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

INSTRUCTIONS TO ASSESSOR

1. Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

OBSERVATION CHECKLIST

Candidate's Name & Registration Code			
Assessors Name & Registration Code			
Venue of Assessment			
Date of Assessment			
Items to be Evaluated: *Kindly award marks as appropriate. Give a brief comment on your observation.*	**Marks Available**	**Marks Obtained**	**Comments**
TASK 1: Apply word processing using MS Word			
a. • Opened a word processing program and saved with the right name *(Award 2 marks)* • Typed title, applied bold and center *(Award 1mark)* • Typed first paragraph and added bullets. *(Award 2 marks)* • Typed the subtopic with double underline *(Award 1 mark)* • Typed the 2nd paragraph *(Award 2 marks)* • Numbered *(Award 1 mark)* • Two columns with line in between *(Award 1 mark)*	**10**		
b. Opened a new word processing and saved with the right name *(Award 1mark)*	**3**		

• Typed and formatted *(Award 2 marks)*			
c. Inserted a table in a new word document and entered data to a table *(Award 3 marks)*	**3**		
d. Mail merging *(Award 2 marks)*	**2**		
e. Printed three documents *(Award 2 marks)*	**2**		
Sub-Total 1	**20**		
TASK 2: Apply spreadsheet using MS Excel			
1. Opened spreadsheet and keyed in data the way it is. *(Award 5marks)*	**5**		
a. Inserted two rows and typed data *(Award 2 marks)*	**2**		
b. Inserted columns and labeled them *(Award 2 marks)*	**2**		
c. Calculated each item *(Award 2@5 marks)*	**10**		
d. Saved work correctly *(Award 2 marks)*	**2**		
Sub-Total 2	**20**		
Task 3: Apply graphic presentation using MS PowerPoint			
1.Opened a presentation program , saved with the right name in the right folder (*Award 2 marks)*	**2**		
• Inserted three slides and typed data as exact	**12**		

(Award 4@ 3 marks)			
a). Added a background color *(Award 2 marks)*	**2**		
b). Font formatting *(Award 2 marks)*	**2**		
c). Correct slide transition. *(Award 2 marks)*	**2**		
Sub-Total 3	**20**		
Task4: Apply database management using MS Access			
1. Opened database program, created with the right name in the right folder *(Award 3 marks)*	**3**		

a) Created right tables
 	
    (Award 2@2 marks)
 	
• Primary key for each table
 	
    (Award 1@2 marks)
	6		

b) Correct relationship *(Award 2 marks)*	**2**		
c) Correct forms *(Award 2 marks)*	**2**		
d) Entered data correctly *(Award 5 marks)*	**5**		

e) Correct report
 	
    (Award 1 mark)
 	
• Printout
 	
    (Award 1 marks)
	2		

Sub-Total 2	**20**		
GRAND TOTAL	**80**		

ASSESSMENT OUTCOME
The candidate was found to be: Competent [   ]   Not yet Competent [   ] *(Please tick as appropriate)* *(The candidate is competent if the candidate obtains at least 50%)*
Feedback from the Candidate:
Feedback to the Candidate:
Candidate Signature   **Date:** _____   _____
Assessor's Signature   **Date** _____   _____