Level 1 IT Principles 1 (7266/7267-001)

e-Quals
Assignment guide for Candidates
Assignment A

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Level 1 IT Principles 1 (7266/7267-001)
Assignment A
Information for Candidates

About this document
This assignment comprises part of the assessment for Level 1 IT Principles 1 (7266/7267-001).

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 and a half hours**.

Level 1 IT Principles 1 (7266/7267-001)
Candidate instructions

Time allowance: one and a half hours

Assignment set up:

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

- Task A - Clean and connect computer hardware
- Task B - File management
- Task C - Using system tools

Scenario

You are working for a small company and your supervisor has put you in an office without a working computer. You have been provided with all of the hardware components and been asked to clean and connect them. When you have done this you will check that the system works as expected.

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

Task A - Clean and connect computer hardware

1 Clean the screen and the mouse using appropriate methods.

2 Connect up the computer hardware provided.

(Where network printing is in use a printer cable should be supplied by your assessor and you can simulate the connection for a standalone pc).

Observe Health & Safety guidelines at all times.

3 Ensure that the printer is loaded with paper.

4 Power up your computer and log onto the system.

If you have any problems report these to your assessor.

Print a printer test page and add your name, today's date and **Printout 1**.

Continued over…

Task B - File management

1 Create a new folder in your work area, or on removable media, called **ICT_1**.

2 Search for the folder called **Level 1 ICT**.

3 Copy the folder **Level 1 ICT** and its contents to the folder called **ICT_1** which you have just created.

4 Within the Folder **Level 1 ICT** move:

- **Banking** into **Accounts**
- **Insurance** into **Home**
- **Weekends** into **Work**.

5 Using folder search tools find the file called **Answers,** taking a screen print before running the search showing your search criteria.

6 Open the file called **Answers**.

7 Save the file in your folder **ICT_1** and paste your search screen print into the **Answers** file.

Add the title **Search Criteria** to your pasted image.

Save the file but leave it open.

8 Open the following folders – **Accounts, Home, Weekends, Work** in separate windows and then resize them so all 4 can be seen at the same time on your screen.

Capture a screen image using the print screen facility and paste it into your **Answers** document (below the first image you have pasted) and add the title **Screen Print 1**.

9 Minimise all 5 windows and capture screen image using the print screen facility and paste it into your **Answers** document (below the second image) and add the title **Screen Print 2**.

10 Restore all 4 windows from the task bar.

11 Adjust the time on the clock to show 09.00

Capture a screen image using the print screen facility and paste it into your **Answers** document (below **Screen Print 2**) and add the title **Screen Print 3.**

Note: if your system does not allow you to change the time, capture the image without altering it and comment on what you would do if you were able to change it. Type your explanation into your **Answers** file.

Continued over ...

12 Using **Save As** save the file **Answers** and add your initials to the end of the filename eg: Answers-CG.

Save this file in the folder **Work** under the **ICT_1** folder.

13 Close all open windows except your **Answers-XX** *(XX = your initials)* document, which should be minimised.

14 Align all desktop icons in a row at the top of the screen.

Capture a screen image using the print screen facility and paste it into your **Answers-XX** document (below the **Screen Print 3**) add the title **Screen Print 4.**

Continued over ...

Task C - Using system tools

1 Access the system tools and select the **Disk Defragmenter**. Using the keyboard shortcuts to capture a screen image.

Paste this image into your **Answers-XX** document (below **Screen Print 4**) and add the title **Screen Print 5**.

2 Exit the Disk Defragmenter and start the **Task Scheduler**.

Select a suitable program to schedule eg: **Virus Scan**, and schedule it to run on a daily basis at 10:00 am.

When you have selected the frequency of the task, capture a screen image of the active window using the keyboard short cuts and paste it into your **Answers-XX** document (below **Screen Print 5**) and add the title **Screen Print 6**.

Exit the Task Scheduler.

3 Create a shortcut to your file **Answers-XX** inside your folder **ICT_1**.

4 Access the **System Help** files.

Search for the topic **Assign drive letter**.

Access the first result of your search and print this out in economy mode (if available) adding your name, today's date and **printout 2**.

5 Re-save your document **Answers-XX** and close the file.

6 Ask your Assessor to observe you closing any open application software.

7 Correctly logoff the network and correctly shutdown the operating system.

Power off your Computer.

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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