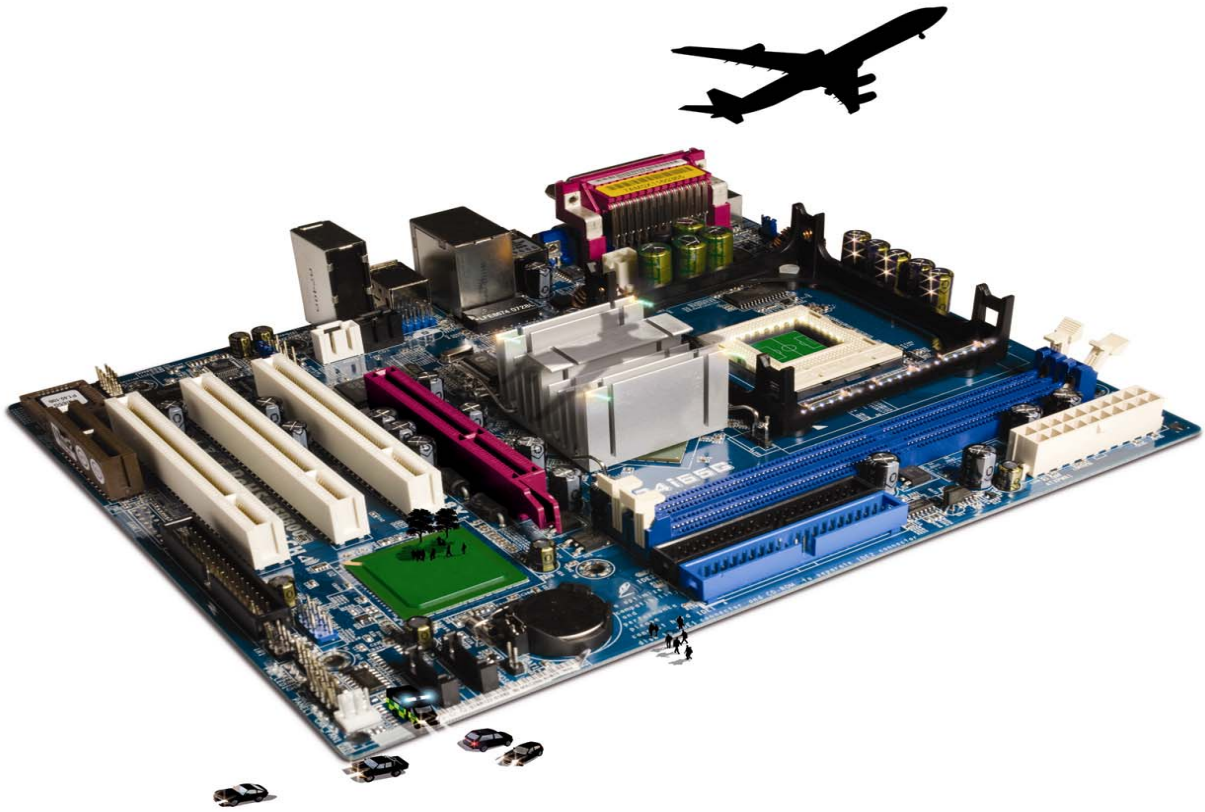
Start IT (iTQ)
Using the Internet (4249-007)

Assignment guide for Candidates
Assignment B
QCA Ref: F/502/0171

www.cityandguilds.com
May 2009
Version 1.0



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), City & Guilds NPTC (which offers land-based qualifications and membership services), City & Guilds HAB (the Hospitality Awarding Body), and City & Guilds Centre for Skills Development. 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 and may not be copied, reproduced or distributed without prior written consent.

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

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

The *Standard Copying Conditions* (which can be found 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
centresupport@cityandguilds.com

Contents

Unit 007 – Using the Internet

Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

Using the Internet (4249-007) Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises **all** of the assessment for Using the Internet (4249-007).

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**.

Using the Internet (4249-007)
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 **two** tasks

- Task A - Using the Internet to find information
- Task B - Knowledge and understanding required when using Internet

Scenario

You are preparing to go on holiday and you have decided to take a book.

Use the Internet to get an idea of how much certain books cost and where you can get the best deal.

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

Task A - Using the Internet to find book information

1 Turn your computer on and ensure that the printer is on.

2 Connect to the Internet using correct procedures and open a browser.

3 Select a search engine and enter the name of it on the **Answer Sheet**, at the end of this document.

Note: If you would like to answer the questions electronically you should ask your assessor to provide you with the file. Save the file with the name **Answers**.

4 Search for web sites that sell books on-line.

5 Navigate to first two sites listed in your search.

6 Print the results of your searches on **both** sites.

7 Add the Web Pages to your favourites, or bookmarks, and show your tutor.

8 Follow the on-line instructions to set up the account on **one** of the sites.
Provide any reasonable request for information without compromising on-line security eg:

- Password
- Name
- E-mail address

Do **not** enter any personal bank details.

Show your tutor before you submit the request.

9 Add the Web Pages to your favourites or bookmarks and show your tutor.

Continued over ...

Task B – Knowledge and understanding required when using Internet

Use the **Answer Sheet** on the next page to answer the questions.

Note: If you would like to answer the questions electronically you should ask your assessor to provide you with the file. Save the file with the name **Answers**.

Continued over …

Start IT Using the Internet (4249-007)
Candidate Answer Sheet

Name: Date:

Answer the following questions, you may complete them electronically or by hand. You can choose the correct answer by using a tick, or bold for example.

A3 The search engine I used was:

A6 The two websites I found are:

1.

2.

B1 Identify **two** methods of connecting to the Internet .

1.

2.

B2 List **one** reason why you would need to change the browser settings to aid navigation.

B3 When downloading information, name **one** law you will need to be aware of.

B4 Give **one** reason why you need to keep your payment details secure when buying on-line.

B5 Give **one** example of what anti-virus software does.

Hand this sheet to your Assessor once you have completed it. Don't forget to put your name on it!

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.

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