

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 ASSESSMENT

Time: 3 Hours

INSTRUCTIONS TO CANDIDATE

1. This paper consists of TWO tasks **1** and **2**.
2. Perform all the tasks.
3. Create a folder on the desktop, name it using your surname and then save all your work in the folder.

You are provided with the following items to perform the practical.

- A Working computer installed with Microsoft office.
- Rewritable CD/DVD.

**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.**

TASK 1 (20 Marks)

Cyber Security Threats on Small and Medium Size Enterprises.

In the digital age, cybersecurity has become an increasingly important issue for businesses, particularly small and medium-sized enterprises (SMEs). Cybersecurity threats can cause significant financial and reputational damage to businesses, and SMEs are particularly vulnerable due to their limited resources and lack of expertise in cybersecurity.

The 5 Types of Cybersecurity areas and What You Need to Know

Critical infrastructure security.

Application security.

Network security.

Cloud security.

Internet of Things (IoT) security.

The following is the list of the student doing cyber security.

S/N	Name	Age	Occupation
1	John	35	Engineer
2	Sarah	28	Teacher
3	David	42	Lawyer
4	Emily	31	Doctor

Required:

- 1 Open Microsoft Word and create a new blank document.
- 2 Set the document orientation to landscape.
- 3 Insert a header with the title Microsoft word practical.
- 4 Type the above information, font type Times New Roman, linespacing 1.5, font size 12
- 5 Format the title using uppercase, bold, red color and underline.
- 6 Insert a subheading using a different font style, color and size in the second paragraph.
- 7 Insert the table with the above data, heading should be in upper case and italics.
- 8 Create a bulleted list in paragraph 2 items.
- 9 Insert a graph containing the data in the table.

- 10 Add a footer with your name and the page number aligned to the right side.
- 11 Save the document with an appropriate filename.

TASK 2 (30 Marks)

You have been assigned the task of creating a presentation for a business conference. The presentation should show case a new product launch of Microsoft, including key features, benefits, and target market. Follow the instructions below to complete the practical exam in PowerPoint:

Instructions:

1. Open Microsoft PowerPoint and create a new blank presentation.
2. Apply a suitable design theme to the presentation.
3. Insert a title slide with the presentation title and your name.
4. Create a second slide with a catchy heading for the product launch.
5. Insert Microsoft image which is a visual representation of the product on the second slide.
6. Add a text box below the image and provide brief introduction of the product.
7. Create two slides to highlight the key features and benefits of the product. Include visually appealing graphics or icons to support the content.
8. Use slide transitions between each slide for a smooth and engaging presentation flow.
9. Create a slide that show cases the target market.
10. Insert a slide with feedback from satisfied customers to build credibility.
11. Create a slide summarizing the advantages of the product in comparison to similar products in the market.
12. Include a slide with a strong reason why they should consider the product (e.g., purchase the product, sign up for a free trial).
13. Apply slide timings to automate the presentation or rehearse the timings manually for a smooth delivery.
14. Add slide numbers and a footer with your name aligned to the right side.
15. Save the presentation with an appropriate filename.

THIS IS THE LAST PRINTED PAGE.