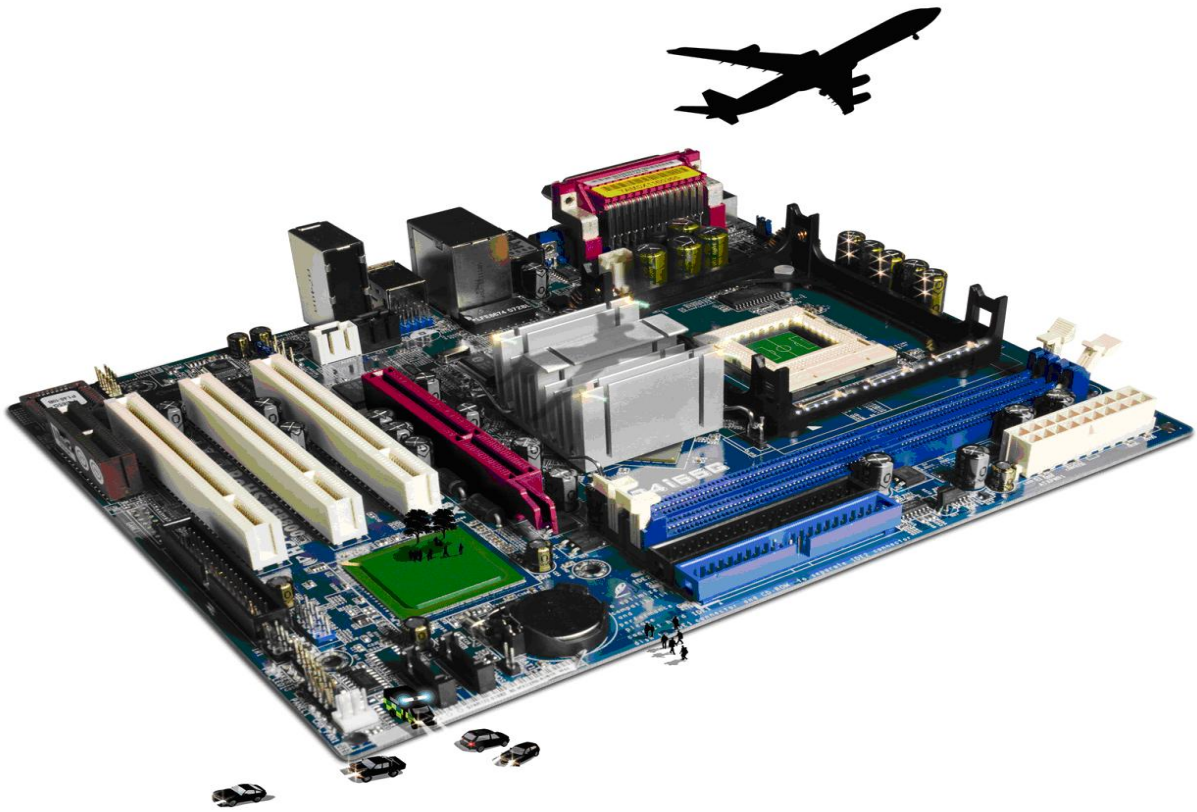
Level 1 IT user fundamentals (IUF:FS 7574-102)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

www.cityandguilds.com
September 2010
Version 1.0



About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © City & Guilds Limited and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* on the City & Guilds website also apply.

Please note: National Occupational Standards are not © City & Guilds Limited. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000 (Centres) **www.cityandguilds.com**
T +44 (0)844 543 0033 (Learners) **learnersupport@cityandguilds.com**

Contents

Unit 102 – ITUF:FS IT user fundamentals Level 1

Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

Level 1 IT user fundamentals (ITUF:FS 7574-102)
Assignment B
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 1 IT user fundamentals (ITUF:FS 7574-102).

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 **one and a half hours**.

Level 1 IT user fundamentals (ITUF:FS 7574-102)
Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Working with files and folders
- Task B - Changing computer settings
- Task C - Safety and security
- Task D - Routine maintenance

Scenario

You have been asked to carry out some routine administration on the office computer and to carry out some research with regards to Health and Safety to obtain expert advice.

You will need to use the Internet to help you. Make sure that you follow any guidelines around safe use of the laptop and use of the Internet.

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

Task A – Working with files and folders

1 Start up the computer and logon using the password given to you by your assessor.

2 Create a folder on **one** of the removable storage media devices given to you by your assessor, which has a capacity of **at least** 512.Mb. Give it a suitable name to identify it as your work. Copy the **Supplied Files** folder and place this inside the folder you have just created.

When asked to save any files later on in this assignment use the folder you created.

3 Access the folder **Supplied Files** given to you by your assessor. Create a shortcut to the file **Main File.txt** and save this to the folder you have created.

Continued over…

4 In the **Supplied Files** folder rename the file **1.txt** to 'your name' keeping the same file extension.

Change the file attribute of this file to read only.

5 Delete any files in this folder that have the word **Scrap** anywhere in the filename.

Task B – Document layout

1 Using the **Answers** document, provided to you by your assessor, on the removable storage device. Answer the following questions: (You may use the Internet for research).

Name **three** input devices and **three** output devices.

2 Your computer currently has a problem with its CD/DVD drive. Access the Internet and find a source of expert help (eg the manufacturer's website) on what the problem might be.

Find one possible reason and add it to your **Answers** document.

Note: include the URL of where you obtained the information.

3 Take screen prints of the following tasks and add these to your **Answers** document:

1. access the display settings and set to the highest resolution
2. access the volume control and set it to mute.

Task C – Safety and security

1 Using your **Answers** document give **three** examples that would reduce the physical stress of computer users.

2 Using your **Answers** document give **three** examples of risks to your computer data and **one** example of the type of software that reduces risks.

3 Using your **Answers** document give **two** possible threats to your personal safety and well being when using the Internet to communicate using IT.

4 Using your **Answers** document give **one** example of a secure password. (Password only no explanation needed).

5 Using your **Answers** document give **two** examples of routine maintenance that should be carried out on your computer.

6 Save your **Answers** sheet into the folder you created earlier.

Continued over…

7 Let your assessor know that you are ready to do a test print. Print out one copy of the printer test page correct any IT problems that may come up.

Task D – Routine maintenance

1 Create a backup of your folder and give the folder a name that identifies it as a backup folder.

2 Save any open files and ask your assessor to observe you closing any applications and shutting down the machine.

3 Clean the keyboard and VDU using suitable materials. Ensure that you follow all health and safety guidelines.

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

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)844 543 0000 (Centres)
T +44 (0)844 543 0033 (Learners)

City & Guilds is a company registered in England and Wales (company number 16513878)