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

e-Quals
Assignment guide for Candidates
Assignment B

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Level 1 IT Principles 1 (7266/7267-001)
Assignment B
Introduction – Information for Candidates

About this document
This assignment comprises part of the assessment for Level 1 IT Principles (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 educational department and your supervisor has put you in an office without a computer. You have been provided with all of the hardware components and been asked to clean and connect them. Once you have done this 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 screen & 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 demonstrate the connection process for a stand alone pc).

3 Ensure that the printer is loaded with sufficient paper for your assessment.

Ensure that the health and safety of yourself and others is maintained throughout **Task A**.

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

Continued over…

Task B - File management

1 Create a new folder in your work area or on removable/portable media called **ITP1 Assess**.

2 Search for the Folder called **Activity Club**.

3 Copy the folder and its contents to the folder called **ITP1 Assess** in your work area or to your removable/portable storage media.

4 Within the Folder **Activity Club** move

- **Every Child Matters** into **H & S**
- **Schedules** into **Staffing**
- **Events** into **Activities**.

5 Using folder search tools find the file called **EvidenceITP1B**, taking a screen print before running the search showing your search criteria.

6 Open the file called **EvidenceITP1B**.

7 Save the file in your folder **ITP1 Assess** and paste your search screen print into your **EvidenceITP1B** document.

Add the label **Search Criteria** to your image.

Save the file and minimise it.

8 Open the Folders –

Every Child Matters
H & S
Staffing
Activities

and resize them so that all four windows can be seen at the same time.

Capture a screen image using the Print Screen facility and paste it onto your **EvidenceITP1B** document.

Add the label **Task B8** to your image.

9 Minimise all open windows and capture a screen image using Print Screen and paste it into your **Evidence ITP1B** document below the image **Task B8**.

Add the Label **Task B9**.

Continued over…

10 Adjust the time on the clock to show **16:00**.

Capture the screen image using Print Screen and paste it into your **EvidenceITP1B** document, below the image **Task B9**.

Add the label **Task B10**.

Note: if your system does not allow you to change the time, capture the image without altering it and paste onto your **EvidenceITP1B** document, below the image **Task B9** adding the label **Task B10**.

Below this label type your explanation, commenting on what you would do if you were able to change it.

11 Using **Save As** save the file in the folder **Staffing** under the **Activity Club** folder as **EvidenceITP1BXX** (replace XX) with your initials eg: **EvidenceITP1BDH**.

12 Align all desktop icons in a row at the bottom of the screen.

Capture a screen image using Print Screen and paste it into your **EvidenceITP1BXX** document, below the image **Task B10.**

Add the label **Task B12.**

Task C - Using system tools

1 Access the **System Tools** and select the **Disk Defragmenter**.

Capture a screen image using Print Screen and paste it into your **EvidenceITP1BXX** document, below the image **Task B12**.

Add the label **Task C1**.

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

Select a suitable program to schedule eg: Virus Scan, and schedule **daily** at **16:00**.

When you have reached the point of selecting the frequency of the task, capture the active window using keyboard short cuts and paste it onto your **EvidenceITP1BXX** document. Below the image**Task C1**and add the label **Task C2**.

Save and close the file

Exit the Task Scheduler.

3 Create a shortcut to your file **EvidenceITP1BXX** inside your **Activity Club** subfolder.

Continued over…

4 Access the **System Help Files**.

Search for the topic Install **Antivirus Software**.

Access the first result of your search and print this out in economy mode (if available).

Write **your name**, **today's date** and **printout 2** on it.

5 Ask your Assessor to observe you closing any open applications.

6 Close any open Application Software.

Correctly log off the network and correctly shutdown 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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