

061006T4ICT

ICT TECHNICIAN LEVEL 6

IT/OS/ICT/CR/02/6

Install Computer Software

Nov/Dec 2024



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

PRACTICAL ASSESSMENT

Time: 2 HOURS

INSTRUCTIONS TO CANDIDATE:

1. You are required to perform the following tasks
 - i. **TASK 1: Obtain System Requirements and Install software**
 - ii. **TASK 2: Perform Software Testing**
 - iii. **TASK 3: Perform Software Configuration**
2. You have been provided with the following resources for the practical tasks:
 - i. Computer installed with windows
 - ii. Microsoft office and Activation 2010 file in CD/Flash
 - iii. Internet (reliable)

TASK 1: Obtain System Requirements and Install software

a) Boot and display the following computer hardware specification: (5 marks)

- (i) Operating System version:
- (ii) Processor:
- (iii) RAM:
- (iv) Storage:
- (v) Graphics Card:

b) Install and activate Microsoft office 2010 or above (10 marks)

TASK 2: Perform Software testing (15 marks)

- (i) Open MS PowerPoint of the application within Microsoft office 2010 installed.
- (ii) Create a folder on the desktop, name it as “*MS Office Work*”.
- (iii) Create a shortcut of Microsoft office PowerPoint 2010 on the desktop.
- (iv) Print screen the desktop showing the shortcut and the folder created above.
- (v) Paste the screenshot in a PowerPoint document.
- (vi) Save the document as “*shortcut*” in your created folder.

TASK 3: Perform Software Configuration

A. **Email Configuration** (17 marks)

- (i) Open outlook 2010 and set up a manual setup to an email account of your choice.
- (ii) Print screen each step of Microsoft outlook configuration process above.
- (iii) Paste all the screenshots in a word document.
- (iv) Save the document as “*Outlook configuration*” in your created folder.

B. **Preference setup** (8 marks)

- (i) Open Microsoft excel 2010.
- (ii) Set the office language preferences as “Scottish Gaelic” for language display.
- (iii) Print screen the above set preference window.
- (iv) Paste the preference screen shot in a word document
- (v) Save the document as “*Preferences*” in your created folder.