061004T4ICT

ICT ASSISTANT LEVEL 4

IT/OS/ICTA/CC/01/4/A

USE ICT DEVICES

July/August 2023

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

PRACTICAL ASSESSMENT

Time: 2 hours

INSTRUCTIONS TO CANDIDATE

1. You have 10 minutes to familiarize yourself with working station.
2. Back up all your work on the CD provided.

You have been provided with the following resources:

- A working computer with Microsoft office

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.

Task1

a) Power on the computer.

b) Create a folder on the desktop and name it TVET.

c) Open a word document.

d) Pin the WORD document created above on the task bar.

e) Screen shot the desktop with the pinned document in (d) and insert it in the word document opened.

f) Enter the following details in the word document.

J umba Like programming'
   Like reading

g) Insert a blank page in the word document.

h) Insert a header with your name and index number and a footer with name of your school.

i) Create a Vertical water mark with the word STRUCTURED in the document.

j) Save the document as CDAAC in the TVET folder created

Task 2

a) Create the table below and insert the details as it appears in a word document

Item	Opening Stock	Closing Stock	Sold Items	Buying Price	Selling Price
Sugar (bags)	250	130		2,500	2,650
Unga	340	120		400	450
Salt	271	107		200	250
Kimbo	300	210		1,150	1,200
Blue band	250	30		220	265
GRAND TOTAL					

b) Label the headings of your table in italics.

c) Save the work as SUCCESS on the TVET folder created.

THIS IS THE LAST PRINTED PAGE.