

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

Time: 3 Hours

INSTRUCTIONS TO CANDIDATE:

You are required to perform the following tasks

TASK 1

- A. Create a folder on the desktop and rename it as *HAPPY*

- B. Open a word processing program and type in the following text as it appears. Save the document as *AIZero* in the *HAPPY* folder to print out later.

THE RISE OF ARTIFICIAL INTELLIGENCE

Artificial intelligence (AI) has been gaining momentum in recent years, transforming the way we live, work, and interact with technology. Some of the key areas where AI is making a significant impact include:

- **Healthcare:** AI-powered systems are being used to analyze medical images, diagnose diseases, and develop personalized treatment plans.
- **Customer Service:** Chat bots and virtual assistants are becoming increasingly popular, providing 24/7 support to customers and improving overall customer experience.
- **Cybersecurity:** AI-powered systems are being used to detect and prevent cyber threats.

AI is also transforming the way we work, with the rise of automation and robotics. AI is creating new job opportunities, such as AI engineer, data scientist, and AI ethicist. As AI continues to evolve, it is essential to develop the skills and expertise needed to work with these technologies. A certain researcher has found that in the future AI will replace the human labor in a positive way.

C. Apply the following formats in the document named *Emerging Trends*

- i. Spell check the whole document and correct any errors
- ii. Change the spacing between the lines to be 1.15
- iii. Insert a footer containing your name, registration number and page numbers in the format **page X of Y**
- iv. Format the heading to be in italics and underline
- v. Insert a watermark with the word PRIVATE in the background
- vi. Strikethrough the words customer service.
- vii. Save the document as *AIZero1*
- viii. Copy the last paragraph to a new document, set the orientation to landscape and apply two columns. Save the document as *AIZero2*
- ix. Print the documents *AIZero*, *AIZero1*, *AIZero2*

TASK 2

Open a spreadsheet program and type the information in sheet 1 as it appears below. Save the workbook as *marks* in folder created in task 1.

	A	B	C	D	E	F	G	H
1	KAWAPUNGU JUNIOR HIGH SCHOOL							
2	Name	Class	Maths	Science	Comp	English	Average	Remarks
3	Allen	11A	33	24	19	44		
4	Dyos	11B	41	54	70	31		
5	Kegg	11A	82	69	57	52		
6	Don	11C	44	21	50	85		
7	Autoy	11A	73	51	73	51		
8	Ton	11B	17	41	40	34		
9	Nunez	11C	87	72	64	61		
10								
11	HIGHEST SCORE							
12								

- i. Use a formula to calculate average mark per student.
- ii. Sort the class column in ascending order.
- iii. Use a formula to calculate the remarks column. The remark should be PASS if a student obtains an average of 50 or above and FAIL if the student obtains less than 50 marks
- iv. Write a formula to calculate the highest mark for each Subject
- v. Write a formula to calculate the average mark for each subject below the highest score
- vi. Save the document as *Marks1* in the HAPPY folder
- vii. Copy the All the contents in sheet one and paste to sheet two
- viii. Format the column titles to italics and align them to 60° orientation
- ix. Rename sheet two as *Better*
- x. Save the document as *Marks2*
- xi. Print *Marks, Marks1 and Marks2*.

You have been provided with the following resources

- A working computer installed with Microsoft office 2010 and above
- Printer
- Printing papers

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