**061004T4ICT**

**ICT ASSISTANT LEVEL 4**

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

**APPLY MICROSOFT OFFICE TOOLS**

**NOV/DEC 2023**



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

**WRITTEN ASSESSMENT**

**Time: 2 Hours**

**INSTRUCTIONS TO CANDIDATE**

1. This paper has TWO sections A and B. Attempt questions in each section as per instructions given in the section.

2. You are provided with a separate answer booklet.

3. Marks for each question are indicated in the brackets.

4. Do not write on the question paper

**This paper consists of 4 printed pages**

**Candidates should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing**

**SECTION A: 10 MARKS**

*Answer ALL questions in this section.*

*Each question carries one Mark.*

1. Which tab in the toolbar menu is used to change fonts in MS Word?

   A. Home

   B. Format

   C. Clipboard

   D. Paragraph

2. Which of the following functions is used to sum a range of cells in MS Excel?

   A. =ADD()

   B. =SUM()

   C. =TOTAL()

   D. =RANGE()

3. The purpose of *Transition Tab* in Power Point is to?

   A. Insert Clip Arts into slide

   B. Change the slide layout

   C. Add animation effects between slides

   D. Add Videos and audios to the slide

4. Otieno wanted to send a similar email to three people and opted to use "Cc" command in the main box. The Cc acronym stands for?

   A. Copy content

   B. Carbon copy

   C. Carbon content

   D. Content copy

5. Which among the listed objects can be used to enter data in a Microsoft Access database?

   A. Cell

   B. Report

   C. Form

   D. Field

6. _____ is used for designing publications with predefined layouts in MS Publisher.
   A. Page Design
   B. Templates
   C. Layouts
   D. Tables

7. The purpose of relationships in MS Access is to?
   A. Sort the tables
   B. Define how tables are interconnected
   C. Specify how database is defined
   D. Create a backup program of the database

8. Which PowerPoint view displays each slide of the presentation as a thumbnail and is useful for rearranging slides?
   A. Normal
   B. Slide Show
   C. Notes Page
   D. Slide Sorter

9. *'.docx'* is a file format used to save files in?
   A. Microsoft Word
   B. Microsoft Excel
   C. Microsoft PowerPoint
   D. Microsoft Publisher

10. The purpose of mail merge feature in MS Word is to?
    A. Send Emails to contacts
    B. Combine Publication with data source to personalize letters
    C. Merge existing publication into single publication
    D. Create hyperlinks in existing publications

## SECTION B: 40 MARKS

### *Answer all questions in this section.*

11.  Differentiate between *table* and *form* as used in Microsoft Office Access.        (4 Marks)

12. A company wished to introduce emails as a way of communication. List THREE advantages the company is likely to attain from the use of emails.        (3 Marks)

13. A trainee wanted to create a presentation and opted to use Microsoft Office PowerPoint. List THREE reasons for this choice.        (3 Marks)

14. Using appropriate examples differentiate between *absolute* and *relative* cell referencing as used in Microsoft Office Excel.        (4 Marks)

15. While creating presentation, James opted to apply slide transition on his presentation. List FOUR transitions he is likely to use.        (4 Marks)

16. Describe the following parts of an email

    a)    Spam        (2 Marks)

    b)    Compose        (2 Marks)

17. Differentiate between *primary* key and *secondary* key as used in MS Access.        (4 Marks)

18. Explain the functions of the following word processing features.

    a)    Drop Cap option.        (2 Marks)

    b)    Watermark.        (2 Marks)

19. Describe the following features of MS Publisher

    a)    WordArt.        (2 Marks)

    b)    Orientation.        (2 Marks)

20. Explain the function of TWO action queries used in Microsoft Access.        (4 Marks)

21. Describe Data Validation as used in MS Excel.        (2 Marks)