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

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e-Quals
Assignment guide for Candidates
Assignment C

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Level 1 Using the Internet for finding and sending information (7266/7267-028)

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).

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)
Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Creating folders and researching information
- Task B - Saving and printing web pages
- Task C - Using an e-mail application to send your findings
- Task D - Using the Internet to carry out research

Scenario

You are looking for work and also want to update your skills.

In order to do this you will need to use various online sites including CV building sites and careers advice services.

You will also be carrying out research on the Internet.

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

Task A – Creating folders and researching information

1 Start up your computer and logon. Open your Internet Browser and connect to the Internet via your normal method.

2 Create a folder within the favourites using ***your name*** as the folder name.

Using a search engine of your choice search for **Careers Advice** in the **UK**.

Save the search results page as a favourite in the folder you created.

3 Using any appropriate link, access a Careers Advice page.

Search for information on becoming a Training Manager.

Save the search results page as a favourite in the folder you created.

Continued over…

4 Navigate to **http://careersadvice.direct.gov.uk/**

Using the correct links from the useful tools navigate to the CV Builder.

Add the CV Builder page as a favourite in the folder you created.

5 Create a basic CV which you can use to apply for jobs you may find on the Internet. Use the following details:

Step 1	Your name
Step 2	Your Address (or that of your centre)
Step 3	Add the text: **I want to do a different type of job**
Step 4	Add the text: **I would like to gain work as a Training Manager**
Step 5	Add the following details: Job Title: **Chef** Organisation: **Acme Foods** Location: **Hillmorton** Main Skills: **Cooking** Start date: **Jan/xx** (where xx is last year) Leaving date: **Jan/xx** (where xx is this year) (do not add a second job)
Step 6	**Leave blank**
Step 7	Add the following: Start date: **Select the last calendar year** Leaving date: **Select the current year** Name of College: **Hillmorton High** (you do not have to fill in any other details)
Step 8	**Leave Blank**
Step 9	**Leave Blank**
Step 10	Enter the name of your Tutor (first name only) for both the professional and personal reference. Add the comment **Tutor** as the role.
Step 11	Select the Classic Layout
Step 12	View your CV

Then save the CV as an rtf file using the filename **yourname cv** within your work area. Print one copy.

Continued over…

Task B – Saving and printing web pages

Please read carefully:
You have decided to improve your number skills and enrolled onto a Numeracy course at your local college. In order for you to complete your homework you are looking for information on percentage (%) increase and decrease.

You have been told about a site called **Skillswise** which is something to do with the BBC but you have not been given the web address.

1 Using a search engine, search for the site and add the results page to your favourites in the folder you created.

2 From the results select and navigate to the **Skillswise** homepage.

3 When you found the site and navigated to it, add the homepage to your favourites folder as **BBC Skillwise**.

4 Navigate to the **Numbers** section and find the section on **% Increase and Decrease**. Add this page in to your favourites folder using the name **Percentages**.

5 Print out **one** Factsheet for **Percentage**.

6 Save the Factsheet as a webpage (html only) into your work area as **FactSheet1**.

Task C – Using an e-mail application to send your findings

1 Open up a web based e-mail application and login.

2 Create a new e-mail to the e-mail address provided by your tutor using the following text:

Subject:	**Percentages**
Message:	**I found the attached factsheet on the BBC Skillswise website. I thought you might find it useful.**
Closure:	**Your Name**

3 Attach the Skillwise factsheet you saved in **Task B** which you saved in your work area.

4 Send the e-mail.

5 Ask your assessor to observe you exit the web based e-mail application. Logout of your e-mail account.

6 From your Internet browser, export your bookmarks to your work area with the filename **yourname bookmarks**.

Continued over…

Task D – Using the Internet to carry out research

1 Answer the following questions, using the Internet if required to research, and input your answers into the document **Research** (provided by your assessor).

1. What is 'Shareware'?
2. What may be broken if you make music tracks freely available to others over the Internet?
3. Give one advantage of using web-based e-mail as opposed to system based e-mail.
4. What is a digital signature?
5. What is meant by the term 'Netiquette'?
6. What is a search engine?
7. Name two different web browsers.
8. Give two advantages of using e-mail as opposed to the postal service.
9. When leaving your PC unattended for a short period, what is the minimum level of security you should use to ensure data protection?
10. What does the term URL stand for?

2 Save the file Research with the name **Researchxx**, where xx are your initials into your work area.

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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