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

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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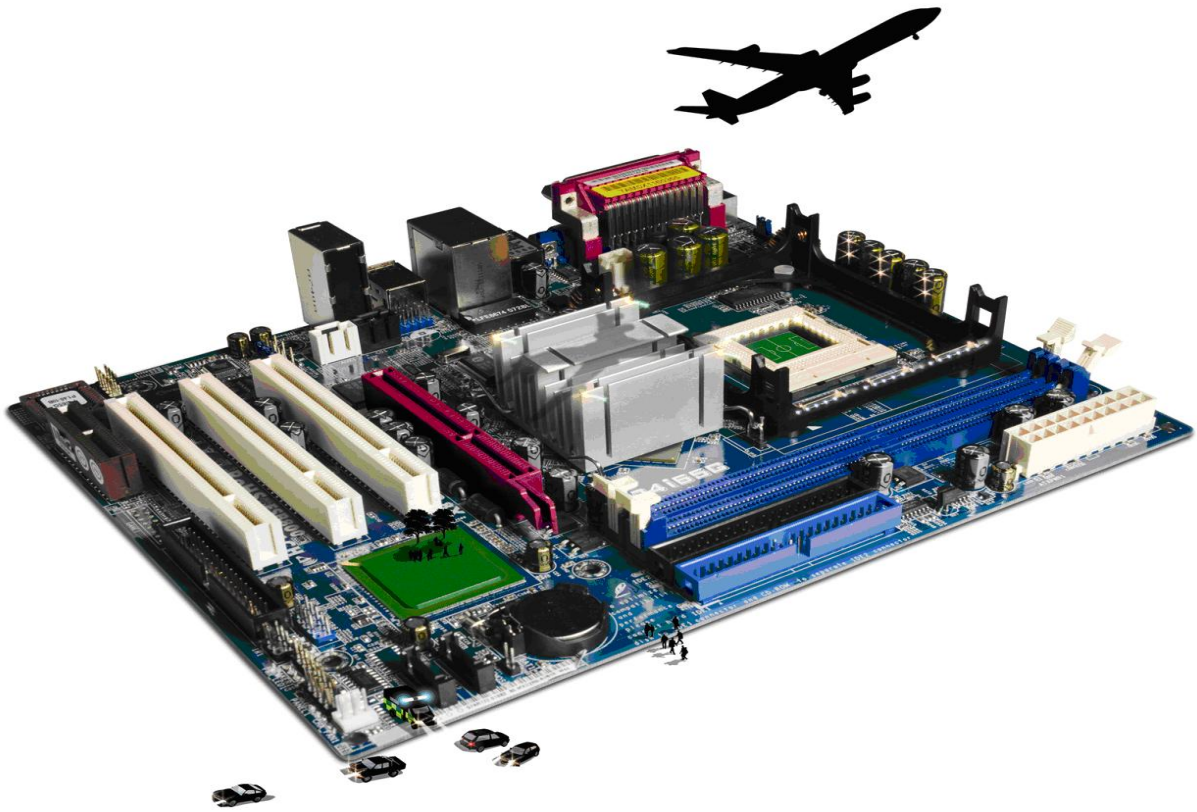

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Contents

Unit 102 – ITUF:FS IT user fundamentals Level 1

Assignment A

Introduction – Information for Candidates	2
Candidate instructions	3

Level 1 IT user fundamentals (ITUF:FS 7574-102)
Assignment A
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 tidy up the files on the office PC and to carry out some research with regards to Health and Safety and obtaining expert advice.

You will need to use the Internet to help you. Make sure that you follow any guidelines around safe use of a PC 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 1Gb.

Give it a suitable name to identify it as your work. When asked to save any files later on in this assignment use this folder.

3 Access the folder **Required Files**.

Create a shortcut to the file **Shortcut file.txt** and save this to the folder you have just created.

Continued over…

4 In the **Required Files** folder rename the **Assignment A IUF FS.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 'Unwanted' 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 Access the Internet and search for help on what the bleeps mean when you turn on a computer.

Add your answer to your **Answers** document.

Note: (include in your answer details 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 lowest 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 risk to your computer data and **one** example of the type of software that reduces the risk.

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.

5 Using your **Answers** document give **two** examples of routine maintenance that should be carried out on your computer and **one** example of where you can gain access to expert advice.

Continued over…

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

7 Let your assessor know that you are ready to do a test print.

Print out one copy of the printer test page rectifying any IT problems that may arise.

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 mouse 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

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