Level 1 Dismantle, assemble, install and maintain a desktop computing system (7266/7267/7276-102)

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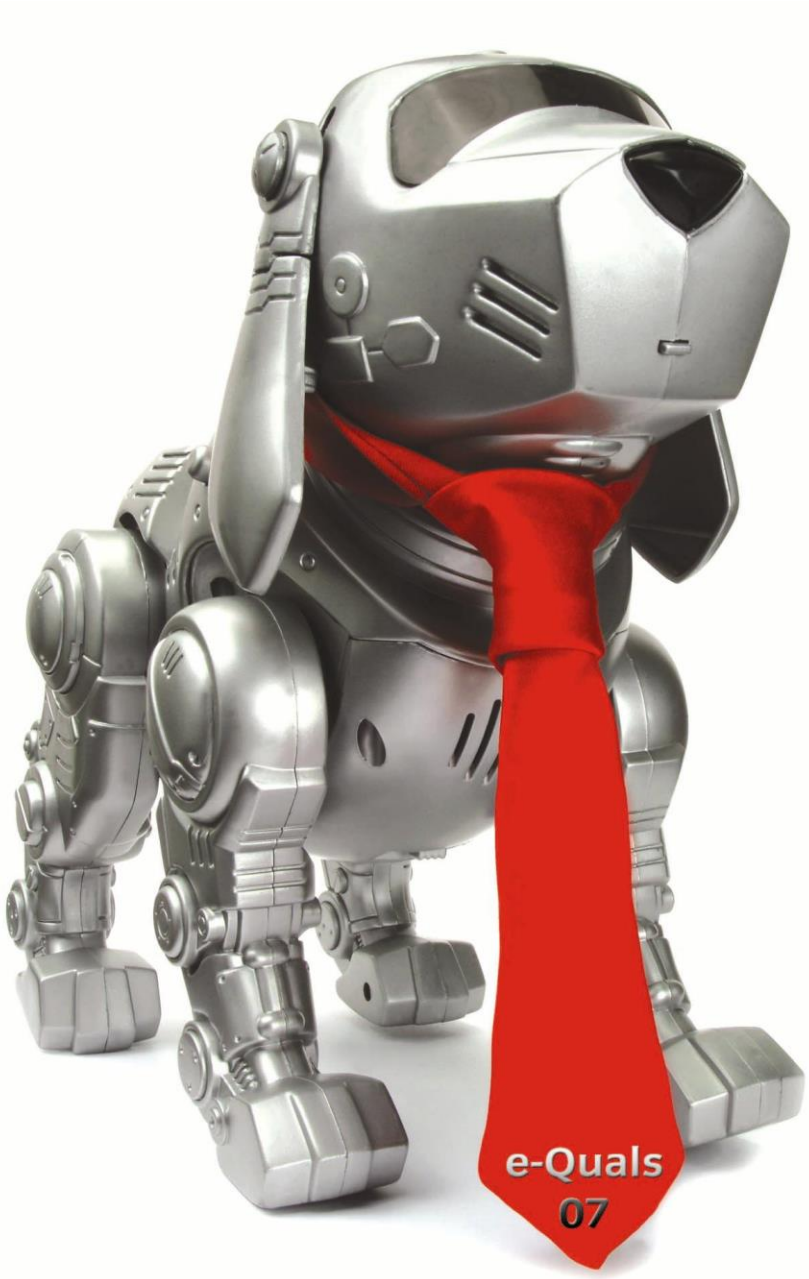
Assignment guide for Candidates
Assignment D



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City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)20 7294 2800
F +44 (0)20 7294 2400
www.cityandguilds.com
learnersupport@cityandguilds.com

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Level 1 Dismantle, assemble, install and maintain a desktop computing system (7266/7267/7276-102) Assignment D

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Dismantle, assemble, install and maintain a desktop computing system (7266/7267/7276-102).

Health and safety

You are asked to consider the importance of safe working practices at all times.

You are responsible for maintaining the safety of others as well as your own. Anyone behaving in an unsafe fashion will be stopped and a suitable warning given. You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements. This may seem rather strict but, apart from the potentially unpleasant consequences, you must acquire the habits required for the workplace.

Time allowance

The recommended time allowance for this assignment is **3 hours**.

Level 1 Dismantle, assemble, install and maintain a desktop computing system (7266/7267/7276-102)

Candidate instructions

Time allowance: 3 hours

Assignment set up:

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

- Task A – Identify all external visible ports on the PC and connect the appropriate hardware
- Task B – Test all hardware for functionality and where possible rectify any faults
- Task C – Configure operating system for specific user requirements
- Task D – Remove unnecessary files from the system

Scenario

A user has recently moved offices. Their PC and printer has been completely disconnected and removed from the original location and now sits on the floor. The base unit, keyboard, mouse and printer are all disconnected.

Your job is to set up the PC and printer by connecting all of the relevant cables to the appropriate ports and perform a final test on all of the components. In addition, the system needs to be configured to suit an additional user with special eyesight requirements. It has been agreed that the Operating System should be configured to display large desktop icons, large mouse pointer and preferred colours. After you have reconnected and set up the PC and printer, a final test should be carried out to ensure that everything is fully operational.

Any problems while carrying out this assignment **must** be recorded on the Fault Reporting Log Sheet that is provided.

Task A – Identify all external visible ports on the PC and connect the appropriate hardware

Q1 List five ports that are usually found on the back of a PC base unit and identify their use on the External Ports Log.

Q2 State the importance of creating systems logs and taking an inventory.

1 Connect the printer, monitor, keyboard, mouse and speakers (or headphones) to the appropriate ports.

2 Ask your Assessor to check your work; then power up the system.

Task B – Test all hardware for functionality and where possible rectify any faults

1 Check that the PC boots up correctly.

2 Identify the fault with the PC and complete the Fault Reporting Log Sheet.

Q3 List **two** items required to fix a typical hardware problem.

3 Rectify the fault. Ask your Assessor to check your work before applying power.

Q4 State the reason why it is important to keep maintenance records.

4 Perform a functional test on the PC.

Task C – Configure operating system for specific user requirements

Q5 List three basic steps you should take before installing an Operating System.

1 Change the resolution of the display to 800x600 pixels and produce a screen print.

2 Use systems tools to change **three** visual settings to accommodate a user with eye sight problems and produce a screen print.

3 Reboot the PC and check that your customised settings have remained unchanged.

Q6 State the function of an anti-virus program.

4 Install the anti-virus software provided and produce a screen print.

5 Configure the anti-virus software to update periodically and produce a screen print.

6 Perform a quick virus scan of the system and provide a result.

Task D – Remove unnecessary files from the system

Q7 List three 'Do's' and three 'Don'ts' of computer maintenance.

1 Check and delete any temporary Internet files found and produce a screen print.

2 Check if there are any deleted files still stored on the system and produce a screen print.

3 Show how to permanently delete any deleted files found and produce a screen print.

4 Check the hard drive for fragmentation and produce a screen print.

5 Reboot the PC and check that it boots up properly.

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

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

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