  *Award 2 marks for each screen shot or zero* | **5** |  |  |
| saved the document as “*Outlook configuration*” in the automatic folder.  *Award 2 marks or zero* | **2** |  |  |
| Open Microsoft excel 2013.  *Award 1mark or zero* | **1** |  |  |
| Set the office language preferences as “Dutch” for language display and “Bosnian (Latin)” for office authoring and proofing  *Award 1 mark for each or zero* | **2** |  |  |
| Print screened the above office language preferences window.  *Award 2marks or zero* | **2** |  |  |
| Pasted the screen shots in a word document  *Award 1mark or zero* | **1** |  |  |
| Saved the document as “*Preferences*” in the automatic folder.  *Award 2marks or zero* | **2** |  |  |
| **TOTAL** | **50** |  |  |
| **ASSESSMENT OUTCOME** | | | |
| **The candidate was found to be:**  Competent Not yet competent  *(Please tick as appropriate)*  ***(The candidate is competent if s/he gets 50% or higher of the items of evaluation correct)*** | | | |
| **Feedback to candidate:** | | | |
| **Feedback from candidate:** | | | |
| **Candidate’s Signature Date**  **------------------------------ -----------------------------** | | | |
| **Assessor’s Signature Date**  **------------------------------ -----------------------------** | | | |