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

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: *Please award marks as appropriate. Give a brief comment on your observation.*	**Marks Available**	**Marks Obtained**	**Comments**
TASK 1: Upgrading windows			
1. Checked System Requirements • System speed • Installed RAM • Hard disk space *(Award 3 mark or 0)*	**3**		
2. Back up data *(Award 3 mark or 0)*	**3**		
3. Inserted the DVD or Flash Disk into your computer *(Award 1 mark or 0)*	**1**		
4. Run Setup: • Opened File Explorer and • Navigated to the CD drive. • Located and double-click on the setup.exe file to start the installation process. *(Award3 mark each 0r 0)*	**3**		
5. Followed the Installation Prompts *(Award 3 mark or 0)*	**3**		
6. Completed the Installation and restarts *(Award 2 mark or 0)*	**2**		

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7. Checked for Updates • Settings • Update & Security • Windows Update *(Award 3 mark or 0)*	**3**		
8. Updated Software *(Award 2 mark or 0)*	**2**		
9. Restored Files *(Award 3 mark or 0)*	**3**		
10. Restart *(Award 2 mark or 0)*	**2**		
Sub-Total 1	**25**		
TASK 2: Install Microsoft Office 2019			
1. Checked system requirement • Processor speed • Hard disk space • Installed RAM *(Award 3 marks each)*	**3**		
2. Inserted CD or Flash disk *(Award 2 marks or 0)*	**2**		
3. Started the installation *(Award 2 marks or 0)*	**2**		
4. Run the Setup *(Award 2 marks or 0)*	**2**		
5. Entered the product key *(Award 2 mark or 0)*	**2**		
6. Read and accepted the license terms *(Award 2 marks or 0)*	**2**		
7. Chosen the installation type *(Award 2 marks or 0)*	**2**		

8. Completed the installation and restart the computer *(Award 2 marks or 0)*	**2**		
1. Activated Ms office 2019 • Opened any office application(Word, Excel) • Clicked File • Selected Account • Activate Product *(Award 4 marks or 0)*	**4**		
2. Updated Ms office 2019 • Clicked on File • selected Account • clicked Update Options • Update Now *(Award 4 marks or 0)*	**4**		
Sub-Total 2	**25**		
GRAND TOTAL	**50**		

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**
_____	_____