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

e-Quals
Assignment guide for Candidates
Assignment B

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

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**.

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

Time allowance: One and a half hours

The assignment:

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

- Task A – Using the Internet
- Task B – Creating a word processing document
- Task C – Sending and receiving e-mails
- Task D – Editing a document

Scenario

The organisation you work for sends groups of students out on voluntary work experience around Europe.

You have been asked to research and prepare a travel itinerary on behalf of a group travelling, within the next two weeks, to Poland.

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

Task A – Using the Internet

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

2 Create a new folder within your work area and name it **Poland**.

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

4 Using this search engine input search criteria for a flight to **Warsaw** in **Poland**.

5 Save the results page as a complete web page called **flights1** in the folder called **Poland**.

6 Select **one** of the sites listed in your search results and go to the site using any link provided.

Find details for an outbound flight in **two weeks time** from **today** and **returning** in **four weeks time**.

Continued over…

7 Save the flight details as a complete web page with the filename **flights2** in the folder called **Poland**.

8 Add a **Bookmark** for the flight details page so that you can return to it later.

Close the Internet Browser.

Task B – Creating a word processing document

1 Open a new word processing document and save it with the file name **My Holiday** in the folder called **Poland**.

2 Add the title **Search Results for Poland** and centre it.

Make the title stand out using any method of your choice.

3 Open your web browser and using your **Bookmark** return to the webpage you found earlier that contains the flight details.

4 In your word processing document add the details shown below (you can copy and paste or type them):

- The URL of the site
- The Airline: ie Lazyjet,, Coconut Airways etc
- The flight details:
  - The departure airport
  - The departure date and time
- Return details
  - The departure airport
  - The departure date and time
- Total Cost in your local currency.

5 Export your **Bookmarks** to your **Poland** folder with the filename **My Bookmarks**.

6 Spell check and proof read document for accuracy. Correct any errors.

Re-save your document in the **Poland** folder, with the filename **My Holiday V1**.

Task C – Sending and receiving e-mails

1 Go to your e-mail programme. View your **inbox** and read the two emails sent to you by your assessor.

Each e-mail will have an attachment.

2 Create a new folder in your e-mail programme and name it **Travel**.

Continued over…

3 Save all three attachments into your **Poland** folder in your own work area.

Use the default filenames given.

4 Open the file that you have just saved called **Evidence**.

5 Move all the emails from your inbox into the **Travel** folder you created.

6 Show the contents of your folder **Poland** in your work area and take a screen print and paste it into your **Evidence** document.

Add the label **Screen print 1** below it.

Save the document as **yourname Evidence**.

7 Start a new email, and save it as a **draft**.

Address it to your tutor using the address given to you by them.

Add the subject **My Assignment** and use the following text in the main body of the e-mail:

Hi,
Please find the evidence you require for this assignment attached
Regards
<Your name>

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

Add the label **Screen print 2** below it.

Before moving on ask your tutor to observe that you have created a draft e-mail and moved all e-mails from your inbox into your **Travel** folder.

Task D – Editing a document

1 Open the file called **Assignment** that you saved to your work area in the folder **Poland**.

2 Answer all the questions save the document as **yourname Assign**, then close the document.

3 Working on the Itinerary document, select and change the word **Travel** to **Poland** in the heading.

4 **Increase** the size of the heading font to 28 and **change** the colour to **green**.

5 Move the text box with the words **Prepared by** and **Today's Date** to the bottom of the document.

Continued over…

6 Type your name and today's date in the space provided.

7 Your volunteers will have some spare time to visit tourist attractions whilst they are there.

Prepare an itinerary using the **Itinerary** document and the information shown below:

- **Day 1** Travel to Poland
- **Day 2** Teambuilding in Old Town
- **Day 3** Rest Day (*Add details of your suggested attraction*)
- **Day 4** Voluntary Work
- **Day 5** Rest Day (*Add details of your suggested attraction*)
- **Day 6** Voluntary Work
- **Day 7** Return Travel from Poland

Use the Internet to search for places of interest to visit in Warsaw, Poland during rest days.

Spell check and proof read the document for accuracy correcting any errors

Save the document as **yourname Itinerary**.

Close any open word processing documents.

8 Return to your e-mail program and open the **draft** e-mail you prepared earlier.

9 Attach the following four documents from your **Poland** folder to the e-mail:

- **yourname Assign**
- **yourname Itinerary**
- **yourname Evidence**
- **My Holiday V1**

Send the e-mail to your tutor.

10 Exit and close all open applications.

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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