Level 1 Setting up an IT system (SIS 7574-103)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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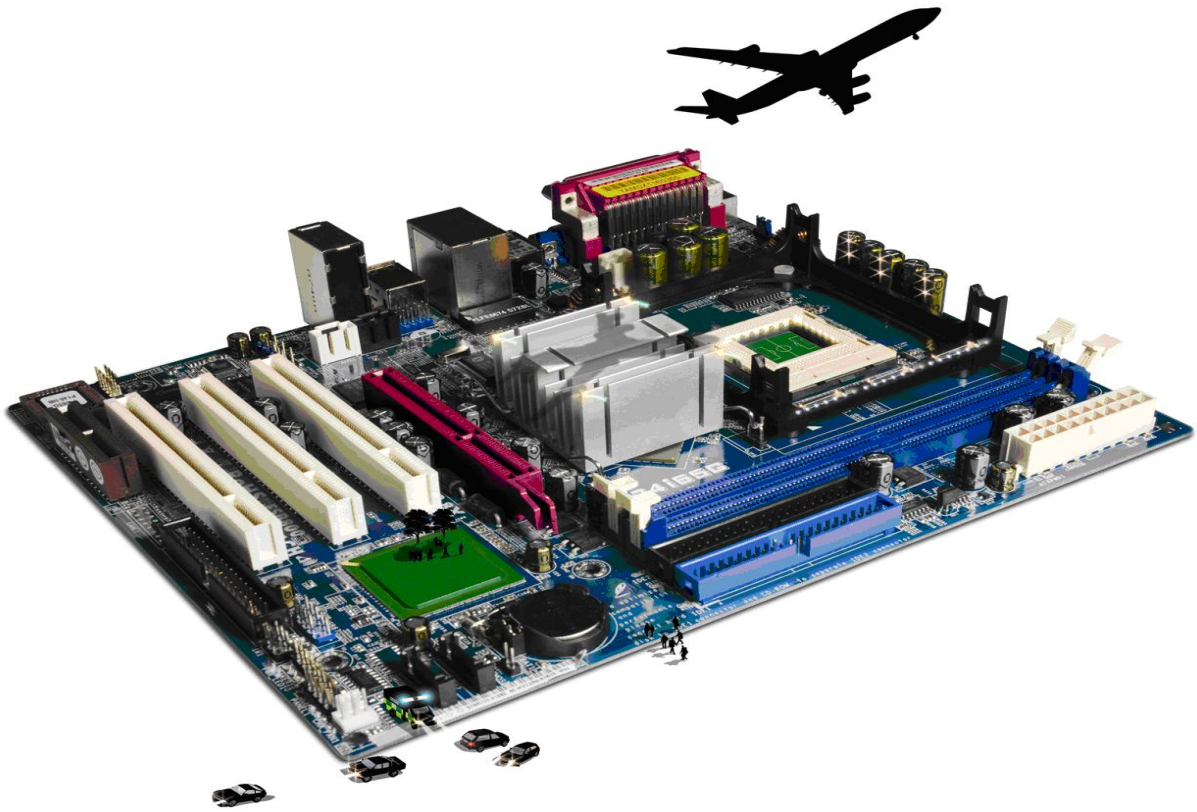

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Level 1 Setting up an IT system (SIS 7574-103)
Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 1 Setting up an IT system (SIS 7574-103).

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 Setting up an IT system (SIS 7574-103)
Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Connect computer components
- Task B - Configure the PC
- Task C - Connect to network and Internet
- Task D - Run tests

Scenario

You work in a small office and as the person in the office with the most technical ability when it comes to computers you have been asked by your employer to set up the new computer that have just been purchased,

The first computer is due to arrive today it will need to be assembled and configured to work on the Internet. You will also need to install some software and test that everything works as it should.

Prepare your work area ensure that you are meeting all health and safety requirements for working with electrical equipment.

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

Task A – Connect computer components

1 Connect all of the equipment you have been supplied with, this should include:

- a computer base unit
- monitor
- keyboard
- mouse
- printer.

Note: Ask your assessor to check your connections before moving to the next task.

2 On the **Answers** document, provided by your assessor, give three examples of Health and Safety issues you need to be aware of whilst connecting computer components together.

Continued over…

Task B – Configure the PC

1 Switch on your machine and log on.

You need to configure the working environment of the computer to match the user requirements.

- Set the correct date and time.
- Set the language and keyboard layout to UK.
- Create a user account in your own name, with the password set as your first name.
- Install the antivirus software, provided on the removable storage media.
- Install the office package you have been provided from the removable storage media.

2 On your **Answers** document give **two** examples of security measures that need to be considered when connecting to the Internet.

3 On your **Answers** document give **two** examples of how to reduce security risks to your computer while your computer is connected to the Internet.

Task C – Connect to network and Internet

1 You now need to connect your computer to the Internet, wirelessly. To do this follow the next **four** steps:

- enable your wireless network card
- connect to the wireless network using the password provided
- access the Internet and go to the website **www.speedtest.net** (or similar). Carry out a test for both upload and download speeds
- Printout the results of your speed test.

Task D – Run tests

1 You have been talking to a technician about an error on your machine. They have asked you to identify:

- the exact operating system that you are using
- the amount of installed RAM
- the 'C' hard drive capacity in bytes

Add your answers to you **Answers** document.

Continued over…

2 On your **Answers** document give **two** examples of how you could seek expert help relating to a fault on your computer.

3 Save your **Answers** document and close the application.

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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