**Sample COC Basic Computer Skills Practical Exam**

**Instructions:** Follow the tasks below step by step. Complete each section carefully to demonstrate your understanding of basic computer operations.

**Time Given: 1:30hr**

**Task 1**

* Create a user account using your **name** and give it full privileges.
* Set a **strong** password for your account.
* Switch to your new user **account**.
* Add **Address** and **links** in task bar
* Move the **taskbar** to the **right** side of the screen.
* Use the search bar to find **MS Word** and pin it to the **Start menu** and **taskbar**.
* Demonstrate **show** and **hide** the desktop icons

**Task 2**: Create the following folder structure on the Desktop

Computer System

Hardware

Software

Input Device

Storage Device

Output

* Change the icon of the folder **Computer System** to a **hand** **icon**.
* Copy the entire folder structure into the **Documents** folder.
* Rename the folder **Output** to **Output Device.**
* Demonstrate **Delete** and **restore** the folder **Input** **device**
* Demonstrate **Hide** and **Unhide** the folder **Software**

**Task 3:** Open MS Word and write the following paragraph

A storage device is a hardware component used to save digital data permanently or temporarily. It allows computers and users to store files, programs, and system information. Common types include hard disk drives (HDD), solid-state drives (SSD), USB flash drives, and memory cards. SSDs are faster, more durable, and use less power than HDDs. External storage devices are also used for backups and transferring data between systems. Storage is essential for keeping information safe and accessible whenever needed.

H2 + O2 H2O

* Save the file inside Storage Device folder you create in previous task with the file name “Storage”
* Change the font style of the paragraph into Times New Romanians
* Make the font size 12 and the line spacing 1.5
* Make the paragraph Justify
* Split the paragraph into two columns make line between
* Drop cap the first letter of the paragraph
* Type “Computer system” in header and “Storage devise” in footer
* Insert page number and page border
* Insert watermark with your name
* Save the file

**Task 4:** Open MS excel write the following with appropriate style

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Payroll** | | | | | | |
| **Month** | | **May 1 to May 10** | | | | |
| **NO** | **Employee Name** | **Hours Worked** | **Hourly Rate** | **Gross Pay** | **Deduction Tax** | **Net Pay** |
| 1 | ALEMU | 40 | 15 |  |  |  |
| 2 | KEDIJA | 58 | 20 |  |  |  |
| 3 | SOLOMON | 70 | 14 |  |  |  |
| 4 | HIRUT | 50 | 11 |  |  |  |
| 5 | SELAM | 110 | 8 |  |  |  |
| 6 | WENDIYE | 75 | 10 |  |  |  |
| 7 | NAHOM | 80 | 12 |  |  |  |
| **Total** | |  |  |  |  |  |
| **Average** | |  |  |  |  |  |
| **Min** | |  |  |  |  |  |
| **Max** | |  |  |  |  |  |

NB: Gross pay = Hours rate \* Hours Worked, Net pay = Gross Pay – Dedication Tax

* Calculate the Gross pay and Net pay
* Calculate the Dedication Tax using 15%
* Calculate the Total, Average, Min, Max
* Add a new column between **Employee Name** and **Hours Worked**, and fill in the **Sex** of each employee.
* Save the file in the **Desktop** folder with the name **Payroll**.