061004T4ICT

ICT ASSISTANT LEVEL 4

IT/OS/ICTA/CC/04/4/A

APPLY MICROSOFT OFFICE TOOLS

July /August 2023

TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

PRACTICAL OBSERVATION CHECKLIST

INSTRUCTIONS TO THE ASSESSOR

1. You are required to mark the practical as the candidate performs the tasks.
2. You are required to take video clips at critical points.
3. Ensure the candidate has an identification tag pinned at the back and front near the shoulders showing Candidate's name and registration code.
4. Allocate the candidate 3 hours to complete the task
5. Ensure the work is saved in the CD as evidence

Note: *assessor is required to plan for hold points/stoppage points at check, observe or verify items in a manner that do not interfere with the candidate's progress during practice session.*

OBSERVATION CHECKLIST

Candidate's name	
Candidates' registration code	
Assessor's name	
Assessor's registration code	
Venue of assessment	
Date of assessment	

Items to be evaluated: *please award marks as appropriate. give a brief comment on your observation*	Marks available	Marks obtained	comments
TASK 1. MICROSOFT WORD 20 MARKS			
1. Opened Microsoft Word and created a new blank document. *(Award 1for opening, award 1 mark for creating blank document)*	**2**		
2. Set the document orientation to landscape. *(Award 1 mark)*	**1**		
3. Inserted a header with the title Microsoft word practical. *(Award 1 mark)*	**1**		
4. Typed the document, font type- Times New Roman, linespacing -1.5, font size -12 (Award typing (Award each 1 mark)	**4**		
5. Formatted the title using uppercase, bold, red color and underline. *(Award each ½ mark)*	**2**		
6. Inserted a subheading using a different font style, color and size. *(Award 1 mark font style, ½ mark for color, ½ mark for size)*	**2**		

7. Inserted the table with the above data, heading should be upper case and italic. (*Award inserting table 2marks, upper case ½ mark, italics ½ mark*)	**3**		
8. Inserted a bulleted list. (*Award 1 mark*)	**1**		
9. Inserted a graph containing the table data. (*Award 1 mark for any type of a graph*)	**1**		
10. Added a footer with your name and the page number aligned to the right side. (*Award Name 1 mark, page number at right 1 mark*)	**2**		
11. Saved the document with an appropriate filename in the CD (*Award 1 mark*)	**1**		
SUB - TOTAL:	**20**		
TASK 2 MICROSOFT POWER POINT (30 marks)			
12. Opened Microsoft PowerPoint and created a new blank presentation. (*Award 2 marks for opening the blank document correctly*)	**2**		
13. Applied a suitable design theme to the presentation. (*Award 1 or 0*)	**1**		
14. Inserted a title slide with the presentation title and your name. (*Award 1 mark for layout, 1 mark for title *)	**2**		
15. Created a second slide with a catchy heading for the product launch. (*Award 3 marks for creating a second slide with catchy heading *)	**3**		

16. Inserted a Microsoft image which is a visual representation of the product on the second slide. *(Award 2 or 0)*	**2**		
17. Add a text box below the image and provide brief introduce of the product. *(Award 1 mark for textbox, 1 mark for introduction)*	**2**		
18. Created two slides to highlight the key features and benefits of the product. Included visually appealing graphics or icons to support the content. *(Award slide with two features 2 marks, Slide with two benefits 2 marks)*	**4**		
19. Used slide transitions between each slide for a smooth and engaging presentation flow. *(Award 2 or 0)*	**2**		
20. Created a slide that show cases the target market. *(Award 2 or 0)*	**2**		
21. Insert a slide with feedback from satisfied customers to build credibility. *(Award 2 marks or 0)*	**2**		
22. Create a slide summarizing the advantages of the product in comparison to similar products in the market. **(two advantages of the Microsoft product)** *(Award 2 or 0)*	**2**		
23. Include a slide with a strong reason why they should consider the product (e.g., purchase the product, sign up for a free trial). *(Any one reason Award 2 marks)*	**2**		
24. Apply slide timings to automate the presentation or rehearse the timings manually for a smooth delivery. *(Award 2 marks)*	**2**		

25. Add slide numbers and a footer with your name aligned to the right side. *(Award 1 or 0)*	**1**		
26. Save the presentation with an appropriate filename in the CD. *(Award 1 or 0)*	**1**		
SUB - TOTAL:	**30**		
TOTAL	**50**		

ASSESSMENT OUTCOME
The candidate was found to be:

Competent ☐   Not yet competent ☐

(Please tick as appropriate)

(The candidate is competent if the candidate obtains at least 50% and above)

Feedback from candidate:

Feedback to candidate:

Candidate's Signature   **Date**

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Assessor's Signature   **Date**

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