

**061004T4ICT**

**ICT LEVEL 4**

**IT/OS/ICTA/CC/01/4/A**

**USE ICT DEVICES**

**March/April 2025**



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

**PRACTICAL ASSESSMENT**

**Time: 3 HOURS**

**INSTRUCTIONS TO CANDIDATE:**

1. You are required to perform the following tasks
  - i. Task 1: Operate a computer
  - ii. Task 2: Create user accounts and apply password security
  - iii. Task 3: Check computer system specification to record

### **TASK 1: Operate a computer**

- a) Power on the computer.
- b) Restart the computer
- c) On the desktop create a folder and name it CDACC EXAM 2050 and within the same folder create two sub-folders and name them “ICT” and “library science” respectively.
- d) Open the task manager, screen shot the task manager, and paste the image in a new word document. Save the document as TASK MANAGER in CDACC EXAM 2050 folder
- e) Set the background of your computer to a solid color of your choice.
- f) Change the desktop icons view to small size
- g) Screenshot the desktop to capture the action in (f) above and paste the screenshot in a word document. Save the document as **small icons**.
- h) Pin the MS word application on the taskbar.
- i) Zip the CDACC EXAM 2050 folder.
- j) Create a shortcut of the” ICT “sub-folder on the desktop
- k) Use the windows snipping tool to capture screen shot of your desktop and save the screenshot as “**snapshot**” in the CDACC EXAM 2050 folder.

### **Task 2: Create user accounts and apply password security**

- a) Create two user accounts with the user name “ABC” and “ABC2” and apply password 1234 and 5678 respectively to the set user accounts.
- b) Turn windows defender on and turn on firewall on the private network settings.
- c) Capture the screen on Task 2(b) and paste in a word document. Save the document as firewall
- d) Scan the CDACC EXAM 2050 folder for virus using windows defender antivirus. Screenshot the scanning progress and save the file as “defender” in the CDACC EXAM 2050.

**Task 3:** Check computer system specification and record on the notebook

- a) Computer name
- b) Processor speed
- c) Installed RAM
- d) System Type
- e) BIOS version
- f) Windows edition
- g) Computer generation
- h) Hard disk capacity
- i) Windows version
- j) Product ID

**You have been provided with the following resources for the practical tasks:**

1. Working desktop Computer installed with windows 7 and above with Microsoft office suite and windows defender antivirus
2. Notebook /writing material (foolscap)