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041306T4OAD**OFFICE ADMINISTRATION LEVEL 6****BUS/OS/OA/CC/02/6****Demonstrate ICT Skills****July/August 2025**

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

WRITTEN ASSESSMENT

Printed By And Vocational College Date: 28.07.2025 11:14 AM

Time: 3 HOURS

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INSTRUCTIONS TO CANDIDATE

1. This paper is divided into two parts, A and B.

2. Answer ALL questions in section A.

3. Answer question TWELVE (12) and any other TWO (2) questions in section B.

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

5. Candidates are provided with a separate answer booklet.

6. Do not write on the question paper.

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This paper consists of THREE (3) 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 (40 MARKS)**Answer ALL the questions in This Section.**

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1. ICT plays a crucial part in the education system nowadays. State THREE advantages of using ICT in the field of education. (3 Marks)
2. An ICT system is a set-up consisting of hardware, software, data and the people who use them. Identify FOUR systems that are commonly used. (4 Marks)
3. Alowa Company has recently opened a new Branch and they have launched the use of MS Word on their daily operations. List FOUR types of that may be produced using MS Word. (4 Marks)
4. Your organization intends to install internet services. List FOUR such services. (4 Marks)
5. The primary memory in a computer system plays a crucial role in data processing. State THREE features associated with the memory that makes it appropriate for the task. (3 Marks)
6. An office administrator of Zeddy Company Ltd was showing an intern the different ways of save as dialog box when saving MS Word document. Mention FOUR ways she could demonstrate this. (4 Marks)
7. Njeri is tasked to arrange command feature when designing a publication using a desktop publishing program. List THREE options she could have. (3 Marks)
8. An Office Administrator is in the process of installing Microsoft Office for windows in document creation and data management. Mention FOUR benefits that may accrue from this. (4 Marks)
9. Mweembe Tayari PLC intends to secure data created in spreadsheet documents. List FOUR data security measures that they may apply on the documents. (4 Marks)
10. Uti Training College has just purchased an antivirus software. State FOUR challenges the college is likely to face in the software. (4 Marks)
11. Tando Ltd intends to purchase a computer. Identify THREE technical factors that it should consider when selecting its Random Access Memory. (3 Marks)

SECTION B (60 MARKS)***Attempt question TWELVE (12) and Any Other Two (2) in this section.***

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12. Web Link Creatives is a small web design agency based in Kisumu, Kenya. They manage website projects for small businesses, including e-commerce stores, blogs, and NGO websites. In 2024, the team was working on a complex online store for a client selling

handmade goods. Due to a lack of coding and content integration, a malware attack

infected their development server. The entire project folder was corrupted, and the most recent local backup was two weeks ago.

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a) Describe FIVE benefits of backing up files regularly. (10 Marks)

b) Suggest FIVE suitable backup methods for a web design project. (10 Marks)

13. You have been recently employed as an Office Administrator in Colon Company Limited, among the things you are required to interact with is the operating system.

a) Discuss FIVE purposes of a file management system in an operating system. (10 Marks)

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b) Define roles performed by an operating system in managing computer functions and serving as a link between the user and the hardware. (10 Marks)

14. In today's digital environment, email remains one of the most widely used and trusted modes of communication for both personal and business. Including email

hyperlinks on websites and in digital documents enhances user experience by providing an intuitive and efficient way for users to reach out. This practice offers a number of important advantages when considered from a user interaction standpoint.

a) Discuss FIVE advantages of using email in organizations. (10 Marks)

b) Outline FIVE methods used to format email hyperlinks on website. (10 Marks)

15. Juhudi Consultancy Ltd needs to use some copyrighted materials from a reputable local publisher.

a) Explain to the company FIVE steps they need to follow to get copyright permission. (10 Marks)

b) Describe FIVE elements of a well-designed web page. (10 Marks)

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