

041305T4OAD

OFFICE ADMINISTRATOR LEVEL 5

BUS/CU/OA/CR/07/5/A

PROCESS COMPUTERIZED DOCUMENTS

July/August 2024



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

PRACTICAL ASSESSMENT

TIME: 2 HOURS 30 MINUTES

INSTRUCTIONS TO CANDIDATES

1. In this practical assessment, you will be required to perform **FIVE** tasks.
2. You have **TEN** minutes to read through the instructions on the assessment paper before
3. starting the assessment. This **DOES NOT** constitute part of the **2 hours 30 minutes** allocated.
4. Direct any technical problems(s) with the computer to the Supervisor.
5. Insert your name and **Registration Number** as header on each exercise.
6. Burn your folder with all your work in the CD provided.
7. Print all your work and attach it to the answer booklet provided.
8. Burning the CD and printing your work is **NOT** part of the **2 hours 30 minutes** allocated.
9. Do not write on the question paper.

This paper consists of EIGHT (8) printed pages.

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

SPECIFIC INSTURCTIONS TO THE CANDIDATES

1. Create a folder with your Name and Registration Number in which you will save all your work.
2. Burn the contents of the folder to the CD provided after doing all the tasks.
3. Use Font Style **Time New Roman** and Font Size **12** for all the exercises unless otherwise instructed.
4. Read the instructions for each task carefully.

Task 1

Key in the following letter as for dispatch today. Use **indented style**. Insert reference number **DTE NC/4/24**. Insert a **watermark** reading **LECTURER** diagonally. Proofread the document. Using addresses given below create a data source and save it as **WPC24**. Using mail merge send original letters to **all the Principals**. Save the form letter as **Task 1** and the merged document as **Task 1A** in the folder to print out later.

Department of TVET Education
 Nairobi County
 P O Box 34453 - 00100
 NAIROBI

Use
 Algerian
 size 16,
 Caps, Bold
 & Centre

Dear <<Title>>

Requirements to be a TVETA Lecturer in Kenya

Technical and Vocational Education and Training (TVET) plays a crucial role in equipping students with practical skills and knowledge to be able to work in various sectors of the economy. The country needs qualified lecturers to train and inspire young people to become skilled professionals.

Nairobi County has a number of national polytechnics and technical institutes and in line with the directive from the Ministry of Education and TVETA, the department needs the lecturers to have the following:

Educational and Professional Qualifications
 TVET lecturers need to possess a minimum of a diploma in a relevant field. Higher qualifications are preferred. The categories of lecturers as shown: (i) Diploma holder to teach certificate students only. (ii) Degree holders to teach certificates, diploma and higher diploma. (iii) Higher Diploma holders to teach certificate and diploma. (iv) Typist-Duplay items i - (ii)
Pedagogy Skills Possession of Bachelors degree in Education (B.Ed) or Diploma in Technical Education.

REGISTRATION WITH TVETA It is mandatory that all lecturers need to be registered as trainers, validators and verifiers.

All lecturers - full-time and part-time working in your organization need to meet all the requirements. Our Quality Assurance officers will be visiting your schools on <<Date>> to monitor compliance.

Yours faithfully,
 DEPARTMENT OF TVET EDUCATION
 NAIROBI COUNTY: Julius Murimi, Director (TVET)

Title	Company	Address	Town	Date
The Chief Principal	Nairobi West Technical Institute	P.O Box 23454 - 00300	NAIROBI	7 MAY 2024
The Principal	Kasarani Institute of Business Studies	P.O Box 43223 - 00100	NAIROBI	8 MAY 2024
The Principal	Mathari Technical and Vocational Training Institute	P.O Box 33376 - 00200	NAIROBI	9 MAY 2024

Use Paragraph Headings

Task 2

Key in the following manuscript on an A4 Portrait paper in double-line spacing. Use blocked style and shoulder headings. Use Drop Caps for the first two lines. Save the document as **Task 2**

MONEY AND CAREER

Many people choose career based on financial gain. There are many factors that determine what profession earns more in the long term.

run on Some careers are better paying than others. There is no big difference in salaries between two professions when employed at the entry level. As they continue with their careers the difference in earnings becomes bigger. Some employees will become better as their jobs than others in the same job, qualification and experience. The gap in earning can be partly be contributed to

of interests, commitments and some ~~that~~ Difference in Earnings. The main factors that determines how much one earns by profession includes; (a) Expertise, (b) Working experience, (c) Availability of opportunities, (d) Skills (how good you are at your job) (e) Academic qualifications

CAREER GROWTH

Every employee need to focus on growing his/her skillset and making himself/herself valuable and highly sought. This is possible through paying a lot of attention to daily tasks and developing expertise in the core duties. Employees need to watch out on opportunities and grab them while at the same time update their academic qualifications. Change Careers are also changing due to technology and this can lead to some skills becoming irrelevant. The office Administrators who used typewriting, needed to change to computers, and this required them to update their skills in ICT.

in the folder to print out later.

Task 3

Create the table below on an A4 portrait paper. Center it vertically and horizontally. Arrange the items and their contents alphabetically. Save the document as **Task 3** in the folder to print out

7 MUNGAI WHOLESALERS LTD*
Sale of Maize Flour - 2021 to 2024

POPULAR BRANDS SOLD				
TYPE	YEAR			
	2021	2022	2023	2024
	Number	No.	No.	No.
Jogoo	15,200	14,800	16,200	9,940
Raha	10,800	11,600	9,890	5,500
Ndoyu	10,700	11,400	12,450	11,200
Pembe	11,600	10,400	12,170	6,430
Ajab	12,430	11,700	14,590	5,240
Soko	14,800	13,900	15,230	7,560
Kifaru	10,330	9,890	10,500	4,310
Equitorial	780	980	880	430
Familia	9,800	7,900	9,450	4,500
110	12,600	11,600	9,680	6,370
Hostess	3,400	3,610	3,840	1,750

* Adapted from Mungai Wholesalers
Kasarani

later. Use indented style.

Task 4

Prepare the following Employment Form using the information below. Use an A4 portrait paper. Save the document as **Task 4** in the folder to print out later.

Task 5

Jenga Jina Sacco
 P O Box 33333-00200
 NAIROBI
 JENGA HOUSE, WESTLANDS

Caps, Size 14
 Centre

EMPLOYMENT FORM / bold

Personal Details / bold & italics

First Name: _____ Last Name: _____

Address: _____ Code: _____ Town: _____

Telephone No.: _____ Email: _____

ID No.: _____ PIN No.: _____

Gender: Male ☐ Female ☐

tr>

Year	College/University	Qualifications

Education / bold & italics

Work Experience

Year	Organization	Position or Post

Next of Kin Details

Name: _____ Signature: _____ Date: _____

The Information I have filled in is correct

Name: _____ Signature: _____ Date: _____

Prepare the following document attractively on an A4 Landscape paper. Arrange the items as numbered in a clockwise direction. Follow the instructions given. Save the document as **Task 5** in the folder to print out later.

