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

e-Quals
Assignment guide for Candidates
Assignment C

www.cityandguilds.com/e-quals07
February 2009
Version 1.0

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Level 1 IT Principles 1 (7266/7267-008)

Introduction – Information for Candidates

About this document

This assignment comprises all 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

The assignment:

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 work as the secretary of a local football club. The club have provided you with a computer and all the hardware components to keep records of player registrations, games and results.

You have been asked to clean and connect the computer before ensuring 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 suitable materials.

2 Connect 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).

Check that your printer has sufficient paper and insert more paper if necessary.

Ensure that the Health and Safety of yourself and others is maintained at all times.

3 Power up your computer and log onto the system.

If you have any problems report these to your assessor.

Print a printer test page. Add your name, today's date and **Printout 1** to the bottom of the printout.

Continued over…

Task B – File management

1 Create a new folder on your desktop called **Assignment 001C**.

2 Search for the folder called **Football Club**.

3 Copy the folder and its contents to the folder **Assignment 001C** on your desktop.

4 Within the folder **Football Club** move

- **Results** into **League Table**
- **Referees** into **Registrations**
- **Under 12's** into **Teams**

5 Using the search tools find the file called **Screen Prints 001C**.

Take a screen print before running the search to show your search criteria.

6 Open the file called **Screen Prints 001C** and paste your search screen print into this file.

Add the title **Task B5** below the image and save the file **Screen Prints 001C** into the folder **Assignment 001C**.

Save the file and minimise it on the desktop.

7 Open the folders:

- **Results**
- **League Table**
- **Registrations**
- **Teams**

Resize the windows so that all four folders and their contents be seen at the same time.

Delete the file **2006 Season.txt** in the **League Table** folder.

Capture a screen image using the print screen facility and paste it into your **Screen Prints 001C** document below the image **Task B5**.

Add the title **Task B7** below your image.

Save the file **Screen Prints 001C**.

Continued over…

8 Minimise all open windows and capture a screen image using the print screen facility and paste it into your **Screen Prints 001C** document below the image **Task B7**.

Add the title **Task B8** below your image.

Save the file **Screen Prints 001C**.

Task C – Using system tools

1 Access the **system tools** and open **Disk Defragmenter**.

Capture a screen image using the print screen and paste it into your **Screen Prints 001C** document below the image **Task B8**.

Add the title **Task C1**.

Save the file **Screen Prints 001C**.

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

Select a suitable program to schedule eg Virus Scan and schedule it on a **Daily** basis at **08:00**.

When you have reached the point of selecting the frequency of the task, capture the active window and paste it into your **Screen Prints 001C** document below the image **Task C1** and add the title **Task C2**.

Save the file **Screen Prints 001C** and exit the **Task Scheduler**.

3 Create a new sub-folder within the folder **Football Club** named **Shortcuts**.

Create a shortcut to your **Screen Prints 001C** document inside the folder **Shortcuts**.

4 Access the **System Help Files** and search for the topic **Using Disk Cleanup**.

Access the first result of your search and print it out in landscape.

Write **your name**, **today's date** and **Printout 2** on the bottom of the printout.

5 Access system tools and open **Disk Cleanup**.

Using the scrollbar in the **Files to delete** window, scroll down and select the **Recycle Bin**.

Capture a screen image using the print screen facility and paste it into your **Screen Prints 001C** document below the image **Task C2.**

6 Add the title **Task C5** below the image and save the file **Screen Prints 001C**.

Continued over…

7 Access system tools and open **System Information**.

Copy the information showing your computer's operating system and version and paste this into your **Screen Prints 001C** document below the **Task C5**.

Add the title **Task C6** below the text.

Save the file as **Screen Prints 001C – XX** (replace XX with your initials) into the sub-folder **Shortcuts**.

8 Close any open application software.

Correctly logoff the network and 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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