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

e-Quals
Assignment guide for Candidates
Assignment C

www.cityandguilds.com/e-quals07
March 2009
Version 1.0

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Level 3 IT Principles 3 (7266-041)
Assignment C
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 – Researching and preparing information for a report
Task B – Modifying and distributing files

Scenario

You work as the IT Manager for a large Water Company (City Water Ltd). You have been asked by the Executive Director to plan for the acquisition of a series of Laptop computers for the company's key staff.

Your task is to provide two quotes from different suppliers and to recommend the most appropriate Laptop. Your decision will be based upon the requirements of the staff in question and finding the most cost effective quote.

A survey has been taken from a sample staff asking them what they require from their Laptop as shown in **Appendix A 041B**. The Executive Director has asked you to find a Laptop model that meets all the specification requirements at the best price. He also wants you to investigate the cost and terms of the supplier's warranty (e.g. cost and service level) for repair and fault diagnosis.

Continued over…

Task A – Researching and preparing information for a report

1 Search for the word processed file **Appendix A 041C**.

When you have found this, save a copy to your work area.

2 Read through the scenario and user specifications in **Appendix A 041C** and create a list detailing the key points. This can be used to help create your summary of requirements.

3 Create a file structure within your work area that includes both folders and at least **one** sub-folder, suitably named, that will be used to store the technical specification sheets that you download from the Internet, your summary, quotation spreadsheet and your report to the Executive Director.

4 Use the Internet to identify the hardware and system requirements to run the latest version of Microsoft's operating system and the most up to date version of **Adobe Dreamweaver**.

Printout the specification for both in a pdf (portable document format) giving the file name as **Printout 1 (your name)** and **Printout 2 (your name)** respectively.

5 Write a brief summary (approximately one page using a list/table) using a word processor stating your recommendations for the proposed laptops. This must be based upon the user details shown in the document **Appendix A 041C** and the requirements of the specified software. Within your specification ensure you have made an allowance for future upgrades of software.

Save the summary with the file name **Minimum Tech Specification (your name)** in your work area.

6 Complete the spreadsheet **Laptop Quotes** (supplied by your assessor) and supply a separate quote from **two** different suppliers for a laptop computer and the associated software requirements.

Save the file as **Laptop Quotations (your name)** in your work area within a suitably name folder.

7 Using a word processor, write a brief report (approx 1 page) justifying your recommendation of which laptop quotation is best suited to the requirements as outlined in **Appendix A 041C**. Your report should include:

- How each element of hardware met the users/software requirements?
- An explanation of the warranty terms and repair services offered as part of the quote.
- Why you have chosen this quote as opposed to your other quote?

Ensure your report presents the information in a suitable format for easy comparison by the Executive Director.

Save the file as **Laptop Acquisition Report (your name)** in your work area.

Continued over…

Task B – Modifying and distributing files

1 Modify the file attributes of the files **Laptop Acquisition Report (your name)** and **Laptop Quotations (your name)** to read only.

2 Use compression software to compress and package the two files that you have just modified. Save this compressed file as **Laptop Report**.

3 E-mail a copy of this compressed file to the Executive Director (your assessor will provide you with the e-mail address).

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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