

041305T4OAD

OFFICE ADMINISTRATION LEVEL 5

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

Process Computerized Documents

March/April 2025



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

PRACTICAL ASSESSMENT

Time: 2 hours 30 minutes.

INSTRUCTIONS TO CANDIDATES

1. You have **TEN** minutes to read on the assessment paper before starting the assessment. This **DOES NOT** constitute part of the allocated time.
2. Direct any technical problems(s) with the computer to the supervisor.
3. Insert your name and **Registration Number** as header on each exercise.
4. Burn your folder with all your work in the CD provided.
5. Print all your work and attach it to answer booklet provided.
6. Burning the CD and printing your work is not part of the **2 hours 30 minutes** allocated.

This paper consists of SEVEN (7) printed pages.

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

SPECIFIC INSTRUCTIONS TO THE CANDIDATES

1. Open a folder on the desktop named **CDACC525ZZZZ** (*add your Registration Number after CDACC25*) where you are going to save all your work. Burn the contents of the folder to the CD provided.
2. Use Font Style **Times New Roman** and Font Size **12** for all exercises **unless** otherwise specified.
3. Read the instructions of each exercise carefully.

TASK 1

Key in the following letter as for dispatch today. Insert reference **ZPS/4/25**. Proofread the document. Using addresses given below create a data source and save it as **ZIPS25**. Use mail merge to send original letters to **RONGAI** and **MOMBASA** addresses only. Save the form letter as **Task 1** and the merged document as **Task 1A** in your folder to print out later.

ZAWADI INSTITUTE OF PROFESSIONAL STUDIES
P O BOX 675 – 20100
NAKURU

**Letterhead: Use font style
Georgia, font style 16,
Caps, Bold and Centre**

Dear «Last_Name»

admission letter

Congratulations! It is with great pleasure that we inform you that you have been admitted to Zawadi Institute of Professional Studies to undertake «Course_Name» for your first academic year which begins on 16th April this year. Your acceptance is a testament to your hard work, determination, and potential to thrive in our vibrant community.

An Environment for Growth

Stet ~~Here, we are committed to fostering an environment where students are inspired to explore their passions and excel academically, socially, and personally.~~

- (i) Access to top-notch academic programs and experienced educators. (iii) Access to state-of-the-art facilities. (iv) Opportunities to engage in diverse extracurricular activities and leadership initiatives. (ii) A welcoming and inclusive environment where every student is valued.

opportunities for excellence As a valued member of our school, you will participate in a wide range of programs designed to develop your talents and skills. Whether it's through sports, arts, leadership initiatives, or academic clubs, there is something here for everyone. We encourage you to get involved and make the most of your time with us.

UC Trs **Preparing for your Journey** To help you transition smoothly, we invite you to attend our orientation day on 20th April 2025. You will meet your teachers, explore the campus, and learn more about what makes our institution special. Please review THE ENCLOSED materials for details important regarding registration and next steps.

Warm regards, **Zawadi Institute Of Professional Studies**, Pendo Makandi, Principal

Title	First Name	Last Name	Address Line 1	City	Course Name
Mr	Geoffrey	Wekhulu	P O Box 3456 – 98700	RONGAI	Business Manager
	Doreen Gloria	Kagwiria	P O Box 4523 – 009800	MOMBASA	Interior Design
Ms	Josephine	Kimani	P O Box 657 – 223002	NAIROBI	ICT Technician

USE BLOCKED ST/LE AND SHOULDER HEADINGS

TASK 2

Key in the following manuscript in double-line spacing. Use blocked style. Save the document as **Task 2** in your folder to print out later.

Modern Farming* / *Spaced Caps, bold and center*

Modern farming, also known as smart or precision farming, uses advanced technologies to increase crop yields, conserve resources, and improve sustainability.

As the global population grows, farmers face challenges such as limited land, changing climates, and rising food demand. Modern methods help tackle these challenges effectively.

