

**061004T4ICT**

**ICT ASSISTANT LEVEL 4**

**IT/OS/ICTA/CR/04/4/A**

**IT/OS/ICTA/CR/04/4/B**

**APPLY MICROSOFT OFFICE TOOLS**

**July /August 2025**



**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. Ensure the candidate has a name tag and registration code at the back and front

**OBSERVATION CHECKLIST**

<b>Candidate's Name &amp; Registration Code</b>	
<b>Assessors Name &amp; Registration Code</b>	
<b>Venue of Assessment</b>	
<b>Date of Assessment</b>	

<b>Items to be Evaluated:</b> <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	<b>Marks Available</b>	<b>Marks Obtained</b>	<b>Comments</b>
<b>TASK 1: Apply word processing using MsWord</b>			
1. Paragraph Formatting <ul style="list-style-type: none"> <li>• Applied Title (centered, bold, font size 16)</li> <li>• Inserted three bullet points listing benefits of ICT (<i>Award 3 mark each</i>)</li> </ul>	<b>3</b>  <b>3</b>		
2. Document Enhancements <ul style="list-style-type: none"> <li>• Applied a page border (<i>Award 3 marks or zero</i>)</li> <li>• Inserted a header with their name</li> <li>• Inserted today's date in the footer (<i>Award 2 marks or zero each</i>)</li> </ul>	<b>3</b>  <b>2</b>  <b>2</b>		
3. Shape Insertion <ul style="list-style-type: none"> <li>• Inserted Rectangle shape below the paragraph</li> <li>• Text typed inside the shape</li> <li>• Text inside the shape is centered (horizontally &amp; vertically)</li> <li>• Shape is filled with a light blue color (<i>Award 2 marks or zero</i>)</li> </ul>	<b>8</b>		
4. Saving and Printing <ul style="list-style-type: none"> <li>• Saved the document as ICT_Essay_YourFullName in the correct folder.</li> <li>• Used "Print Preview" and confirmed with a screenshot or teacher (<i>Award 2 marks or zero each</i>)</li> </ul>	<b>2</b>  <b>2</b>		
<b>Sub-Total 1</b>	<b>25</b>		

<b>TASK 2: Apply spread sheet using MsExcel</b>			
1. Opened spreadsheet and keyed in data the way it is. <i>(Award 6 marks or zero)</i>	<b>6</b>		
2. Calculated the selling price for beef <ul style="list-style-type: none"> <li>• Computed the total selling price</li> <li>• Computed the grand total</li> </ul> <i>(Award 2 marks or zero)</i>	<b>4</b>		
3. Populated the remarks column <i>(Award 2 marks each)</i> <ul style="list-style-type: none"> <li>• Copied the content of sheet 1 to sheet 2 <i>(Award 2 marks or zero)</i></li> <li>• Created an embedded pie chart <i>(Award 4 marks or zero)</i></li> <li>• Labeled the chart appropriately <i>(Award 1 mark or zero)</i></li> </ul>	<b>2</b> <b>2</b> <b>4</b> <b>2</b>		
<b>Sub-Total 2</b>	<b>20</b>		
<b>TASK 3: Apply database management using MsAccess</b>			
1. Opened database program <ul style="list-style-type: none"> <li>• Created a database with the right name</li> <li>• Saved in the right folder</li> </ul> <i>(Award 1 mark each)</i>	<b>2</b>		
2. Created the three tables <i>(Award 2 marks each)</i>	<b>6</b>		
3. Assigned the primary key for the three tables <i>(Award 1 mark each)</i>	<b>3</b>		
4. Created the appropriate relationship <i>(Award 2 marks or zero)</i>	<b>2</b>		
5. Created the three forms and named them			

correctly ( <i>Award 3 marks each</i> )	<b>3</b>		
6. Entered data in their respective tables correctly ( <i>Award 3 marks for each table</i> )	<b>9</b>		
<b>Sub-Total 3</b>	<b>25</b>		
<b>TASK 4: Apply graphic presentation using MsPowerPoint</b>			
1. Opened a presentation program <ul style="list-style-type: none"> <li>• Saved with the right name in the right folder (<i>Award 2 marks each</i>)</li> <li>• Inserted five slides and typed data as exact (<i>Award 3 marks each</i>)</li> </ul>	<b>2</b> <b>15</b>		
2. Created a bar chart and label the chart appropriately ( <i>Award 4 marks or zero</i> )	<b>4</b>		
3. Applied the correct slide transition. ( <i>Award 2 marks or zero</i> )	<b>2</b>		
4. Inserted a footer ( <i>Award 2 marks or zero</i> )	<b>2</b>		
<b>Sub-Total 4</b>	<b>25</b>		
<b>TASK 5: Manage Personal Information using MsOutlook.</b>			
1. Composed messages <ul style="list-style-type: none"> <li>• Applied formatting to content</li> <li>• Attached a file to the email</li> <li>• Customized reading options</li> </ul> ( <i>Award 2 marks each</i> )	<b>6</b>		
2. Managed Messages <ul style="list-style-type: none"> <li>• Downloaded and opened a received attachment</li> </ul> ( <i>Award 2 marks or zero</i> )	<b>2</b>		
3. Managed Calendar			

<ul style="list-style-type: none"> <li>Created and sent a meeting invite</li> <li>Added the meeting to the calendar</li> </ul> <p><i>(Award 2 marks or zero)</i></p>	<b>4</b>		
<p>4. Managed Tasks &amp; Contacts</p> <ul style="list-style-type: none"> <li>Created a task with deadline and reminder</li> <li>Added a new contact with complete details</li> </ul> <p><i>(Award 2 marks or zero)</i></p>	<b>4</b>		
<p>5. Used Outlook Interface</p> <ul style="list-style-type: none"> <li>Navigated the Ribbon, Tabs and Navigation Pane</li> <li>Used the Quick Access Toolbar</li> </ul> <p><i>(Award 2 marks or zero)</i></p>	<b>4</b>		
<p>6. Customized Outlook</p> <ul style="list-style-type: none"> <li>Created a Quick Step to forward and move emails</li> <li>Created a Rule based on email subject</li> </ul> <p><i>(Award 2 marks or zero)</i></p>	<b>4</b>		
<p>7. Printed Items</p> <ul style="list-style-type: none"> <li>Printed a calendar view for a specific week</li> </ul> <p><i>(Award 1 mark or zero)</i></p>	<b>1</b>		
<b>Sub-Total 5</b>	<b>25</b>		
<b>GRAND TOTAL</b>	<b>120</b>		
<b>PERCENTAGE SCORE % = _____</b>			
<b>ASSESSMENT OUTCOME</b>			

The candidate was found to be:	
Competent	<input type="checkbox"/>
Not yet Competent	<input type="checkbox"/>
<i>(Please tick as appropriate)</i>	
<i>(The candidate is competent if the candidate obtains at least 50%)</i>	
<b>Feedback from the Candidate:</b>	
<b>Feedback to the Candidate:</b>	
<b>Candidate Signature</b>	<b>Date:</b>
_____	_____
<b>Assessor's Signature</b>	<b>Date</b>
_____	_____

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