Level 2 Install, configure and maintain software (7540-230)

Systems and Principles
Assignment guide for Candidates
Assignment C

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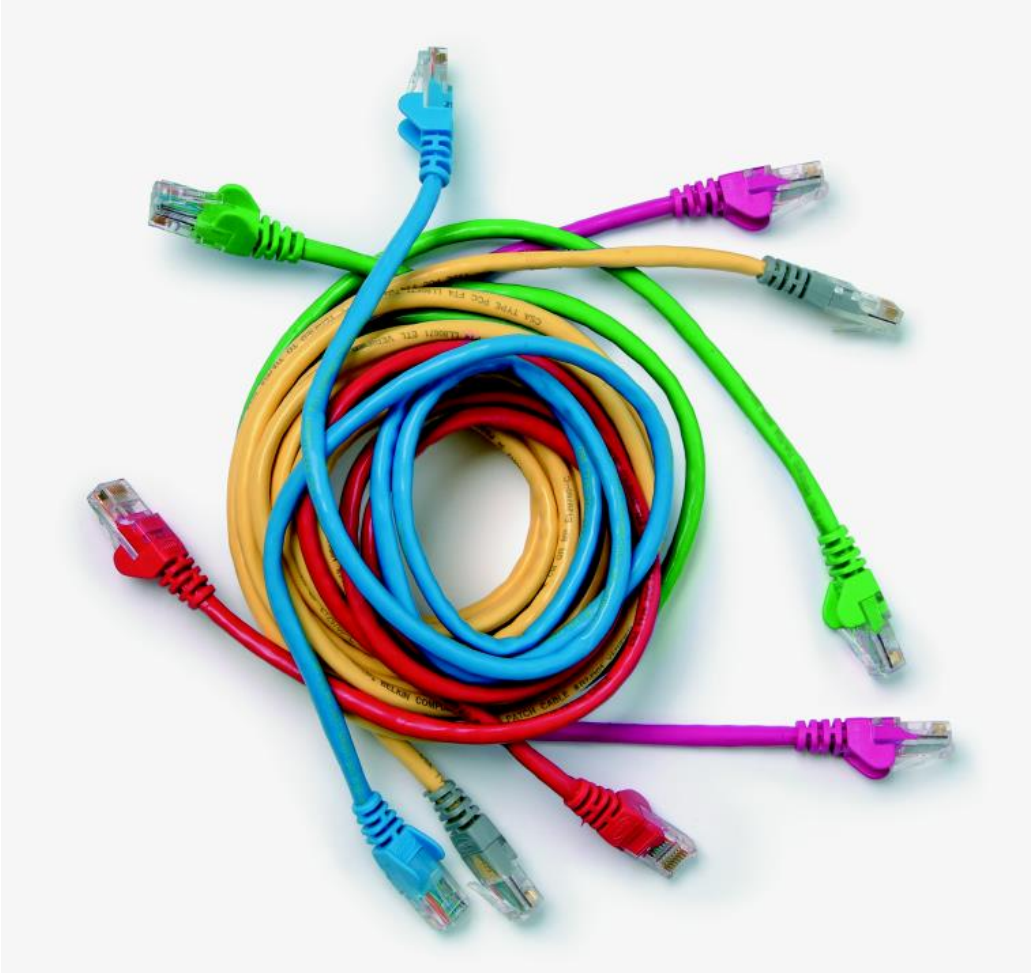

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Level 2 Install, configure and maintain software (7540-230) Assignment C

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Install, configure and maintain software (7540-230).

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 **2 hours.**

Level 2 Install, configure and maintain software (7540-230)

Candidate Instructions

Time allowance: 2 hours

Assignment set up:

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

- Task A – Install and configure operating systems and anti-virus software
- Task B – Testing, uninstalling and configuring software.

Scenario

Hedgehog Networks provide installation and technical support services for clients' networks. They receive requests from clients for network installation, maintenance and support services. Technicians are then sent out to a client's site to provide the service required. A job has been assigned to you.

Braze Printing, a small print service company, have two stand-alone computers, with an older out-of-date operating system installed. These computers contain copies of the company's files and they require a network to be set up to allow them to back-up their daily work quickly and easily, at the end of the day. Your manager has decided that a peer-to-peer network would satisfy this requirement and has asked you to visit the company to set up the network

Task A – Install and configure operating systems and antivirus software

1 Prior to installing the new operating system and configuring the new network, you need to perform the following tasks:

- Check that all resources are available
- Perform a data backup on the existing workstation which contains the data files
- Save the files to a location identified by your Assessor.

2 Perform a virus check on all of the installation software being used.

Produce a screen print of the virus check being performed and close the anti-virus application when complete.

3 Upgrade/install the new operating system according to the manufacturers' instructions and complete the **Software Installation Log** supplied by your Assessor.

- Once installed check that the system functions correctly
- Report any problems encountered during the installation process.

4 One of the users of the computer system has asked you to perform the following changes:

- Change the default location of "My Documents" to the desktop
- Set screen resolution to optimum for the monitor provided
- Set a wallpaper from those available in the Operating System.

5 Unfortunately the owner of the company was not pleased that the user asked you to modify the computer system and has asked you to restore the operating system to its default settings.

They have also asked you to remove any pre-installed games within the Operating System.

6 Install an anti-virus software application onto **one** computer and complete the **Software Installation Log** supplied by your Assessor, recording the resolving of any errors that may occur (including no errors).

7 Download and install any updates for the anti-virus software that you have installed.

Configure the anti-virus software to scan the hard disk once a week.

Screen Print the configuration setup.

Close the anti-virus application.

Task B – Testing, uninstalling and configuring software

1 Your manager has contacted you to inform you that a **third** machine will now need to be added to the network. However, this machine has had a fault reported.

Prepare a test plan that will test the Operating System and the network that has been configured.

2 Carry out your tests on the Operating Systems for all three workstations.

Resolve any problems encountered, reinstalling/configuring any software identified by your Assessor.

Record your results and any actions taken on the test plan/log.

Use software utility tools as required.

3 Perform the following tasks:

- Restore the data that was backed up in Task A to **one** of the workstations
- Open a text file to test that the files have been restored correctly
- Enter your name into the text file and save it using your initials and the original name
- Save this file to the desktop
- Print a copy of the text file used for this test.

4 Using correct procedures back-up all files.

Uninstall the anti-virus programme from **the first two** workstations in preparation for installing a new anti-virus programme on **all three** workstations.

Once uninstalled, reboot **each** machine to ensure they still work as required.

Details of uninstall recorded in the **Software Installation Log** supplied by your Assessor.

5 Install a word processing software application on one of the workstations, opting for the 'typical' or 'custom' option as directed by the Assessor, responding to any errors that may occur and take a screen print of the installation process.

Record details of the installation in the **Software Installation Log** supplied by your Assessor.

6 Configure the word processor and take screen prints for each of the following:

- Save open files every 15 minutes
- Insert your own details in 'user information'
- Set the default font to 12 point Verdana Italic
- Set the default page as portrait A5.

All other settings are to remain as default.

Take screen prints of the outcomes.

7 Reconfigure the word processing application to its default settings.

Test the new configuration by printing out a page containing any suitable text.

8 Install the spreadsheet application; opting for the 'typical' or 'custom' option as directed by the Assessor, responding to any errors that may occur and take a screen print of the installation process.

Record details of the installation in the **Software Installation Log** supplied by your Assessor.

9 Use a utility tool to find the amount of available hard disk space after installation of the two software applications.

Print the results or if the facility is not available, produce a screen print.

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

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