TECHNOLOGY IN AGRICULTURE: One of the key innovations in farming is the use of technology. This includes:

Display items

(a)-(c)

(c) Drones and satellites which help monitor crops and detect issues like pests or drought early. (b) GPS-guided tractors which ensure efficient planting and harvesting. (a) Sensors in soil that provide data on moisture and nutrients.

sustainability. Crop rotation and organic fertilizers improve soil health. Hydroponics and vertical farming allow plants to grow without soil, saving space and water. These methods reduce waste and protect the environment.

Insert
'A'

Challenges of modern farming Despite its benefits, modern farming has challenges.

the future of dairy farming

Looking ahead, farming is expected to become even more innovative. Scientists are developing genetically modified crops to resist diseases and survive in extreme conditions. Robotics and artificial intelligence (AI) are set to automate labor-intensive tasks, making farming more less a efficient physically demanding.

* Adapted from food and agriculture organization (2022). The Future of Food and Agriculture

'A'

Advanced equipment can be expensive, making it hard for small-scale farmers to adopt. Overreliance on technology can lead to problems if systems fail. Additionally, some sustainable methods require new skills and knowledge.

**USE INDENTED ST/LE AND
PARAGRAPH HEADINGS**

TASK 3

Create the table below on A4 portrait paper. Center it vertically and horizontally. Use the **SUM** function to calculate the totals for Table 1 and 2. Arrange the months in table 2 in chronological order. Save the document as **Task 3** in your folder to print out later. Use blocked style.

global sales performance analysis (2024)

Bold and Block

Monthly Sales Breakdown and Regional Comparisons

Italics

Trs/
Close up

Sales performance data by region (2024)					
REGION	MONTH				
	january	february	march	april	total
	Ksh.	Ksh.	Ksh.	Ksh.	Ksh.
north america	1,250,000	1,500,000	1,650,000	1,800,000	
europa	950,000	1,100,000	1,200,000	1,400,000	
north africa	250,000	2,500,000	805,000	680,000	
Asia	1,800,000	2,050,000	2,300,000	2,750,000	
America south	850,000	1,000,000	1,150,000	1,300,000	
North Africa	700,000	850,000	950,000	1,150,000	
Australia	800,000	890,000	1,900,000	950,000	
South Africa	600,000	1,350,000	456,000	1,245,000	
SALES MADE IN SELECTED REGIONS					
month	region				
	north america	asia	north africa		
	Ksh.	Ksh.	Ksh.		
April	1,800,000	2,750,000	1,150,000		
Feb	1,500,000	2,050,000	850,000		
March	1,650,000	2,300,000	950,000		
Jan	1,250,000	1,800,000	700,000		
Total					

TASK 4

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

TUINUANE UWEZO
P O BOX 4679 - 009760
TUMAINI

***caps, bold
and centre***

Email: enquiries@tuinuaneuwuwezo.com / *Italics and centre*

scholarship application form / *Caps and bold*

Section 1: personal information

Full Name: _____

Date of Birth: _____ Gender: ☐ Male ☐ Female

Contact Number: _____ Email Address: _____ Address: _____

Section 2: Academic Background

High School Name: _____

Graduation Year: _____ Grade: _____

Current Institution (if applicable): _____

Program Enrolled In: _____ Year of Study: _____

Achievements and Awards:

1. _____

Section 3: Financial Information / *bold*

Annual Household Income: _____

Number of Dependents in the Family: _____

Parent/Guardian Occupation: _____

Additional Financial Support (if any): _____

Section 5: Statement of Purpose

(Write a brief essay about why you deserve this scholarship, your goals, and how the scholarship will help you. Minimum 200 words.) / *Italics*

Section 6: Documents to Attach

- ☐ Academic Transcripts
- ☐ Recommendation Letters
- ☐ Proof of Income (e.g., tax returns)
- ☐ Personal Identification (e.g., Passport or ID Card)
- ☐ Statement of Purpose

Section 7: Declaration

I, _____, hereby declare that the information provided in this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

TASK 5

Prepare the following display attractively on an A4 landscape paper. Group the objects and follow the instructions given. Save the document as **Task 5** in your folder to print out later.

