061004T4ICT

ICT ASSISTANT LEVEL 4

IT/0S/ICTA/CC/02/4/A

INSTALL COMPUTER SOFTWARE

July/August 2023

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

PRACTICAL ASSESSMENT

Time: 3 hours

INSTRUCTIONS TO CANDIDATE

1. In this practical assessment, you are required to perform the following tasks:

   a. Perform computer software installation of Microsoft Windows Operating System.

   b. Perform Testing of the installed software.

2. The assessor will record your performance at critical points using audio-visual means.

3. You have TEN (10) minutes to go through the instructions and the questions.

   You are provided with the following resources:

   - A working computer without an operating system.
   - CD /DVD with Microsoft Windows 2010 to be installed.
   - CD/DVD with Microsoft Office 2010 software.

This paper consists of TWO (2) 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: Perform Software Installation of Operating System

a. Switch ON computer and insert the disc into the drive.

b. Set bootup to start from CD drive.

c. Select the local disc drive to install the OS.

d. Format the drive to install the OS.

e. Install the OS with the following settings:

    i) Set password as CDACC

    ii) Set the correct local settings:

- language – English
- Country – Kenya
- Time and date – current time
- Name of Computer

f. Accept the end user license agreement.

Testing the Installed Operating System

g. Restart the computer.

h. Check the current date & time.

i. Check the graphics and sound.

j. Open a default application eg Disk Cleaner.

k. Check System settings and confirm the OS version installed, system if 32- or 64-bit, RAM size.

Task 2: Installing Microsoft Office 2010 Word

a) Insert Microsoft office 2010 CD into the drive.

b) Read and accept the end user license agreement.

c) Choose the product to install.

d) Install the software.

e) Test the software installed.