Level 1 Using the Internet for finding and sending information (7266/7267-005)

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Assignment guide for Candidates

Assignment B

(This assignment can be used as evidence of achievement of 7574-107 Using the Internet)

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(This assignment can be used as evidence of achievement of 7574-107 Using the Internet)

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Level 1 Using the Internet for finding and sending information (7266/7267-005)

Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Using the Internet for finding and sending information (7266/7267-005). This assignment can be used as evidence of achievement of 7574-107 Using the Internet.

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 Using the Internet for finding and sending information (7266/7267-005)

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Candidate instructions

Time allowance: One and half hours

The assignment:

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

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- Task A - Sign up to and use web based e-mail
- Task B - Use Search Engine and Browser bookmarks/favourites
- Task C - Locate and save web pages
- Task D - Using History to locate and communicate information

Scenario

A friend of yours is coming to stay and would like to visit the cinema with you and is also keen on using your public library for some study they have to complete. You will use the Internet to find out some details for your friend and print out a map for them. As part of your own studies you have been asked to explain some Internet related terms and will send this information via a web based e-mail system.

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

Task A – Sign up to and use web based e-mail

1 Power up the computer and log on.

Open a web browser and access the Internet.

2 Navigate to one of the following URLs:

- **http://uk.yahoo.com**
- **http://get.live.com/mail/options**
- **http://www.myway.com**

Continued over…

3 Sign up for a **free** web based e-mail service (you do not need to use your own personal details if you prefer not to).

Access the registration page and choose a new user name.

Create a secure password.

Complete any other questions that your selected website has requested to be able to complete the registration.

4 Write an e-mail message to your assessor, using suitable netiquette and stating your new e-mail address in the message body.

Send this e-mail to the address given to you by your assessor.

Ask your assessor to respond to your e-mail.

5 Create a new folder, in your e-mail application, called **Answerfile**. Ask your assessor to check that you have done this.

Open and read the e-mail received from your assessor.

Return to the Inbox and move the received e-mail with attachment to your **Answerfile** folder.

6 **Forward** the e-mail from your assessor with it's attachment to the address provided.

Add the message:

Hi, Pease find e-mail sent to me which I am forwarding to you, for your information, along with its attachment. Regards *Your name*

Send the e-mail.

7 Find and open the e-mail received from your assessor.

Open the attachment and save it with the file name **Myanswers** in your work area/removable media (this file is to be used to provide answers throughout the assignment).

Please note this can be edited electronically or printed out and handwritten.

Continued over…

8 Answer the next five questions putting your answers onto your **Myanswers** document.

1. Give one **difference** between a web based e-mail service and an application-based e-mail service installed on your PC.

2. When writing an e-mail what does
    a. Cc stand for?
    b. Bcc stand for?

3. Explain what
    a. Cc does
    b. Bcc does

4. What is the purpose of passwords?

5. Give an example of a secure password.

Task B – Document layout

1 Create a folder on your work area/removable media called **Visit**.

2 Use **a Search Engine** to find details of the nearest **library** to you.

Take a screen shot showing your search criteria and paste it into your **Myanswers** below the label **Search Engine 1**.

From your search results select the most appropriate site for the information you need and add it to your bookmarks/favourites.

3 Use a different **Search Engine** to find details of the nearest **cinema** to you.

Take a screen shot showing your search criteria and paste it into your **Myanswers** below the label **Search Engine 2**.

From your search results select the most appropriate site for the information you need and add it to your bookmarks/favourites.

4 Show your bookmarks/favourites on screen and using screen print copy and paste the image into your **Myanswers** below the label **bookmarks/favourites**.

Continued over…

Task C – Locate and save web pages

1 Use a **Meta** Search Engine to find a map showing the location of the nearest library or cinema to you.

Print out one copy of the map and write your name and today's date at the bottom.

2 Add the name of the Meta Search Engine you used into your **Myanswers** document.

Copy the URL of the site you selected your map from into your **Myanswers** document.

3 *Maps and images may be protected by copyright*.

On your **Myanswers** document explain what is meant by **copyright**.

Other than images list 3 different things that may be protected by copyright.

Add your answers to your **Myanswers** document.

4 Using your bookmarks/favourites navigate to a different website, ask your assessor to observe you doing this.

5 Save the webpage you have navigated to as a HTML file into your **Visit** folder.

Task D - Using History to locate and communicate information

1 Display your Browser History for today.

Take a screen shot of the history and paste it into your **Myanswers** under the label **Display the History of internet searching you have carried out today**.
.

2 Answer the following questions. Enter your answers on your **Myanswers.**

Provide a short explanation of the following terms, you may use the Internet to help you:

1) www
2) URL
3) Browser
4) Homepage

Save your **Myanswers** document.

3 Access your Web E-mail account.

4 Using the e-mail address supplied by your assessor write an e-mail and attach your **Myanswers** document.

Continued over…

5 Add a message telling your assessor that you have completed your assignment and are attaching your **Myanswers** document. Ensure you follow suitable netiquette.

Send the message.

6 Exit your e-mail account and Internet connection.

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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