

061006T4ICT

ICT TECHNICIAN LEVEL 6

IT/OS/ICT/CR/02/6

Install Computer Software

Nov/Dec 2024



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

PRACTICE

OBSERVATION CHECKLIST

Candidate's Name & Registration Code			
Assessors Name & Registration Code			
Venue of Assessment			
Date of Assessment			
Items to be Evaluated: <i>Please award marks as appropriate.</i> <i>Give a brief comment on your observation.</i>	Marks Available	Marks Obtained	Comments
TASK 1: OBTAIN SYSTEM REQUIREMENTS AND INSTALL SOFTWARE			
(i) Boot and displayed the following computer hardware specifications: (i) Operating System version: (ii) Processor (iii) RAM: (iv) Storage: (v) Graphics Card: (Award 1 marks each or zero)	5		
(ii) Inserted Microsoft office 2010 installation disk/flash. (Award 1 mark or zero)	1		
(i) Launched the installer (Award 2 mark or zero)	2		
(ii) Accepted the software license terms (Award 1 mark or zero)	1		
(iii) Chose install now to launch installation process (Award 2 mark or zero)	2		
(iv) Entered the product key provided (Award 1 mark or zero)	1		
(v) Inserted the Microsoft office 2010 activation disk/flash. (Award 1 mark or zero)	1		

(vi) Activate Microsoft office 2010. (Award 2 mark or zero)	2		
Sub- Total	15		
TASK 2: PERFORM SOFTWARE TESTING			
(i) Opened MS PowerPoint within Microsoft office 2010 installed (Award 1 mark or zero)	1		
(ii) Created a folder on the desktop, name it as “CDACC-your index number”. (Award 2 marks or zero)	2		
(iii) Created a shortcut of Microsoft office PowerPoint 2010 on the desktop (Award 2 marks for locating Microsoft office and 2 marks for creating the shortcut or zero)	4		
(iv) Print screened the desktop showing the folder created above. (Award 2 marks for using the print screen key or zero)	2		
(v) Pasted the screen shot in a Power Point document (Award 1 marks for opening, 1 mark for pasting the screen shot or zero)	1		
(vi) Saved the document as “shortcut” in the created folder (Award 2 marks or zero)	2		
Sub –Total 2	12		
TASK 3: PERFORM SOFTWARE CONFIGURATION			
A) Email Configuration			
(i) Opened outlook 2010 and set up a manual setup to an email account of your choice.	5		

(Award 2 marks for locating Outlook, 3 marks for manual setting or zero)			
(ii)	Print screened each step of Microsoft outlook configuration process above. (Award 1 mark for each screen shot or zero)	4	
(iii)	Pasted all the screen shots in a word document. (Award 2 marks for each screen shot or zero)	2	
(iv)	Saved the document as “Outlook configuration” in the created folder. (Award 2 marks or zero)	2	
B) Software Configuration- Preference setup			
(i)	Open Microsoft excel 2010. (Award 1mark or zero)	1	
(ii)	Language Setting Set the office language preferences Gaelic” for language display and “ (Zimbabwe)” for office authoring and proofing (Award 2markeach or zero)	4	
(iii)	Print screened the above office language preferences window. (Award 1mark or zero)	1	
(iv)	Pasted the screen shots in a word document (Award 1mark or zero)	1	
(v)	Proofing Set Up Set the Dictionary language preferences as “English Kenya” (Award 2 mark each or zero)	2	
(vi)	Saved the document as “Preferences” in created folder.	1	

(Award 1mark or zero)			
Sub-Total 3	23		
GRAND TOTAL	50		
ASSESSMENT OUTCOME			
The candidate was found to be: Competent ☐ Not yet Competent ☐ <i>(Please tick as appropriate)</i> <i>(The candidate is competent if the candidate obtains at least 50%)</i>			
Feedback from the Candidate:			
Feedback to the Candidate:			
Candidate Signature		Date:	
_____		_____	
Assessor's Signature		Date	
_____		_____	