

# Start IT (iTQ) Online basics (4249-015)

## Assignment guide for Candidates

Assignment C

QCA Ref: Y/601/2149





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## **City & Guilds**

**1 Giltspur Street**

**London EC1A 9DD**

**T +44 (0)844 543 0000 (Centres)**

**T +44 (0)844 543 0033 (Learners)**

**[www.cityandguilds.com](http://www.cityandguilds.com)**

**[learnersupport@cityandguilds.com](mailto:learnersupport@cityandguilds.com)**



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# Online basics (4249-015) Assignment C

## Introduction – Information for Candidates

### About this document

This assignment comprises all of the assessment for Award in Online basics (4249-015).

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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**.

**Time allowance: One hour**

**The assignment:**

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

- Task A - Use an online system
- Task B - Search the Internet
- Task C - Use e-mail to communicate

**Scenario**

You and your friends want to raise money with a sponsored walk for a charity that provides clean drinking water to countries affected by natural disasters. Your friends have asked you to arrange for some advertising in the local newspaper to publicise the walk.

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

**Task A – Use an online system**

1 Turn on, and if necessary, log-on to, the computer.

On the **Answers** document, provided by your assessor, answer the following questions – you may do this electronically, by handwriting on the attached sheet or by discussing your answers with your assessor.

- 2 Which of the following would be the most secure or 'strongest' password?
- a. freddie
  - b. freddie01
  - c. Fred01die%
- 3 Which would be the safest method of paying for goods online?
- a. Cheque.
  - b. Debit card.
  - c. Cash.
  - d. Credit card.

Continued over ...

- 4 Spam and junk mail may cause threats to your safety online or harm your computer. Which **two** of the following are correct?
- a. It may contain a virus.
  - b. It fills up your mailbox.
  - c. It could be somebody trying to scam money from you.
  - d. You waste time reading it.
- 5 Which **three** of the following are possible risks to a user's safety online?
- a. Grooming.
  - b. Appropriate behaviour.
  - c. Identity theft.
  - d. Financial deception.

### Task B – Search the Internet

- 1 Open your Internet browser and use a search engine to find a UK-based water aid charity.
- 2 Save the homepage of the charity as a webpage to your work area with the name **Charity**.
- 3 Find the contact telephone number for your chosen charity and record this information on your **Answers** document.

### Task C – Use e-mail to communicate

- 1 Access your e-mail account.

Locate and read the e-mail called **Sponsorship** in your Inbox.

Reply to this e-mail with the following text:

Thank-you for your e-mail. We intend to raise money for a charity that provides clean drinking water to countries affected by natural disasters. Can you suggest a suitable charity that we could support?

Kind regards

(enter your name)

Continued over ...



2 Create a new e-mail with the following information:

**Subject:** Charity

**Body Text:** As requested, please find attached details of the charity we'd like to support with our sponsored walk.

Kind regards

(enter your name)

3 Attach the previously saved webpage **Charity**.

4 Send the e-mail to the address supplied by your assessor.

5 Logout and close all open applications.

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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**1 Giltspur Street**  
**London**  
**EC1A 9DD**  
**T +44 (0)844 543 0000 (Centres)**  
**T +44 (0)844 543 0033 (Learners)**  
**[www.cityandguilds.com](http://www.cityandguilds.com)**

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