

**061004T4ICT**

**ICT ASSISTANT LEVEL 4**

**IT/OS/ICTA/CC/05/4/A**

**USE THE INTERNET**

**July/August 2023**



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

**PRACTICAL ASSESSMENT**

**Time: 3 Hours**

**INSTRUCTIONS TO CANDIDATES**

1. This paper consists of **TWO** tasks:
2. The assessor will record your performance at critical points using audio-visual means.

**You will be provided with the following resources:**

A computer with:

- Internet connectivity.
- Installed with browser software.
- Installed with Microsoft office word

**This paper consists of THREE (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- Demonstrating knowledge and skills in using the internet (20 Marks)**

- a) Create a folder named *SUCCESS* on the desktop.
- b) Perform a search
  - i. Open a browser software.
  - ii. Using a search engine, perform a search on “Parts of a computer motherboard”
  - iii. Filter the search results to only display images.
- c) Download the first image from your search results and save it as *image1*.
- d) Capture a screenshot of the browser’s history and paste it in a Microsoft word document. Save the document as *image2* in *SUCCESS* folder.
- e) Change your browser language from English to Swahili. Screen captures the results and paste in word document. Save the document as *image3* in *SUCCESS* folder.

**Task 2- Email communication (30 Marks)**

- a) Launch an appropriate browser and open your email address account.
- b) Compose an email with the following details:
  - i. Indicate your name and course as the subject of your email
  - ii. The email body should contain the following data

**Computer Systems-** A computer is an electronic device that operates under the control of a set of instructions that is stored in its memory unit. A computer accepts data from an input device and processes it into useful information which it displays on its output device.

Types of Computers

- Computer generations (classification by age)
  - Classification by size
  - Classification by technology
  - Classification by purpose
- c) Zip the *SUCCESS* folder, attach and send it to your email.
  - d) Select sent option of your email, filter your email using the following criteria:
    - i. Older than a week;
    - ii. documents;

- e) Capture the screenshot of the sent email and paste in the Microsoft word document. Save the document as *image4* in *SUCCESS* folder.

**THIS IS THE LAST PRINTED PAGE.**