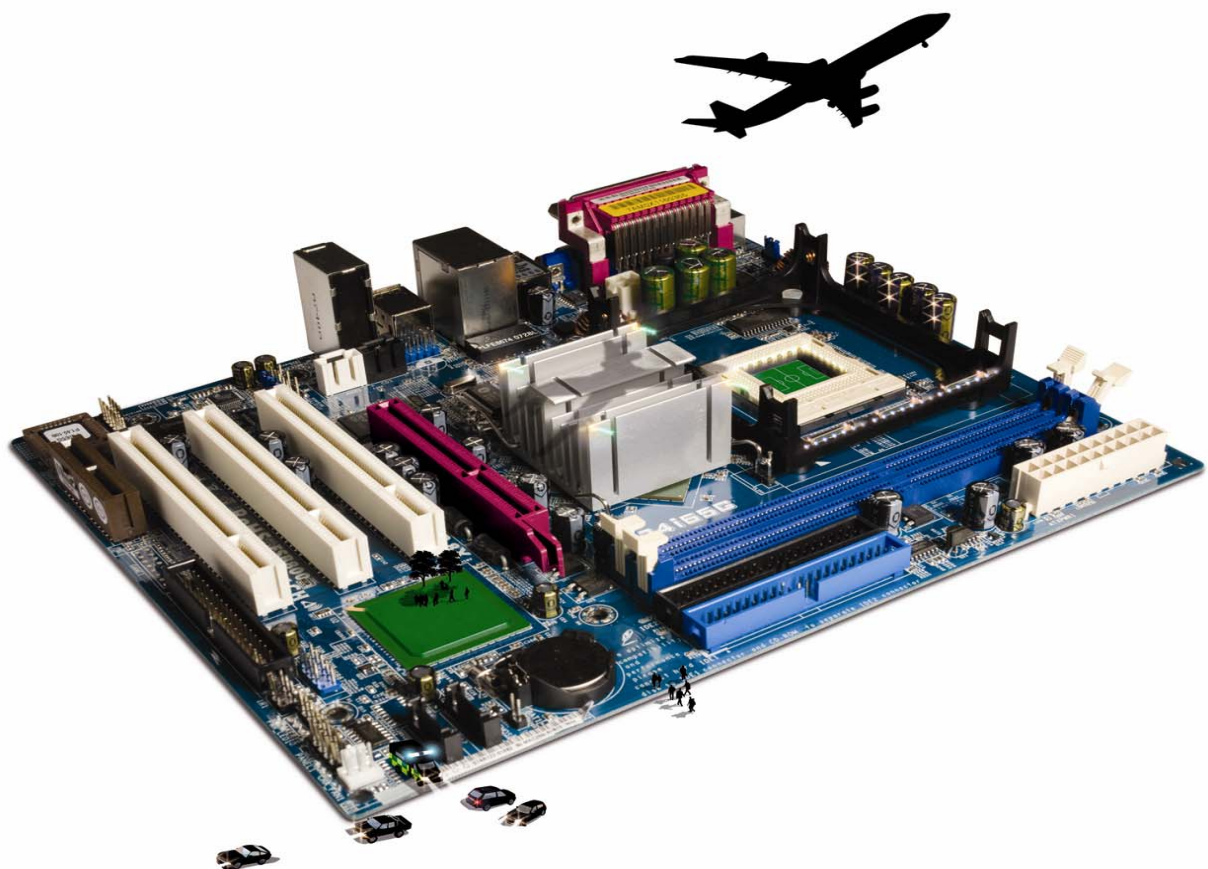# Start IT (iTQ)
IT user fundamentals (4249-001)

Assignment guide for Candidates
Assignment A
QCA Ref: T/502/0166

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City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)20 7294 2800   **www.cityandguilds.com**
F +44 (0)20 7294 2400   **centresupport@cityandguilds.com**

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Assignment A

IT user fundamentals (4249-001) Assignment A
Introduction – Information for Candidates

About this document

This assignment comprises **all** of the assessment for IT user fundamentals (4249-001).

Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will not be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance

The recommended time allowance for this assignment is **one hour**.

IT User fundamentals (4249-001)
Candidate instructions

You are advised to read **all instructions** carefully before starting work and to check with your assessor, if necessary, to ensure that you have fully understood what is required and complete the tasks in the order given.

Time allowance: one hour

Assignment set up:

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

- **Task A** - Locate, create and move folders and files
- **Task B** - Open, save and print files
- **Task C** - Create backups (copies)

Scenario

You have decided to tidy up some existing files on your home PC. You would like to put them into some sort of order as this will help you and your family find files and folders more easily.

There is also a short quiz for you to take which is based around security, potential system problems and possible types of storage devices.

Read all of the instructions carefully and complete the tasks in the order given.

Task A - Locate, create and move folders and files

1   Turn on and log into your computer.

2   Open the file management software.

3   Make two **new** folders called
- **Work**
- **Personal**

4   Locate and copy the following files, provided by your assessor, into your **Work** folder:
- **Contact List**
- **Monthly Report (July)**
- **Study Notes**

5   Locate and copy the following file, provided by your assessor, into your **Personal** folder:
- **Answer Sheet**

6   Take a screen print of your file management system showing the new folders containing your files.

        Print or save your screen print. Make sure you have put your name on it.

Task B - Open, save and print files

1   Locate and open the file called **Answer Sheet** and fill in your name.

        Save the file.

2   Print the file.

3   Answer the questions. (You may do this electronically, by using handwritten answers or discussing the answers with your assessor).

        (**Note**: If you have answered the questions electronically then save your file again).

Continued over…

Task C - Create backups (copies)

1   Locate and delete the file called **Contact List**.

2   Use the guidelines, provided by your assessor, to **back up** (copy) your folders/files to another storage media.

3   Close all open programs.

4   Log off and shut down your computer.

Note

- At the conclusion of this assignment, hand all paperwork and any removable media to the test supervisor.
- Ensure that your name is on any removable media and all documentation.
- If the assignment is taken over more than one period, all removable media and paperwork must be returned to the test supervisor at the end of each sitting.