Level 1 Using ICT to communicate (7266/7267-015)

e-Quals
Assignment guide for Candidates
Assignment A

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Contents

Unit 015 – Using ICT to communicate Level 1

Assignment A

Introduction – Information for Candidates	2
Candidate instructions	3

Level 1 Using ICT to communicate (7266/7267-015)
Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 1 Using ICT to communicate (7266/7267-015).

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**.

Time allowance: One and a half hours

Assignment set up:

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

- Task A - Using the Internet for research
- Task B - Saving and presenting your research
- Task C - Sending your research via e-mail
- Task D - Formatting your research
- Task E - Sending an e-mail with attachments

Scenario

You are researching information on the Internet for your summer break this year.

You have been discussing this with your friends and they have asked you to do a primary search for suitable locations and accommodation.

Read all of the instructions carefully, you must carry out the tasks in the correct order.

Task A - Using the Internet for research

1 Start your PC and login. Open an Internet browsing application and access the Internet.

2 Create a new folder within your work area named **Camping**.

3 Using the Internet browser, navigate to an Internet search engine of your choice.

4 Using this search engine and using Boolean search techniques (eg: +, -, " "), input search criteria for **camping** in the **Norfolk Broads**, but **not including caravans**.

5 Save the results page as an html web page to your **Camping** folder as **Search1.html**.

6 Open the saved search results and print the first page. Label it as **printout 1** and add your name.

7 Using your results, navigate using any link provided to the home page of a site offering camping facilities. (**Note:** Do not use a listings page).

Continued over...

8 Open a blank word processing document for the purpose of evidencing your tasks. Save this as a file with the title **Evidence1** with a suitable extension in your **Camping** folder.

9 Bookmark the home page of the camp site you have found.

Take a screen print to show this and paste it into your **Evidence1** document.

Label it as **Screen print 1**.

10 Close the Internet Browser.

Task B - Saving and presenting your research

1 Start a new blank document and save this in your folder as **Notes1**.

2 Re-open the web browser and using your bookmark return to the Camp Site page you found earlier.

3 Copy the webpage address where you found these details and paste it into your **Notes1** document. Add the date and time.

From the webpage, copy the campsite name and a list of the facilities on offer. Paste this under the web address in your **Notes1** document.

4 Return to the webpage and find 2 images that represent the facilities on offer. Copy these and paste them under the web address in your **Notes1** document.

(If the web page you are using does not have the images you need you can use another web page).

5 Save your document as **Notes1v2**. Print out the document and label it as **Printout 2** adding your name and the date at the bottom or as a footer.

6 Format the **Campsite Info** text as below

- **Campsite** title formatted using Arial, 20 point in dark blue and centred.
- **Facilities** formatted using Arial, 14 point light blue and as a bulleted list.
- **Web page address** formatted using Arial, 14 point light blue and centred.

7 Save the document as **Notes1v3** in your folder and close this document.

Continued over...

Task C - Sending your research via e-mail

1 Open an e-mail application.

2 Start a new blank message. Insert **Norfolk Campsite** as the e-mail subject.

3 Using the two e-mail addresses supplied by your assessor. Insert one as the **to:** address and one as a carbon copy **(CC):** address.

4 Insert the following as the main body text of the e-mail. Proof read the document correcting any errors that you find as you type.

Hi

Please find attached some basik infurmation that I have found for the camping holiday in Norfolk we discussed. Please have a luck at the website using the web address shown on the attachment and let me know whether you think it will be suitable.

See you soon
<Insert your Name>

Attach the file **Notes1v3** to the e-mail.

5 Send the **Norfolk Campsite** e-mail.

6 Retrieve your new e-mails.

7 Open and read the e-mail called **Norfolk Attractions** and save the attached document **Attraction1** into your **Camping** folder.

8 Open and read the e-mail **Sussex Attractions** and save the message as a plain text file into your work area with the name **Sussex1**.

9 Delete the **Sussex Attractions** e-mail from your inbox. Make a screen print which shows the **Sussex Attractions** e-mail in your **Trash/Deleted** folder.

Paste this into your **Evidence1** document and give it the title **Screen print 2**.

Continued over...

Task D - Formatting your research

1 Open the document **Attraction1** from your work area.

2 Format the headings below (within the document) to be Arial 16 point bold, italic and centred:

- **Alby Crafts**
- **Hoveton Hall Gardens**
- **Banham Zoo**
- **The Norfolk Shire Horse Centre**
- **Fritton Lake**
- **Wells & Walsingham Light Railway**

3 Remove the space between the first and second paragraphs so that it becomes 1 paragraph.

(First paragraph ends '*… fifty resident craftpeople*'. Second paragraph begins '*Crafts are on display…*').

4 Format the four paragraphs as fully justified (not including the headings or the web addresses).

5 Save the document as **Attraction1v2** into your **Camping** folder with an appropriate extension (not in the original format).

Continued over...

Task E - Sending an e-mail with attachments

1 Open a new blank e-mail with the subject title **Extra Info**.

Insert the following text. Spell check the main body text and correct any spelling errors:

Hi again

I have received some some more information on places we culd all visit when we are away. I have put web links in this as well, so that you can check them out.

Give me a call later, once you have looked at them and we can plan what we are goinig to do.

Speak soon
<Insert your name>

2 Attach the document **Attraction1v2** to the e-mail.

Send the message to the e-mail addresses you were given earlier.

3 Create a folder in your inbox named **Norfolk** and move the two e-mails you have sent about Norfolk into the new folder.

4 Create a screen print to show the messages within your **Norfolk** folder and paste it into your **Evidence1** document.

Save the document and close it.

5 Create a new e-mail with the subject **Assignment**. Insert the following text:

Hi,

Please find the evidence you require for this assignment attached

Regards

<Candidates name>

Attach the following files:

Attraction1.rtf
Attraction1v2.xxx (not .rtf)
Evidence1.xxx
Notes1.xxx
Notes1v2.xxx
Notes1v3.xxx
Search1.html
Sussex1.txt

Send it to your tutor.

Continued over…

6 Close down the e-mail application and shut down 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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