

061004T4ICT

ICT LEVEL 4

IT/OS/ICTA/CC/02/4/A

INSTALL COMPUTER SOFTWARE

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: Installing and Customizing Windows 10

1. Check if your computer meets the minimum requirements for Windows 10 installation.
2. Create a backup of all important data on your computer to prevent data loss during the installation process.
3. Insert the installation media into the computer and restart it. Boot the computer from the installation media.
4. Perform a clean installation of Windows 10.

5. Configure Windows 10:

- i. Set up user accounts (create an Administrator account and one standard user account).
- ii. Customize the desktop background to a solid color, and change taskbar location on screen to the right
- iii. Enable Local Disk D system protection.
- iv. Create a folder on the desktop and name it as INSTALL2030
- v. Change the name of the computer to KENYA
- vi. Open system properties, print screen the basic information about your computer and save the screenshot in the INSTALL2030 folder created in iv above

TASK 2: Installing and Configuring Application Software

1. Boot the just installed computer and select the windows 10 environment.
2. Perform the office 2013 installation.
3. Open Microsoft word and customize the save auto recover information to save after every 5 minutes
4. Change the default local file location for Microsoft word to desktop
5. Open power point presentation and paste the screenshot of the computer system properties obtained in Task 1.
6. Save the PowerPoint document as *Test2030* in INSTALL2030 folder
7. Pin Microsoft Word and Excel to the taskbar.
8. Add shortcuts for Word and Excel to the desktop.

You have been provided with the following resources for the practical task

- Computer/Laptop that meets the minimum requirements for windows 10 installation.
- Windows 10 operating system.
- A CD/DVD or flash disk for backup
- Bootable CD/DVD or flash disk for installation
- Microsoft Office 2010 and above