

061004T4ICT

ICT LEVEL 4

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

Install Computer Software

Nov/Dec 2024



**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: Upgrade Windows 10 to Windows 11**
 - ii. **TASK 2: Install Microsoft Office 2019**
2. You have been provided with the following resources for the practical tasks:
 - i. *Working Desktop computer installed with windows 10*
 - ii. *Windows 11 on DVD or a Flash disk.*
 - iii. *Ms Office Suite 2019 on DVD or a Flash disk.*
 - iv. *Blank DVD or Flash disk.*
 - v. *Internet Connectivity.*

TASK 1: Upgrading windows

(20 Marks)

- i. Check if the computer hardware meets the minimum requirements for Windows 11
- ii. Perform data backup on the DVD provided
- iii. Upgrade windows 10 to windows 11, configure and test an operating system.
- iv. Check and update windows.
- v. Restore files

TASK 2: Install Microsoft Office 2019

- i. Check if the computer hardware meets the minimum requirements for Ms office 2019
- ii. Install Ms office 2019
- iii. Activate Ms office 2019
- iv. Update Ms office 2019