Level 2 IT Principles 2 (7266/7267-021)

e-Quals
Assignment guide for Candidates
Assignment B

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Level 2 IT Principles 2 (7266/7267-021)
Assignment B
Introduction – Information for Candidates

About this document
This assignment comprises part of the assessment for Level 2 IT Principles 2 (7266/7267-021).

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 **two hours**.

Level 2 IT Principles 2 (7266/7267-021)
Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A - Cleaning computer hardware and identifying computer specifications
- Task B - Carrying out a system audit
- Task C - Editing a folder structure
- Task D - Looking at views and settings

Scenario

You are a regular computer user and your company has provided you with a computer so you can work from home. You need to set up your computer again and carry out a systems audit.

You decide to clean it before you put it back together again. You would also like to move some files and folders so they are easier to find.

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

Continued over…

Task A – Cleaning computer hardware and identifying computer specifications

1 Taking into account any health and safety precautions, show your assessor the correct method of cleaning the computer screen.

2 Still following health and safety precautions, show to your assessor how to connect the following hardware components:

- CPU
- Monitor
- Keyboard
- Mouse

Turn on the computer, responding to any error messages if they appear.

3 Install a local printer and printer drivers to the computer.

Print a test page to confirm that it is working correctly and write your name and today's date on the printout.

Set the printer as the default printer.

Task B – Carrying out a system audit

1 In your work area create a folder named **IT Principles**.

2 Using a word processing application, open the supplied document **fault.rtf**. Insert your name and today's date in a header and answer the following questions:

- Give three examples of a hazard in the workplace.
- What should you do if you identify a hazard at work?
- What is the purpose of a disk defragmenter application?

Save the document to your **IT Principles** folder.

3 Open the supplied system audit document **system.rtf**.

Insert your name and today's date in the header. (You can do this electronically or by hand at the end of the assignment).

Continued over…

4 Complete the audit electronically (or by hand if you prefer) noting the following in your **system.rtf** document:

- Serial number of computer
- Computer make
- Computer model
- Operating system
- Operating system version number
- Licence number
- Processor type
- Processor speed
- Total physical memory installed (RAM)
- Virtual memory allocated by the operating system
- Type of network adapter if fitted
- Name of primary hard drive installed
- Total storage capacity of the primary hard drive
- Type of optical drive(s) if fitted
- Available USB ports
- Display details (monitor type/video card)
- Setting for the screen resolution
- Setting for the colour quality
- Name of default printer
- Mouse – Make/Type/Connection

Save the document into your **IT Principles** folder.

Task C – Editing a folder structure

1 Locate the supplied folder **Zoo** and copy it to your **IT Principles** directory.

2 In the folder **Zoo** create a new folder named **UK Birds**.

3 Search the folder **Zoo** and its sub-folders for the files **Bluetit.txt** and **Housemartin.txt**.

Move both files to the folder **UK Birds**.

4 Search the folder **Zoo** and its sub-folders for the files **Lions.txt**, **Chimpanzees.txt**, **Giraffes.txt** and **Elephants.txt.**

Move all four files to the folder **Mammals**.

5 Rename the folder **Birds** to **Euro Birds**.

Continued over…

6 In the folder **Zoo**, change the attributes of the file **Lions.txt** to be **Read Only**.

Take a screen print of the file's properties to show the change and paste it into the supplied file **printouts.rtf**.

7 Delete the folder called **Fish**.

Task D – Looking at views and settings

1 Use built in facilities to view the **Zoo** folder structure. Take a screen print of the view and paste it into the supplied document **printouts.rtf**.

Ensure that your name and today's date is clearly shown in the document header (electronically or hand written).

2 Confirm the day/date/time settings for your computer by taking a screen print of the current settings and pasting it into your **printouts.rtf** document.

3 Save your work 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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