

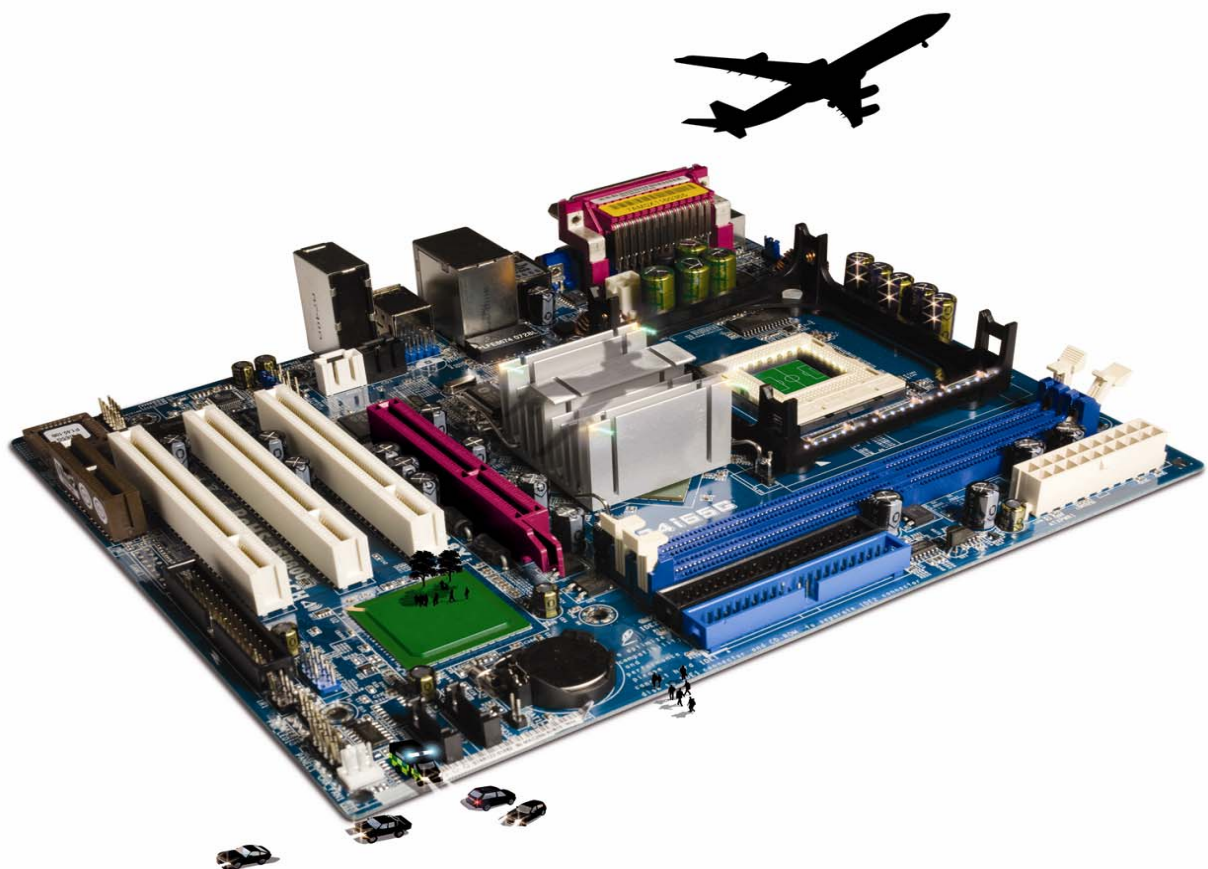
# Start IT (iTQ)

## IT user fundamentals (4249-001)

### Assignment guide for Candidates

Assignment B

QCA Ref: T/502/0166





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# IT user fundamentals (4249-001) Assignment B

## Introduction – Information for Candidates

### About this document

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

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### 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:** A scenario is provided for candidates in the form of

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

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

### **Scenario**

You have been asked to tidy up a file management system by creating folders and copying/deleting files in order for you, and others, to be able to find folders and files more easily.

You have also been asked to fill in a short quiz about computer security, hardware and software and basic problems a computer user may face.

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

## Task A - Open, locate, create and move folders and files, create backups (copies)

- 1 Turn on and log into your computer.
- 2 Open the file management software.
- 3 Make two **new** folders called
  - **Photos**
  - **Letters**
- 4 Locate and copy the following file, provided by your assessor, into your **Photos** folder:
  - **Lady**
- 5 Locate and copy the following file, provided by your assessor, into your **Letters** folder:
  - **Complaint**
- 6 Backup (copy) the folders to another storage media.
- 7 Take a screen print of your File management system showing the **Letters** folder containing the **Complaint** file.

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

Continued over ...



## Task B - Locate, 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).

## Task C - Delete files

1 Locate and delete the file called **Lady** from your original photos folder.

2 Take a screen print of your file management system showing the updated folder.

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

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.

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