061004T4ICT

ICT LEVEL 4

IT/OS/ICTA/CC/04/4/A

APPLY MICROSOFT OFFICE TOOLS

March/April 2025

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

PRACTICAL ASSESSMENT

INSTRUCTIONS TO ASSESSOR

1. Assess the candidate as the practical progresses observing the critical areas

2. You are required to mark the practical as the candidate perform the tasks

3. You are required to take video clips at critical points

4. Ensure the candidate has a name tag and registration code at the back and front

OBSERVATION CHECKLIST

Candidate's Name & Registration Code			
Candidate's Name & Registration Code			
Assessors Name & Registration Code			
Venue of Assessment			
Date of Assessment			
Items to be Evaluated: *Please award marks as appropriate. Give a brief comment on your observation.*	**Marks Available**	**Marks Obtained**	**Comments**
TASK 1:			
1. Created a folder and renamed it as *HAPPY* (*Award 1 mark or 0*)	**1**		
2. Opened MS word and typed the text as it appears. (*Award 3 marks for typing the text 2 marks for drop cap 1 mark for applying bullet*)	**6**		
3. Spell checked the whole document and corrected any errors (*Award 2 marks or 0*)	**2**		
4. Changed the spacing between the lines to 1.15 (*Award 1 mark or 0*)	**1**		
5. Inserted a footer containing student name, registration number and page numbers in the format page X of Y (*Award 3 marks or 0*)	**3**		
6. Italicized and underlined. (*Award 1 mark for each*)	**2**		
7. Inserted a watermark with the word PRIVATE in the background	**1**		

(Award 1 mark or 0)			
8. Stroke through the words customer service *(Award 2 marks or 0)*	**2**		
9. Saved the document as *AIZero1* *(Award 1mark or 0)*	**1**		
10. Copied the last paragraph to a new document, set the orientation to landscape and applied two columns. Saved it as AIZero2 *(Award 1mark for copying, 1 mark for orientation, 1 mark for columns and 1 for saving)*	**4**		
11. Printed, the documents AIZero, AIZero1, AIZero2	**2**		
Sub-Total 1	**25**		
TASK 2:			
1. Opened a spreadsheet program and typed the information in sheet 1 as it appears *(Award 2 marks for typing,1 mark for merging cells and 1 mark for inserting the borders)*	**4**		
2. Saved the workbook as *marks* in folder created in task 1 *(Award 1 mark or 0)*	**1**		

	Marks		
3. Used a formula to calculate average mark per student *(Award 2 marks or 0)*	**2**		
4. Sorted the class column in ascending order *(Award 2 marks or 0)*	**2**		
5. Used a formula to calculate the remarks column *(Award 3 marks or 0)*	**3**		
6. Calculated the highest mark for each Subject *(Award 2 marks or 0)*	**2**		
7. Calculated the average mark for each subject below the highest score *(Award 2 marks or 0)*	**2**		
8. Saved the document as *Marks1* *(Award 1 marks or 0)*	**1**		
9. Copied the All the contents in sheet one and paste to sheet two *(Award 1 marks or 0)*	**1**		
10. Formatted the column titles to italics and align them to 60° orientation *(Award 2 marks or 0)*	**2**		
11. Renamed sheet two as *Better* *(Award 1 mark or 0)*	**1**		
12. Saved the document as *Marks2* *(Award 1 mark or 0)*	**1**		
13. Printed *Marks, Marks1 and Marks2* *(Award 1 mark for each document printed)*	**3**		
Sub-Total 2	**25**		
GRAND TOTAL	**50**		

ASSESSMENT OUTCOME

The candidate was found to be:

Competent [ ] Not yet Competent [ ]

(Please tick as appropriate)

(The candidate is competent if the candidate obtains at least 50%)

Feedback from the Candidate:

Feedback to the Candidate:

Candidate Signature **Date:**

_____ _____

Assessor's Signature **Date**

_____ _____