Level 2 Using the Internet for finding, selecting and sending information (7266/7267-025)

www.cityandguilds.com/e-quals07
November 2008
Version 1.0

e-Quals
Assignment guide for Candidates
Assignment B

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Contents

Unit 025 – Using the Internet for finding, selecting and sending information Level 2

Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

Level 2 Using the Internet for finding, selecting and sending information (7266/7267-025)

Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Using the Internet for finding, selecting and sending information (7266/7267-025).

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 Using the Internet for finding, selecting and sending information (7266/7267-025)
Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A – Using E-mail
- Task B – Using Internet Services

Scenario

You work for an organization that provides Voluntary Work Experience and Opportunities around the globe - **GoVol global.**

The company is receiving a lot of SPAM email and your manager has asked you to investigate the different SPAM blocking services available and also Virus Protection.

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

Task A – Using E-mail

1 In your work area create a new folder called **GoVol Web**.

Ensure that any files you create or receive via e-mail from this point are saved within this folder.

2 Use a search engine to locate a web based e-mail service and save your results, as a complete webpage, in your **GoVol Web** folder with the filename **webmail**.

3 Access one of the web based e-mail services you have found and login.

4 Within the web based e-mail programme create a new folder to store emails received for this assignment and name it **025B**.

Continued over…

5 Send an e-mail to your tutor confirming that you have set up your account.

State one **advantage** and one **disadvantage** of using web based e-mail.

Ensure you use suitable netiquette for your e-mail.

6 Add your tutor's e-mail details to your **address book/contact list** (accept any default settings).

7 Open the e-mail from your tutor and its attachment called Groups.

Read and carry out the instructions in that e-mail.

8 Save the attachment **Groups** in the **GoVol Web f**older in your work area and move the e-mail into the **025B** folder within your e-mail programme.

9 Create a new e-mail

Add the subject **SPAM** and in the body of the e-mail briefly explain in one sentence what is meant by the term **SPAM**.

Inform the recipients that you are currently investigating **SPAM filters** and will shortly provide them with more information.

Send it to **Team 1** and **Team 2**. Add your assessor as a **CC** along with all contacts added that do **not** belong to one of the teams.

10 Open the e-mail with the compressed attachment file called **Report**.

Extract and save the file in your work area to the **GoVol Web** folder.

(if you are unable to carry out this task due to local restrictions please send an e-mail to your tutor stating what a compressed file is and how it can be extracted)
Before carrying on please ask your assessor to carry out an observation of the previous e-mail tasks.

Continued over…

Task B – Using Internet Services

1 Open the file called **Report**

Use a search engine of your choice and search for **two** different sites that offer **SPAM filter software**.

One of these must be **either** a Shareware or Freeware application and the other an application where a cost is involved.

Add the web addresses you find to show this to the **Report** file.

(Use copy and paste to insert information from your searches into your **Report** document in the spaces provided under Q1).

2 Use the internet to find answers to the questions asked in the Report document

Save the file with the filename Report Answers in your **GoVol Web** folder and close the file.

Fill in all 11 sections.

3 Go to **www.google.com** and then click on **Images**.

Search for images of **animals**.

Save your results as a complete web page in your **GoVol Web** folder. Accept the default filename.

4 Now disable images in the browser and refresh the page (there should be no images showing).

5 Save your results as a complete web page in your **GoVol Web** folder. Accept the default filename.

6 Use a suitable application to compress the file **Report** from your **GoVol Web** folder and e-mail this as an attachment to your tutor.

(If you are unable to carry out this task due to local restrictions please send an e-mail to your tutor stating how it can be compressed and attach the file **Report** uncompressed).

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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