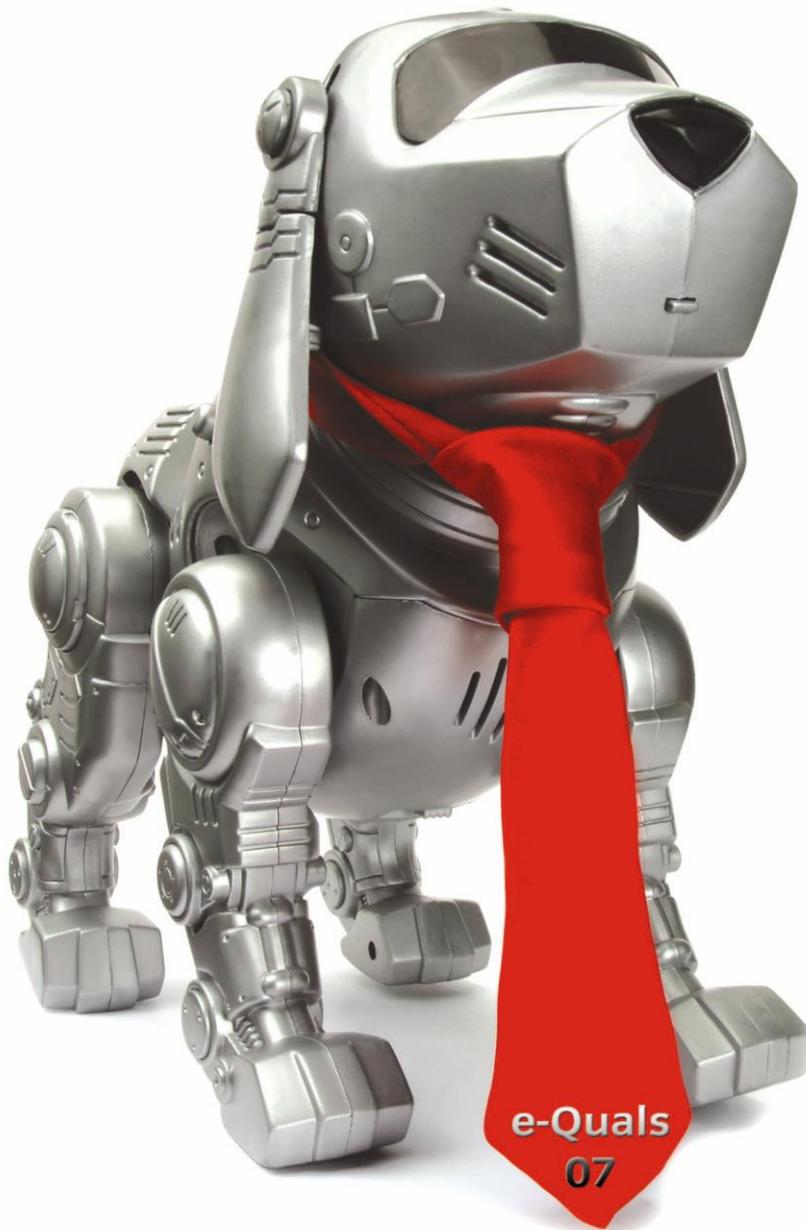


Level 1 Dismantle, assemble, install and maintain a desktop computing system (7266/7267/7276-102)

e-Equals
Assignment guide for Candidates
Assignment B



About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute 2010 and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* on the City & Guilds website also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)20 7294 2800

F +44 (0)20 7294 2400

www.cityandguilds.com

learnersupport@cityandguilds.com

Contents

Level 1 Dismantle, assemble, install and maintain a desktop computing system (7266/7267/7276-102)

Introduction – Information for Candidates	2
Candidate instructions	3

Level 1 Dismantle, assemble, install and maintain a desktop computing system (7266/7267/7276-102) Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Dismantle, assemble, install and maintain a desktop computing system (7266/7267/7276-102).

Health and safety

You are asked to consider the importance of safe working practices at all times.

You are responsible for maintaining the safety of others as well as your own. Anyone behaving in an unsafe fashion will be stopped and a suitable warning given. You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements. This may seem rather strict but, apart from the potentially unpleasant consequences, you must acquire the habits required for the workplace.

Time allowance

The recommended time allowance for this assignment is **3 hours**.

Level 1 Dismantle, assemble, install and maintain a desktop computing system (7266/7267/7276-102)

Candidate instructions

Time allowance: 3 hours

Assignment set up:

This assignment is made up of **three** tasks:

- Task A – Identify the components of a Personal Computer (PC)
- Task B – Upgrade a PC
- Task C – Carry out basic PC maintenance

Scenario

Your customer has an old PC that has been used for basic word processing for the past year. The customer now wants to experience the wonders of the Internet and multimedia. Your job is to upgrade the PC to satisfy your customer's needs. Before carrying out these upgrades, you must first identify what is already present in the system, and then install the upgrade components provided to you. After you have done the upgrade, carry out some basic PC maintenance to ensure that the PC will run smoothly. Any problems while carrying out this assignment must be recorded on the Fault Reporting Log Sheet that is provided.

Task A – Identify the components of a PC

- 1 Identify the peripherals present and complete the ICT system log.
- 2 State the use of **each** of the peripherals listed in the ICT System log.
- 3 List **one** use of an Operating System and **one** use of an Internet Browser on the log sheet provided.
- 4 Power up the PC and complete the ICT System Log for the installed software.
- 5 Shut down the PC.
- 6 List **three** tools required to dismantle and upgrade the PC on the log sheet provided.
- 7 Taking electrical and ESD precautions, remove the cover of the base unit.
- 8 Identify the internal components of the PC and complete the ICT system log.
- 9 State the use of the components/parts listed in the ICT system log.

Task B – Upgrade a PC

- 1 **Remove and store the old RAM.**
- 2 Upgrade the PC with the new RAM that is provided.
- 3 Install the modem (or the NIC) provided and log its details in the ICT System Log.
- 4 Perform a physical check on the system for loose connectors, loose screws, and seating of all expansion cards; enter details in the Fault Reporting Log Sheet.
- 5 Ask your assessor to verify your work, and then refit the cover.
- 6 Boot up the PC and log the value of the upgraded RAM in the ICT System Log.
- 7 Identify **three** sources of obtaining device drivers and complete the log sheet provided.
- 8 Install the drivers for the hardware fitted and provide a screen print of installation.

Task C – Carry out basic PC maintenance

- 1 **Clean the mouse, keyboard, and monitor using appropriate equipment and materials.**
- 2 Install a software Firewall to protect the system from intrusion and produce a screen print showing the security configuration of the system.
- 3 Set up security features for the Internet Browser to “block all cookies” and produce a screen print showing your settings.
- 4 Produce a screen print of how you would initiate a “hard disk scan for errors” on the PC.
- 5 Produce a list of **four** points for the customer detailing user maintenance procedures to maintain optimum PC performance.
- 6 Ensure that the Fault Reporting Log Sheet is completed.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

City & Guilds is a registered charity
established to promote education
and training