

051005T4ICT

ICT TECHNICIAN LEVEL 5

IT/OS/ICT/CR/3/5

PERFORM COMPUTER REPAIR AND MAINTENANCE

NOV/DEC 2023



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

PRACTICAL ASSESSMENT

Time: 3 Hours

INSTRUCTIONS TO CANDIDATE

1. You have been given 10 minutes to read through the paper.
2. You are required to perform the following tasks
 - i. Disassemble and Assemble the computer
 - ii. Install Microsoft office 2013
 - iii. Perform Office outlook
 - iv. Inspect the finished work and record in the form *“Candidate’s Inspection Checklist for the Finished Work”* provided in Appendix 1.

You are provided with the following resources:

- i. Computer
- ii. Screw driver
- iii. Blower
- iv. Anti-Static bags
- v. Graphic card
- vi. Anti-virus

Questions:

Task 1: Disassemble computer system (20 Marks)

- a) Disassemble the computer system
- b) Assemble the computer system
- c) Locate the computer specification (processor type, installed memory (RAM), product ID).
- d) Print screen the computer specification saves it as “specification” in a folder named “repair”

Task 2: Application software installation (15 Marks)

- a) Open any of the application within Microsoft office 2013 installed
- b) Create a folder on the desktop, name it as “automatic”.
- c) Create a shortcut of Microsoft office word 2013 on the desktop
- d) Print screen the desktop showing the shortcut and the folder created above
- e) Paste the screen shot in a word document
- f) Save the document as “*shortcut*” in the automatic folder created

Task 3: Office outlook (15 Marks)

- a) Open outlook 2013 and set up a manual setup to an email account of your choice.
- b) Print screens each step of Microsoft outlook configuration process above.
- c) Paste all the screen shots in a word document.
- d) Save the document as “*Outlook configuration*” in the automatic folder.