Level 2 IT Principles 2 (7266/7267-021)

e-Quals
Assignment guide for Candidates
Assignment A

City&Guilds

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Introduction – Information for Candidates

About this document
This assignment comprises part of the assessment for Level 2 IT Principles 2 (7266/7267-021).

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 **2 hours**.

Level 2 IT Principles 2 (7266/7267-021)
Candidate instructions

Time allowance: 2 hours

Assignment set up:

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

- Task A - Cleaning computer hardware and identifying computer specifications
- Task B - Editing a folder structure
- Task C - Changing computer properties and health and safety

Scenario

You work for a small company as a regular computer user and have been asked to carry out some basic maintenance and system audit research to check if the systems can cope with foreseeable workloads.

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

Task A - Cleaning computer hardware and identifying computer specifications

1   Clean the screen and the mouse using suitable cleaning methods.

Take into account any health and safety precautions as you are doing this.

2   Connect up the computer hardware, base station, mouse, keyboard, monitor and printer (either network or direct connection).

Make a connection to the network and plug in and switch on the system.

Take into account any health and safety precautions as you are doing this.

3   Ensure that the printer is fully reloaded with paper.

4   From the Operating System select and print a test page using the current default printer.

Label as **Printout 1**, adding your name and the date.

Continued over...

5   Complete electronically the **Answer Sheet** provided with the specifications of your computer and network detailing:-

- Operating System
- Operating System Version
- Total Physical Memory (RAM)
- Available Physical Memory (RAM)
- System Locale
- Time Zone
- Processor speed
- Size of Hard drives
- Available Hard Disk space
- State the monitor resolution
- State the monitor refresh rate

State the colour depth of the monitor.

State how many printers are installed.

State the name and version of your Internet Browser.

6   Create a new folder in your work area called **Evidence**.

Open a new word processed document.

Insert your name, the date (shown as dd/mmm/yyyy) as a footer and save this with the file name **Evidence1** in the folder Evidence.

7   Using wildcard and date search techniques, query the C Drive (or hard drive suggested by your assessor), and its sub folders to find all text files modified in the past seven days.

Take a screen print prior to carrying out the search showing your criteria and paste this into your **Evidence1** document labelling it as **Screen Print 1**.

Take a screen print following the search and paste it into your **Evidence1** document titling it as **Screen Print 2**.

State the number of files you find as a result of your search in your **Answer Sheet**.

8   You have been asked to suggest an additional printer connected via USB. It is intended that this printer is capable of producing photographs and printing on CD's.

Use a search engine and select a suitable printer.

Take a screen print showing your search criteria and results and paste this into your Evidence document titling it as **Screen Print 3**.

Enter the manufactures **URL** on your **Answer Shee**t.

For your selected printer download the latest driver to your work area or removable drive. Take a screen print whilst the transfer is in progress.

State on your **Answer Sheet** the protocol used for the download.

Note: where local protocol does not allow you to carry out a download, capture evidence of the site you have visited. Paste this into your **Evidence** document and title it as **Screen Print 4**.

9   Open your Internet browser and using the screen print facility, copy and paste the image to your **Evidence** document, titling this as **Screen Print 5**.

Customize the browser by adding four extra buttons that can be used to increase your efficiency.

Take a screen print of the modified settings and paste into your **Evidence** document titling this as **Screen Print 6**.

Continued over…

Task B - Editing a folder structure

1   Create a new folder in your work area, or on removable media, name this folder **Systems Audit**.

2   Search your network for the folder structure called **Audit Principles**.

     Once you have found it copy and paste the folder structure to your **Systems Audit** folder.

3   Access the **System Level Help Files.**

     Search for the topic 'Set, View, Change File or Folder Permissions'. Select the topic.

     Change your current default printer to a network printer (or PDF, Document Printer etc) to use as a default.

     Prepare to print out the 'Set, View, Change File or Folder Permissions' topic in economy mode (**do not print your document**) ensure the print dialogue box does not cover the topic name and take a screen print.

     Insert this into your **Evidence1** document and label it as **Screen Print 7**.

     Close the help file and any unwanted boxes ie printer.

4   Search for the folder on your work area/removable media called **Systems Audit - Name Convention 8.3**

     Once you have found it delete this folder and any files it contains.

5   Search for the folder on your work area/ removable media called **Systems Audit - Protocols**

     Set the attributes to 'Read Only' and 'Hidden'.

     Apply the changes to this folder, sub folders and files.

6   Search your folder structure for a folder named **Backup** and rename this to **Backup Files**.

7   Using **Backup software** create a full backup named **Audit01**, of the folder structure **Systems Audit** and save it in your **Backup Files** folder.

     Save the Log of the **Backup Operation** to your **Backup Files** folder as **Audit01.txt**.

Continued over …

Task C - Changing computer properties and health and safety

1 Change the time zone of your computer to **Nairobi**.

   Capture a screen print of this and paste it into your **Evidence1** document.

   Label it as **Screen Print 8**.

2 Change the **keyboard** layout to the **United States** Layout. **Do not** apply the change but capture a screen print and paste it into your **Evidence1** document label it as **Screen Print 9**.

3 Change the **mouse** properties to suit a left-handed user, so that the primary and secondary buttons are reversed. **Do not** apply the change but capture a screen print and paste it into your **Evidence1** document label it as **Screen Print 10**.

4 Change the **sound** output device to 'Muted'. **Do not** apply the change but capture a screen print and paste it into your **Evidence1** document label it as **Screen Print 11**.

5 Use the **System Tools** to initiate a Disk Defragmenter. **Do not** run the application as this could take a long time but capture a screen print and paste it into your **Evidence1** document label it as **Screen
   Print 12**.

6 Create a shortcut to the **Backup Software** and place this in the folder **Backup Files**.

7 You have noticed that the wires are coming out of the plug of your computer.

   Please indicate on your **Answer Sheet** what you would do about this situation.

8 Write a short explanation on your **Answer Sheet** of how files can be recovered if they have been accidentally deleted.

9 State which of the following will allow the fastest data transfer speed:

   USB 1.1 USB 2.0 or IEEE Firewire.

   Add your answer to your **Answer Sheet**.

10 Save your Answer Sheet inside the **Systems Audit** folder with the filename **Answers XX**. (Where XX = your initials).

Continued over…

11 Print out the file **Answer SheetXX**, to the default printer.

Ensure that it is printed on both sides (using either a Duplex or Reinsertion method).

12 Save your **Evidence1** document as **Evidence1v2** and move this to the **Systems Audit** folder.

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