Level 3 IT Principles 3 (7266/7267-041)

e-Quals
Assignment guide for Candidates
Assignment B

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Level 3 IT Principles 3 (7266-041)
Assignment B
Introduction – Information for Candidates

About this document
This assignment comprises part of the assessment for Level 3 IT Principles 3 (7266-041).

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 and a half hours**.

Time allowance: Two and a half hours

Assignment set up:

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

- Task A - Creating reports based on a given scenario
- Task B - Internet research on hardware and software

Scenario

You work as an Assistant for Mansell Wiggart Properties (MWP) an estate agency with one branch. The company has decided to update the way the properties on their books are marketed as they feel that to compete effectively in the market they need to add some innovative methods of marketing. At the moment the company prepare a leaflet in house for each property which includes photographs and text. They also have a web site which displays brief details of available properties. A database is used to hold client details.

The current technology consists of one computer which is over 10 years old and has only 256MB of memory and a 10GB disk drive. The computer has basic applications to allow a member of staff to prepare a leaflet for a property. A scanner which was purchased two months ago is attached to the computer and a new digital camera is used to upload digital photographs to the computer for inclusion in the leaflets. This computer also has access to the Internet so that details can be uploaded to the web site and email can be sent and received. There are four fulltime members of staff.

The company want to provide all members of staff with a computer which can prepare leaflets and want the computers to be able to communicate with each other so that each member of staff can access all the data. They also want to include floor plans in the details for a property and want to be able to prepare a video recording for selected properties which can be stored on computer and can be uploaded to the web site. Each member of staff is to have access to the Internet and e-mail facilities.

The company are also concerned about security of their data as at the moment they do not have any backup procedures in place and no method of protecting their system against power fluctuations.

Continued over…

Task A - Creating reports based on a given scenario

1 Create a new folder called **Reports**.

Create three subfolders in the **Reports** folder and name them:

Hardware
Software
Internet.

2 Identify the hardware requirements from the scenario including provision for backup and power fluctuations.

Create a report detailing these requirements.

Save the report in the folder **Hardware** with the filename **Report1**.

3 Identify the software requirements from the scenario.

Create a report detailing these requirements.

Save the file in the folder **Software** with the filename **Report2**.

4 Change the file attributes of the file **Report2** to read only.

5 Move the folder **Internet** to the folder **Software**.

Task B – Internet research on hardware and software

1 Use the Internet to research two software applications suitable for drawing floor plans.

Find out the supplier, minimum system specifications together with the purchase price, tax and any delivery charges where appropriate.

Create a report, as a table, detailing these findings.

Save the report in the folder **Software** folder with the filename **Software Report1**.

Include the url where the information has been taken from.

Below your table state which **one** of the **two** you would recommend and give your reasons why.

Continued over…

2 Use the Internet to research **two** items of hardware that you have listed in **Report1**.

Create a report, as table, detailing these findings.

Save the report in the folder Hardware folder with the filename **Hardware Report1**.

Detail the supplier, the purchase price, tax and any delivery charges where appropriate.

Include the url where the information has been taken from.

3 Use compression software to compress the files **Software Report1 & Hardware Report1** and name this compressed file as **Reports**.

Save this in your **Reports** folder.

4 Email a copy of the compressed report to your assessor observing suitable netiquette.

Send this to the e-mail address supplied by your assessor.

5 Close all applications and shut down your PC.

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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