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

Systems and Principles
Assignment guide for Candidates
Assignment D

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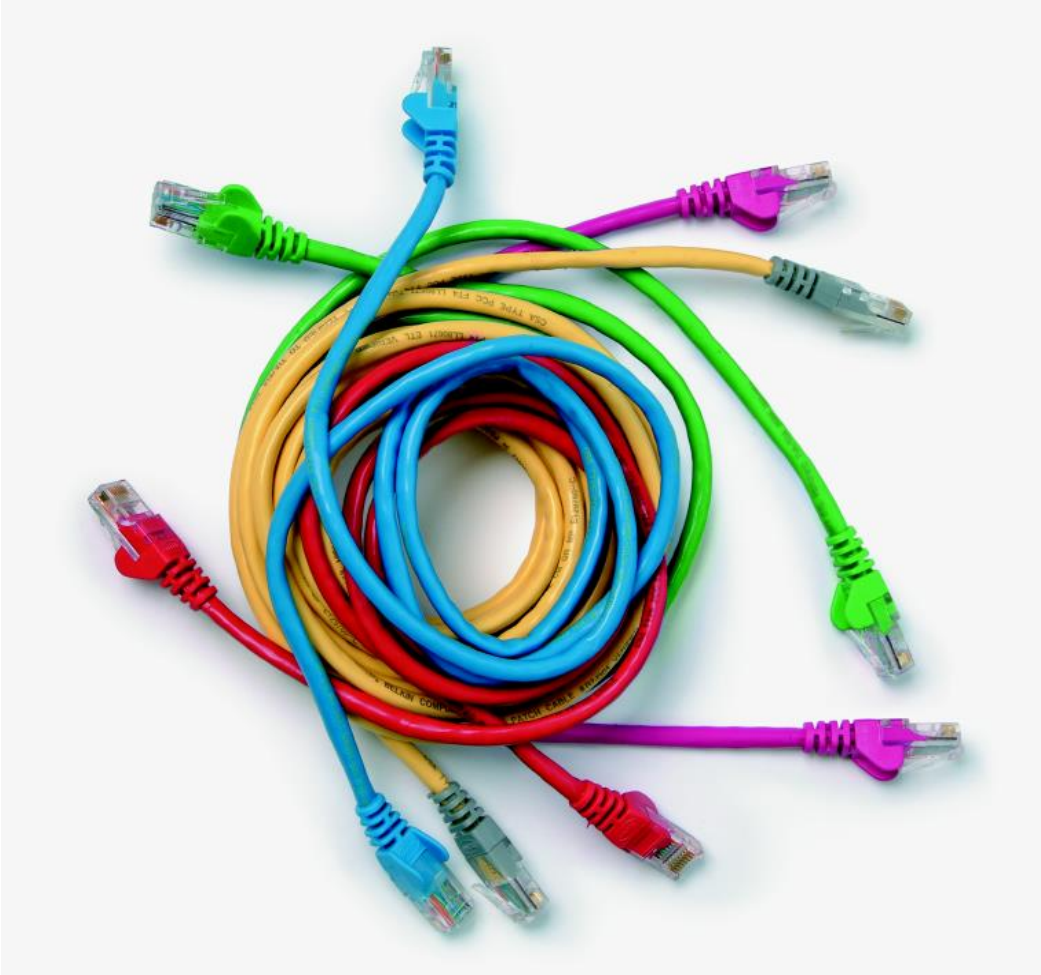

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Introduction – Information for Candidates

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 **four** tasks:

- Task A – Prepare to install new software
- Task B – Install the new software
- Task C – Test the new software
- Task D – Uninstall the software.

Scenario

You have a PC system that you built yourself and have been using for some time. You are studying at college and do some part time commercial work at home that requires an Office suite. The one you installed originally no longer meets all your needs. You want to upgrade and have downloaded a trial version of the latest Office suite software to see if it is suitable.

Task A – Prepare to install new software

1 Boot up the system and find out the information requested on the **System Information Sheet** provided. Record the information on the form.

2 Check the details obtained in Task A1 against the requirements for the Office suite you have chosen. The Assessor will give you details.

Report any problems with compatibility (If none are encountered still make a record).

3 Use a file check/clean-up utility to remove unwanted and temporary files from the system. Close the utility on completion.

4 Back-up the data files on the system to a separate medium to removable media or a location nominated by your Assessor.

Task B – Install the new software

1 Scan all of the new software installation files for viruses and other malware.

2 Record on the **Software Installation Log** provided by your Assessor each of the following:

- Install the trial version of the office suite individually or collectively using the typical or custom install
- Ensure that **four** additional languages are installed with the suite of applications
- Report and record any problems encountered
- After installation check that the system still functions correctly

- Complete registration documentation and/or online registration, maintain a copy for your records (centre devised documentation is permitted)
- Once installed, connect to the internet and download any available updates
- Ensure that the **Software Installation Log** has been completed.

3 Set the default language to any language other than English UK or English US.

Record your changes in the **Software Installation Log** provided by your Assessor.

Task C – Test the new software

1 Having installed the office suite you need to test the integrity of the system.
- Create a test plan to check access to each of the applications
- Open **each** of the applications installed in turn to test that they function correctly
- From each application from the office suite print one test page ensuring that your name and today's date is shown (Write or type the details)
- Close each application at the end of testing
- Record the results of your tests on the Test Plan/log
- From the test results, apply any simple corrective actions and record these in the **Software Installation Log** provided by your Assessor. If no actions are needed record this in the log.

2 Save the **four** files provided by your Assessor to the locations instructed. Add your initials to the end of each of the filenames (e.g. test.doc becomes testAB.doc).

3 For **one** application **only**, add the data identified by your Assessor to a file and save the file with a new filename to the same location.

4 Problems have been encountered with the trial software. To rectify the problems, restore **two** of the trial office suite applications to their default settings.

Record the details in the **Software Installation Log** provided by your Assessor.

5 The word processing application is still encountering some problems. To resolve this:
- Use a custom install to re-install only the word processing application
- Accept all default settings for that application
- Close all open applications reboot the system
- Update the Test Plan to record any tests to be made on the word processing application
- Implement and record the results of the test on the test plan/log
- Update the **Software Installation Log** to record the re-install.

Task D – Uninstall the software

1 Back-up the **four** Assessor supplied files and the renamed file using a back-up device.

Record the back-up details in the **Software Installation Log** provided by your Assessor.

2 Uninstall the **four** additional languages from the original installation, ensuring that your preferred language is now the default language.

Record the changes in the **Software Installation Log** provided by your Assessor.

3 Check the integrity of your system, perform a system reboot.

Record in the **Software Installation Log** any problems with the reboot (If none are encountered still make a record).

Close all files and shut down system.

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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