

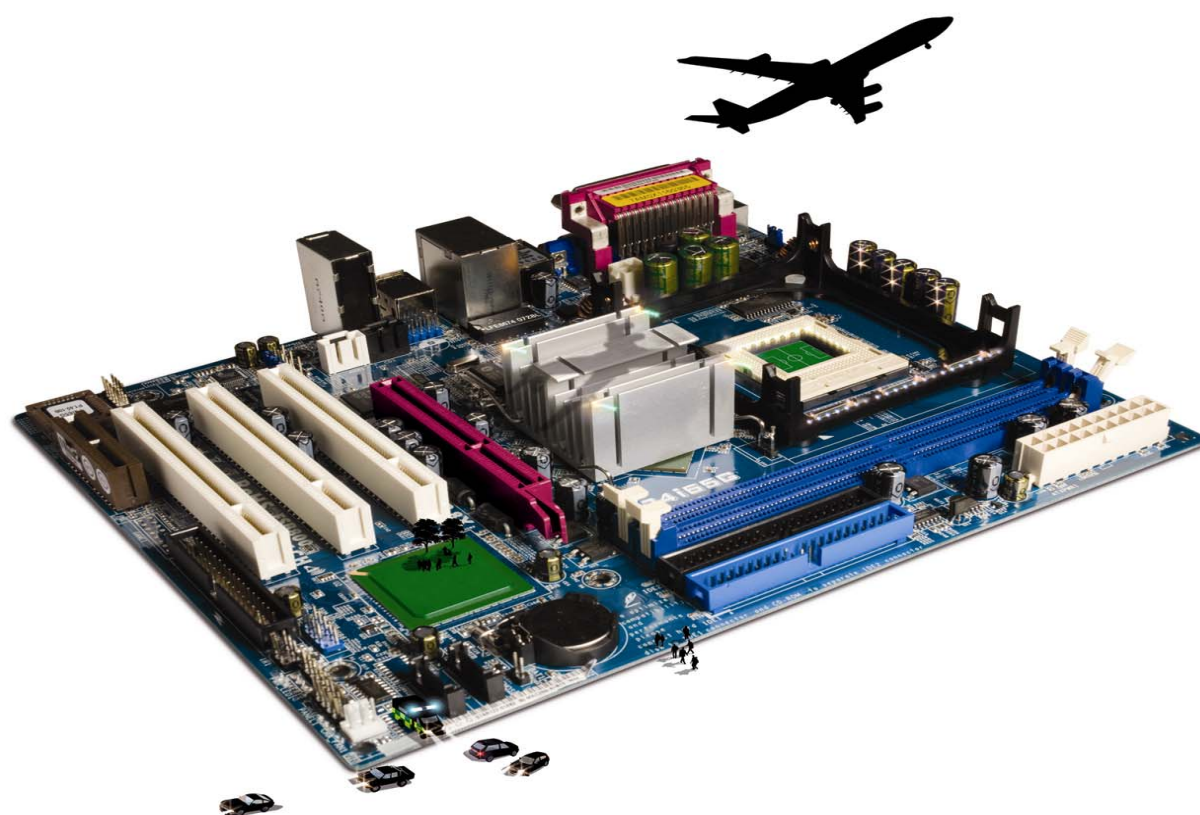
Start IT (iTQ)

Personal information management software (4249-012)

Assignment guide for Candidates

Assignment A

QCA Ref: J/502/2214



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Personal information management software (4249-012)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises **all** of the assessment for Personal information management software (4249-012).

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**.

Personal information management software (4249-012)

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 **four** tasks

- Task A - Using a calendar
- Task B - Using a task list
- Task C - Using an address book
- Task D - Knowledge and understanding required when using Personal management software

Scenario

You are the secretary to a small business. One of your jobs is to maintain your Manager's electronic diary, task list and the company's address book.

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

Task A – Using a calendar

- 1 Turn on (and if necessary) log into the computer.
- 2 Open the Personal information management software.
- 3 Enter an appointment with **Mr Smith** at **10:00am (GMT)** on the **first Monday of next month**.
- 4 **Mr Jones** has had to cancel the appointment that was booked for the **15th of next month**, delete this entry from the calendar.
- 5 **Mrs Bailey** is unable to attend the appointment booked for the **24th of next month at 11:00am (GMT)**. But she is able to attend in the afternoon at **2:00pm (GMT)**.

Amend the time of this appointment.
- 6 Your Manager has requested a print of **all next month's appointments**.

Print this out on one sheet of **A4** paper.

Write your **name, today's date** and **Printout 1** at the bottom of the printout.

Task B – Using a task list

- 1 Open the task list/calendar and create a new task/appointment to remind you to compile the stationery order **every Friday afternoon**, to be completed by **4:00pm (GMT)** at the latest.
- 2 The **Holiday Report Task** is no longer required, please delete it from the task list/calendar.
- 3 The **End of Month report** now needs to be sent to the **accountant** instead of the bank, amend the task to show this.
- 4 Print the **Task List/Agenda** by **Due date** showing **all** details. Write your **name, today's date** and **Printout 2** at the bottom of the printout.

Continued over ...

Task C – Using an address book

- 1 You have a new customer, enter the details shown below into the address book/contact list:

Name: **Paul Knight**
Address: **The Book Company**
25 The High Street
London
EC21PF
Tel: **(0201) 234 5678**
Fax: **(0201) 876 5432**
E-Mail: **sales@thebookcompany.coz**
Company: **Training Materials**

- 2 Sort the contacts in your address book in **ascending order** by **Name**, and print out the re-ordered list.

Write your **name, today's date** and **Printout 3** at the bottom of the printout.

- 3 Select **one of your contacts** and print the details. **Without** showing the full details.

Write **your name, today's date** and **Printout 4** at the bottom of the printout.

Task D – Knowledge and understanding required when using personal information management software

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 Personal information management software (4249-012) 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.

D1 Which **two** of the following are important when keeping and using personal data?

- a Anyone can access the information.
- b Data Protection Act requirements.
- c Companies can make money by selling mailing lists.
- d Information is only used for the purpose for which it was collected.
- e Information should not be updated.

D2 With reference to why information should be kept up to date, which **two** of the following statements are correct?

- a To increase the size of your database.
- b So that mail is not returned undelivered.
- c It is a requirement of the Data Protection Act.
- d To save the company time and money.
- e Increases fees that can be charged.

D3 With reference to how companies ensure that the information is accurate, which **two** of the following statements are correct?

- a They ring their clients everyday
- b They ignore any change of addresses
- c They ask customers to promptly provide any changes to their details.
- d Any changes are recorded as soon as they are notified.
- e By sending daily emails.

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.

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