Level 2 Install, configure and maintain software (7266/7267-404/7540-230)

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Assignment guide for Candidates
Assignment D

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Level 2 Install, configure and maintain software (7266/7267-404/7540-230) Assignment D

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Install, configure and maintain software (7266/7267-404/7540-230).

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 **2 hours**.

Level 2 Install, configure and maintain software (7266/7267-404/7540-230) Candidate instructions

Time allowance: 2 hours

Assignment set up:

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

- Task A – prepare to install new software
- Task B – install the new software
- Task C – test the new software
- Task D – uninstall the software

Scenario

You have a PC system that you built yourself and have been using for some time. You are studying at college and do some part time commercial work at home that requires a user-friendly office suite. The one you installed originally is OK but you want to try something else to see if it suits you better. You have been given access to some software to try and you have decided to see what it is like. You are going to try the word processor, spreadsheet, presentation package and the drawing program.

Task A – Prepare to install new software

Here you are asked to find out what software is on the system and to double-check your system specification against the requirements for your chosen new software. You also need to 'tune up' your system so that it will cope with the extra software; you have just de-fragmented the hard drive but you are aware that there are far too many files on the system.

1 Boot up the system and find out the information requested on the recording sheet marked 'System Information'. Record the information on the form.

2 Check the details obtained in Task A1 against the system requirements for all **four** of the software applications you have been asked to install. Your Assessor will give you details. Report any problems with compatibility.

3 Use a file check/clean-up utility to remove unwanted files from the system.

4 Back up the data files on the system to a separate medium as indicated by your Assessor.

Q1 Briefly explain why data is always backed up before any repairs, installation etc are done on software and name **two** methods commonly used other than the one used in Task A4.

Q2 State **four** items of information that are normally required to be inputted during the software installation process.

Task B – Install the new software

You are now ready to install the new software, which will exist alongside your current software.

1 Scan all of the new software installation files for viruses and other malware.

2 Install the **four** new applications individually **or** as part of a suite.

3 Set your system to use the new software as its default applications for appropriate file types.

4 Open each of the applications individually and set them to open and/or convert on opening file types other than its own.

Q3 List **five** types of simple corrective action you could take in the event of newly installed software not working properly.

Q4 Briefly explain the difference between installing software over an older version, and uninstalling the old version before installing the new one. State **one** problem that could occur in **each** case.

Task C – Test the new software

You are now going to test and try out the new software to see that it works properly and to see if you like it enough to change. You will do this by opening an existing file in each of the four applications, adding some data and saving it in another location under a different name. You will then open a new file in each application, enter a small piece of formatted test data, print it out and then save each file in a test folder.

1 Open the word-processed file indicated by your Assessor and ensure that it opens in the new application. Ignore minor formatting errors.

2 Add some text and save the file in the location indicated by your Assessor using the file name format '*your name* WP'

3 Open a new blank WP file, add a few lines of text explaining the purpose and main features of a word processing application and save the file using the file format '*your name* Question 5'. Note: the text contents of this file will be marked as a knowledge question.

4 Open the spreadsheet file indicated by your Assessor and ensure that it opens in the new application. Ignore minor formatting errors.

5 Change some of the data as detailed by your Assessor and check that the results cell changes accordingly. Save the file in the location indicated by your Assessor using the file name format '*your name* SS'.

6 Open a new blank SS file, add a few lines of text explaining the purpose and main features of a spreadsheet application. Add numerical data to **six** cells and, perform a basic feature as directed by your Assessor. Save the file using the file format '*your name* Question 6'. Note: the text contents of this file will be marked as a knowledge question.

7 Open the presentation file indicated by your Assessor and ensure that it opens in the new application. Ignore minor formatting errors.

8 Add **two** new slides to the presentation and enter suitable data onto them. Your Assessor can help you with this. Save the file in the location indicated by your Assessor using the file name format '*your name* Pres'.

9 Open a new blank presentation file, add **two** new slides and on them enter text explaining the purpose and main features of a presentation application Save the file using the file format '*your name* Question 7'. Note: the text contents of this file will be marked as a knowledge question.

10 Open the drawing file indicated by your Assessor and ensure that it opens in the new application. Ignore minor formatting errors.

11 Add some additional data using standard and freehand shapes and colours. Save the file in the location indicated by your Assessor using the file name format '*your name* Draw'.

12 Open a new blank drawing file, open a text box and in it enter text explaining the purpose and main features of a drawing application Save the file using the file format '*your name* Question 8'. Note: the text contents of this file will be marked as a knowledge question.

Task D – Uninstall the software

You are now satisfied that you prefer the three software applications you have just tried to the original ones and you now want to uninstall them.

1 Record the details of each of the **four** software applications to be uninstalled.

2 For **each** of the applications, choose an un-installation method.

3 Uninstall **each** of the applications, re-booting after each one.

4 Do a basic operating system functional check and ensure that the

a) software has been completely removed
b system operates normally.

5 Close down the system.

Q5 Briefly explain why it is important to record accurately the details of any software to be installed or uninstalled. You should include **two** main points.

Q5 State **two** file types that will affect data if removed from a system.

6 Hand all paperwork and removable storage media to your Assessor. Ensure that your name is clearly identified on your work.

7 Sign above your name and hand all paperwork to your Assessor.

End of assignment

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