

061005T4ICT

ICT TECHNICIAN LEVEL 5

IT/OS/ICT/CR/2/5

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: *Install Microsoft Office.*
 - ii. Task 2: *Install antivirus software.*
2. You have been provided with the following resources for the practical tasks:
 - *A working computer installed with windows operating system.*
 - *Installation media containing MS Office and Antivirus software.*
 - *MS Office installation manual and Antivirus installation manual.*

Task 1: Install Microsoft Office

- Check the Microsoft Office version and the installation manual to confirm they match.
- Check the system requirements from the user manual.
- Check the computer to ensure it meets the system requirements.
- Connect the installation media and locate the installation folder.
- Check the operating system to establish whether it is 32 bits or 64 bits.
- Run the appropriate installation file based on the operating system.
- Follow the step by step instructions to install the application.
- Configure the software.
- Test the software to ascertain the installation was done correctly.

Task 2: Install Antivirus software

Create a folder named CDACC EXAM on the desktop.

- Check the Antivirus version and the installation manual to confirm they match.
- Check the system requirements from the installation manual.
- Check the computer to ensure it meets the system requirements.
- Connect the installation media and locate the installation folder.
- Check the operating system to establish whether it is 32 bits or 64 bits.
- Run the appropriate installation file based on the operating system.
- Follow the step by step instructions to install the application.
- Configure the software.
- Test the software to ascertain the installation was done correctly.
- Perform a full scan of the computer and save the report as 'scanreport' in the CDACC EXAM folder