041306T4OAD

OFFICE ADMINISTRATOR LEVEL 6

BUS/OS/OA/CC/O2/6

Demonstrate ICT Skills

July/August 2023

TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION

COUNCIL (TVET CDACC)

WRITTEN ASSESSMENT

TIME: 3 Hours

INSTRUCTIONS TO CANDIDATE

1. This paper has two sections: **A** and **B**.

2. Attempt questions in each section as per instructions given in the section.

3. You are provided with a separate answer booklet.

4. Marks for each question are indicated in the brackets.

5. Do not write on the question paper.

This paper consists of 3 printed pages.
Candidates should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing

SECTION A [40 MARKS]

Answer all the questions in this section

1. Desktop publishing is used in computer system. Define term *desktop publishing*

(2 marks)

2. URL is term used in programming. Describe term. (2 marks)

3. There is various desktop publishing software in the market today. State **four** examples

(4 marks)

4. (a) XYZ is planning to introduce office automation. Explain to your new office manager the meaning of office automation (2 marks)

    (b) Modern offices have embraced office automation. Outline **three** ways of office automation. (3 marks)

5. Describe the procedure of retrieving a saved Microsoft Word document in computer memory. (4 marks)

6. Microsoft Word application is useful software when creating a document. Outline the procedure of creating a new document in Microsoft Word. (4 marks)

7. A student at Bureti Technical Training Institute created a Microsoft Word document and saved it in the computer's memory. State the procedure that the student can use to print the document. (5 marks)

8. There are different types of indentation in Microsoft word. State the **four** types.

(4 marks)

9. A web page contains http. Explain the meaning of this term as used in a web page

(2 marks)

10. Differentiate between *alignment* and *text wrapping* in a Microsoft Word document.

(4 marks)

11. The operating system software is in the market today. State any **four** examples of the operating system software. (4 marks)

SECTION B (60 MARKS)

Answer any THREE 3 questions in this section

12. ICT refers to the broad field that encompasses the use of technology to manage, process, store, and communicate information.

    (a) Based on the above statement, explain **five** impact of ICT in a modern working environment. (12 Marks)

    (b) Discuss **four** types of publications that can be created using desktop publishing software (DTP). (8 Marks)

13. An operating system is a key software, it plays a crucial role in the functioning of modern computers and devices.

    (a) Explain the **five** functions of an operating system. (10 Marks)

    (b) Describe **five** types of operating systems. (10 Marks)

14. A word processor is a program designed to assist with the production of a wide variety of documents, including letters, memoranda, and manuals, rapidly and at a relatively low cost. A typical word processor enables the user to create documents, edit them using the keyboard and mouse, store them for later retrieval, and print them to a printer. Common word processing applications include Microsoft Notepad, Microsoft Word, and Corel WordPerfect.

    a. Explain **five** importance of using tables in Microsoft Word application**.** (10 Marks)

    b. Discuss **five** parts of the Microsoft Word Window. (10 Marks)

15. Computer systems play a crucial role in our modern society and have become integral to various aspects of our lives.

    (a) Explain **five** types of computers. (10 Marks)

    (b) Discuss **five** parts of a computer keyboard. (10 Marks)

THIS IS THE LAST PRINTED PAGE