061004T4ICT

ICT LEVEL 4

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

Apply Microsoft Office Tools

Nov/Dec 2024

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

PRACTICAL ASSESSMENT

Time: 4 HOURS

INSTRUCTIONS TO CANDIDATE:

1. Create a folder on the desktop and Rename it to CDACC EXAM.

2. You are required to perform the following tasks

    i.   **Task 1:Apply word processing using MS Word**

    ii.   **Task 2: Apply spreadsheet using MS Excel**

    iii.   **Task 3:Apply graphic presentation using MS PowerPoint**

    iv.   **Task4: Apply database management using MS Access**

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

- A working computer installed with windows OS, MS Office Suite.

- Printer

- Printing papers

TASK 1: Apply word processing using MS Word

a. Open a word processing program and type the following information as it appears. Save the document as *Trees* in the **CDACC EXAM** folder created   (10 marks)

<div align="center">

WHY TREES
</div>

❖ Trees mean a happy environment, healthy people and a strong economy.

❖ They're nature's high impact home remedy.

<div align="center">

<u>Benefits of Trees</u>
</div>

1. *COOL CLIMATE*
   Trees absorb CO_2, which is one of the main drivers of climate change
2. *BIODIVERSITY*
   Forests are the most diverse systems on land with millions of species.
3. *SOIL PROTECTION*
   Trees protect the soil erosion and they create productive and fertile land.
4. *CLEAN AIR*

Trees create oxygen, which we need to breathe.

5. *HAPPY PEOPLE*
   Forests provide us with good environment for people to relax and be happy.
6. *WATER SECURITY*
   Forests regulate the water cycles and prevent floods.

b. Open a new blank word processing document and create the following letter as it appears. Save the document as *Treeinvite* in the **TVETACDACC4** folder.   (3 marks)

To: <<Title>>   <<First Name>>

         <<Company>>

         <<Telephone>>

         <<City>>

   Dear << First Name>>

<u>Ref: Tree Planting Initiative</u>

As an organization committed to being green, Ecosy Company is planting trees to make the world greener place for all of us to live. You are therefore invited to the project *Plant a Tree initiative* aimed at re-greening our natural landscape through tree planting efforts on rural lands and in urban areas.

Your support is highly appreciated.

Emily

Project Manager.

c. Open a new word processing document and create the following table as it appears. Save the document as *Treedata source* in the **CDACC EXAM** folder.   (3 marks)

Title	First Name	Company	Telephone	City
Mr.	Paul	Lex Soap manufacturers	0477774774	Nairobi
Mrs.	Fred	Merc Car Importers	0678678678	Thika
Mr.	Ken	Toast bakers	0982123123	Mombasa

d. Using the mail merge feature, merge the *treedatasource* with *treeinvite* document. Save the merged document as *merged tree* invite in the **CDACC EXAM** folder to print out later.

                                                                                            (2 marks)

e. Print each of the following documents: (2 marks)

   i)   trees;

   ii) Treeinvite;

   iii) Merged tree invite

Task 2: Apply spreadsheet using MS Excel

1. Open a spreadsheet program and key in the following data   (5 marks)

Name	Hours Worked	Hourly Rate	Basic Pay	Allowance	Net Pay
John	8	200			
Sam	12	450			
Njogu	22	300			
Mary	30	286			

a. Insert two rows above Njogu and type the following   (2 marks)

Name	Hours Worked	Hourly rate
Sally	45	468
Jane	15	150

b. Insert two columns to the right of Basic pay column, Label them **Gross pay**, and **Tax** deductions respectively.   (2 marks)

c. Calculate basic pay, gross pay, tax deductions, allowances and net pay using the following formulae   (10 marks)

  i.   Basic Pay = hours worked x Hourly rate
  ii.   Allowances allocated at 10% of basic pay
  iii. Gross pay= basic pay + allowances
  iv.   Tax deductions are calculated at 20% of gross pay.
  v.   Net pay= gross pay - tax deductions

d. Save your work as **Task2** in the **CDACC EXAM** folder.   (1 mark)

Task 3: Apply graphic presentation using MS PowerPoint

Open a blank Microsoft power point and create the slides as shown below. Save your presentation as *power1* in **CDACC EXAM** folder. (2 marks)

SLIDE NO.	CONTENT	MARKS
SLIDE 1	**BUSINESS STUDIES** TOPIC 3: SATISFACTION OF HUMAN WANTS **CONTENTS TO BE COVERED** 1. Introduction 2. Classification of human wants 3. Types of human wants 4. Goods and services 5. Economic resources 6. Renewable and non-renewable resources	(4 marks)
SLIDE 2	**CLASSIFICATION OF ECONOMIC RESOURSES** *Economic resources can be classified into three* ✓ Natural resources ✓ Man-made resource (Artificial) ✓ Human resources ✓ Renewable resources ✓ Non-renewable resources	(4 marks)

SLIDE 3	Examples of renewable and Non-renewable resources	(4 marks)
	<table><tr><td>Renewable</td><td>Non-renewable resources</td></tr><tr><td>Wood</td><td>Coal</td></tr><tr><td>Natural rubber</td><td>Building stone</td></tr><tr><td>Wool</td><td>Gravel</td></tr><tr><td>Silk</td><td>Iron</td></tr><tr><td>Leather</td><td>Aluminium</td></tr><tr><td>Wind power e.t.c</td><td>Lead</td></tr><tr><td>Soda ash</td><td>Natural gas</td></tr></table>	

a) Set the first slide to have a background of *light blue*. (2 marks)

b) Change the font color, font name and font size to appear more visible and attractive in each slide.

(2 marks)

c) Set each slide to have a slide transition of your choice with a timing of 5 seconds after every transition. (2 marks)

Task4: Apply database management using MS Access

Open a database program and create a database named *ExpoAfrica* in the **CDACC EXAM** folder.

(3 marks)

a) Create the following tables named C*ountry* and *Expo* in the database. Set appropriate primary keys for each table. (6 marks)

Country Table

Field Name	Field Type
CountryID	Text
Countryname	Text
County	Text
City	Text

Expo Table

Field Name	Field Type
ExpoID	text
CountryID	text
Eventsubject	text
Dateofexpo	text
Entryprice	text

b) Create relationships among the tables. (2 marks)

c) Create forms named *CountryForm* and *ExpoForm* that could be used to enter data in the respective tables. (2 marks)

d) Enter the following data into the respective tables using the forms. (5 marks)

CountryID	Countryname	County	City
1	Kenya	Bungoma	Webuye
2	Uganda	Motoro	Kampala
3	Egypt	Cairo	New Cairo
4	Lesotho	Berea	Maseru
5	Israel	Jerusalem	Joppa
6	Brazil	Acre	Bujari

e) Create a report named ExpoReport using the ExpoForm form to print out later. (2 marks)